



Findlay City Schools

Final 4th Quarter Report

Fiscal Year Ending June 30, 2018

**By Michael T. Barnhart, Findlay City School Treasurer
Prepared July 10, 2018
For July 10, 2018 Board Meeting
and emailed to Superintendents**

PRINCIPAL OFFICIALS

BOARD OF EDUCATION

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Carey, Mike Wank
FDA, Rosemary Rooker
Leipsic, Greg Williamson
McComb, Tony Fenstermaker
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Cory Rawson, Robert Hlasko
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Liberty Benton, Mark Kowalski
Miller City, Kerry Johnson
Pandora-Gilboa, Todd Schmutz
Van Buren, Tim Myers
Hancock County*, Larry Busdeker

*Ex-Officio Non-Voting Members

**As fiscal agent, Findlay is allowed an additional voting representative to the superintendent

Administrative Fund
(014-9145)

There are actually three different types of billings that go out to each member district to support the Administrative Fund. They are the:

1. annual fee,
2. estimated excess costs, and
3. excess cost.

Annual Fee – Each participating member district pays an annual fee of \$5,000 for operating costs through semi-annual invoices in July and January. This fee currently supports a vocational director, coordinator, technology personnel, career assessment teacher and two secretaries. In addition, to personnel charges, Findlay City Schools, acting as fiscal agent, charges against the account one percent (1%) per year of the total Millstream appropriation measure.

Estimated Excess Costs – Estimated excess costs for the next fiscal year are calculated once the prior fiscal year is closed. These costs are split between two billings – one in July and one in January. The formula for the estimated costs is:

- $\text{Prior FY expenditures} + \text{estimated increase/decrease} - \text{annual fee per school district of } \$5,000 \times 15 (\$75,000) / \text{prior year's enrollment} = \text{estimated excess cost per student}$
- $\text{Estimated excess cost per student} \times \text{district's prior October's enrollment} / \text{two billing payments} = \text{semi-annual estimated excess costs.}$

Actual Excess Costs – Member districts are responsible for any shortage in revenue for the Administrative Fund at fiscal year end. A positive year-end balance will result in a credit to each member district. At the close of the fiscal year, costs for administration of the program are calculated and billed during the month of July. The formula for the calculation is:

- $\text{Total expenditures} - \text{the annual fee per school district } \$5,000 \times 15 (\$75,000) - \text{advances out} / \text{by total number of students} = \text{excess cost per student}$
- $\text{Excess cost per student} \times \text{district's October enrollment} - \text{estimated excess cost payments by district} = \text{excess cost due (or credit)}$

The calculation can be reviewed by referring to the spreadsheet on the following page.

Rental Fees -- Beginning with the 2010-11 school year, all participating districts began to annually pay rent for Millstream facilities based on the pupil enrollment of the upper four grades of each high school, including Findlay. The rent was \$25 per pupil for 2010-11. It then rose to \$50 per pupil for 2012-13 once the new building was constructed, and then became \$75 per pupil in 2013-14. These revenues are not part of the Administrative Fund. They are placed into the mandated 034 maintenance fund for OSFC buildings.

Administrative Fund Budget
 014-9145

	FY2016 Actual	FY2017 Actual	FY2018 Estimate	FY2018 Actual
Balance July 1	\$ 57,156	\$ 11,431	\$ 38,579	\$ 38,579
Revenue				
Admin. Cost (estimated)	427,044	571,046	537,008	537,007 (1)
Admin. Costs (Prior Yr)	(9,404)	37,235	11,231	11,231 (2)
Annual Fee (\$5,000 per)	75,000	75,000	75,000	75,000 (3)
Interest	914	1,146	1,100	2,183
Donation/Refund Prior Year Expense	-	-	-	500
State/Federal	-	-	-	-
Advances In	-	-	-	-
Total Revenue	<u>493,554</u>	<u>684,427</u>	<u>624,339</u>	<u>625,921</u>
Total Balance and Revenue	\$ 550,710	\$ 695,858	\$ 662,918	\$ 664,500
Expenditures				
Salaries	360,824	453,799	396,000	401,018
Benefits	151,437	161,653	172,000	160,441
Purchased Services	21,619	37,231	35,000	34,346
Supplies	5,399	4,596	6,000	5,633
Equipment	-	-	3,000	-
Other	-	-	-	-
Advances Out	-	-	-	-
Total Expenditures	\$ 539,278	\$ 657,279	\$ 612,000	\$ 601,438
Cash Balance	\$ 11,431	\$ 38,579	\$ 50,918	\$ 63,062
Encumbrances	\$ 7,632	\$ 726	\$ 10,000	\$ 945

(1) Estimated Admin. Costs FY18 = Column H (semi-annual payments in July 2017 and January 2018)

(2) Admin. Excess Costs FY18 = Column G (Adjustments applied to July 2017 invoices)

(3) Annual Fee FY18 = Column D (semi-annual payments in July 2017 and January 2018)

Millstream Administrative Excess Costs
Fund 014-1224-9145 XMSAF

	A	B	C	D	E	F
	Oct. 2015	Oct. 2016	FY17 Actual	FY17 Actual	FY17 Actual	FY17 Est.
	9-12	9-12	Total	Annual	Adm. Cost Col B*	Col A*
School	Students	Students	Col D+E	Fee	\$117.7988	\$113.8000
Arcadia	198	191	\$ 27,500	\$ 5,000	\$ 22,500	\$ 22,532
Arlington	196	197	28,206	5,000	23,206	22,305
Carey	296	306	41,046	5,000	36,046	33,685
Cory-Rawson	187	176	25,733	5,000	20,733	21,281
Findlay Digital	149	170	25,026	5,000	20,026	16,956
Leipsic	231	217	30,562	5,000	25,562	26,288
Liberty-Benton	418	397	51,766	5,000	46,766	47,568
McComb	205	220	30,916	5,000	25,916	23,329
Miller City	141	136	21,021	5,000	16,021	16,046
Ottawa-Glandorf	505	495	63,310	5,000	58,310	57,469
Pandora-Gilboa	187	175	25,615	5,000	20,615	21,281
Riverdale	299	293	39,515	5,000	34,515	34,026
Van Buren	330	338	44,816	5,000	39,816	37,554
Vanlue	68	71	13,364	5,000	8,364	7,738
Findlay	1608	1561	\$ 188,884	5,000	183,884	182,990
Total	5,018	4,943	\$657,279	\$ 75,000	\$582,279	\$571,048

	G	H	I	Invoice	Invoice
	FY17 Actual	FY18 Est.	FY18 Est.	Jul-17	Jan-18
	Over/Under	Col B*	1st Install	FY18 Est plus	FY18 Est.
School	Col E-F	\$108.64	Col H/2	FY17 Over/Under	2nd Install
				Col I(+/-)Col G	Col H/2
Arcadia	\$ (33)	\$ 20,750	\$ 10,375	\$ 10,342	\$ 10,375
Arlington	902	21,402	10,701	11,603	10,701
Carey	2,362	33,244	16,622	18,984	16,622
Cory-Rawson	(548)	19,121	9,560	9,012	9,560
Findlay Digital	3,070	18,469	9,234	12,304	9,234
Leipsic	(725)	23,575	11,787	11,062	11,787
Liberty-Benton	(802)	43,130	21,565	20,763	21,565
McComb	2,587	23,901	11,950	14,537	11,950
Miller City	(25)	14,775	7,388	7,362	7,388
Ottawa-Glandorf	841	53,777	26,888	27,730	26,888
Pandora-Gilboa	(666)	19,012	9,506	8,840	9,506
Riverdale	489	31,832	15,916	16,405	15,916
Van Buren	2,262	36,720	18,360	20,622	18,360
Vanlue	625	7,713	3,857	4,482	3,857
Findlay	893	169,587	84,794	85,687	84,794
Total	\$ 11,231	\$ 537,008	\$ 268,504	\$ 279,735	\$ 268,504

Capital Outlay Fund
(014-9146)

Each participating member district, except for the fiscal agent, annually provides for capital funds for equipment and facilities at a rate of \$25 per pupil enrolled in the upper four grades of each high school. After certification of October enrollment numbers, the cost is calculated and this charge is divided between two payments in November and January.

Enrollment numbers used are obtained by phoning member district's personnel for a head count. Findlay City Schools uses students coded as "10" on the Agg 7 EMIS head count report.

Capital Outlay Fund Budget
014-9146

	FY2016	FY2017	FY2018	FY2018
	Actual	Actual	Estimate	FYTD
Balance July 1	\$ 271,775	\$ 327,064	\$ 329,763	\$ 329,763
Revenue				
Capital Costs Fees	85,250	-	83,850	83,850 (1)
Interest	2,823	2,700	2,000	2,525
Miscellaneous (Auction)	-	-	-	17,000
State/Federal	-	-	-	-
Advances In	-	-	-	-
Total Revenue	<u>88,073</u>	<u>2,700</u>	<u>85,850</u>	<u>103,375</u>
Total Balance and Revenue	<u>\$ 359,848</u>	<u>\$ 329,763</u>	<u>\$ 415,613</u>	<u>\$ 433,139</u>
Expenditures				
Contracted Services	17,021	-	20,000	2,550
Supplies - Startup New Programs	-	-	80,000	99,134
Equipment	15,513	-	312,000	308,670
Other	250	-	-	-
Advances Out	-	-	-	-
Total Expenditures	<u>\$ 32,785</u>	<u>\$ -</u>	<u>\$ 412,000</u>	<u>\$ 410,354</u>
Cash Balance	<u>\$ 327,064</u>	<u>\$ 329,763</u>	<u>\$ 3,613</u>	<u>\$ 22,785</u>
Encumbrances	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 5,000</u>	<u>\$ 4,314</u>

(1) Each participating member district, except for the fiscal agent, annually provides for capital funds for equipment and facilities at a rate of \$25.00 per pupil enrolled in the upper four grades of each high school. After certification of October enrollment numbers, the cost is calculated and this charge is divided between two (2) payments in October and January. However, these charges were waived for FY2017.

Adult Education Fund
(014-9147)

Accreditation: Millstream Career Center is fully accredited by the North Central Association Commission on Schools and Colleges and by the Ohio Department of Education.

Mission Statement: Millstream's Adult Workforce Education Center is to improve the student and employer workforce skills by providing high quality, affordable applied technology training through the collaborative effort of educators, community, business and industry.

General Information: Adult Education Programs are scheduled year round and customized for personal and business courses to meet needs. Curriculum is certified and community advisory committees provide input. Course fees are established to cover operating expenses of the programs, which are self-supporting.

Adult Education Fund Budget
014-9147

	FY2016 Actual	FY2017 Actual	FY2018 Estimate	FY2018 FYTD
Balance July 1	\$ 37,374	\$ 45,055	\$ 58,224	\$ 58,224
Revenue				
Tuition Adult Students	23,644	26,530	30,000	19,705
Services Provided Other Entities	-	-	-	-
Donations/Misc.	-	-	-	-
Interest	349	363	400	654
State Reimbursement***	42,700	42,618	42,500	40,833
Federal Reimbursement	-	-	-	-
Advances In	-	-	-	-
Total Revenue	<u>66,693</u>	<u>69,511</u>	<u>72,900</u>	<u>61,192</u>
Total Balance and Revenue	<u>\$ 104,066</u>	<u>\$ 114,566</u>	<u>\$ 131,124</u>	<u>\$ 119,416</u>
Expenditures				
Salaries *	34,918	38,499	40,000	31,876
Benefits **	9,251	10,198	12,000	9,537
Purchase Services	10,453	4,249	9,000	3,926
Supplies	3,666	3,396	16,000	1,370
Equipment	724	-	-	-
Refund of Prior Year Receipt	-	-	-	-
Advances Out	-	-	-	-
Total Expenditures	<u>\$ 59,012</u>	<u>\$ 56,341</u>	<u>\$ 77,000</u>	<u>\$ 46,710</u>
Ending Cash Balance	<u>\$ 45,055</u>	<u>\$ 58,224</u>	<u>\$ 54,124</u>	<u>\$ 72,707</u>
Encumbrances	<u>\$ 120</u>	<u>\$ 120</u>	<u>\$ 8,500</u>	<u>\$ 220</u>

*Adult Ed Director 100% beginning in FY04. \$21,722 of combined Supervisor/Adult Ed position in FY18 (22.94%)

**Adult Ed Director 100% beginning in FY04. Same proportion of Supervisor/Adult Ed position in FY18 (22.94%)

***In FY06 State put us on "guarantee" instead of "reimbursement" program where FY06 payments are received throughout the year instead of having to wait until the following year. It is uncertain if we will be on "guarantee" program in future years. Part of FY11 guarantee was returned to ODE in FY12 (\$1,555).

General Fund Excess Costs
(001-1300 & 001-2214)

General fund money is expended by Findlay City Schools to support vocational programs offered by the district. At the end of the fiscal year, the cost of each program is calculated. Millstream member districts are then invoiced “excess costs” for students residing in their district who are attending vocational programs at Findlay. There are three factors that play into the calculation of excess costs. They are:

1. student enrollment
2. program costs, and
3. reimbursement from the state through foundation payments.

1. Student Enrollment

The number of students enrolled during the first full week of October is used in calculation excess costs. Therefore, all out-of-district students enrolled during the official enrollment week in October are susceptible to excess costs. Students enrolling into the program after this week are not assessed excess costs. The cost of a program can vary widely from year to year depending on the number of students in a program. This factor is one of the biggest reasons for increase in program costs.

For example, program costs of \$60,000 for 15 students = \$4,000 cost per student and the same \$60,000 for 10 students = \$6,000 cost per student. By losing five (5) students in the program, costs per student increased \$2,000.

2. Program Costs

All expenses are general fund expenditures. Salaries, benefits, and contracted services, as well as supplies and materials, for each program are tracked by a special cost center that links the account to the program. All maintenance, operation, and utilities expenses are calculated on a square footage basis and evenly distributed to each program.

- 100 Salaries – include certificated staff and classified aides.
- 200 Benefits – includes retirement, Medicare, medical, dental/vision, life and worker’s comp.
- 400 Contracted Services – include professional travel/meeting, telephone, and contracts.
- 500 Supplies – include textbooks and program supplies not classified as capital outlay.
- 600 Equipment – include furniture and computer equipment.

3. State Funding

Effective with the 1998-99 school year, unit funding was eliminated and per pupil funding was instituted. Enrollment information provided to the state through EMIS in October is reflected in adjustments to the SF3 foundation payments. Line 24B Disclosure Items: Voc Ed, and Line 22E Other Adjustments reflect the payments for vocational programs.

Weighted Cost Funds Certification (WCF) – These funds are restricted and must be spent or encumbered by June 30. At least seventy-five percent of such funds must be spent on curriculum development and purchases, student assessment, instructional resources and supplies, vocational student organization dues or expenses, work-site learning experience costs, home and agency linkages costs, extended vocational programming, curriculum specific instructional equipment purchase or leases, professional development, industry-based program certification, student credentialing, and other unique costs directly associated to vocational education programs excluding indirect and administrative costs.

General Fund Budget
001-1300 & 001-2214

Expenditures	FY2016 Actual	FY2017 Actual	FY2018 Estimate	FY2018 FYTD
Salaries - Certificated & Aides	\$ 1,600,475	\$ 1,744,251	\$ 1,704,000	\$ 1,694,491
Benefits - Certificated & Aides	528,372	601,035	610,000	644,336
Contracted Services	333,436	373,863	329,500	387,716
Supplies/Textbooks	185,337	258,618	205,000	221,446
Equipment	<u>264,321</u>	<u>215,789</u>	<u>150,000</u>	<u>15,198</u>
Total Expenditures	<u>\$ 2,911,941</u>	<u>\$ 3,193,555</u>	<u>\$ 2,998,500</u>	<u>\$ 2,963,187</u>
Line 22E Other Adjustments VEC	1,142,895	1,328,455	1,300,000	1,227,405
Restricted Weighted Funds (75% rule)	\$ 601,061	\$ 784,647	\$ 700,000	\$ 695,783
		a		a
General Fund				
Tuition - Vocational 001-1224	\$ 236,521	\$ (16,235)	\$ (123,586)	\$ (114,552)

SF3- Vocational Funding Budget
75% Rule

	FY2016 Actual	FY2017 Actual	FY2018 Estimate	FY2018 FYTD
Current fiscal year's 75% of weighted funds	\$ 601,061	\$ 784,647	\$ 700,000	\$ 695,783
Add'l carryover/POs from prior year yet to spend	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Total weighted funds to be spent	<u>\$ 601,061</u>	<u>\$ 784,647</u>	<u>\$ 700,000</u>	<u>\$ 695,783</u>
<u>General Fund</u>				
001-1300-400 Purchased Services	167,480	198,022	229,500	229,610
001-1300-500 Supplies	185,337	258,618	205,000	221,446
001-1300-600 Equipment	264,321	215,789	150,000	323,868
001-2700-400 (Electric, Water, Gas)	<u>118,477</u>	<u>115,502</u>	<u>115,500</u>	<u>131,234</u>
Sub-total	735,615	787,930	700,000	906,158
Remaining 75%	(134,554)	(3,283)	-	(210,375)
Other qualifying expenditures	-	-	-	-
Expenditures under/(over) 75% Rule	<u>\$(134,554)</u>	<u>\$ (3,283)</u>	<u>\$ -</u>	<u>\$(210,375)</u>

Federal, State and Local Grants Budget
5XX, 4XX, 019

Grant Name	USAS Codes	FY2016 Actual	FY2017 Actual	FY2018 Estimate	FY2018 FYTD
MS-NWOTP MINI-GRANT	499-9989	10,438	-	4,339	-
Subtotal State		10,438	-	4,339	-
Perkins Federal Grant	524-9018	226,171	209,242	206,500	209,091
Subtotal Federal		226,171	209,242	206,500	209,091
Electric Car 5K from Cooper	019-9982	28	-	4,972	-
MS-WCOTP MINI-GRANT	019-9984	-	-	-	-
Electric Car Project	019-9986	-	-	-	-
Electric Car ECLIPSe Grant	019-9987	-	-	-	-
Electric Car 25K from Cummins	019-9988	500	-	4,902	-
Subtotal Local		528	-	9,874	-
GRAND TOTAL		\$237,137	\$209,242	\$220,713	\$209,091

Secor Trust Fund Budget
007-9114

	USAS Codes	FY2016 Actual	FY2017 Actual	FY2018 Estimate	FY2018 Actual
Beg. Balance		\$ 15,308	\$ 12,946	\$ 21,883	\$ 21,883
Revenue					
Interest	1410	107	102	100	168
Van Rental/Prior Yr Refund	1810	-	-	-	-
Donations (March)	1820	22,857	21,500	22,000	20,000
Total Revenues		22,964	21,602	22,100	20,168
Total Balance and Revenue		\$ 38,272	\$ 34,549	\$ 43,983	\$ 42,051
Expenditures					
Contracted Services	423	747	2,168	500	-
Supplies	510	11,070	8,895	15,500	7,348
Equipment	640	12,530	1,490	10,000	7,487
\$1000 Annual Award	880	979	113	1,000	983
Total Expenditures		25,325	12,666	27,000	15,818
Ending Balance		12,946	21,883	16,983	26,233
Encumbrances 6/30		9,199	17,010	3,000	11,465
Cash Available		\$ 3,747	\$ 4,873	\$ 13,983	\$ 14,768

Secor Trust Advisory Committee By-Laws - Bequest of Dorothy F. Secor

- I. NAME
This committee shall be called the Secor Trust Advisory Committee.
- II. OPERATIONAL GOALS
- A. This committee shall recommend guidelines to govern expenditures from the Secor Trust.
 - B. This committee shall represent special education students enrolled in pre-vocation or vocational courses whose primary target population are special needs students. These courses shall be called Secor Trust Programs and include the pre-vocational workshop, auto maintenance, child care, food service, and building maintenance courses. Other courses which may be developed in the future may be included in the Secor Trust Program if they meet the definition in sentence one of this section;
 - C. This committee shall recommend expenditure which complement funds, which have been received from federal, state, or local sources.
 - D. This committee shall design and implement a program of recognition to be named the Secor Award, for staff members who contribute significantly to the education of handicapped students. Such recognition shall not include expenditure of funds from the Secor Trust.
- III. POWERS AND DUTIES
- A. This committee shall receive request for funding, which benefits special education students enrolled in Secor Trust Programs.
 - B. This committee shall recommend to the Findlay Board of Education those requests deemed to merit funding.
 - C. The Findlay Board of Education retains authority to approve expenditures from the Secor Trust.
 - D. All funds received, invested or expended from the Secor Trust shall be under the direct supervision of the Treasurer of the Findlay City Schools.
- IV. MEMBERSHIP
- A. Committee members shall include no fewer than seven persons and shall be comprised of the Superintendent of Schools, the Director of Millstream Career Cooperative, and representatives of the community at large, the Board of Education, and teaching and instructional aide staff from Secor Trust Programs.
 - B. The Superintendent of Schools will serve as Chairman of the Secor Trust Advisory Committee.
 - C. The Chairman will appoint a secretary to serve each calendar year.
 - D. Each committee member shall have one vote; the chairman will vote only to break a tie.
 - E. Rotating committee members (see Section F below) shall be appointed by the Director of Millstream Career Cooperative who will submit a committee roster to the Board of Education each January.
 - F. Committee member shall serve terms as follows:
Superintendent of Schools: serves with position.
Director of Millstream Career Cooperative: serves with position.
All other members serve in rotating membership for two (2) years, with at least two of the rotating membership changing annually. To establish this cycle the following rotation is in effect:

Board of Education, Jim Fitzpatrick	January 1993
Community at Large, Mike Lafferty	January 1992
Teacher, Joel Wood	January 1992
Teacher, Nancy Abbey	January 1993
Instructional Staff, Grace Johnsson	January 1993

Committee member may serve a maximum of two consecutive terms.
- V. PROCEDURES
- A. The Secor Trust Committee will convene at least twice annually to review requests and evaluate their implementation.
 - B. The chairman may call a special meeting at any time.
 - C. Requests may be submitted by staff members of Secor Trust Programs.
 - D. All requests must be submitted in writing with all items on the Secor Fund Request Form completed.
 - E. Funds from the Secor Trust may be used for capital improvements, equipment, supplies, and educationally based field trips. Funds may be expended to commemorate the Secor family as long as such a project simultaneously benefits the Secor Trust Programs.
 - F. Funds may not be expended for activities designed to "reward" students' funds must support student learning in academic content or vocational skills. Funds may not be expended for salaries or benefits.
 - G. Requests for interest funds, which receive a majority approval of the committee, will be recommended to the Board of Education. Any committee member submitting a request will abstain from its discussion and vote.
 - H. Any request for the use of principal funds from the Secor Trust requires unanimous approval of the Advisory Committee prior to its recommendation to the Board of Education.
 - I. In the event any portion of principal funds is expended, interest accrued in the succeeding five year period must go back to the principal until the principal reaches \$450,000.
- VI. AMENDMENTS TO BY-LAWS
Changes in these By-Law may be made with a unanimous vote of the committee and majority approval of the Board of Education.

Findlay City School District
2019 Broad Avenue
Findlay, Ohio 45840

www.findlaycityschools.org

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