

RESOLUTION

Regarding the Capital Area Intermediate Unit General Operating Budget for the 2016-17 Fiscal Year

Section 9-964(6) of the Pennsylvania School Code of 1949 as amended, requires that each intermediate unit budget "shall be approved by (i) at least a majority of the school districts comprising the intermediate unit; and (ii) at least a majority of the proportionate votes of all school directors".

At a meeting held on _____, 2016

by a vote of _____ aye to _____ nay, with _____ abstaining and _____ absent,

as recorded in the minutes, the members of the School Board of the

_____ School District,

a member of the Capital Area Intermediate Unit, approved _____ or disapproved _____

the General Operating Budget of the Capital Area Intermediate Unit for the 2016-17 fiscal year.

Board President

Date

Attest:

Board Secretary

Date

Instructions: Please e-mail this completed form as a PDF to dmoran@caiu.org, or send by US Postal Service to Daren Moran, CAIU Business Office, 55 Miller Street, Enola, PA 17025. Each school district is required to file a copy of this form with the CAIU and it is made part of the CAIU budget file to confirm compliance with PA School Code Section 9-964(6).

Draft Proposed Prelim. Budget Presented to Superintendents' Finance Committee 1-6-16
Draft Proposed Prelim. Budget Presented to Board of Directors' Finance Committee 1-7-16
Draft Proposed Prelim. Budget Presented to Superintendents' Advisory Council 1-13-16
Preliminary Budget Presented to the Board of Directors 1-28-16
Final Budget Presented to the Board of Directors 2-25-16

Capital Area Intermediate Unit

General Operating Budget for the 2016-17 Fiscal Year

**Capital Area Intermediate Unit
General Operating Budget
For the 2016-17 Fiscal Year**

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Budget Review and Approval Schedule

January 6, 2016	Draft Proposed Preliminary Budget presented to Superintendents' Finance Committee.
January 7, 2016	Meeting with the Board Finance Committee to review budget assumptions and Draft Proposed Preliminary Budget.
January 13, 2016	Draft Proposed Preliminary Budget presented to Superintendents' Advisory Council.
Wk. of Jan. 18, 2016	Draft Proposed Preliminary Budget presented to Board Finance Committee. (If needed)
January 28, 2016	Proposed Preliminary Budget presented to CAIU Board of Directors as a first reading.
February 25, 2016	Final Budget presented to CAIU Board of Directors for approval.
Late February, 2016	Budget material distributed to each superintendent for delivery to district School Board members.
February - April 2016	Budget placed on school board meeting agendas for each school district and acted upon by school boards. Board vote reported back to CAIU by yay, nay, abstain, or absent.
By May 2, 2016	Final budget and summary of school district voting results submitted by CAIU to the Pennsylvania Department of Education.
May 2016	Pennsylvania Department of Education accepts final budget.

Executive Summary

Introduction

Unlike school districts that receive public funding primarily through property taxes and funding from the Commonwealth of Pennsylvania, the CAIU does not receive unrestricted state support. This source of funding was completely eliminated from the State budget in 2011-12. The CAIU therefore operates following a business model and provides a variety of services primarily to school districts and the Pennsylvania Department of Education (PDE).

The CAIU is continuing to experience a shift in its business model to operations based on fee for service and entrepreneurial activities. While certain traditional business segments of the CAIU have leveled off or declined, the CAIU is developing and exploring opportunities for services in the region and statewide.

The cost of the benefit package provided to employees, specifically the cost of healthcare coverage and the Pennsylvania School Employees Retirement System (PSERS), continues to be an area of significant concern.

Overall Budget

The General Operating budget for 2016-17 is \$5,465,128. This represents an decrease of \$202,157 or 3.57% from the approved budget for 2015-16. The decrease in the budget is primarily due to \$400,000 budgeted expenses in 2015-16 for facility and technology upgrades to the Enola facility. This expense is not included in the 2016-17 budget. The proposed 2016-17 budget does not include a transfer from the fund balance to balance the budget.

Budget Changes and Assumptions

Salary Increases

The budget for 2016-17 includes a 2.4% salary increase for administrative support employees. The cost of this increase to the General Operating budget is approximately \$48,500. The budget line item is only increasing \$8,600; the difference represents senior employees that resigned or retired and were replaced by less senior staff. The CAIU Act 93 agreement provides for an increase of the lower of the Act 1 index for 2016-17 (which has been set at 2.4%) or the median raise given by the districts in the CAIU service area. The budget includes a 2.4% raise for administrators; if the salary survey for our districts is less than 2.4%, the actual percentage will be used. The cost of this raise is approximately \$23,000. Salaries make up approximately 40.48% of the General Operating budget.

Benefit Increases

The CAIU is a member of the South Central Trust and shares risk with other members of the trust. The experience of the CAIU and the trust were better than prior years which results in a projected lower increase to health care costs than in the previous years. **We have budgeted our health care costs to increase by 5% for the 2016-17 year. This equates to a \$27,000 increase to the insurance costs of the budget.** The budget line item is actually decreasing \$7,500; the difference represents changes to benefit plans for employees on the General Operating budget. This rate is still not set but our health care trends are pointing towards a lower than expected increase in rates. The actual rate increase

will not be known until rate establishment through the South Central Trust in April/May of 2016.

The largest increased line item for the budget is for PSERS. According to www.psers.org, **the PSERS employer contribution rate is scheduled to be 30.03% for the 2016-17 year, an increase over the 2015-16 rate of 25.84%.** With the budgeted salary increases included above, the new PSERS rate will increase the General Operating by \$95,000.

Employee benefits make up approximately 26% of the budget.

Debt Service

The CAIU had two debts outstanding for a loan issued in 2007 and one issued in 2008. The CAIU refinanced these loans and also issued new debt to complete a replacement of our HVAC system. The CAIU continues to make payments on this debt. It is projected that the debt will be paid off in 2021.

School District Contribution to CAIU Operating Budget

Based on the Pennsylvania School Code, the 24 school districts of the CAIU contribute towards the General Operating budget based on a formula of Market Value Aid Ratio (MV AR) and Weighted Average Daily Membership (WADM). **The budget of \$902,460 for 2016-17 does not include an increase.** This represents 16.5% of the total revenue budget. For 2015-16, the total contribution was 17% of the total approved budget.

Indirect Cost Rate

The CAIU charges an indirect cost rate or administrative fee to programs, projects, and grants that it administers. The revenue generated is used to offset a portion of the costs related to the budgets for Instructional Materials, Curriculum, Administration, Business and Operations, Communications, Human Resources, Technology, and Debt Service. Certain projects have restrictions on allowances for indirect cost ranging from 0% up to 8.5%. Indirect costs allowed for federal and state projects vary and are typically based on a formula derived from the state referred to as the restricted indirect cost rate.

The indirect cost rate being charged to entrepreneurial programs (including the special education program) is being reduced again this year from 8.5% to 8.25% in the 2016-17 year. The growth in the enterprise funds is continuing without having to increase the costs in the General Operating budget. The reduced indirect cost rate will be passed through on the rates that are established for the 2016-17 year. Although the reduction is small, the savings will help offset some of the increases to PSERS and health care costs. The indirect rate for enterprise funds was 9.5% in 13-14, it has been reduced each year since.

Staffing and Operational Changes

There is a slight reduction in staffing for the 2016-17 year. There was an elimination of .25 full time equivalent for clerical support. The 2015-16 budget consisted of 44 staff members but only 36.45 full time equivalents. On a year to year basis job duties and responsibilities change which result in fluctuations of the full time equivalents. The difference between staff members and FTE's represents staff members that spend time working in multiple projects.

Fund Balance Analysis

As of June 30, 2015, the CAIU has a general fund balance of \$4,691,225. The unassigned portion of this fund balance is \$3,489,481. The assigned portion is detailed below. In addition to the \$1,050,000 of assigned fund balance, \$76,744 is non spendable for inventory and prepaid expenses. The budget for 2016-17 does not include a transfer from the fund balance. The fund balance activity for 2009-10 through 2014-15 is as follows:

<u>Actual Audited Activity</u>	
Fund Balance 6-30-10	2,266,075
2010-11 Fiscal Year Net Activity	<u>515,863</u>
Fund Balance 6-30-11	2,781,938
2011-12 FY Net Activity	<u>18,130</u>
Fund Balance 6-30-12	2,800,068
2012-13 FY Net Activity	<u>536,497</u>
Fund Balance 6-30-13	3,336,565
2013-14 FY Net Activity	<u>509,948</u>
Fund Balance 6-30-14	3,846,513
2014-15 FY Net Activity	<u>844,712</u>
Fund Balance 6-30-15	\$4,691,225

The CAIU's board policy states that a fund balance ranging from 4% to 10% of General Fund Expenditures should be maintained for unforeseen financial circumstances and cash flow purposes. The targeted range is a minimum of \$1,472,097 (\$36,802,419 in General Fund Expenditures for 2014-15 x 4%) and a maximum of \$3,680,242 (\$36,802,419 in General Fund Expenditures for 2014-15 x 10%).

The following funds are assigned:

PSERS = \$325,000
Health Care = \$325,000
Facility upgrades = \$475,000
Total = \$1,125,000

**Capital Area Intermediate Unit
Proposed General Operating Budget
For the 2016-17 Fiscal Year**

Total Revenue Budget

Revenue by Source	2014-15 Actual	Approved Budget 2015-16	Proposed Budget 2016-17	Increase/ (Decrease)	% of Budget 2016-17	Notes
<u>Local Sources</u>						
6510 Interest on Investments	1,463	3,800	3,800		0.07%	
6821 State Revenue received from other sources	7,205					
6910 Rentals	746,997	684,869	739,616	54,747	13.53%	CAIU Enola facility cost charge back.
6947 Receipts from Members of IU	902,460	902,460	902,460		16.51%	No increase from 15-16
6960 Services Provided to Other Local Government Units & LEA's	27,919	5,000	10,000	5,000	0.18%	
6970 Services Provided Other Funds	3,810,540	3,296,683	3,376,992	80,309	61.79%	Indirect charges
6990 Refunds & Other Misc. Revenue	131,358	5,500	15,500	10,000	0.28%	
6999 Fund Balance		400,000		(400,000)	0.00%	
Total Local Sources	5,627,943	5,298,312	5,048,368	(249,944)	92.37%	
<u>State Sources</u>						
7360 Safe Schools						
7810 State Social Security & Medicare Reimb.	75,753	84,284	84,614	330	1.55%	Partial reimbursement from State.
7820 State Retirement Reimbursement	214,167	284,689	332,146	47,457	6.08%	Partial reimbursement from State.
Total State Sources	289,920	368,973	416,760	47,787	7.63%	
Total Revenue	5,917,863	5,667,285	5,465,128	(202,157)	100.00%	
Increase/ (Decrease) from prior year				-3.57%		

**Capital Area Intermediate Unit
Proposed General Operating Budget
For the 2016-17 Fiscal Year**

Total Expense Budget

Expense Area/Line Item	2014-15 Actual	Approved Budget 2015-16	Proposed Budget 2016-17	Increase/ (Decrease)	% of Budget 2016-17	Notes
Salaries (100)						
Official/Administrative	110	634,264	643,095	8,831		Detail for each department follows on pages 11-19
Professional - Educational	120					
Professional - Other	130	43,327	44,150	823		
Technical	140	327,928	352,570	24,642		
Office/Clerical	150	789,750	905,616	115,866		
Crafts & Trades	160					
Operative	170					
Service Work & Laborer	180	240,583	258,032	17,449		
Instructional Assistant	190					
Total Salaries		2,035,849	2,203,463	167,614	40.48%	
Employee Benefits (200)						
Group Insurance	210	400,939	530,687	129,748		
FICA Contribution	220	151,506	168,585	17,079		
Retirement	230	428,334	569,374	141,040		
Tuition Reimbursement	240	1,440	17,745	16,305		
Unemployment Compensation	250					
Workmens Compensation	260	33,611	28,645	(4,966)		
Other Benefits	290					
Total Employee Benefits		1,015,830	1,315,016	299,186	25.67%	
Purchased Services (300)						
Official/Administrative	310					
Professional - Educational	320	33,572	33,700	128		
Other Professional	330	161,463	151,600	(9,863)		
Technical	340	179,779	161,000	(18,779)		
Other Professional/Technical	390	15,043	17,500	2,457		
Total Purchased Services		389,857	383,800	(6,057)	7.37%	
Purchased Property Services (400)						
Cleaning Services	410	7,112	19,875	12,763		
Utility Services	420	112,825	120,800	7,975		
Repairs & Maintenance	430	438,716	565,135	126,419		
Rentals	440	196,593	190,960	(5,633)		
Extermination Services	460	3,591	3,500	(91)		
Total Purchased Property Services		758,837	900,270	141,433	9.92%	
Other Purchased Services (500)						
Student Transport Services	510					
Insurance - General	520	124,302	115,000	(9,302)		
Communications	530	111,531	140,034	28,503		
Advertising	540	20,274	20,700	426		
Printing & Binding	550					
Tuition	560					
Food Services Management	570					
Travel	580	38,068	28,585	(9,483)		
Misc. Purchased Services	590					
Total Other Purchased Services		292,173	304,319	12,146	5.98%	
Supplies (600)						
General Supplies	610	81,078	107,060	25,982		
Energy	620	13,363	13,000	(363)		
Food	630	3,517	3,700	183		
Books & Periodicals	640	4,028	2,300	(1,728)		
Total Supplies		101,986	126,060	24,074	2.38%	
Property (700)						
Depreciation	740					
Equipment - Original & Additional	750	57,003	67,500	10,497		
Total Property		57,003	67,500	10,497	1.24%	
Other (800)						
Dues & Fees	810	88,997	49,520	(39,477)		
Claims & Judgments	820					
Interest	830	49,933	42,337	(7,596)		
Total Other		138,930	91,857	(47,073)	1.47%	
Other Financing Uses (900)						
Redemption of Principal	910	285,000	295,000	10,000		
Fund Transfers	930					
Total Other Financing Uses		285,000	295,000	10,000	5.49%	
Total Expense		5,075,465	5,465,128	389,663	100.00%	
Increase/ (Decrease) from prior year				(202,157)	-3.57%	

Capital Area Intermediate Unit
Proposed General Operating Budget
2016-17 Summary by Function

Budgeted Area	Total Budget	% of Total	School District Contribution	% of School District Contribution
Instructional Materials	169,144	3.09%	141,106	15.64%
Curriculum, Instruction, and Assessment	392,422	7.18%	290,508	32.19%
Administration	617,069	11.29%	470,846	52.17%
Business and Operations	1,429,410	26.16%		0.00%
Buildings and Grounds	792,259	14.50%		0.00%
Communications	-	0.00%		0.00%
Human Resources	698,220	12.78%		0.00%
Technology	1,031,217	18.87%		0.00%
Debt Service	335,387	6.14%		0.00%
Total Budget	5,465,128	100.00%	902,460	100.00%

**Capital Area Intermediate Unit
Proposed General Operating Budget
For the 2016-17 Fiscal Year**

Instructional Materials and Services

Budget 2220		2014-15 Actual	Approved Budget 2015-16	Proposed Budget 2016-17	Increase/ (Decrease)	% of Budget 2016-17	Notes
Revenue							
School District Contributions	6947	129,283	141,106	141,106		83.42%	15.64% of total S. D. contributor
Services Provided to Other LEA's	6960					0.00%	
Services Provided to Other Funds	6970			8,859	8,859	5.24%	
Miscellaneous Revenue	6990					0.00%	
State Social Security & Med. Reimb.	7810	3,654	3,810	3,894	84	2.30%	
State Retirement Reimbursement	7820	10,400	12,867	15,285	2,418	9.04%	
Total Revenue		<u>143,337</u>	<u>157,783</u>	<u>169,144</u>	<u>11,361</u>	<u>100.00%</u>	
Expense							
Salaries (100)							
Official/Administrative	110	62,515	63,684	65,026	1,342		.5 - Director of Technology
Professional - Educational	120						
Professional - Other	130						
Technical	140	35,682	35,907	36,769	862		.5 - Instructional Technology Support
Office/Clerical	150						
Crafts & Trades	160						
Operative	170						
Service Work & Laborer	180						
Instructional Assistant	190						
Total Salaries		<u>98,196</u>	<u>99,591</u>	<u>101,795</u>	<u>2,204</u>	<u>60.18%</u>	1 FTE
Employee Benefits (200)							
Group Insurance	210	6,218	7,554	11,893	4,339		
FICA Contribution	220	7,308	7,619	7,787	168	7.65%	
Retirement	230	20,800	25,734	30,569	4,835	30.03%	
Tuition Reimbursement	240		4,200	4,200			reimbursement of college tuition
Unemployment Compensation	250						
Workmens Compensation	260	1,296	1,295	1,323	28	1.30%	
Other Benefits	290						
Total Employee Benefits		<u>35,623</u>	<u>46,402</u>	<u>55,772</u>	<u>9,370</u>	<u>32.97%</u>	
Purchased Services (300)							
Official/Administrative	310						
Professional - Educational	320	895	2,000	2,000			workshops and conference registrations
Other Professional	330						
Technical	340						
Other Professional/Technical	390						
Total Purchased Services		<u>895</u>	<u>2,000</u>	<u>2,000</u>		<u>1.18%</u>	
Purchased Property Services (400)							
Cleaning Services	410						
Utility Services	420						
Repairs & Maintenance	430						
Rentals	440	4,127	3,960	4,247	287		CAIU Enola facility charge
Extermination Services	460						
Total Purchased Property Services		<u>4,127</u>	<u>3,960</u>	<u>4,247</u>	<u>287</u>	<u>2.51%</u>	
Other Purchased Services (500)							
Student Transport Services	510						
Insurance - General	520						
Communications	530	554	960	960			cell phone reimbursement, data cards
Advertising	540						
Printing & Binding	550						
Tuition	560						
Food Services Management	570						
Travel	580	2,783	2,770	2,770			meals, lodging, mileage
Misc. Purchased Services	590						
Total Other Purchased Services		<u>3,337</u>	<u>3,730</u>	<u>3,730</u>		<u>2.21%</u>	
Supplies (600)							
General Supplies	610	822	1,000	1,000			computers/office supplies
Energy	620						
Food	630						
Books & Periodicals	640	37	300	300			
Total Supplies		<u>859</u>	<u>1,300</u>	<u>1,300</u>		<u>0.77%</u>	
Property (700)							
Depreciation	740						
Equipment - Original & Additional	750						
Total Property						<u>0.00%</u>	
Other (800)							
Dues & Fees	810	300	800	300	(500)		
Claims & Judgments	820						
Interest	830						
Total Other		<u>300</u>	<u>800</u>	<u>300</u>	<u>(500)</u>	<u>0.18%</u>	
Other Financing Uses (900)							
Redemption of Principal	910						
Fund Transfers	930						
Total Other Financing Uses						<u>0.00%</u>	
Total Expense		<u>143,337</u>	<u>157,783</u>	<u>169,144</u>	<u>11,361</u>	<u>100.00%</u>	
Increase/ (Decrease) from prior year					7.20%		
Net Revenue/Expense		<u>0</u>					

Program Description - The IMS team provides, coordination of the Technology Advisory Council, and information and support to districts. The team provides training and support for the integration of technology with curriculum.

**Capital Area Intermediate Unit
Proposed General Operating Budget
For the 2016-17 Fiscal Year**

Curriculum, Instruction, and Assessment

Budget 2260		2014-15 Actual	Approved Budget 2015-16	Proposed Budget 2016-17	Increase/ (Decrease)	% of Budget 2016-17	Notes
Revenue							
School District Contributions	6947	265,865	290,508	290,508		74.03%	32.19% of total S.D. contribution
Services Provided to Other LEA's	6960					0.00%	
Services Provided to Other Funds	6970	52,394	44,324	60,506	16,182	15.42%	
Miscellaneous Revenue	6990					0.00%	
State Social Security & Med. Reimb.	7810	7,885	8,212	8,407	195	2.14%	
State Retirement Reimbursement	7820	22,348	27,738	33,001	5,263	8.41%	
Total Revenue		348,492	370,782	392,422	21,640	100.00%	
Expense							
Salaries (100)							
Official/Administrative	110	123,030	125,368	128,376	3,008		1.0 Director of Curriculum Services
Professional - Educational	120						
Professional - Other	130	43,327	44,150	45,206	1,056		.40 Curriculum Specialists
Technical	140						
Office/Clerical	150	43,972	45,170	46,202	1,032		1.0 Administrative Assistant
Crafts & Trades	160						
Operative	170						
Service Work & Laborer	180						
Instructional Assistant	190						
Total Salaries		210,330	214,688	219,784	5,096	56.01%	2.40 FTE's
Employee Benefits (200)							
Group Insurance	210	36,699	41,444	41,751	307		
FICA Contribution	220	15,770	16,424	16,813	389	7.65%	
Retirement	230	44,696	55,475	66,001	10,526	30.03%	
Tuition Reimbursement	240	1,440	3,885	2,520	(1,365)		reimbursement of college tuition
Unemployment Compensation	250						
Workmens Compensation	260	2,776	2,791	2,857	66	1.30%	
Other Benefits	290						
Total Employee Benefits		101,382	120,019	128,942	9,923	33.11%	
Purchased Services (300)							
Official/Administrative	310						
Professional - Educational	320	3,722	5,000	10,000	5,000		workshops and conference registrations
Other Professional	330						
Technical	340						
Other Professional/Technical	390						
Total Purchased Services		3,722	5,000	10,000	5,000	2.55%	
Purchased Property Services (400)							
Cleaning Services	410						
Utility Services	420						
Repairs & Maintenance	430	3,562	3,374	3,374			maintenance and overage charges on copiers
Rentals	440	10,810	12,100	11,083	(1,017)		copier lease & CAIU Enola facility charge
Extermination Services	460						
Total Purchased Property Services		14,372	15,474	14,457	(1,017)	3.68%	
Other Purchased Services (500)							
Student Transport Services	510						
Insurance - General	520						
Communications	530	46					cell phone reimbursement, data cards
Advertising	540						
Printing & Binding	550						
Tuition	560						
Food Services Management	570						
Travel	580	11,244	7,546	10,046	2,500		meals, lodging, mileage
Misc. Purchased Services	590						
Total Other Purchased Services		11,290	7,546	10,046	2,500	2.56%	
Supplies (600)							
General Supplies	610	5,574	4,220	4,720	500		computers/office supplies
Energy	620						
Food	630	187					
Books & Periodicals	640		400	400			
Total Supplies		5,761	4,620	5,120	500	1.30%	
Property (700)							
Depreciation	740						
Equipment - Original & Additional	750						
Total Property						0.00%	
Other (800)							
Dues & Fees	810	1,635	3,435	3,073	(362)		dues & fees associated with Curriculum related
Claims & Judgments	820						
Interest	830						memberships
Total Other		1,635	3,435	3,073	(362)	0.78%	
Other Financing Uses (900)							
Redemption of Principal	910						
Fund Transfers	930						
Total Other Financing Uses						0.00%	
Total Expense		348,492	370,782	392,422	21,640	100.00%	
Increase/ (Decrease) from prior year					5.84%		
Net Revenue/Expense		-	-	-	-		

Program Description - The Curriculum Services team provides leadership and support to school districts relating to Curriculum, Assessment, and Instructional Strategies. The Curriculum Services team also supports districts in the implementation of a variety of mandated initiatives such as the coordination of PSSA and Keystone exams, graduation requirements, data analysis, teacher and principal evaluation, PVAAS reporting, and Integration of the PA Core Standards. This team coordinates a wide variety of continuing professional educational opportunities including an induction series for new administrators and teachers, sessions in support of PDE initiatives, and a host of summer sessions for teachers and administrators.

**Capital Area Intermediate Unit
Proposed General Operating Budget
For the 2016-17 Fiscal Year**

Administration

Budget 2300	2014-15 Actual	Approved Budget 2015-16	Proposed Budget 2016-17	Increase/ (Decrease)	% of Budget 2016-17	Notes
Revenue						
State Revenue received from other sources	6821	7,205			0.00%	
School District Contributions	6947	507,313	470,846	470,846	76.30%	52.17% of total S.D. contribution
Services Provided to Other LEA's	6960	5,000	5,000	5,000	0.81%	Superintendent of Record for CPAVTS & OCTS
Services Provided to Other Funds	6970	4,371	54,518	78,467	23,949	12.72%
Miscellaneous Revenue	6990				0.00%	
Safe Schools	7360					
Slate Social Security & Med. Reimb.	7810	10,752	12,249	12,741	492	2.06%
Slate Retirement Reimbursement	7820	32,184	41,374	50,015	8,641	8.11%
Total Revenue	566,825	583,987	617,069	33,082	100.00%	
Expense						
Salaries (100)						
Official/Administrative	110	263,174	264,991	276,536	11,545	1.0 Executive Director and .75 Assistant Executive Director
Professional - Educational	120					
Professional - Other	130					
Technical	140					
Office/Clerical	150	53,995	55,236	58,562	1,326	1.0 Administrative Assistant
Crafts & Trades	160					
Operative	170					
Service Work & Laborer	180					
Instructional Assistant	190					
Total Salaries		317,169	320,227	333,098	12,871	53.98% 2.75 FTE's
Employee Benefits (200)						
Group Insurance	210	59,915	64,004	58,751	(5,253)	
FICA Contribution	220	21,503	24,497	25,482	985	7.65%
Retirement	230	64,369	82,747	100,029	17,282	30.03%
Tuition Reimbursement	240					
Unemployment Compensation	250					
Workmens Compensation	260	4,187	4,163	4,330	167	1.30%
Other Benefits	290					
Total Employee Benefits		149,974	175,411	188,592	13,181	30.56%
Purchased Services (300)						
Official/Administrative	310					
Professional - Educational	320	20,848	12,000	16,000	4,000	workshops and conference registrations
Other Professional	330	2,882	1,500	1,500		PSBA Policy Review
Technical	340	590				
Other Professional/Technical	390					
Total Purchased Services		24,320	13,500	17,500	4,000	2.84%
Purchased Property Services (400)						
Cleaning Services	410					
Utility Services	420					
Repairs & Maintenance	430	4,824	5,571	5,571		maintenance and overage charges on copiers
Rentals	440	35,027	33,545	33,283	(262)	copier lease & CAIU Enola facility charge
Extermination Services	460					
Total Purchased Property Services		39,951	39,116	38,854	(262)	6.30%
Other Purchased Services (500)						
Student Transport Services	510					
Insurance - General	520					
Communications	530					
Advertising	540	122	200	200		CAIU Board meeting notices
Printing & Binding	550					
Tuition	560					
Food Services Management	570					
Travel	580	12,634	8,708	15,000	6,292	meals, lodging, mileage
Misc. Purchased Services	590					
Total Other Purchased Services		12,756	8,908	15,200	6,292	2.46%
Supplies (600)						
General Supplies	610	5,049	5,325	5,825	500	computers/office supplies
Energy	620					
Food	630	1,879	2,500	2,500		board & other meetings
Books & Periodicals	640	702	500	500		PA School Code, PA education directories & Education Week
Total Supplies		7,530	8,325	8,825	500	1.43%
Property (700)						
Depreciation	740					
Equipment - Original & Additional	750	4,999				
Total Property		4,999				0.00%
Other (800)						
Dues & Fees	810	10,026	18,500	15,000	(3,500)	professional memberships
Claims & Judgments	820					
Interest	830					
Total Other		10,026	18,500	15,000	(3,500)	2.43%
Other Financing Uses (900)						
Redemption of Principal	910					
Fund Transfers	930					
Total Other Financing Uses						0.00%
Total Expense		566,825	583,987	617,069	33,082	100.00%
Increase/ (Decrease) from prior year					5.66%	
Net Revenue/Expense						

Program Description - The administration team is primarily concerned with establishing and administering policy. The team directs and manages the operations of the CAIU and coordinates the meetings and activities of the Board. Administration also coordinates monthly Superintendents Advisory Council meetings, new superintendents induction, legislative liaison, school district consultation, Superintendents leadership conferences, participation in the PAIU, and CAIU safety program.

**Capital Area Intermediate Unit
Proposed General Operating Budget
For the 2016-17 Fiscal Year**

Business and Operations

Budget 2500	2014-15 Actual	Approved Budget 2015-16	Proposed Budget 2016-17	Increase/ (Decrease)	% of Budget 2016-17	Notes
Revenue						
Interest on Investments	6510	1,463	3,800	3,800	0.27%	
Services Provided to LEA's	6960	17,686			0.00%	
Services Provided to Other Funds	6970	1,944,195	1,295,441	1,327,456	32,015	92.87%
Miscellaneous Revenue	6990	125,620	3,000	3,000	0.21%	
State Social Security & Med. Reimb.	7810	17,508	19,640	19,319	(321)	1.35%
State Retirement Reimbursement	7820	48,039	66,340	75,835	9,495	5.31%
Total Revenue	2,154,511	1,388,221	1,429,410	41,189	100.00%	
Expense						
Salaries (100)						
Official/Administrative	110					
Professional - Educational	120					
Professional - Other	130					
Technical	140					
Office/Clerical	150	457,649	513,468	505,057	(8,411)	1.0 Business Manager, 3.0 Accountants, 2.0 Clerks, .3 B&G Supervisor, 1.0 Mail Room, .95 Business Assistant, 1.0 Enola Receptionist
Crafts & Trades	160					
Operative	170					
Service Work & Laborer	180					
Instructional Assistant	190					
Total Salaries	457,649	513,468	505,057	(8,411)	35.33%	9.25 FTE's
Employee Benefits (200)						
Group Insurance	210	102,023	140,031	129,497	(10,534)	
FICA Contribution	220	35,016	39,280	38,637	(643)	7.65%
Retirement	230	96,078	132,680	151,669	18,989	30.03%
Tuition Reimbursement	240		5,460	10,920	5,460	reimbursement of college tuition
Unemployment Compensation	250					
Workmens Compensation	260	12,779	6,675	6,566	(109)	1.30%
Other Benefits	290					
Total Employee Benefits	245,896	324,126	337,289	13,163	23.60%	
Purchased Services (300)						
Official/Administrative	310					
Professional - Educational	320	1,533	3,000	3,000		workshops and conference registrations
Other Professional	330	151,811	129,600	154,600	25,000	attorney, year end audt & GASB45 Valuation, accounting software, imaging services, PAUI
Technical	340	75,125	71,500	71,500		
Other Professional/Technical	390					
Total Purchased Services	228,469	204,100	229,100	25,000	16.03%	
Purchased Property Services (400)						
Cleaning Services	410					
Utility Services	420					
Repairs & Maintenance	430	13,838	20,000	20,000		maint. agreements on copiers, vehicle maintenance
Rentals	440	62,346	56,106	58,414	2,308	copier and fax machine rentals/Enola facility charge
Extermination Services	460					
Total Purchased Property Services	78,184	76,106	78,414	2,308	5.49%	
Other Purchased Services (500)						
Student Transport Services	510					
Insurance - General	520	124,302	115,000	125,000	10,000	insurance for CAIU operations and activities
Communications	530	84,507	112,444	114,920	2,476	postage for IU, local & long distance phone service
Advertising	540		500	500		advertising and bid purchases
Printing & Binding	550					
Tuition	560					
Food Services Management	570					
Travel	580	1,987	1,497	2,100	603	meals, lodging and mileage
Misc. Purchased Services	590					
Total Other Purchased Services	210,796	229,441	242,520	13,079	16.97%	
Supplies (600)						
General Supplies	610	9,340	12,835	13,775	940	supplies & computers
Energy	620					gas for warehouse vehicle
Food	630					
Books & Periodicals	640	50	350	350		
Total Supplies	9,390	13,185	14,125	940	0.99%	
Property (700)						
Depreciation	740					
Equipment - Original & Additional	750	12,874	2,500	2,500		scanner and check folder
Total Property	12,874	2,500	2,500		0.17%	
Other (800)						
Dues & Fees	810	70,856	25,295	20,405	(4,890)	PASBO, Purchasing Groups, Bank Fees
Claims & Judgments	820					
Interest	830					
Total Other	70,856	25,295	20,405	(4,890)	1.43%	
Other Financing Uses (900)						
Redemption of Principal	910					
Fund Transfers	930					
Total Other Financing Uses					0.00%	
Total Expense	1,312,114	1,388,221	1,429,410	41,189	100.00%	
Increase/ (Decrease) from prior year				2.97%		
Net Revenue/Expense	842,398					

Program Description - The business and operations team manages the fiscal activities and general operations of the organization. The activities include general ledger accounting, financial reporting, budget development, financial analysis, accounts payable, accounts receivable, cash management, warehouse, project management, mail room, and receptionist.

**Capital Area Intermediate Unit
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For the 2016-17 Fiscal Year**

Buildings and Grounds

Budget 2600	2014-15 Actual	Approved Budget 2015-16	Proposed Budget 2016-17	Increase/ (Decrease)	% of Budget 2016-17	Notes
Revenue						
Rentals	6910	746,997	684,869	739,616	54,747	93.36% CAIU Enola facility charge
Services Provided Other Funds	6970	155,432				0.00%
Miscellaneous Revenue	6990		2,500	(2,500)		0.00%
Assigned Fund Balance	6999		400,000	(400,000)		0.00% Assigned fund balance being used for infrastructure and tech upgrades
State Social Security & Med. Reimb.	7810	9,523	10,196	10,588	492	1.35%
State Retirement Reimbursement	7820	26,476	34,438	41,955	7,517	5.30%
Total Revenue		938,427	1,132,003	792,259	(339,744)	100.00%
Expense						
Salaries (100)						
Official/Administrative	110					
Professional - Educational	120					
Professional - Other	130					
Technical	140					
Office/Clerical	150	8,322	8,514	26,155	17,641	.3 Supervisor of Operations & Transportation
Crafts & Trades	160					
Operative	170					
Service Work & Laborer	180	240,583	258,032	253,264	(4,768)	2.0 Maintenance Positions, 2.0 Warehouseman, 3.0 Custodial Staff
Instructional Assistant	190					
Total Salaries		248,905	266,546	279,419	12,873	35.27% 7.30 FTE's
Employee Benefits (200)						
Group Insurance	210	73,580	92,036	95,307	3,271	
FICA Contribution	220	19,045	20,391	21,376	985	7.65%
Retirement	230	52,951	68,875	83,910	15,035	30.03%
Tuition Reimbursement	240					
Unemployment Compensation	250					
Workmen's Compensation	260	3,286	3,465	3,632	167	1.30%
Other Benefits	290					
Total Employee Benefits		148,862	184,767	204,225	19,458	25.78%
Purchased Services (300)						
Official/Administrative	310					
Professional - Educational	320	75	200	200		
Other Professional	330	3,892	4,000	5,000	1,000	shredding services
Technical	340					
Other Professional/Technical	390					
Total Purchased Services		3,967	4,200	5,200	1,000	0.66%
Purchased Property Services (400)						
Cleaning Services	410	7,112	19,875	8,675	(11,200)	trash removal, recycling, and snow removal
Utility Services	420	112,825	120,800	116,300	(4,500)	sewer, water, and electric
Repairs & Maintenance	430	372,809	482,880	131,380	(351,500)	*annual maintenance projects, security, landscaping, vehicle maint., & allowance for other repairs.
Rentals	440	140				
Extermination Services	460	3,591	3,500	3,800	300	termites and Pest Control Services
Total Purchased Property Services		496,477	627,055	260,155	(366,900)	32.84%
Other Purchased Services (500)						
Student Transport Services	510					
Insurance - General	520					
Communications	530	257	960	725	(235)	night custodian cell phone cost
Advertising	540					advertising and bid purchases
Printing & Binding	550					
Tuition	560					
Food Services Management	570					
Travel	580					
Misc. Purchased Services	590					
Total Other Purchased Services		257	960	725	(235)	0.09%
Supplies (600)						
General Supplies	610	26,415	35,330	26,590	(8,740)	misc. maintenance supplies, cleaning supplies and facility supplies, contract for power backup
Energy	620	13,363	13,000	15,600	2,600	natural gas and diesel fuel for generator
Food	630					
Books & Periodicals	640					
Total Supplies		39,778	48,330	42,390	(5,940)	5.35%
Property (700)						
Depreciation	740					
Equipment - Original & Additional	750					
Total Property						0.00%
Other (800)						
Dues & Fees	810	181	145	145		pesticides license
Claims & Judgments	820					
Interest	830					
Total Other		181	145	145		0.02%
Other Financing Uses (900)						
Redemption of Principal	910					
Fund Transfers	930					
Total Other Financing Uses						0.00%
Total Expense		938,427	1,132,003	792,259	(339,744)	100.00%
Increase/ (Decrease) from prior year						-30.01%
Net Revenue/Expense						

* Repairs & Maintenance 430 detail - annual R&M see page 21

Program Description - The buildings and grounds department is responsible for keeping the Enola facility and other CAIU facilities clean and ready for daily use. It includes operating the heating, lighting and ventilating systems and repair and replacement of facilities and equipment. The department maintains the Enola grounds and its improvements through landscaping and snow removal.

**Capital Area Intermediate Unit
Proposed General Operating Budget
For the 2016-17 Fiscal Year**

Communications

Budget 2020	2014-15 Actual	Approved Budget 2015-16	Proposed Budget 2016-17	Increase/ (Decrease)	% of Budget 2016-17	Notes
Revenue						
Services Provided Other Funds	6970	5,257	15,000	(15,000)	0.00%	
Miscellaneous Revenue	6990				0.00%	
State Social Security & Med. Reimb.	7810				0.00%	
State Retirement Reimbursement	7820				0.00%	
Total Revenue	5,257	15,000		(15,000)	0.00%	
Expense						
Salaries (100)						
Official/Administrative	110					
Professional - Educational	120					
Professional - Other	130					
Technical	140					
Office/Clerical	150					
Crafts & Trades	160					
Operative	170					
Service Work & Laborer	180					
Instructional Assistant	190					
Total Salaries					0.00%	
Employee Benefits (200)						
Group Insurance	210					
FICA Contribution	220					
Retirement	230					
Tuition Reimbursement	240					
Unemployment Compensation	250					
Workmens Compensation	260					
Other Benefits	290					
Total Employee Benefits					0.00%	
Purchased Services (300)						
Official/Administrative	310					
Professional - Educational	320					
Other Professional	330		15,000	(15,000)		Contracted communications support
Technical	340					
Other Professional/Technical	390					
Total Purchased Services	3,043	15,000		(15,000)	0.00%	
Purchased Property Services (400)						
Cleaning Services	410					
Utility Services	420					
Repairs & Maintenance	430					
Rentals	440					
Extermination Services	460					
Total Purchased Property Services					0.00%	
Other Purchased Services (500)						
Student Transport Services	510					
Insurance - General	520					
Communications	530					
Advertising	540	67				
Printing & Binding	550					
Tuition	560					
Food Services Management	570					
Travel	580	155				
Misc. Purchased Services	590					
Total Other Purchased Services		222			0.00%	
Supplies (600)						
General Supplies	610	1,992				
Energy	620					
Food	630					
Books & Periodicals	640					
Total Supplies		1,992			0.00%	
Property (700)						
Depreciation	740					
Equipment - Original & Additional	750					
Total Property					0.00%	
Other (800)						
Dues & Fees	810					
Claims & Judgments	820					
Interest	830					
Total Other					0.00%	
Other Financing Uses (900)						
Redemption of Principal	910					
Fund Transfers	930					
Total Other Financing Uses					0.00%	
Total Expense	5,257	15,000		(15,000)	0.00%	
Increase/ (Decrease) from prior year				-100.00%		
Net Revenue/Expense	-	-	-	-		

Communications - Program Description - Communications provides, via contracted services, public and media relation services, web site content maintenance, social media, internal communications, CAIU staff presentation and communication supports, report writing, and award coordination.

**Capital Area Intermediate Unit
Proposed General Operating Budget
For the 2016-17 Fiscal Year**

Human Resources

Budget 2830	2014-15 Actual	Approved Budget 2015-16	Proposed Budget 2016-17	Increase/ (Decrease)	% of Budget 2016-17	Notes
Revenue						
State Revenue received from other sources	6947				0.00%	
School District Contributions	6947				0.00%	
Services Provided to LEA's	6960	5,234	5,000	5,000	0.72%	
Services Provided Other Funds	6970	491,098	614,748	615,391	643	88.14%
Miscellaneous Revenue	6990	5,738		12,500	12,500	1.79%
State Social Security & Med. Reimb.	7810	11,541	14,085	13,264	(821)	1.90%
State Retirement Reimbursement	7820	32,829	47,576	52,066	4,489	7.46%
Total Revenue	548,440	676,409	698,220	21,811	100.00%	
Expense						
Salaries (100)						
Official/Administrative	110	123,030	125,368	128,376	3,008	1.0 Director of Director of Organizational Services
Professional - Educational	120					
Professional - Other	130					
Technical	140					
Office/Clerical	150	186,354	242,863	218,378	(24,487)	5.0 Human Resource Staff
Crafts & Trades	160					
Operative	170					
Service Work & Laborer	180					
Instructional Assistant	190					
Total Salaries		309,384	368,231	346,752	(21,479)	49.66% 8.00 FTE's
Employee Benefits (200)						
Group Insurance	210	47,575	85,788	87,534	1,746	
FICA Contribution	220	23,082	28,170	26,527	(1,643)	7.65%
Retirement	230	65,658	95,151	104,130	8,979	30.03%
Tuition Reimbursement	240					
Unemployment Compensation	250					
Workmens Compensation	260	4,084	4,787	4,508	(279)	1.30%
Other Benefits	290					
Total Employee Benefits		140,400	213,896	222,699	8,803	31.90%
Purchased Services (300)						
Official/Administrative	310					
Professional - Educational	320	1,735	5,000	3,500	(1,500)	workshops and conference registrations
Other Professional	330	2,878	500	500		School Claims Services and PSBA
Technical	340	3,618		6,200	6,200	
Other Professional/Technical	390	12,000	17,500	31,000	13,500	EAP Services & Communication Contractor
Total Purchased Services		20,231	25,000	41,200	16,200	5.90%
Purchased Property Services (400)						
Cleaning Services	410					
Utility Services	420					
Repairs & Maintenance	430	1,500	3,000	3,000		maint. agreements on copiers and photo ID machine
Rentals	440	42,978	38,459	48,144	9,685	copier and fax machine rentals, Enola facility charge
Extermination Services	450					
Total Purchased Property Services		44,478	41,459	51,144	9,685	7.32%
Other Purchased Services (500)						
Student Transport Services	510					
Insurance - General	520					
Communications	530		120		(120)	cell phone stipends
Advertising	540	20,085	20,000	20,000		job advertisements
Printing & Binding	550					
Tuition	560					
Food Services Management	570					
Travel	580	847	1,058	1,680	622	meals, lodging and mileage
Misc. Purchased Services	590					
Total Other Purchased Services		20,932	21,178	21,680	502	3.11%
Supplies (600)						
General Supplies	610	2,309	5,875	5,800	(75)	supplies and computers
Energy	620					
Food	630	1,451	1,200	4,500	3,300	
Books & Periodicals	640	3,202	750	750		Thompson West, PSBA School Law Book
Total Supplies		6,962	7,825	11,050	3,225	1.58%
Property (700)						
Depreciation	740					
Equipment - Original & Additional	750					
Total Property						0.00%
Other (800)						
Dues & Fees	810	4,054	820	3,695	2,875	professional memberships
Claims & Judgments	820					
Interest	830					
Total Other		4,054	820	3,695	2,875	0.53%
Other Financing Uses (900)						
Redemption of Principal	910					
Fund Transfers	930					
Total Other Financing Uses						0.00%
Total Expense		548,440	676,409	698,220	21,811	100.00%
Increase/ (Decrease) from prior year					3.22%	
Net Revenue/Expense						

HR - Program Description - The Human Resources Team recruits, retains, and places staff; administers collective bargaining agreement and maintains labor relations; conducts surveys; coordinates district human resources advisory meetings; maintains job descriptions, provides certification and human resource consultation; and superintendent/district administration updates on human resource issues.

**Capital Area Intermediate Unit
Proposed General Operating Budget
For the 2016-17 Fiscal Year**

Technology

Budget 2840	2014-16 Actual	Approved Budget 2015-16	Proposed Budget 2016-17	Increase/ (Decrease)	% of Budget 2016-17	Notes
Revenue						
Services Provided to LEA's	6960				0.00%	
Services Provided Other Funds	6970	822,859	935,315	112,456	92.21%	
Miscellaneous Revenue	6990				0.00%	
State Social Security & Med. Reimb.	7810	14,891	16,092	1,201	1.58%	
State Retirement Reimbursement	7820	41,891	54,356	12,465	6.21%	
Total Revenue	879,640	1,005,763	1,031,217	25,454	100.00%	
Expense						
Salaries (100)						
Official/Administrative	110	62,515	63,684	1,169		.5 Director of Technology
Professional - Educational	120					
Professional - Other	130					
Technical	140	292,244	318,663	26,419		2.00 Network Administrators, .25 Data Communications, 4.0 Technology Support Coordinators
Office/Clerical	150	39,458	40,365	907		1.0 Administrative Assistant
Crafts & Trades	160					
Operative	170					
Service Work & Laborer	180					
Instructional Assistant	190					
Total Salaries		394,217	426,712	32,495	41.33%	7.75 FTE's
Employee Benefits (200)						
Group Insurance	210	74,927	99,830	24,903		
FICA Contribution	220	29,781	32,184	2,403	7.85%	
Retirement	230	83,781	108,712	24,931	30.03%	
Tuition Reimbursement	240		4,200	4,200		reimbursement of college tuition
Unemployment Compensation	250					
Workmen's Compensation	260	5,204	5,469	265	1.30%	
Other Benefits	290					
Total Employee Benefits		193,694	250,395	56,701	25.66%	
Purchased Services (300)						
Official/Administrative	310					
Professional - Educational	320	4,764	6,500	1,736		workshops and conference registrations
Other Professional	330		1,000	1,000		
Technical	340	100,448	89,500	-10,948	1.00%	Application Dev Support, back up services
Other Professional/Technical	390					
Total Purchased Services		105,210	97,000	-8,210	9.50%	
Purchased Property Services (400)						
Cleaning Services	410					
Utility Services	420					
Repairs & Maintenance	430	42,083	50,310	8,227		maintenance agreement on copiers, Smartnet warranty, routers, switches
Rentals	440	41,165	45,790	4,625		copier lease & CAIU Enola facility charge
Extermination Services	460					
Total Purchased Property Services		83,248	97,100	13,852	9.20%	
Other Purchased Services (500)						
Student Transport Services	510					
Insurance - General	520					
Communications	530	26,167	25,550	-617		cell phone reimbursement, data cards & Internet connection for CAIU
Advertising	540					
Printing & Binding	550					
Tuition	560					
Food Services Management	570					
Travel	580	6,416	7,006	590		meals, lodging, mileage
Misc. Purchased Services	590					
Total Other Purchased Services		32,583	32,556	-27	3.18%	
Supplies (600)						
General Supplies	610	29,577	42,475	12,898		software, licenses, office supplies and computers
Energy	620					
Food	630					
Books & Periodicals	640	37				
Total Supplies		29,614	42,475	12,861	4.60%	
Property (700)						
Depreciation	740					
Equipment - Original & Additional	750	39,130	65,000	25,870		servers, routers, switches
Total Property		39,130	65,000	25,870	6.30%	
Other (800)						
Dues & Fees	810	1,945	525	-1,420		dues & fees associated with Technology related memberships
Claims & Judgments	820					
Interest	830					
Total Other		1,945	525	-1,420	0.22%	
Other Financing Uses (900)						
Redemption of Principal	910					
Fund Transfers	930					
Total Other Financing Uses					0.00%	
Total Expense		879,640	1,005,763	1,031,217	25,454	100.00%
Increase/ (Decrease) from prior year				25,454	2.53%	
Net Revenue/Expense		-	-	-		

Program Description - The Technology Services team provides internal technology networks, systems, and application support for the operation of the CAIU.

**Capital Area Intermediate Unit
Proposed General Operating Budget
For the 2016-17 Fiscal Year**

Debt Service

Budget 5100		2014-15 Actual	Approved Budget 2015-16	Proposed Budget 2016-17	Increase/ (Decrease)	% of Budget 2016-17	Notes
Revenue							
School District Contributions	6947					0.00%	
Services Provided to Other Funds	6970	334,933	337,337	335,387	(1,950)	100.00%	
Total Revenue		<u>334,933</u>	<u>337,337</u>	<u>335,387</u>	<u>(1,950)</u>	<u>100.00%</u>	
Expense							
Salaries (100)							
Official/Administrative	110						
Professional - Educational	120						
Professional - Other	130						
Technical	140						
Office/Clerical	150						
Crafts & Trades	160						
Operative	170						
Service Work & Laborer	180						
Instructional Assistant	190						
Total Salaries						<u>0.00%</u>	
Employee Benefits (200)							
Group Insurance	210						
FICA Contribution	220						
Retirement	230						
Tuition Reimbursement	240						
Unemployment Compensation	250						
Workmens Compensation	260						
Other Benefits	290						
Total Employee Benefits						<u>0.00%</u>	
Purchased Services (300)							
Official/Administrative	310						
Professional - Educational	320						
Other Professional	330						
Technical	340						
Other Professional/Technical	390						
Total Purchased Services						<u>0.00%</u>	
Purchased Property Services (400)							
Cleaning Services	410						
Utility Services	420						
Repairs & Maintenance	430						
Rentals	440						
Extermination Services	460						
Total Purchased Property Services						<u>0.00%</u>	
Other Purchased Services (500)							
Student Transport Services	510						
Insurance - General	520						
Communications	530						
Advertising	540						
Printing & Binding	550						
Tuition	560						
Food Services Management	570						
Travel	580						
Misc. Purchased Services	590						
Total Other Purchased Services						<u>0.00%</u>	
Supplies (600)							
General Supplies	610						
Energy	620						
Food	630						
Books & Periodicals	640						
Total Supplies						<u>0.00%</u>	
Property (700)							
Depreciation	740						
Equipment - Original & Additional	750						
Total Property						<u>0.00%</u>	
Other (800)							
Dues & Fees	810						
Claims & Judgments	820						
Interest	830	49,933	42,337	35,387	(6,950)		Loans for capital improvements to Enola
Total Other		<u>49,933</u>	<u>42,337</u>	<u>35,387</u>	<u>(6,950)</u>	<u>10.55%</u>	
Other Financing Uses (900)							
Redemption of Principal	910	285,000	295,000	300,000	5,000		Loans for capital improvements to Enola
Fund Transfers	930						
Total Other Financing Uses		<u>285,000</u>	<u>295,000</u>	<u>300,000</u>	<u>5,000</u>	<u>89.45%</u>	
Total Expense		<u>334,933</u>	<u>337,337</u>	<u>335,387</u>	<u>(1,950)</u>	<u>100.00%</u>	
Increase/ (Decrease) from prior year					-0.58%		
Net Revenue/Expense		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>		

Program Description - Budget represents debt service interest payments on the 2013 loan.

Capital Area Intermediate Unit
Capital Repair, New Project, Equipment,
and Maintenance Plan
for Enola Facility
For the Five Year Period of
2016-17 through 2020-21

Background

The Capital Area Intermediate Unit Enola facility was built in 1989-90 and is the only building owned by the CAIU. All other facilities and classroom spaces are leased. In 2007-08, a long lasting metal based roof was placed on the pitched roof section of the Enola building. In addition at that time, a detached maintenance building was constructed to store gas powered equipment and gasoline separate from the main building for safety reasons. In the spring/summer of 2008, the parking capacity was expanded on the western side of the building. In June 2008, the upper sections of the building's perimeter walls were insulated to address a deficiency that had existed since the building was constructed. During 2014, a major upgrade was completed to the HVAC system. Also during that fiscal year there were upgrades to bathroom facilities in the main lobby and near the board room. The building is about 25 years old and will need continuing maintenance and renovations in specific areas. At this point, most of these projects can be spread out over time and provided for in the annual Buildings and Grounds budget for repairs and maintenance.

Capital Repair, New Projects, and Equipment

It is the goal of the CAIU management and Board Finance Committee to establish a capital repairs fund. By establishing this fund and reviewing it on a yearly basis, budgetary fluctuations on the General Operating budget can be contained. The capital repair project schedule will be established on a yearly basis by the Buildings & Grounds Supervisor and also reviewed by the Board Buildings & Grounds Committee. The initial funding for this was established from unforeseen budgetary savings in 2013-14.

Annual Repairs and Maintenance Items

Carpet Replacement

A substantial amount of carpet in the Enola building has been replaced with carpet squares or vinyl tiles in the last few years. Carpet will be replaced in the building on a continuing basis as needed. \$5,000 a year is budgeted for this purpose.

Dry Pipe Fire Sprinkler System Repair and Replacement

The attic space in the Enola building is not heated and is subject to temperatures well below freezing in the winter months. Accordingly, the Enola building uses a dry pipe (air in pipe) fire sprinkler system for fire suppression, as opposed to a wet pipe (water in pipe) system. This means that the pipes contain air under pressure until such time a sprinkler is activated, then the air in the pipe is vented and replaced with water. Disadvantages of a dry pipe system include a delay of up to sixty seconds before water is applied to a fire and an increased potential for corrosion of the pipe. Normally, the pipe contains air. However, when the system is activated or tested water goes into the pipe and because of low spots and humidity, it never completely drains or dries out. The remaining water and moisture in the

pipe combined with air increases internal corrosion of the pipe and leads to the potential for more leaks than a wet pipe system. Because of this potential for increased corrosion, a dry pipe system should be constructed of galvanized pipe. However as a cost saving measure, when the Enola building was constructed the dry pipe fire sprinkler system was constructed primarily with more corrosive black iron pipe, as opposed to galvanized pipe. Accordingly, the building has experienced water leaks in the system for a number of years. As leaks are identified, the black iron pipe is patched or replaced with galvanized pipe. \$8,000 a year is budgeted for this purpose.

A number of additional projects can be broken down into parts and funded on an annual basis through the Buildings and Grounds repairs and maintenance budget. The largest of these projects include the following:

<u>Project</u>	<u>Annual Cost</u>
Sewage pump replacement/repair (2 pumps)	\$30,000 plus every 6-10 years
Parking lot reseal and line	\$35,000 plus every 4 years
Parking lot light lamp replacement	\$5,000 plus yearly
Outside walkway light lamp replacement	\$1,500 plus yearly

Future Capital Repair Needs

In the time during and beyond the five-year Capital Repair Plan, the CAIU may have additional capital repair items that require attention. A schedule that details the Capital Repair, New Project, Equipment, and Maintenance Plan Budget of the CAIU for 2016-17 through 2020-21 follows on the next page.

**Capital Area Intermediate Unit
 Maintenance Plan Budget
 for Enola Facility
 for the Five Year Period of 2016-17 through 2020-21**

	Year 1 2016-17	Year 2 2017-18	Year 3 2018-19	Year 4 2019-20	Year 5 2020-21	Total
Annual Repairs and Maintenance Items						
Carpet Replacement (as needed)	5,000	5,000	5,000	5,000	5,000	25,000
Dry Pipe Fire Sprinkler System Repair and Replacement (as needed)	8,000	8,000	8,000	8,000	8,000	40,000
Sewage Pump Replacement/Repair (2 pumps every 6-10 years)		35,000				-
Parking Lot Reseal and Line (every 4 years)	6,500	6,500	6,500	6,500	6,500	35,000
Parking Lot & Exterior Lighting	19,500	54,500	19,500	19,500	19,500	132,500
Total						

**Capital Area Intermediate Unit
Proposed General Operating Budget
For the 2016-17 Fiscal Year**

School District Contribution Schedule with 0% Increase

Column #	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
School District	2014-15 Market Value Aid Ratio ¹	2012-13 Weighted Ave. Daily Member. ²	{1} - {2}	2012-13 Weighted Member. ²	Weight Factor ³ {3} x {4}	Excess Expend. \$902,460 Total Wgt. Fac. 54,124.5980320 = Multiplier	Estimated 2016-17 District Contribution ⁴ {5} x {6}	2016-16 District Contribution ⁵	Increase/ (Decrease) Amount {7} - {8}	Increase/ (Decrease) % {9} / {8}
Big Spring	1.0 - 0.5018	3,292.652	= 0.4982	x	= 1,640.3992264	x	16,673,750	27,351.60	0.00	0.00%
Camp Hill	1.0 - 0.4336	1,452.764	= 0.5664	x	= 822.8455296	x	16,673,750	13,719.92	0.00	0.00%
Carlisle Area	1.0 - 0.4605	5,884.200	= 0.5395	x	= 3,174.5259000	x	16,673,750	52,931.25	0.00	0.00%
Central Dauphin	1.0 - 0.3494	13,331.792	= 0.6506	x	= 8,673.6638752	x	16,673,750	144,622.50	0.00	0.00%
Cumberland Valley	1.0 - 0.2625	9,344.693	= 0.7375	x	= 6,891.7110875	x	16,673,750	114,910.67	0.00	0.00%
Derry Township	1.0 - 0.2539	4,224.170	= 0.7461	x	= 3,151.6532370	x	16,673,750	52,549.88	0.00	0.00%
East Pennsboro Area	1.0 - 0.4546	3,292.920	= 0.5454	x	= 1,795.9985680	x	16,673,750	29,945.36	0.00	0.00%
Greenwood	1.0 - 0.5727	966.750	= 0.4273	x	= 408.8192750	x	16,673,750	6,816.55	0.00	0.00%
Halfax Area	1.0 - 0.5928	1,336.133	= 0.4072	x	= 544.0733576	x	16,673,750	9,071.75	0.00	0.00%
Harrisburg City	1.0 - 0.6790	7,915.237	= 0.3210	x	= 2,540.7910770	x	16,673,750	42,364.52	0.00	0.00%
Lower Dauphin	1.0 - 0.4385	4,476.536	= 0.5615	x	= 2,513.5749640	x	16,673,750	41,910.72	0.00	0.00%
Mechanicsburg Area	1.0 - 0.4040	4,436.117	= 0.5960	x	= 2,643.9257320	x	16,673,750	44,084.15	0.00	0.00%
Middletown Area	1.0 - 0.4848	2,717.273	= 0.5152	x	= 1,389.9390496	x	16,673,750	23,342.23	0.00	0.00%
Millersburg Area	1.0 - 0.5938	972.513	= 0.4062	x	= 395.2292832	x	16,673,750	8,599.95	0.00	0.00%
Newport	1.0 - 0.6314	1,340.304	= 0.3686	x	= 494.0360544	x	16,673,750	8,237.43	0.00	0.00%
Northern York County	1.0 - 0.4840	3,697.665	= 0.5160	x	= 1,907.9951400	x	16,673,750	31,813.44	0.00	0.00%
Shippensburg Area	1.0 - 0.5060	4,118.031	= 0.4940	x	= 2,034.3073140	x	16,673,750	33,919.52	0.00	0.00%
South Middleton	1.0 - 0.2710	2,583.358	= 0.7290	x	= 1,883.2679820	x	16,673,750	31,401.14	0.00	0.00%
Steelton-Highspire	1.0 - 0.8009	1,668.009	= 0.1991	x	= 332.1005919	x	16,673,750	5,537.36	0.00	0.00%
Susquehanna Township	1.0 - 0.3231	3,571.351	= 0.6769	x	= 2,417.4474919	x	16,673,750	40,307.91	0.00	0.00%
Susquehanna	1.0 - 0.5570	2,127.401	= 0.4430	x	= 942.4386430	x	16,673,750	15,713.99	0.00	0.00%
Upper Dauphin Area	1.0 - 0.6155	1,492.506	= 0.3845	x	= 573.8685570	x	16,673,750	9,568.54	0.00	0.00%
West Perry	1.0 - 0.5633	3,104.051	= 0.4367	x	= 1,355.5390717	x	16,673,750	22,601.92	0.00	0.00%
West Shore	1.0 - 0.3872	9,116.330	= 0.6128	x	= 5,686.4870240	x	16,673,750	93,147.69	0.00	0.00%
Total		96,452,766			54,124.5980320			902,460.00	0.00	0.00%

Definitions:

- Market Value Aid Ratio (MV AR) calculation - 1 - ((school district market value/school district weighted average daily membership)/(state total market value/state total WADM) x .5)
- Weighted Average Daily Membership (WADM) - Weighted average daily membership is the term used for the assignment of weight by grade level to average daily membership (ADM). The current weighting is half-time kindergarten at 0.5, full-time kindergarten and elementary (grades 1-6) at 1.0, and secondary (grades 7-12) at 1.36.
- Weight Factor calculation - (1-Market Value Aid Ratio) * Weighted Average Daily Membership
- Contribution calculation - Weight Factor * Excess Expenditures/Total Weight Factor
- Does not include any extra subsidy that may be withheld by PDE.
Excess Expenditures for 2016-17 set at \$902,460

Note:

The final contribution amount for each district for 2016-17 will vary from the number above. The Pennsylvania Department of Education hasn't issued preliminary MV AR (for 2015-16) and preliminary WADM (for 2014-15). Inputting updated variables into the schedule when determined will cause the contributions for individual school districts to increase or decrease depending on how much the variables for each district changed in relation to the other districts.