

PITTSFORD CENTRAL SCHOOL DISTRICT  
PITTSFORD, NEW YORK  
BOARD OF EDUCATION MEETING  
**TUESDAY, APRIL 23, 2019**  
BOARD ROOM – BARKER ROAD MIDDLE SCHOOL

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AGENDA

6:30 P.M. – Teacher Center Reception

7:00 p.m. – Regular Meeting

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. APPROVAL OF AGENDA (BOARD ACTION)
- IV. 2019-2020 PROPOSED BUDGET PRESENTATION AND ADOPTION (BOARD ACTION)
- V. PRINCIPAL’S REPORT – Mrs. Shana Cutaia – Barker Road Middle School
- VI. 40<sup>TH</sup> ANNIVERSARY OF THE TEACHER CENTER – Julie Barker
- VII. APPROVAL OF MINUTES: April 1, 2019 (BOARD ACTION)
- VIII. PUBLIC COMMENT  
*The Board of Education offers this time for those wishing to express public opinion. When addressing the Board, you will be asked to clearly state your name and address and limit your comment/s to approximately three minutes in order for the Board to accomplish the evening’s agenda.*
- IX. BOARD OF EDUCATION REPORT
  - A. Monroe County School Boards Association Meeting Reports
    - 1. Board President’s – next meeting – 5/1/19
    - 2. Executive Committee – next meeting – 4/24/19
    - 3. Information Exchange Committee
    - 4. Labor Relations Committee – next meeting – 4/24/19
    - 5. Legislative Committee – next meeting – 5/1/19
    - 6. Steering Committee
    - 7. Community Outreach Advisory Committee
  - B. Other Meeting Reports
  - C. Dates to Remember
    - 1. 5/2/19 – Board Visit/Tour at Trans/Maint/FS (**Rescheduled from 3/21/19**)  
(8:15 am tour/8:30 visit)
    - 2. 5/11/19 – Kicks for Campers – 5:00-8:30 p.m. – MHS Athletic Fields
    - 3. 5/13/19 – Next Regularly Scheduled Meeting
    - 4. 5/29/19 – MCSBA Annual Meeting – 5:30 p.m. – Webster Schroeder
  - D. BOCES Annual Election/Budget Vote
    - 1. Administrative Budget (BOARD ACTION)
    - 2. Candidates (BOARD ACTION)
- X. FINANCIAL REPORT – Mr. Kenney
  - A. Action Items:
    - 1. Acceptance of Treasurer’s Report – March 31, 2019 (BOARD ACTION)
    - 2. 3<sup>rd</sup> Quarterly Extraclassroom Activities Report (BOARD ACTION)
    - 3. Bid Awards (See Consent Agenda)
      - a. BOCES II Cooperative Fine Paper
  - B. Discussion:
  - C. Other:

- XI. HUMAN RESOURCE REPORT – Mr. Leone
  - A. Action Items:
    - 1. Professional Staff Report (BOARD ACTION)
    - 2. Support Staff Report (BOARD ACTION)
  - B. Discussion:
  - C. Other:
  
- XII. CURRICULUM REPORT – Mrs. Ward
  - A. Action Items:
  - B. Discussion:
    - 1. Text Book Recommendation – 1<sup>st</sup> Reading
      - a. American Government: Stories of a Nation
  - C. Other:
  
- XIII. SPECIAL EDUCATION REPORT – Ms. Woods
  - A. Action Items: (See Consent Agenda)
    - 1. Committee on Special Education: Amendment, Amendments – Agreement No Meetings, Annual Reviews, Initial Eligibility Determination Meetings, Reevaluation/Annual Reviews, Requested Reviews.
    - 2. Sub-Committee on Special Education: Amendment – Agreement No Meeting, Annual Reviews, Reevaluation/Annual Reviews.
    - 3. Committee on Preschool Special Education: Annual Reviews, Requested Reviews, Initial Eligibility Determination Meeting.
  - B. Discussion:
  - C. Other:
  
- XIV. SUPERINTENDENT’S REPORT – Mr. Pero
  - A. Action Items:
    - 1. Call for Executive Session (BOARD ACTION)
    - 2. Policy Approval – 2<sup>nd</sup> Reading (See Consent Agenda)
      - a. #5413-Procurement: Uniform Grant Guidance for Federal Awards
  - B. Discussion:
  - C. Other:
  
- XV. CONSENT AGENDA (BOARD ACTION)
  - A. Bid Award
  - B. Committee on Special Education
  - C. Sub-Committee on Special Education
  - D. Committee on Preschool Special Education
  - E. Policy Approval - #5413-Procurement: Uniform Grant Guidance for Federal Awards
  
- XVI. OLD BUSINESS
  
- XVII. NEW BUSINESS
  
- XVIII. PUBLIC COMMENT
  
- XIX. ADJOURNMENT/RECESS (BOARD ACTION)



**Mission:** *The Pittsford Central School District community works collaboratively to inspire and prepare our students to be their best, do their best and make a difference in the lives of others.*

**For school district information, visit our website at [pittsfordschools.org](http://pittsfordschools.org)**

# Pittsford Schools

Administrative Offices  
75 Barker Road - East Wing  
Pittsford, NY 14534

585.267.1053

Fax: 585.381.9368

Darrin\_Kenney@pittsford.monroe.edu

Darrin Kenney  
Assistant Superintendent for Business

Date: April 12, 2019  
To: Michael Pero, Superintendent of Schools  
From: Darrin T. Kenney, Assistant Superintendent for Business  
Re: Budget Adoption Resolution

DTK

An electronic and a hard copy binder of the Superintendent's Proposed 2019-2020 Programs and Services Budget have been prepared for your review. The format encapsulates extensive detail for the budget you will be recommending to the Board of Education to adopt as its own at the April 23<sup>rd</sup> meeting. I have also included for your and the Board of Education's information, the legally required document (Property Tax Report Card) that will be appended to the Public Budget Document. The Property Tax Report Card has evolved over time to a complex document that I will cover in detail in the April 23<sup>rd</sup> presentation.

The Board of Education will be adopting and the community voting on your total 2019-20 Proposed Budget of \$136,689,421, which is \$144,541 or 0.11% more than the current year. The Property Tax Levy increase is estimated to be 2.67%.

Please advise if Leeanne or I may be of further assistance to you in attaining Board of Education adoption of your budget. For your convenience I have provided a resolution below:

**BE IT RESOLVED** that the Board of Education of the Pittsford Central School District does hereby adopt and support as a corporate body the Superintendent's 2019-2020 Proposed Budget in the total amount of \$136,689,421 as presented.

**BE IT FURTHER RESOLVED** that the Board of Education of the Pittsford Central School District approves the Property Tax Report Card and authorizes the Assistant Superintendent for Business to electronically submit to the New York State Commissioner of Education within 24 hours, as per law.

DTK:kd

**2019-20 Property Tax Report Card**

000009 - DISTRICT NAME			
Contact Person:		Budgeted 2018-19 (A)	Proposed Budget 2019-20 (B)
Telephone Number:			
Total Budgeted Amount, not including Separate Propositions		138,544,860	138,689,421
A. Proposed Tax Levy to Support the Total Budgeted Amount <sup>1</sup>		100,460,555	103,141,038
B. Tax Levy to Support Library Debt, if Applicable		0	0
C. Tax Levy for Non-Excludable Propositions, if Applicable <sup>2</sup>		0	0
D. Total Tax Cap Reserve Amount Used to Reduce Current Year Levy, if Applicable		0	0
E. Total Proposed School Year Tax Levy (A + B + C - D)		100,460,555	103,141,038
F. Permissible Exclusions to the School Tax Levy Limit		3,078,600	3,398,004
G. School Tax Levy Limit, <u>Excluding</u> Levy for Permissible Exclusions <sup>3</sup>		97,381,955	99,743,032
H. Total Proposed School Year Tax Levy, <u>Excluding</u> Levy to Support Library Debt and/or Permissible Exclusions (E - B - F + D)		97,381,955	99,743,032
I. Difference: (G - H); (negative value requires 80.0% voter approval) <sup>2</sup>		0	0
Public School Enrollment		5,734	5,741
Consumer Price Index		2.13%	2.44%

<sup>1</sup> Include any prior year reserve for excess tax levy, including interest.

<sup>2</sup> Tax levy associated with educational or transportation services propositions are not eligible for exclusion under the School Tax Levy Limit and may affect voter approval requirements.

<sup>3</sup> For 2019-20, includes any carryover from 2017-18 and excludes any tax levy for library debt or prior year reserve for excess tax levy, including interest.

	Actual 2018-19 (D)	Estimated 2019-20 (E)
Adjusted Restricted Fund Balance	35,513,619	33,390,676
Assigned Appropriated Fund Balance	2,854,508	1,300,000
Adjusted Unrestricted Fund Balance	5,481,798	5,487,577
Adjusted Unrestricted Fund Balance as a Percent of the Total Budget	4.00%	4.00%

**Schedule of Reserve Funds**

Reserve Type	Reserve Name	Reserve Description *	3/31/19 Actual Balance	6/30/19 Estimated Ending Balance	Intended Use of the Reserve in the 2019-20 School Year
Capital	Bus Purchase Reserve	To pay the cost of any object or purpose for which buses are purchased.	5,437,349	5,477,349	
Capital	Capital Project	To pay the cost of any object or purpose for which bonds may be issued.	18,140,755	14,565,755	
Capital	Technology	To pay the cost of any object or purpose for Districtwide Technology.	1,805,785	2,105,785	
Workers' Compensation	Workers' Compensation	To pay for Workers' Compensation and benefits.	360,698	340,698	To use \$20,000 to offset Workers' Compensation Consortium premiums for the 2019-20 school year.
Unemployment Insurance	Unemployment Insurance	To pay the cost of reimbursement to the State Unemployment Insurance Fund.	385,895	345,895	
Insurance	Insurance	To pay liability, casualty, and other types of uninsured losses.	1,188,622	1,186,622	
Liability	Reserve for Liability	To establish and maintain a program of reserves to cover liability claims incurred.	1,600,430	1,550,430	
Tax Certiorari	Reserve for Tax Certiorari	To establish a reserve fund for tax certiorari settlements.	1,090,383	1,090,383	
EBALR - Employee Benefit Accrued Liability	Employee Benefit and Accrued Liability Reserve	For the payment of accrued employee benefits due to employees upon termination of service.	2,665,320	2,265,320	To use \$400,000 to offset career award payments at the time of retirement for retirees during the 2019-20 school year.
Retirement Contribution		To fund employer retirement contributions to the State and Local Employees' Retirement System.	2,305,681	2,602,681	To use \$200,000 to offset Employee Retirement System costs based on wages during the 2019-20 school year.

PITTSFORD CENTRAL SCHOOL DISTRICT

Board of Education Meeting

Monday, April 1, 2019

Barker Road Middle School

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The REGULAR MEETING of the Pittsford Central School District Board of Education began at 7:00 p.m. in the Board Room, Barker Road Middle School on Monday, April 1, 2019.

BOARD MEMBERS PRESENT: A. Thomas, K. McCluski, T. Aroesty, V. Baum, I. Narotsky, R. Sanchez-Kazacos, P. Sullivan

LEADERSHIP TEAM PRESENT: M. Pero, J. Cimmerer, D. Kenney, M. Leone, M. Ward, N. Wayman, E. Woods

OTHERS PRESENT: T. O'Neil, R. Scott, S. Warchol, A. Bowler, C. Naugle.

1. Mrs. Thomas called the meeting to order at 7:00 p.m. and asked everyone to stand for the Pledge of Allegiance.

2. Motion was made by Mrs. Narotsky, seconded by Mr. Sullivan and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the agenda for this meeting.

**APPROVED:  
AGENDA**

Vote: Unanimously carried

3. Motion was made by Mr. Aroesty, seconded by Mrs. McCluski and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the minutes of its March 18, 2019, meeting.

**APPROVED:  
MINUTES  
3/18/19**

Vote: Unanimously carried

4. Mrs. Thomas reviewed the upcoming meeting dates and dates to remember.

5. Motion was made by Mr. Aroesty, seconded by Mrs. McCluski and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the nomination of Mrs. Nita Singh, residing in the Pittsford Central School district, as a candidate for membership on the Monroe #1 BOCES Board for a term of office to begin on July 1, 2019 and end on June 30, 2022.

**APPROVED:  
NOMINATION  
TO MONROE #1  
BOCES BOE**

Vote: Unanimously carried

6. Motion was made by Mrs. McCluski, seconded by Mrs. Baum and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education of the Pittsford Central School District at its April 1, 2019 regular meeting does hereby approve the budget transfer of funds as stated below:

**APPROVED:  
BUDGET  
TRANSFER**

Transfer \$297,270

From:

830-9060/906K-800 Health Insurance

To:

660/530-2630-490 Instruct Tech – BOCES

7. Mr. Kenney briefly updated the Board on the State budget and the apparent impacts to the district.

8. Motion was made by Mr. Sullivan, seconded by Mrs. Sanchez-Kazacos and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education, upon the Superintendent's recommendation, approves the following Professional Staff Report:

**APPROVED:  
PROFESSIONAL  
STAFF REPORT**

Vote: Unanimously carried

4/1/19 PCSD BOE Minutes

**A. Appointment – School Related Professional**

Name: Jennifer Carbonel  
 Position: SHS - CSE Paraprofessional  
 Type of Position: Civil Service  
 Probationary Period: 3/27/2019 – 3/26/2020  
 Salary: \$17,657.64  
 Effective Date: March 27, 2019

Name: Brook Price  
 Position: JRE - CSE Paraprofessional  
 Type of Position: Civil Service  
 Probationary Period: 4/01/2019 – 3/31/2020  
 Salary: \$15,586.56  
 Effective Date: April 1, 2019

**B. Resignation for Retirement– School Related Professional – Letters Attached**

<b>First Name</b>	<b>Last Name</b>	<b>Location</b>	<b>Position</b>	<b>Yrs. In District</b>	<b>Retirement Date</b>
Mary Ellen	Davis	CRMS	Educational Assist.	23	6/30/2019
Mary Ellen	Galusha	JRE	Educational Assist.	11	6/30/2019
Diane	Holmes	SHS	Supervisory Para	21	6/30/2019
Maureen	Kempski	BRE	Instr. Tech Sup. Spec.	17	6/30/2019
Kelly	Kogut	BRMS	Educational Assist.	18	6/30/2019
Cristin	Langer	MCE	Educational Assist.	17	6/30/2019
Sean	McBride	SHS	Educational Assist.	22	6/30/2019
Denise	O'Neill	MHS	CSE Assigned	15	6/30/2019
Jean	Reinhart	CRMS	Educational Assist.	13.4	6/30/2019

It was noted that the above retirees represent nearly 158 years of service to Pittsford CSD. These combined with the two long term clerical retirements represent 204 years of service.

**C. Resignation – School Related Professional – Letter Attached**

Rosangela Bida – letter attached

**D. Resignation – Technical & Supervisory – Letter Attached**

Aaron Pettine – letter attached

9. Motion was made by Mr. Aroesty, seconded by Mrs. Baum and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education, upon the Superintendent's recommendation, approves the following Support Staff Report:  
 Vote: Unanimously carried

**APPROVED:  
 SUPPORT  
 STAFF REPORT**

CLERICAL			LENGTH	
<u>RETIREMENTS</u>	<u>POSITION</u>	<u>BLDG</u>	<u>OF SVC</u>	<u>DATE</u>
Christine Carpenter	Asst. to Principal	SHS	21.7	6/29/2019
Kathleen Riecke	Clerical/Couns. Ofc.	SHS	24.2	6/29/2019

RESIGNATIONS			LENGTH	
<u>RESIGNATIONS</u>	<u>POSITION</u>	<u>BLDG</u>	<u>OF SVC</u>	<u>DATE</u>
Laura Behrns	School Aide	CRMS		3/25/2019
	Resigning from School Aide Position Only			



## TRANSPORTATION

<u>APPOINTMENTS</u>	<u>POSITION</u>	<u>BLDG</u>	<u>HOURS</u>	<u>DATE</u>	<u>SALARY</u>
Patrick Hayes	On Call Bus Driver	Transp.		3/21/2019	\$19.13/hr.
Carmen Catalano	On Call Bus Attendant	Transp.		3/25/2019	\$12.73/hr.

## FOOD SERVICE

<u>RESIGNATIONS</u>	<u>POSITION</u>	<u>BLDG</u>	<u>LENGTH OF SVC</u>	<u>DATE</u>
Ann Parker	Food Svc. Worker	Food Svc.	6.5	3/29/2019

10. Mr. Leone noted the first reading of the administrative tenure recommendations.

11. Mr. Leone gave a brief update on the Inclusivity Advisory Committee.

12. Motion was made by Mrs. McCluski, seconded by Mr. Sullivan and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves calling an Executive Session for the purpose of discussing the discipline of a particular person, where no official business will be conducted. This session will take place immediately after the Regular Meeting.

**APPROVED:  
EXECUTIVE  
SESSION**

Vote: Unanimously carried

13. Mr. Pero thanked Pittsford Community Lacrosse for the generous donation of a new All Purpose Carrier (Tow Cart) valued at \$4500.00 to be placed at Sutherland HS, which will help move athletic equipment. This will be acted upon this evening under the Consent Agenda.

14. Mr. Pero noted the first reading of policy #5413 –Procurement: Uniform Grant Guidance for Federal Awards.

15. Mr. Pero thanked Mrs. Ward for her work on the Elementary Report Card. Mrs. Ward thanked Mark Balsamo for his efforts on the challenging report card work and noted that everyone who worked on this modeled collaborative excellence.

16. Motion was made by Mrs. Narotsky, seconded by Mrs. McCluski and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the following items per the Consent Agenda:

**APPROVED:  
CONSENT  
AGENDA**

Vote: Unanimously carried

Committee on Special Education: Amendment, Amendment – Agreement No Meeting, Annual Reviews, Initial Eligibility Determination Meetings, Reevaluation Reviews, Reevaluation/Annual Reviews, Requested Reviews.

Sub-Committee on Special Education: Amendments, Amendment – Agreement No Meetings, Annual Reviews, Reevaluation/Annual Reviews, Requested Reviews.

Committee on Preschool Special Education: Initial Eligibility Meetings, Annual Review/Re-evaluation Meetings, Requested Review Meeting.

Gift to the District: Pittsford Community Lacrosse donated a new All Purpose Carrier (Tow Cart) valued at \$4500.00.

17. Motion was made by Mr. Aroesty, seconded by Mrs. Baum and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves recessing its Regular Meeting in order to enter into Executive Session at 7:19 p.m.

**APPROVED:  
RECESS**

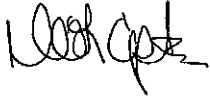
Vote: Unanimously carried

85.

18. Motion was made by Mrs. Sanchez-Kazacos, seconded by Mr. Aroesty and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the adjournment of its Executive Session and Regular Meeting at 7:40 p.m.  
Vote: Unanimously carried

**APPROVED:  
ADJOURNMENT**

Respectfully submitted,



Deborah L. Carpenter  
School District Clerk



**MONROE #1 BOCES ANNUAL ELECTION/BUDGET VOTE**

**April 23, 2019**

**RESOLUTION/BALLOT**

The undersigned, being the duly appointed and acting clerk of the \_\_\_\_\_ School District (the "district"), hereby certifies as follows:

The board of education of the District, at a meeting duly called and held on April \_\_\_\_\_, 2019 which \_\_\_\_\_ members were present and \_\_\_\_\_ members were absent, and at which a quorum was present and voting throughout, took the following action: (check "yes" if the board adopted the resolution, "no" if the board voted against the resolution, "abstain" if the board decides not to vote).

**SEAT #1**

RESOLVED: to cast one vote for the election of Bryan Buttram, resident of Rush-Henrietta Central School District, as a member of the Monroe #1 BOCES board for a term of office which will begin on July 1, 2019 and end June 30, 2022.

VOTE  
Yes\_\_\_No\_\_\_  
  
Abstain\_\_\_

**SEAT #2**

RESOLVED: to cast one vote for the election of Laura Whitcomb, resident of the East Rochester Central School District, as a member of the Monroe #1 BOCES board for a term of office which will begin on July 1, 2019 and end on June 30, 2022.

Yes\_\_\_No\_\_\_  
  
Abstain\_\_\_

**SEAT #3**

RESOLVED: to cast one vote for the election of Nita Singh, resident of the Pittsford Central School District, as a member of the Monroe #1 BOCES board for a term of office which will begin on July 1, 2019 and end on June 30, 2022.

Yes\_\_\_No\_\_\_  
  
Abstain\_\_\_

**ADMINISTRATIVE BUDGET VOTE**

RESOLVED: that the Board of Education of the \_\_\_\_\_ School District votes to approve the proposed BOCES administrative budget in the amount of \$5,586,353 for the 2019-2020 fiscal year.

Yes\_\_\_No\_\_\_  
  
Abstain\_\_\_

Dated: April\_\_\_\_, 2019

\_\_\_\_\_  
District Clerk

***\*Please complete this ballot, email it to Val Leonardo at [Valerie\\_Leonardo@boces.monroe.edu](mailto:Valerie_Leonardo@boces.monroe.edu). Please send the signed original to Val.***

**NOTICE OF  
ANNUAL MEETING  
BOARD OF COOPERATIVE  
EDUCATIONAL SERVICES  
FIRST SUPERVISORY  
DISTRICT OF MONROE COUNTY  
(MONROE #1 BOCES)**

Please take notice that Monroe #1 BOCES will hold the annual meeting of the members of the Boards of Education of its Component Districts on April 4, 2019 at 7:00 p.m. at the Lester B. Foreman Area Educational Center, Board Room R13, 41 O'Connor Road, Fairport, New York. Monroe #1 BOCES will present its proposed Administrative, Capital and Program budgets for 2019-2020 to those in attendance at the annual meeting for their review. The following are summaries of the proposed Administrative, Capital and Program budgets. The amounts stated are based on current estimates and may be subject to change. Copies of the complete proposed Administrative, Capital and Program budgets will be available for inspection by the public between the hours of 8:00 a.m. and 4:00 p.m. in the District Superintendent's office, Monroe #1 BOCES, which is located in the Lester B. Foreman Area Educational Center, 41 O'Connor Road, Fairport, New York, commencing on March 29, 2019 and will also be available after that by contacting the superintendent's office in each of the BOCES component districts.

**SUMMARY OF PROPOSED  
ADMINISTRATIVE BUDGET**

TOTAL PERSONNEL SERVICES (salaries of all central administrative and supervisory personnel): \$1,787,562  
TOTAL EMPLOYEE BENEFITS (included are benefits for all central administrative and supervisory personnel and in addition, health benefits for all Monroe #1 BOCES retirees, a supplemental teacher retirement assessment for certified salaries): \$5,578,557; EQUIPMENT: \$13,500; SUPPLIES: \$29,282; REVENUE NOTE INTEREST: \$50,000; TOTAL CONTRACTUAL EXPENSE: \$688,922; NET TRANSFERS (\$2,561,470) Included in the total above is the compensation for the district superintendent of schools as follows: BOCES SALARY: \$123,201; BOCES ANNUALIZED BENEFITS: \$42,902; OTHER REMUNERATION: \$43,499.

**TOTAL ADMINISTRATIVE BUDGET  
\$5,586,353**

**SUMMARY OF PROPOSED  
CAPITAL BUDGET**

RENTAL OF FACILITIES: \$1,954,343; PAYMENT TO DORMITORY AUTHORITY: \$0; TRANSFER TO CAPITAL PROJECTS FUND: \$2,200,000; BOND TRUSTEE FEE OR DORMITORY AUTHORITY \$0; OVERHEAD FEE: \$0.

**TOTAL CAPITAL BUDGET  
\$4,154,343**

**SUMMARY OF PROPOSED  
PROGRAM BUDGET**

VOCATIONAL EDUCATION: \$8,102,861; SPECIAL EDUCATION: \$64,254,276; SUPPORT SERVICES: \$21,685,278; TECHNOLOGY: \$27,498,451; ACADEMIC AND ENRICHMENT: \$4,976,870; MANAGEMENT SERVICES: \$3,300,572; TRANSPORTATION: \$6,407,112.

**TOTAL PROGRAM BUDGET  
\$136,225,420**

**Valerie Leonardo  
District Clerk**

# PITTSFORD CENTRAL SCHOOL DISTRICT

## TREASURER'S REPORT

### March 31, 2019

The following reports have been prepared by the Assistant Director of Finance, Holly Evans, in accordance with the Uniform System of Accounts for School Districts as required by the New York State Department of Audit and Control. These reports represent the financial status of the District as of March 31, 2019.

#### GENERAL FUND

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- The District received from New York State the following payments (see page 4):
  - General Aid (Spring Advance) \$1,523,505
  - General Aid (End of State Fiscal Year) \$4,911,623
  - Excess Cost Aid \$1,190,305
  - Lottery Grant \$116,602
  - Commercial Gaming Grant \$48,557
  - Textbook Aid \$268,553
  - Software Aid \$95,513
  - Hardware Aid \$87,488
  - Library Materials Aid \$39,850
- The District received the tax surrenders from Ontario County of \$31,969 (see page 4).
- The District received from Monroe #1 BOCES a state aid payment of \$573,973 (see page 4).

#### SCHOOL LUNCH FUND

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- The school lunch program had net operations of \$51,940 for March (see page 6).

#### TRUST & AGENCY FUND

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- Activity was normal for the month of March (see page 8).

#### SPECIAL AID FUND

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- Activity was normal for the month of March. A Title III amendment was submitted and is awaiting approval (See page 11).

#### CAPITAL, DEBT AND RESERVE FUNDS

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- Capital and Debt Service Funds have an unencumbered balance of \$3,648,796 (see page 13).
- Reserve fund balances total \$31,080,876 (see page 13).

Respectfully submitted,



Leanne G. Reister  
Director of Finance

**PITTSFORD CENTRAL SCHOOLS**

**STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS**  
**March 31, 2019**

**GENERAL FUND**

	2/28/2019 Balance	Receipts	Disbursements	3/31/2019 Balance
Cash in Banks - Checking	\$ 9,613,717.24	\$ 14,501,274.98	\$ 11,430,264.40	\$ 12,684,727.82
Money Market Account-Chase	387,118.20	223.57	-	387,341.77
Money Market Account- Key	865,018.85	140.92	100,000.00	765,159.77
Money Market Account- M & T	4,559,808.76	3,874.31	-	4,563,683.07
Money Market Account- CNB	500,625.02	31.82	-	500,656.84
Chase Purchasing Card	-	189,453.88	189,453.88	-
Investments (See Schedule)	32,044,720.46	34,470.48	5,000,000.00	27,079,190.94
	<b>\$ 47,971,008.53</b>	<b>\$ 14,729,469.96</b>	<b>\$ 16,719,718.28</b>	<b>\$ 45,980,760.21</b>

**RESERVES**

	2/28/2019 Balance	Receipts	Disbursements	3/31/2019 Balance
Unemployment Reserve (Checking)	\$ 385,845.92	\$ 49.04	\$ -	\$ 385,894.96
Workers' Compensation Reserve	360,650.46	45.84	-	360,696.30
Reserve for Tax Certiorari (Checking)	1,090,224.36	138.57	-	1,090,362.93
Employee Retirement Contribution	2,305,367.65	293.01	-	2,305,660.66
Reserve for Liability (Checking)	1,600,226.77	203.39	-	1,600,430.16
Insurance Reserve (Checking)	1,186,471.15	150.80	-	1,186,621.95
Capital Reserve	16,138,701.80	2,052.99	-	16,140,754.79
Bus Purchase Reserve	5,391,658.55	691.00	-	5,392,349.55
Employee Benefit Reserve	2,664,981.04	338.72	-	2,665,319.76
Instructional Technology Capital Reserve	1,805,555.54	229.49	-	1,805,785.03
Investments (See Schedule)	-	-	-	-
	<b>\$ 32,929,683.24</b>	<b>\$ 4,192.85</b>	<b>\$ -</b>	<b>\$ 32,933,876.09</b>

**SCHOOL LUNCH FUND**

	2/28/2019 Balance	Receipts	Disbursements	3/31/2019 Balance
Cash in Banks - Checking	\$ 497,177.49	\$ 217,740.48	\$ 133,755.21	\$ 581,162.76
Money Market Account-Chase	207,874.31	26.42	-	207,900.73
	<b>\$ 705,051.80</b>	<b>\$ 217,766.90</b>	<b>\$ 133,755.21</b>	<b>\$ 789,063.49</b>

**CAPITAL FUND**

	2/28/2019 Balance	Receipts	Disbursements	3/31/2019 Balance
Cash in Banks - Checking	\$ 139,096.55	\$ 100,013.54	\$ 152,848.63	\$ 86,261.46
Capital-Dec 2012 Proposition-BAN	1,236,111.99	157.10	122.00	1,236,147.09
Bus Purchase Reserve -Capital	44,999.57	-	-	44,999.57
	<b>\$ 1,420,208.11</b>	<b>\$ 100,170.64</b>	<b>\$ 152,970.63</b>	<b>\$ 1,367,408.12</b>

**SPECIAL AID FUND**

	2/28/2019 Balance	Receipts	Disbursements	3/31/2019 Balance
Cash in Banks - Checking	\$ 649,159.85	\$ 343,026.31	\$ 178,694.71	\$ 813,491.45
Money Market Account-Chase	-	-	-	-
	<b>\$ 649,159.85</b>	<b>\$ 343,026.31</b>	<b>\$ 178,694.71</b>	<b>\$ 813,491.45</b>

**PITTSFORD CENTRAL SCHOOLS**  
**INVESTMENT SCHEDULES**

*As of March 31, 2019*

**GENERAL FUND**

Date Purchased	Maturity Date	Bank of Deposit	Principal Amount	Interest Rate	Number of Days	Interest Income
3/15/2019	4/15/2019	Chase	5,000,000.00	2.19%	31	9,300.00
3/4/2019	5/3/2019	CNB	5,044,586.58	2.18%	60	18,077.59
3/11/2019	4/10/2019	CNB	2,034,604.36	2.15%	30	3,595.40
2/15/2019	4/16/2019	Chase	15,000,000.00	2.15%	60	53,013.70
			<u>27,079,190.94</u>			<u>\$ 83,986.68</u>

Our current interest rates are as follows:

JP Morgan Chase Checking	0.11% -0.27%
JP Morgan Chase Money Market	0.68%
Key Checking	0.15%
Key Money Market	0.15% -0.20%
Canandaigua National Bank Money Market	0.08%
M & T Money Market -General Fund	1.00%

Many of our Chase money market accounts are bundled, but with separate account numbers to provide a higher rate of return.



**PITTSFORD CENTRAL SCHOOLS  
BANK RECONCILIATION FOR THE MONTH OF MARCH 2019**

**General Fund Accounts (Checking and Money Market)**

DATE	DESCRIPTION CHECK/RECEIPT #	RECEIPTS	DISBURSEMENT	BALANCE
28-Feb	BEGINNING BALANCE			<u>15,926,288.07</u>
	<b>Receipts:</b>			
	Taxes & Tax Items	21,131.31		
	Non Property Taxes			
	Local Revenues	520,608.57		
	State Aid (COG, Spring Advance, Textbooks)	8,903,307.48		
	Transfer from CD	5,037,166.67		
	Medicaid	16,938.85		
	Interest	6,309.93		
	Net Transfers			
	<b>Total Receipts:</b>			<u>14,505,462.81</u>
	<b>Disbursements:</b>			
	EFT/Wire Transfers		91,186.74	
	Check # 251836-252165		4,926,982.32	
	ACH #000345-000389		6,149.25	
	Transfer to Capital Re: DT/DF		100,000.00	
	Transfer to Debt Service Re: Bond		379,400.00	
	Transfer to Health Fund/T&A Re: DT/DF			
	Payroll Funding		5,837,009.42	
	Transfer to CD			
	Void Checks			
	Transfer to P-Card		189,453.88	
	Net Transfers			
	<b>Total Disbursements:</b>			<u>(11,530,181.61)</u>
31-Mar	ENDING BALANCE	<u>\$ 14,505,462.81</u>	<u>\$ 11,530,181.61</u>	<u>18,901,569.27</u>

**BANK RECONCILIATION**

<b>BALANCE PER BANK:</b>	19,382,280.64
<b>ADD:</b>	
NSF Payments	
Outstanding Deposit (Pittsford Payment Center)	
<b>SUBTRACT:</b>	
Outstanding Checks	(480,711.37)
Outstanding Transfer to Special Aid Fund	
<b>ADJUSTED BANK BALANCE</b>	<u>18,901,569.27</u>
<b>BALANCE PER BOOKS</b>	<u>18,901,569.27</u>

This is to certify that the cash balance is in agreement with the bank statement, as reconciled:

  
 Leeanne G. Reister, Treasurer

Received by the Board of Education and entered as part of the minutes of the board meeting held:

\_\_\_\_\_  
 Deborah L. Carpenter, School District Clerk

**PITTSFORD CENTRAL SCHOOLS**

**GENERAL FUND**

Monthly Statement of Revenues  
March 31, 2019

DESCRIPTION	BUDGETED REVENUES WITH ADJUSTMENTS	REV. REC'D 3/31/2019	REV. REC'D TO DATE	ESTIMATED TO 6/30	OVER/(UNDER) BUDGET
Real Property Taxes	93,372,931.79	(71,761.17)	91,373,271.49	93,372,931.79	-
Other Payments in Lieu of Taxes	83,570.00	-	74,656.34	83,570.00	-
STAR Tax Relief Program	7,087,623.21	-	7,087,623.21	7,087,623.21	-
Interest & Penalties	515.00	626.85	626.85	626.85	112
County Sales Tax	5,122,343.00	-	3,013,377.73	5,622,343.00	500,000
Textbook Charges	600.00	-	-	600.00	-
Tuition - Individuals	-	-	7,440.00	7,440.00	7,440
Other Student Charges	15,000.00	18.00	1,005.50	15,000.00	-
Admissions	13,521.00	-	14,804.85	14,804.85	1,284
Tuition - Other Districts	125,000.00	-	-	125,000.00	-
Health Services - Other Districts	215,000.00	146,850.76	146,850.76	244,586.73	29,587
Interest Earned on Investments	150,000.00	78,159.76	421,335.44	421,335.44	271,335
Rental of Real Property	80,000.00	8,679.75	46,195.37	80,000.00	-
Rental of Buses	2,000.00	-	4,461.30	4,461.30	2,461
Commissions	-	-	82.95	82.95	83
Sale of Scrap and Excess Materials	1,000.00	216.06	1,634.89	1,634.89	635
Sale of Equipment	50,000.00	-	151,395.00	151,395.00	101,395
Insurance Recoveries	40,000.00	4,875.42	22,701.26	40,000.00	-
Other Compensation for Loss	2,000.00	195.22	1,477.34	2,000.00	-
Refund for BOCES Aided Services	285,000.00	-	510,521.98	510,521.98	225,522
Refund of Prior Years Expense	60,000.00	28.42	268,641.08	268,641.08	208,641
Gifts and Donations	30,000.00	1,018.00	45,555.47	45,555.47	15,555
Unclassified Revenues	170,000.00	2,996.40	134,551.02	170,000.00	-
State Aid - General Operating/Foundation Aid	5,324,265.20	-	4,580,763.21	5,361,702.20	37,437
State Aid - Excess Cost	2,736,039.00	1,190,304.55	1,786,796.30	2,736,039.00	-
State Aid - Building Aid	7,007,757.00	6,459,491.83	6,459,491.83	6,968,137.00	(39,620)
State Aid - Lottery Aid	4,231,408.25	-	4,231,408.25	4,231,408.25	-
State Aid - Lottery Grant	777,346.86	116,602.08	777,346.86	777,346.86	-
State Aid - Commercial Gaming Grant	84,033.69	84,033.69	84,033.69	84,033.69	-
State Aid - BOCES	2,298,431.00	573,972.75	521,137.75	2,295,891.00	(2,540)
State Aid - Textbooks	360,568.00	268,553.00	361,733.00	361,733.00	1,165
State Aid - Software Aid	96,696.00	95,513.00	95,513.00	95,513.00	(1,183)
State Aid - Hardware Aid	88,572.00	87,488.00	87,488.00	87,488.00	(1,084)
State Aid - Library Mat. Aid	40,344.00	39,850.00	39,850.00	39,850.00	(494)
State Aid - Other Charter School CSBT	1,400.00	600.00	2,000.00	2,000.00	600
State Aid - Grant In Aid	200,000.00	-	-	191,695.00	(8,305)
State Aid - Other FDK Conversion	649,150.00	-	-	737,387.00	88,237
State Aid - Other Urban Suburban	950,257.00	-	-	1,287,622.00	337,365
Medicaid Assistance	40,000.00	8,469.43	139,940.35	150,000.00	110,000
Interfund Transfers	-	-	-	-	-
Appropriated Fund Balance	2,854,508.00	-	-	2,854,508.00	-
Reserve for Encumbrances	2,653,050.21	-	-	2,653,050.21	-
Appropriated Reserve: Liability	50,000.00	-	-	50,000.00	-
Appropriated Reserve: Workers Compensation	20,000.00	-	-	20,000.00	-
Appropriated Reserve: EBALR	400,000.00	-	-	400,000.00	-
Appropriated Reserve: Capital	575,000.00	-	-	575,000.00	-
Appropriated Reserve: Bus	610,000.00	-	-	610,000.00	-
Appropriated Reserve: ERS	203,000.00	-	-	203,000.00	-
Appropriated Reserve: Unemployment Res	40,000.00	-	-	40,000.00	-
Appropriated Reserve: Bus Purchase Reserve	-	-	-	-	-
<b>TOTALS:</b>	<b>\$ 139,197,930.21</b>	<b>\$ 9,096,781.80</b>	<b>\$ 122,495,712.07</b>	<b>\$ 141,083,558.75</b>	<b>\$ 1,885,628.54</b>



# PITTSFORD CENTRAL SCHOOLS

## GENERAL FUND

### Schedule of Appropriated Expenses

	ORIGINAL APPROPRIATIONS	TRANSFERS AND ADJUSTMENTS	REVISED APPROPRIATIONS	EXPENDITURES TO DATE	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCES
<b>School Operations</b>						
Elementary Schools	19,088,557.00	153,609.32	19,242,166.32	11,646,808.68	5,861,828.74	1,733,528.90
Middle School	14,018,513.00	51,057.20	14,069,570.20	8,736,141.67	4,523,396.86	810,031.67
High School	19,559,451.00	355,232.99	19,914,683.99	12,674,985.01	6,036,373.64	1,203,325.34
<b>Total School Operations</b>	<b>52,666,521.00</b>	<b>559,899.51</b>	<b>53,226,420.51</b>	<b>33,057,935.36</b>	<b>16,421,599.24</b>	<b>3,746,885.91</b>
<b>Central Student Programs &amp; Services</b>						
Special Education Office	489,990.00	69,752.15	559,742.15	318,704.85	146,569.89	94,467.41
Special Education Services	1,243,917.00	1,473.99	1,245,390.99	708,688.49	417,124.68	119,577.82
Out of District Spec. Ed Programs	6,574,787.00	406,938.29	6,981,725.29	4,116,241.80	1,838,374.83	1,027,108.66
Special Services	651,058.00	82.03	651,140.03	400,465.36	218,935.13	31,739.54
Summer Programs	24,000.00	3,154.00	27,154.00	19,055.67	4,944.33	3,154.00
Non Public Services	428,928.00	21,618.00	450,546.00	129,247.25	255,415.34	65,883.41
BOCES	455,240.00	(101,487.97)	353,752.03	256,996.28	87,603.72	9,152.03
<b>Total Central Programs &amp; Services</b>	<b>9,867,920.00</b>	<b>401,530.49</b>	<b>10,269,450.49</b>	<b>5,949,399.70</b>	<b>2,968,967.92</b>	<b>1,351,082.87</b>
<b>Instructional Services</b>						
Curriculum & Instruction Services	715,265.00	68,375.01	783,640.01	517,810.30	169,267.14	97,562.57
Standards of Performance	509,204.00	(152.04)	509,051.96	264,879.60	139,730.05	104,442.31
Pupil Services Office	301,901.00	2,289.27	304,190.27	199,045.30	76,476.88	28,668.09
Instructional Technology Services	1,647,597.00	691,929.38	2,339,526.38	1,829,631.05	411,860.39	98,034.94
Professional Development Services	258,905.00	3,201.71	262,106.71	174,741.95	47,838.63	39,526.13
Data Team	406,019.00	469.86	406,488.86	304,726.45	95,894.93	5,867.48
<b>Total Instructional Services</b>	<b>3,838,891.00</b>	<b>766,113.19</b>	<b>4,605,004.19</b>	<b>3,290,834.65</b>	<b>940,068.02</b>	<b>374,101.52</b>
<b>Support Services</b>						
Finance Services	917,391.00	31,289.54	948,680.54	677,879.17	217,101.16	53,700.21
Personnel Services	415,423.00	6,954.83	422,377.83	282,471.79	92,890.91	47,015.13
Public Information Services	354,982.00	1,065.86	356,047.86	231,436.71	72,552.45	52,058.70
Operations and Maintenance	7,947,709.00	1,112,115.73	9,059,824.73	5,345,019.31	2,627,326.10	1,087,479.32
Printing and Mailing Services	285,498.00	4,733.18	290,231.18	163,517.13	113,424.83	13,289.22
Support Services Technology	1,281,386.00	606,339.62	1,887,725.62	1,093,655.44	793,191.15	879.03
Transportation Services	4,661,203.00	105,564.72	4,766,767.72	2,567,946.38	1,402,831.30	795,990.04
<b>Total Support Services</b>	<b>15,863,592.00</b>	<b>1,868,063.48</b>	<b>17,731,655.48</b>	<b>10,361,925.93</b>	<b>5,319,317.90</b>	<b>2,050,411.65</b>
<b>Central Administration</b>						
Board of Education	66,002.00	1,987.58	67,989.58	41,143.26	6,653.78	20,192.54
Superintendent's Office	343,203.00	6,849.10	350,052.10	254,943.08	87,190.78	7,918.24
<b>Total Central Administration</b>	<b>409,205.00</b>	<b>8,836.68</b>	<b>418,041.68</b>	<b>296,086.34</b>	<b>93,844.56</b>	<b>28,110.78</b>
<b>Undistributed Expenses</b>						
Debt Service & Interfund Transfers	12,501,690.00	1,231.75	12,502,921.75	10,478,342.24	1,929,437.20	95,142.31
Insurance & Fees	1,683,751.00	141,974.97	1,825,725.97	1,420,598.32	268,023.16	137,104.49
Employee Benefits	39,713,310.00	(966,340.49)	38,746,969.51	25,545,579.66	10,243,505.34	2,957,884.51
<b>Total Undistributed Expenses</b>	<b>53,898,751.00</b>	<b>(823,133.77)</b>	<b>53,075,617.23</b>	<b>37,444,520.22</b>	<b>12,440,965.70</b>	<b>3,190,131.31</b>
<b>TOTAL</b>	<b>136,544,880.00</b>	<b>2,781,309.58</b>	<b>139,326,189.58</b>	<b>90,400,702.20</b>	<b>38,184,763.34</b>	<b>10,740,724.04</b>

**Transfers and Adjustments Detail:**

Prior Year Encumbrances	2,653,050.21
Transfer from the Tax Certiorari Reserve	52,926.97
Transfer from the Insurance Reserve	37,082.40
Transfer from the Liability Reserve	38,250.00
<b>Total Transfers and Adjustments</b>	<b>2,781,309.58</b>

**PITTSFORD CENTRAL SCHOOLS  
SCHOOL LUNCH FUND  
Monthly Operating Report  
March 31, 2019**

CURRENT YEAR MONTHLY TOTALS	PREVIOUS YEAR MONTHLY TOTALS	2018-19 YR-TO-DATE	2017-18 YR-TO-DATE
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**REVENUES:**

TYPE A SALES	\$ 84,659.50	\$ 78,174.50	\$ 537,902.50	\$ 491,777.75
OTHER CAFETERIA SALES	134,768.13	132,533.99	861,868.73	802,786.93
REBATES	279.00	-	1,203.25	81.56
INTEREST INCOME	95.36	83.51	718.92	726.20
INSURANCE/OTHER COMP	-	38.00	-	362.00
MISCELLANEOUS INCOME	123.60	209.47	549.26	663.53
<b>TOTAL REVENUES:</b>	<b>\$ 219,925.59</b>	<b>\$ 211,039.47</b>	<b>\$ 1,402,242.66</b>	<b>\$ 1,296,397.97</b>

**EXPENDITURES**

SALARIES	\$ 60,590.39	\$ 59,218.81	\$ 476,117.96	\$ 465,362.43
EQUIPMENT	-	-	6,174.00	-
CONTRACTUAL/BOCES	24.11	600.75	10,369.78	18,254.26
FOOD & MILK USED	71,420.77	70,324.15	431,374.86	447,406.20
REPAIRS	486.29	2,752.19	10,263.28	13,367.51
TRAVEL/MILEAGE	54.69	53.90	202.98	540.32
SUPPLIES	2,512.62	3,450.49	31,928.47	30,844.98
BENEFITS	32,896.37	27,365.85	329,569.81	291,785.46
<b>TOTAL EXPENDITURES:</b>	<b>\$ 167,985.24</b>	<b>\$ 163,766.14</b>	<b>\$ 1,296,001.14</b>	<b>\$ 1,267,561.16</b>

<b>NET OPERATIONS:</b>	<b>\$ 51,940.35</b>	<b>\$ 47,273.33</b>	<b>\$ 106,241.52</b>	<b>\$ 28,836.81</b>
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**OTHER ITEMS AFFECTING FUND BALANCE**

Cumulative Change in Reserve for Supplies Inventory	\$ 3,967.85	\$ 3,842.13
Change in Fund Balance:	110,209.37	32,678.94
Fund Balance at July 1	\$ 457,290.41	\$ 443,215.85
Fund Balance to date	<u>\$ 567,499.78</u>	<u>\$ 475,894.79</u>

Beginning Inventories	\$ 26,436.12
Encumbrances	\$ -
Appropriated - Next Year's Budget	\$ 86,300.25

Loss of State Aid (National Lunch & Breakfast Program)	\$18,690	Free & Reduced Paid
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**PITTSFORD CENTRAL SCHOOLS  
BANK RECONCILIATION FOR THE MONTH OF MARCH 2019**

**School Lunch Fund**

DATE	DESCRIPTION CHECK/RECEIPT #	RECEIPTS	DISBURSEMENT	BALANCE
28-Feb	BEGINNING BALANCE			<u>\$ 705,051.80</u>
	<b>Receipts:</b>			
	Daily Deposits	42,242.09		
	Prepays- School Lunch Office	1,025.00		
	Prepaid- via NutriKids/Heartland	172,108.45		
	Other Sales-Vending	1,415.37		
	Catering	426.25		
	Miscellaneous	454.38		
	Interest	95.36		
	Net Transfers			
	<b>Total Receipts:</b>			<u>217,766.90</u>
	<b>Disbursements:</b>			
	EFT/Wire Transfers			
	Check # 202468-202491		67,774.55	
	Payroll Funding		65,003.73	
	Void Checks			
	Transfer to Trust & Agency re: Sales Tax		976.93	
	Net Transfers			
	<b>Total Disbursements:</b>			<u>(133,755.21)</u>
31-Mar	ENDING BALANCE	<u>\$ 217,766.90</u>	<u>\$ 133,755.21</u>	<u>789,063.49</u>

BANK RECONCILIATION	
<b>BALANCE PER BANK:</b>	770,674.27
<b>ADD:</b> Outstanding Deposits	18,471.49
NSF Checks	6.00
<b>SUBTRACT:</b>	
Outstanding Checks	(88.27)
<b>ADJUSTED BANK BALANCE</b>	<u>789,063.49</u>
<b>BALANCE PER BOOKS</b>	<u>789,063.49</u>

This is to certify that the cash balance is in agreement with the bank statement, as reconciled:

  
 \_\_\_\_\_  
 Leanne G. Reister, Treasurer

Received by the Board of Education and entered as part of the minutes of the board meeting held:

\_\_\_\_\_  
 Deborah L. Carpenter, School District Clerk

**PITTSFORD CENTRAL SCHOOLS  
TRUST & AGENCY  
March 31, 2019**

	2/28/2019			3/31/2019
	BALANCE	RECEIPTS	DISBURSEMENTS	BALANCE
Private Purpose Funds (Scholarships)	119,659.60	186.23	580.61	119,265.22
Special Revenue Funds (Local Grants/Donations)	8,580.44	529.89	500.62	8,609.71
Consolidated Payroll	-	3,722,984.43	3,722,984.43	-
Net 1099R Distributions	-	-	-	-
NYS Employee Retirement	415.26	24,030.35	184.48	24,261.13
Income Protection (LTD)	-	13,004.14	13,004.14	-
Hospital Insurance	-	209,928.48	209,928.48	-
AFLAC	-	1,438.50	1,438.50	-
NYS Income Tax	-	234,965.62	234,965.62	-
Federal Income Tax	-	500,969.02	500,969.02	-
Federal Income Tax-1099R	-	-	-	-
Earned Income Credit	-	-	-	-
Income Execution	-	7,473.64	7,473.64	-
Association Dues	-	77,214.40	77,214.40	-
Social Security	-	818,775.04	818,775.04	-
Teacher Loans	-	21,940.00	21,940.00	-
Tax Sheltered Annuities	-	314,785.12	314,785.12	-
Bid Deposits	-	-	-	-
Other Liabilities	5,196.00	-	5,196.00	-
United Way	-	2,139.60	2,139.60	-
Life Insurance	-	7,269.59	7,269.59	-
Flex Benefits-Medical Exp.	(32,632.81)	52,998.20	38,733.85	(18,368.46)
Flex Benefits-Dependent Care	54,013.70	36,228.12	34,748.08	55,493.74
Flex Benefits-Management Fee	623.36	126.00	157.50	591.86
529 College Savings	-	-	-	-
Sales Tax	-	1,778.48	1,778.48	-
Accounts Receivable	-	-	-	-
Due from Other Funds	-	5,995,375.54	5,995,375.54	-
Due to Other Funds	1,790.11	132.31	175.38	1,747.04
Health Fund Reserve	1,909,278.44	226.38	67,675.59	1,841,829.23
<b>TOTALS:</b>	<b>\$ 2,066,924.10</b>	<b>\$ 12,044,499.08</b>	<b>\$ 12,077,993.71</b>	<b>\$ 2,033,429.47</b>

**PITTSFORD CENTRAL SCHOOLS  
BANK RECONCILIATION FOR THE MONTH OF MARCH 2019**


**Trust & Agency Accounts**

DATE	DESCRIPTION CHECK/RECEIPT #	RECEIPTS	DISBURSEMENT	BALANCE
30-Sep	BEGINNING BALANCE			<u>\$ 1,938,684.06</u>
	<b>Receipts:</b>			
	Payroll Funding	5,988,193.46		
	FSA Deductions	44,676.16		
	Miscellaneous	2,472.48		
	Interest	358.69		
	Net Transfers	1,553,254.57		
	<b>Total Receipts:</b>			<u>7,588,955.36</u>
	<b>Disbursements:</b>			
	EFT/Wire Transfers-Taxes		1,553,254.57	
	EFT Withdrawals (FSA/Health Fund Accounts)		96,638.86	
	EFT/Wire Transfers (Omni, NYS ERS & NYS Sales Tax)		316,738.98	
	Payroll Checks # 235764-235954		512,023.14	
	Direct Deposits (D313924-D316463)		3,590,503.31	
	T & A Checks #200088-200089		5,196.00	
	Void Checks		(5,524.55)	
	Net Transfers		1,553,254.57	
	<b>Total Disbursements:</b>			<u>(7,622,084.88)</u>
31-Oct	ENDING BALANCE	<u>\$ 7,588,955.36</u>	<u>\$ 7,622,084.88</u>	<u>1,905,554.54</u>

**BANK RECONCILIATION**

<b>BALANCE PER BANK</b>	2,061,458.69
<b>ADD:</b>	
Deposit in Transit	
<b>SUBTRACT:</b>	
Outstanding Checks	(145,458.68)
Benefit Resources - Current Month's transactions taken Next Month	(10,445.47)
<b>ADJUSTED BANK BALANCE</b>	<u>1,905,554.54</u>
<b>BALANCE PER BOOKS</b>	<u>1,905,554.54</u>

This is to certify that the cash balance is in agreement with the bank statement, as reconciled:

  
 \_\_\_\_\_  
 LEEANNE G. REISTER, Treasurer

Received by the Board of Education and entered as part of the minutes of the board meeting held:

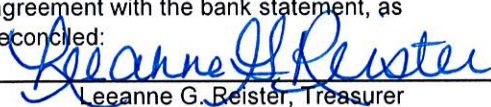
\_\_\_\_\_  
 Deborah L. Carpenter, School District Clerk

**PITTSFORD CENTRAL SCHOOLS**  
**BANK RECONCILIATION FOR THE MONTH OF MARCH 2019**  
**Private Purpose Trusts and Special Revenue Accounts**

DATE	DESCRIPTION CHECK/RECEIPT #	RECEIPTS	DISBURSEMENT	BALANCE
28-Feb	BEGINNING BALANCE			<u>\$ 128,240.04</u>
	<b>Receipts:</b>			
	Miscellaneous -Dividend & Local Money	699.80		
	Interest	16.32		
	Net Transfers			
	<b>Total Receipts:</b>			<u>716.12</u>
	<b>Disbursements:</b>			
	Checks 200579-200584		1,081.23	
	Void Checks			
	Net Transfers			
	<b>Total Disbursements:</b>			<u>(1,081.23)</u>
31-Mar	ENDING BALANCE	<u>\$ 716.12</u>	<u>\$ 1,081.23</u>	<u>127,874.93</u>

**BANK RECONCILIATION**

<b>BALANCE PER BANK:</b>	128,321.48
<b>ADD:</b>	
<b>SUBTRACT:</b>	
Outstanding Checks	(446.55)
<b>ADJUSTED BANK BALANCE</b>	<u>127,874.93</u>
<b>BALANCE PER BOOKS</b>	<u>127,874.93</u>

This is to certify that the cash balance is in agreement with the bank statement, as reconciled:  
  
 Leanne G. Reister, Treasurer

Received by the Board of Education and entered as part of the minutes of the board meeting held:  
 \_\_\_\_\_  
 Deborah L. Carpenter, School District Clerk

**PITTSFORD CENTRAL SCHOOLS**  
**SPECIAL AID FUNDS**  
**SCHEDULE OF APPROPRIATED EXPENSE**  
 March 31, 2019

DESCRIPTION	ORIGINAL BUDGET/REVENUES	PRIOR YR EXPENDITURES	CURRENT YR EXPENDITURES	O/S ENCUMBRANCES	UNENCUMBERED BALANCES	GRANT ADMINISTRATORS
<b>SERVICES FOR FEES</b>						Student Services
Driver Education (Cumulative Balance)	121,424.50	-	89,899.47	2,987.05	28,537.98	
Summer Enrichment (Cumulative Balance)	93,277.00	15,332.64	64,523.12	9.81	13,411.43	
Summer Enrichment (2019-20)	4,487.95	-	4,467.95	-	-	
<b>IDEA 611 18/19 (07/01/18-06/30/19)</b>	1,269,903.00	-	738,123.86	375,463.14	156,316.00	Special Education
Covers special education expenditures						
<b>IDEA 619 18/19 (07/01/18-06/30/19)</b>	48,243.00	-	34,490.10	13,752.90	-	Special Education
Covers pre-school educational expenses.						
<b>TITLE I 17/18 (09/01/17-08/31/18)</b>	221,102.00	192,683.67	13,555.21	-	14,863.12	Student Services
<b>TITLE I 18/19 (09/01/18-08/31/19)</b>	183,207.00	-	105,019.64	71,572.70	6,614.66	Student Services
Provides program additions at qualifying schools to support students at risk of not passing the required state assessments.						
<b>TITLE IIA GRANT 17/18 (09/01/17-08/31/18)</b>	147,730.00	57,745.40	28,603.32	-	61,381.28	Student Services
<b>TITLE IIA GRANT 18/19 (09/01/18-08/31/19)</b>	103,745.00	-	51,035.33	26,036.91	26,672.76	Student Services
Enhances Teacher/Principal training and recruitment.						
<b>TITLE III GRANT 17/18 (09/01/17-08/31/18)</b>	16,593.00	3,444.43	3,561.23	-	9,587.34	Student Services
<b>TITLE III GRANT 18/19 (09/01/18-08/31/19)</b>	22,050.00	-	14,860.37	1,544.37	5,625.26	Student Services
Provides language instructional education programs to assist Limited English Proficient (LEP) students achieve standards						
<b>TITLE III Immigrant GRANT 17/18 (09/01/17-08/31/18)</b>	25,515.00	6,934.58	9,518.23	-	9,062.19	Student Services
Provides language instructional education programs to assist Limited English Proficient (LEP) immigrant students achieve standards						
<b>TITLE IV SSAE GRANT 18/19 (09/01/18-08/31/19)</b>	13,480.00	-	1,007.58	1,261.24	11,211.18	Student Services
Provides resources to increase the capacity of local agencies to provide student support and academic enrichment programs						
<b>TEACHER CENTER GRANT 2018-19</b>	43,907.00	-	31,625.49	2,625.08	9,656.43	Teacher Center
Provides staff development opportunities for teachers.						
<b>SPECIAL ED SUMMER PROGRAMS 4408</b>	300,000.00	-	295,788.44	-	4,211.56	Special Education
Payments for tuition to BOCES and outside providers of summer special education programs.						
<b>SPECIAL ED SUMMER PROGRAM-In District</b>	375,000.00	-	370,963.91	-	4,036.09	Special Education
Expenses for staff and materials for state approved in-district special education summer program.						
<b>SPECIAL ED SUMMER PROGRAM-Related Services</b>	30,000.00	-	28,332.92	-	1,667.08	Special Education
Payments to outside providers and staff for related services during July and August.						
<b>SCHOOL LIBRARY SYSTEM GRANT 2018-19</b>	4,473.96	-	4,473.96	-	-	Various Schools
Mini grants through BOCES for School Library Media Specialists.						
<b>STATE SUPPORTED SCHOOLS</b>	85,000.00	-	57,065.22	27,934.78	-	Spec Ed/Business Office
4201 Schools for the Blind and Deaf						
<b>TOTALS:</b>	<b>3,109,118.41</b>	<b>276,140.72</b>	<b>1,946,935.35</b>	<b>523,187.98</b>	<b>362,854.36</b>	



**PITTSFORD CENTRAL SCHOOLS  
BANK RECONCILIATION FOR THE MONTH OF MARCH 2019**

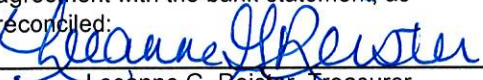
**Special Aid Funds**

DATE	DESCRIPTION CHECK/RECEIPT #	RECEIPTS	DISBURSEMENT	BALANCE
28-Feb	BEGINNING BALANCE			\$ 649,159.85
	<b>Receipts:</b>			
	Local Revenues	14,760.00		
	State Aid/Federal Aid	328,266.31		
	Transfer from General (20% funding)			
	Transfer from General DT/DF			
	Transfer to Special Aid Fund: write offs			
	Net Transfers			
	<b>Total Receipts:</b>			343,026.31
	<b>Disbursements:</b>			
	Transfer to Trust & Agency re: Sales Tax			
	Check # 205142-205167		92,568.22	
	Transfer to General Fund re: DT/DF			
	Void Checks/Stop Payments/NSF Checks			
	Payroll Funding		86,126.49	
	Net Transfers			
	<b>Total Disbursements:</b>			(178,694.71)
31-Mar	ENDING BALANCE	<b>\$ 343,026.31</b>	<b>\$ 178,694.71</b>	<b>813,491.45</b>

**BANK RECONCILIATION**

<b>BALANCE PER BANK:</b>	831,986.88
<b>ADD:</b> Outstanding Deposit	
NSF Checks	145.00
<b>SUBTRACT:</b> Outstanding Checks	(18,640.43)
<b>ADJUSTED BANK BALANCE</b>	813,491.45
<b>BALANCE PER BOOKS</b>	813,491.45

This is to certify that the cash balance is in agreement with the bank statement, as reconciled:

  
\_\_\_\_\_  
Leanne G. Reister, Treasurer

Received by the Board of Education and entered as part of the minutes of the board meeting held:

\_\_\_\_\_  
Deborah L. Carpenter, School District Clerk

# PITTSFORD CENTRAL SCHOOLS

## Capital & Debt Service SCHEDULE OF APPROPRIATED EXPENSE March 31, 2019

DESCRIPTION	PRIOR YEAR		EXPENDITURES	O/S ENCUMBRANCES	UNENCUMBERED BALANCES
	APPROPRIATIONS	PROJECT EXPENDITURES			
Bus Purchases 2018-19	1,324,047.00	-	1,279,047.43	-	44,999.57
Capital 13-14 Funded by General Fund	389,200.00	231,851.10	137,348.90	-	-
Capital 14-15 Funded by General Fund	250,000.00	30,800.00	164,393.69	54,806.31	-
Capital 15-16 Funded by General Fund	250,000.00	-	40,243.22	33,767.32	175,989.46
Capital 16-17 Funded by General Fund	250,000.00	-	-	-	250,000.00
Capital 17-18 Funded by General Fund	250,000.00	-	-	-	250,000.00
Capital 18-19 Funded by General Fund	250,000.00	-	-	-	250,000.00
FDK 18-19 Funded by General Fund	1,185,000.00	-	616,059.83	-	568,940.17
Smart Schools Bond Act Phase 1	332,606.00	-	-	332,606.00	-
Capital Funded by Reserve & Obligations- Dec 11, '12 Proposition	42,239,786.00	39,693,038.43	432,789.17	5,091.37	2,108,867.03
Capital Funded by Donations - Dec 11, 2012 Proposition (Dec 11, 2012 Total Proposition = \$43,131,786)	417,400.00	417,400.00	-	-	-
<b>Subtotal - Capital Fund</b>	<b>47,118,039.00</b>	<b>40,373,089.53</b>	<b>2,669,882.24</b>	<b>426,271.00</b>	<b>3,648,796.23</b>
Debt Service	13,128,007.33	-	12,040,246.33	1,087,761.00	-
<b>TOTALS :</b>	<b>60,246,046.33</b>	<b>40,373,089.53</b>	<b>14,710,128.57</b>	<b>1,514,032.00</b>	<b>3,648,796.23</b>

## RESERVE BALANCES March 31, 2019

DESCRIPTION	FUND BALANCE AT 07/01/2018	APPROPRIATED AMOUNT OR ACTUAL EXPENDITURE	INTEREST/ OTHER REVENUES	APPROVED TRANSFER (In/Out)	FUND BALANCE TO DATE
Bus Purchases Funded by Reserve	5,385,955.37	(610,000.00)	6,394.18	44,999.57	4,827,349.12
Capital Reserve	16,124,796.90	(575,000.00)	15,957.89	-	15,565,754.79
Instructional Technology Capital Reserve	1,803,865.90	-	1,919.13	-	1,805,785.03
Insurance Reserve	1,222,354.67	-	1,349.68	(37,082.40)	1,186,621.95
Unemployment Insurance Reserve	385,461.44	(40,000.00)	433.52	-	345,894.96
Reserve for Liability	1,636,859.26	(50,000.00)	1,820.90	(38,250.00)	1,550,430.16
Reserve for Tax Certiorari	928,120.13	-	1,136.89	161,105.91	1,090,362.93
Employee Benefit & Accrued Liability Reserve	2,662,673.37	(400,000.00)	2,646.39	-	2,265,319.76
Reserve for Retirement Contributions	2,303,244.97	(203,000.00)	2,415.69	-	2,102,660.66
Workers' Compensation Reserve	360,362.75	(20,000.00)	333.55	-	340,696.30
<b>TOTALS :</b>	<b>32,813,694.76</b>	<b>(1,898,000.00)</b>	<b>34,407.82</b>	<b>130,773.08</b>	<b>31,080,875.66</b>

Note: Fund Balance includes the use of appropriated or actual amounts, as well as, approved transfers yet to be completed and may not equal cash on page 1.

**PITTSFORD CENTRAL SCHOOLS  
BANK RECONCILIATION FOR THE MONTH OF MARCH 2019**


**Capital**

DATE	DESCRIPTION CHECK/RECEIPT #	RECEIPTS	DISBURSEMENT	BALANCE
28-Feb	BEGINNING BALANCE			<u>\$ 1,420,208.11</u>
	<b>Receipts:</b>			
	Transfer from General Fund re: Due to/from	100,000.00		
	Transfer from General Fund re: Bus Purch. Reserve			
	BAN Proceeds			
	Interest	170.64		
	Net Transfers			
	<u>Total Receipts:</u>			<u>100,170.64</u>
	<b>Disbursements:</b>			
	EFT/Wire Transfers			
	Payroll Funding		53.82	
	Capital Checks-# 60108-60111		152,848.63	
	Capital Checks-Dec 2012 Prop # 862-866			
	Capital Checks-Dec 2012 Prop BAN # 4346		68.18	
	Bus Purchase Reserve Checks (200025)			
	BAN Redemption			
	Net Transfers			
	<u>Total Disbursements:</u>			<u>(152,970.63)</u>
31-Mar	ENDING BALANCE	<u>\$ 100,170.64</u>	<u>\$ 152,970.63</u>	<u>1,367,408.12</u>

<b>BANK RECONCILIATION</b>
----------------------------

<b>BALANCE PER BANK:</b>	1,411,109.34
<b>ADD:</b>	
<b>SUBTRACT:</b>	
Outstanding Checks	(43,701.22)
<b>ADJUSTED BANK BALANCE</b>	<u>1,367,408.12</u>
<b>BALANCE PER BOOKS</b>	<u>1,367,408.12</u>

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 \_\_\_\_\_  
 Leanne G. Reister, Treasurer

Received by the Board of Education and entered as part of the minutes of the board meeting held:

\_\_\_\_\_  
 Deborah L. Carpenter, School District Clerk

**PITTSFORD CENTRAL SCHOOLS  
BANK RECONCILIATION FOR THE MONTH OF MARCH 2019**

**Reserves: Liability, Tax Certiorari, Unemployment Insurance, Employee Retirement Contribution,  
Employee Benefit & Accrued Liabilities Reserves, Workers' Compensation & Insurance Reserves**

DATE	DESCRIPTION	CHECK/RECEIPT #	RECEIPTS	DISBURSEMENT	BALANCE
28-Feb	BEGINNING BALANCE				\$ 9,593,767.35
	<b>Receipts:</b>				
	Transfer from General Fund				
	Interest - Reserve for Liability		203.39		
	Interest -Tax Certiorari		138.57		
	Interest- Unemployment Insurance		49.04		
	Interest- Employee Benefit & Accrued Liabilities		338.72		
	Interest- Employee Retirement Contribution		293.01		
	Interest- Workers' Compensation		45.84		
	Interest- Insurance Reserve		150.80		
	Total Receipts:				1,219.37
	<b>Disbursements:</b>				
	EFT Withdrawals				
	Transfer to General Fund				
	Total Disbursements:				-
31-Mar	ENDING BALANCE		\$ 1,219.37	\$ -	<u>9,594,986.72</u>

**BANK RECONCILIATION**

<b>BALANCE PER BANK:</b>	9,594,986.72
<b>ADD:</b>	
<b>SUBTRACT:</b>	
Outstanding Checks	
<b>ADJUSTED BANK BALANCE</b>	<u>9,594,986.72</u>
<b>BALANCE PER BOOKS</b>	<u>9,594,986.72</u>

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Deborah L. Carpenter, School District Clerk

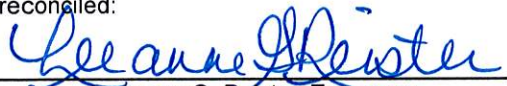
**PITTSFORD CENTRAL SCHOOLS**  
**BANK RECONCILIATION FOR THE MONTH OF MARCH 2019**  
**Capital Reserve, Capital Instructional Technology Reserve and Bus Purchase Reserve Accounts**

DATE	DESCRIPTION CHECK/RECEIPT #	RECEIPTS	DISBURSEMENT	BALANCE
28-Feb	BEGINNING BALANCE			<u>\$23,335,915.89</u>
	<b>Receipts:</b>			
	Interest - Bus Purchase Reserve	691.00		
	Interest - Capital Reserve	2,052.99		
	Interest - Capital IT Reserve	229.49		
	Transfer from General Fund			
	<b>Total Receipts:</b>			<u>2,973.48</u>
	<b>Disbursements:</b>			
	Transfer to Capital Fund			
	<b>Total Disbursements:</b>			<u>-</u>
31-Mar	ENDING BALANCE	<u>\$ 2,973.48</u>	<u>\$ -</u>	<u>23,338,889.37</u>

**BANK RECONCILIATION**

<b>BALANCE PER BANK:</b>	23,338,889.37
<b>ADD:</b>	-
<b>SUBTRACT:</b>	
Outstanding Checks	
<b>ADJUSTED BANK BALANCE</b>	<u>23,338,889.37</u>
<b>BALANCE PER BOOKS</b>	<u>23,338,889.37</u>

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 Deborah L. Carpenter, School District Clerk



**PITTSFORD CENTRAL SCHOOLS  
BANK RECONCILIATION FOR THE MONTH OF MARCH 2019**

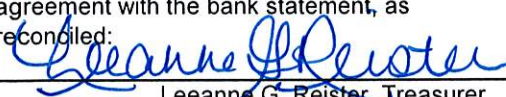
**Debt Service Fund**

DATE	DESCRIPTION CHECK/RECEIPT #	RECEIPTS	DISBURSEMENT	BALANCE
28-Feb	BEGINNING BALANCE			\$ 1,469,746.14
	<b>Receipts:</b>			
	Transfer from General Fund (per appropriations)	379,400.00		
	Transfer from Capital Fund (Assuming BAN Premium)			
	Interest	146.61		
	Net Transfers			
	<b>Total Receipts:</b>			<u>379,546.61</u>
	<b>Disbursements:</b>			
	Checks (001052)		219,273.50	
	Depository Trust Company (Wires)			
	Net Transfers			
	<b>Total Disbursements:</b>			<u>(219,273.50)</u>
31-Mar	ENDING BALANCE	<u>\$ 379,546.61</u>	<u>\$ 219,273.50</u>	<u>1,630,019.25</u>

<b>BANK RECONCILIATION</b>
----------------------------

<b>BALANCE PER BANK:</b>	1,630,019.25
<b>ADD:</b>	
<b>SUBTRACT:</b>	
Outstanding Checks	
<b>ADJUSTED BANK BALANCE</b>	<u>1,630,019.25</u>
<b>BALANCE PER BOOKS</b>	<u>1,630,019.25</u>

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 Leeanne G. Reister, Treasurer

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 Deborah L. Carpenter, School District Clerk

**PITTSFORD CENTRAL SCHOOLS  
BANK RECONCILIATION FOR THE MONTH OF MARCH 2019**

**Zero Balance Accounts: Purchasing Card**

DATE	DESCRIPTION CHECK/RECEIPT #	RECEIPTS	DISBURSEMENT	BALANCE
28-Feb	BEGINNING BALANCE			\$ -
	<b>Receipts:</b>			
	Transfer from General Fund	189,453.88		
	<b>Total Receipts:</b>			189,453.88
	<b>Disbursements:</b>			
	JP Morgan Chase Withdrawal		189,453.88	
	<b>Total Disbursements:</b>			(189,453.88)
31-Mar	ENDING BALANCE	\$ 189,453.88	\$ 189,453.88	-

**BANK RECONCILIATION**

BALANCE PER BANK:	-
ADD:	-
 SUBTRACT:	
ADJUSTED BANK BALANCE	-
BALANCE PER BOOKS	-

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 \_\_\_\_\_  
 Leeanne G. Reister, Treasurer

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\_\_\_\_\_  
 Deborah L. Carpenter, School District Clerk



## PITTSFORD CENTRAL SCHOOLS

### MONTHLY EXTRACLASROOM ACTIVITY SUMMARY & RECONCILIATION March 31, 2019

SCHOOL	BEGINNING BALANCE 7/1/2018	RECEIPTS	DISBURSEMENTS	ENDING BALANCE 3/31/2019
Allen Creek Elementary	1,262.18	733.90	857.09	1,138.99
Jefferson Road Elementary	1,648.60	3,858.65	3,172.27	2,334.98
Mendon Center Elementary	11,109.61	14,166.75	12,851.41	12,424.95
Park Road Elementary	3,192.58	5,474.00	5,596.88	3,069.70
Thornell Road Elementary	4,684.56	6,182.00	6,328.07	4,538.49
Barker Road Middle School	36,536.60	83,489.98	76,536.71	43,489.87
Calkins Road Middle School	66,572.81	71,761.52	59,530.67	78,803.66
Sutherland High School	77,358.59	59,812.61	56,872.32	80,298.88
Mendon High School	103,009.24	98,233.63	99,282.21	101,960.66
<b>TOTALS :</b>	<b>305,374.77</b>	<b>343,713.04</b>	<b>321,027.63</b>	<b>328,060.18</b>

BANK RECONCILIATION			
COMBINED BALANCES PER BANK:			346,435.00
ADD:	Outstanding Deposits / Bank Adjustments		141.75
	NSF Checks		237.00
SUBTRACT:	Outstanding Checks		(18,751.57)
	Bank Adjustment		(2.00)
<b>ADJUSTED BANK BALANCE</b>			<u>328,060.18</u>
<b>BALANCE PER BOOKS</b>			<u>328,060.18</u>

**PITTSFORD CENTRAL SCHOOL DISTRICT**

Budgetary Transfer Report

Current Appropriation - Effective From: 03/01/2019 To: 03/31/2019

Fiscal Year: 2019

Effective Date	Trans ID	Transaction Description	Budget Account	Description	Amount	Amount Transferred From	Amount Transferred To
<b>A - GENERAL FUND</b>							
03/07/2019	018782	<b>TO COVER MILEAGE COSTS AND COSTS FOR A BOCES WORKSHOP.</b>					
			A231-2100-500 R	BR SchISuppt Supplies	-20.27		
			A231-2100-465 R	BR SchISuppt Trav Conf			14.14
			A231-2100-490 R	BR SchISuppt BOCES			6.13
03/04/2019	018811	<b>TO COVER THE COST FOR YEAR END SUPPLIES.</b>					
			A341-2116-400 R	MHS Business Contr Serv	-265.00		
			A341-2116-500 R	MHS Business Supplies			265.00
03/04/2019	018817	<b>TO COVER THE COST FOR YEAR END SUPPLIES.</b>					
			A341-2134-400 R	MHS World Lang Contr Srv	-300.00		
			A341-2134-500 R	MHS World Lang Supplies			300.00
03/04/2019	018819	<b>To cover the cost of membership renewal.</b>					
			A340-2020-500 R	SHS Supr RegSch Supplies	-89.00		
			A340-2020-468 R	SHS Supr RegSch Membershi			89.00
03/01/2019	018825	<b>TO COVER THE REIMBURSEMENT OF FREE/REDUCED MEALS FOR SCHOOL LUNCH PROGRAM.</b>					
			A830-9060-800 R	BEN Hospital Medical	-35,000.00		
			A100-2100-500 R	Supplies & Materials			15,000.00
			A200-2100-500 R	Supplies & Materials			5,000.00
			A300-2100-500 R	Supplies & Materials			15,000.00
03/04/2019	018831	<b>TO COVER THE COST FOR YEAR END PURCHASES OF SCIENCE SUPPLIES.</b>					
			A341-2176-455 R	MHS Science Equip Rpr	-200.00		
			A341-2176-500 R	MHS Science Supplies			200.00
03/04/2019	018832	<b>TO PURCHASE YEAR END SCHOOL SUPPORT SUPPLIES.</b>					
			A341-2815-455 R	MHS HealthSv Equip Rpr	-13.00		
			A341-2100-500 R	MHS SchISuppt Supplies			13.00
03/07/2019	018874	<b>TO COVER THE COST OF SUPPLIES.</b>					
			A340-2158-406 R	SHS Math Entry Fees	-922.00		
			A340-2158-500 R	SHS Math Supplies			922.00
03/07/2019	018948	<b>To purchase library supplies.</b>					
			A115-2100-500 R	PR SchISuppt Supplies	-97.60		
			A115-2610-500 R	PR Library Supplies			97.60
03/07/2019	018956	<b>To cover the cost for the English "Revolution Research" project.</b>					
			A231-2610-400 R	BR Library Contracted Svc	-542.00		
			A231-2610-480 R	BR Library Textbooks			542.00
03/07/2019	018963	<b>TO COVER THE COST OF COMPUTER INSTRUCTIONAL SOFTWARE.</b>					
			A341-2100-500 R	MHS SchISuppt Supplies	-1,205.00		
			A530-2630-464 R	ITS Computer Inst Softwar			1,205.00

**PITTSFORD CENTRAL SCHOOL DISTRICT**

Budgetary Transfer Report

Current Appropriation - Effective From: 03/01/2019 To: 03/31/2019

Fiscal Year: 2019

Effective Date	Trans ID	Transaction Description	Budget Account	Description	Amount	Amount Transferred From	Amount Transferred To
03/28/2019	019032	<b>To cover the cost of shipping adjustment for Phys. Ed. supplies.</b>					
			A112-2110-500 R	AC Tch RegSch Supplies	-3.03		
			A112-2167-500 R	AC PhysEd Supplies			3.03
03/07/2019	019034	<b>TO COVER THE COST OF CONTRACTUAL SERVICES.</b>					
			A341-2176-500 R	MHS Science Supplies	-400.00		
			A341-2176-400 R	Contracted Services			400.00
03/07/2019	019036	<b>TO COVER THE COST OF INSTRUMENTAL MUSIC PIANO TUNING.</b>					
			A341-2164-500 R	MHS Music Instr Supplies	-180.00		
			A341-2164-419 R	MHS Music Instr Piano Tun			180.00
03/07/2019	019153	<b>TO PROVIDE FUNDS FOR TECH. COPY PAPER ORDER.</b>					
			A232-2149-500 R	CR Technology Supplies	-35.82		
			A232-2100-506 R	CRMS SchI Suppt Copy Pap			35.82
03/08/2019	019198	<b>To provide funds for library supplies.</b>					
			A117-2610-400 R	TR Library Contracted Svc	-38.06		
			A117-2610-500 R	TR Library Supplies			38.06
03/08/2019	019291	<b>To provide funds needed for membership renewal.</b>					
			A511-2082-465 R	STD SocStudies Trav Conf	-20.00		
			A511-2082-468 R	STD SocStudies Membership			20.00
03/08/2019	019298	<b>To cover mileage costs.</b>					
			A520-2830-500 R	PS Supplies & Materials	-16.82		
			A440-2815-466 R	SPSV Health Svc Mileage			16.82
03/08/2019	019303	<b>TO PROVIDE ADDITIONAL FUNDS TO PAY FOR HOCKEY RINK RENTAL FOR JV AND VARSITY TEAMS.</b>					
			A300-2855-400 R	HS Athletics Contract Sv	-6,158.00		
			A300-2855-409 R	HS Athletics Hockey Rent			6,158.00
03/11/2019	019441	<b>TO COVER THE COSTS OF A .2 FTE NURSE AT TRINITY MONTESSORI SCHOOL FOR THE REMAINDER OF THE YEAR.</b>					
			A830-9060-800 R	BEN Hospital Medical	-3,000.00		
			A460-2815-400 R	NonPubSv HealthSv Contrac			3,000.00
03/12/2019	019830	<b>To cover the costs of BOCES training.</b>					
			A440-2820-465 R	SPSV PsychSv Trav Conf	-395.00		
			A520-2830-490 R	PS BOCES			395.00
03/13/2019	019913	<b>To cover the costs of medical equipment repairs.</b>					
			A520-2830-500 R	PS Supplies & Materials	-118.00		
			A460-2815-400 R	NonPubSv HealthSv Contrac			118.00
03/13/2019	019916	<b>TO COVER THE COST OF HOCKEY RENTAL FROM MARCH 1, 2019.</b>					
			A200-2855-455 R	MS Athletics Equip Rpr	-360.00		
			A300-2855-409 R	HS Athletics Hockey Rent			360.00

**PITTSFORD CENTRAL SCHOOL DISTRICT**

Budgetary Transfer Report

Current Appropriation - Effective From: 03/01/2019 To: 03/31/2019

Fiscal Year: 2019

Effective Date	Trans ID	Transaction Description	Budget Account	Description	Amount	Amount Transferred From	Amount Transferred To
03/12/2019	019923	<b>TO COVER THE COST OF TRAVEL &amp; CONFERENCE.</b>					
			A830-9060-800 R	BEN Hospital Medical	-200.00		
			A340-2100-465 R	SHS SchISuppt Trav Conf			100.00
			A341-2100-465 R	MHS SchISuppt Trav Conf			100.00
03/18/2019	019936	<b>To cover the cost for needed equipment repairs.</b>					
			A113-2164-500 R	JR Music Instr Supplies	-93.25		
			A113-2164-455 R	JR Music Instr Equip Rpr			93.25
03/13/2019	019952	<b>TO COVER THE COSTS OF THE STATE BASKETBALL CHAMPIONSHIPS.</b>					
			A830-9060-800 R	BEN Hospital Medical	-5,800.00		
			A300-2855-404 R	HS Athletics St Chmpnshps			5,800.00
03/14/2019	020003	<b>To pay for specialized bikes for TRE APE.</b>					
			A410-2251-465 R	SpEd Office Trav Conf	-423.99		
			A420-2256-500 R	SpEd Sv Adapt PE Supplies			423.99
03/14/2019	020077	<b>TO COVER THE COST FOR ART SUPPLIES.</b>					
			A117-2100-500 R	TR SchISuppt Supplies	-42.67		
			A117-2113-500 R	TR Art Supplies			42.67
03/15/2019	020081	<b>To cover the cost of Phys. Ed. supplies.</b>					
			A340-2100-500 R	SHS SchISuppt Supplies	-150.00		
			A340-2167-500 R	SHS PhysEd Supplies			150.00
03/14/2019	020111	<b>FOR MATT FITCH'S SPEAKING ON THE USE OF SOCIAL MEDIA (2ND DONATION) AS FUNDED BY KEEP.</b>					
			A830-9060-800 R	BEN Hospital Medical	-1,000.00		
			A231-2100-400 R	BR SchISuppt Contr Svc			500.00
			A232-2100-400 R	CR SchISuppt Contr Svc			500.00
03/15/2019	020126	<b>TO COVER COSTS OF EXPANDING FOUNDATIONS LITERACY RESOURCES TO THE FIRST GRADE.</b>					
			A830-9060-800 R	BEN Hospital Medical	-25,000.00		
			A510-2010-500 R	CURINS Supplies			25,000.00
03/21/2019	020145	<b>To cover the cost of Travel &amp; Conference.</b>					
			A530-2630-400 R	ITS Computer Inst Contr S	-62.00		
			A530-2630-505 R	ITS Cmptr Inst Print Cart	-468.87		
			A530-2630-465 R	ITS Computer Inst TravCon			530.87
03/18/2019	020207	<b>To cover mileage expenses through end of year.</b>					
			A113-2100-465 R	JR SchISuppt Trav Conf	-30.00		
			A113-2020-466 R	JR Supr RegSch Mileage			30.00

**PITTSFORD CENTRAL SCHOOL DISTRICT**

Budgetary Transfer Report

Current Appropriation - Effective From: 03/01/2019 To: 03/31/2019

Fiscal Year: 2019

Effective Date	Trans ID	Transaction Description	Budget Account	Description	Amount	Amount Transferred From	Amount Transferred To
03/18/2019	020209	<b>TO COVER EXPENSES FOR COMMENCEMENT, SUPPLIES AND COPY PAPER.</b>					
			A340-2100-505 R	SHS Schl Suppt Prnt Cart	-5,000.00		
			A340-2100-461 R	SHS SchlSuppt Commencmt			1,200.00
			A340-2100-500 R	SHS SchlSuppt Supplies			3,700.00
			A340-2100-506 R	SHS Schl Suppt Copy Pap			100.00
03/26/2019	020222	<b>TO COVER THE COST OF CLASSROOM SUPPLIES.</b>					
			A231-2113-400 R	BR Art Contr Services	-100.00		
			A231-2113-500 R	BR Art Supplies			100.00
03/19/2019	020233	<b>TO PROVIDE FUNDS FOR MEMBERSHIPS/JOURNALS.</b>					
			A114-2110-500 R	MC Tch RegSch Supplies	-222.00		
			A114-2020-468 R	MC Supr RegSch Membership			222.00
03/19/2019	020257	<b>To pay for Speech Protocols and Speech articulations cards.</b>					
			A410-2251-465 R	SpEd Office Trav Conf	-1,050.00		
			A420-2255-500 R	SpEd Sv Speech Supplies			1,050.00
03/20/2019	020264	<b>TO PROVIDE FUNDS TO PAY FOR ROCHESTER WINTER TRACK LEAGUE FOR SUTHERLAND AND MENDON HS TEAMS.</b>					
			A300-2855-407 R	HS Athletics Team Trip	-2,000.00		
			A300-2855-468 R	HS Athletics Memberships			2,000.00
03/19/2019	020265	<b>FOR ACADEMIC AWARD BOOKS PURCHASED BY THE SHS LIBRARY FUNDED BY DONATION FROM PTSA.</b>					
			A830-9060-800 R	BEN Hospital Medical	-500.00		
			A341-2610-500 R	MHS Library Supplies			500.00
03/20/2019	020267	<b>TO COVER THE COST OF FIELD TRIPS.</b>					
			A341-2182-400 R	MHS SocStudies Contract S	-255.00		
			A341-2182-500 R	MHS SocStudies Supplies	-345.00		
			A341-2110-403 R	MHS Tch RegSchField Trip			600.00
03/20/2019	020270	<b>TO MOVE ACADEMIC AWARD MONEY FROM MHS TO SHS FUNDED BY PTSA.</b>					
			A341-2610-500 R	MHS Library Supplies	-500.00		
			A340-2610-500 R	SHS Library Supplies			500.00
03/20/2019	020275	<b>TO COVER THE COST OF COLORED PAPER AND SUPPLIES.</b>					
			A340-2810-468 R	SHS Counseling Membership	-385.00		
			A340-2100-506 R	SHS Schl Suppt Copy Pap			100.00
			A340-2810-500 R	SHS Counseling Supplies			285.00
03/20/2019	020360	<b>TO PROVIDE FUNDS FOR THE WORLD LANGUAGES/H&amp;C CREPE FESTIVAL.</b>					
			A232-2134-421 R	CR World Lang Meeting Exp	-250.00		
			A232-2143-500 R	CR HomeCar Supplies			250.00

**PITTSFORD CENTRAL SCHOOL DISTRICT**

Budgetary Transfer Report

Current Appropriation - Effective From: 03/01/2019 To: 03/31/2019

Fiscal Year: 2019

Effective Date	Trans ID	Transaction Description	Budget Account	Description	Amount	Amount Transferred From	Amount Transferred To
03/20/2019	020388	<b>TO PROVIDE FUNDS FOR SUPPLY ORDER.</b>					
			A232-2134-468 R	CR World Lang Membership	-111.00		
			A232-2134-500 R	CR World Lang Supplies			111.00
03/21/2019	020411	<b>TO COVER THE COST OF A BUSINESS FIELD TRIP.</b>					
			A341-2116-500 R	MHS Business Supplies	-350.00		
			A341-2116-400 R	MHS Business Contr Serv			350.00
03/21/2019	020502	<b>TO COVER EXAGRID STORAGE REPLACEMENT AND ADD EXTRA STORAGE.</b>					
			A830-906K-800 R	BEN Hospital Medical	-44,170.00		
			A530-2630-490 R	ITS Computer Inst BOCES			44,170.00
03/21/2019	020532	<b>For additional Foundations costs.</b>					
			A830-906K-800 R	BEN Hospital Medical	-4,500.00		
			A510-2010-500 R	CURINS Supplies			4,500.00
03/26/2019	020539	<b>FOR ADDITIONAL FOUNDATIONS COSTS.</b>					
			A830-906K-800 R	BEN Hospital Medical	-4,500.00		
			A510-2010-500 R	CURINS Supplies			4,500.00
03/26/2019	020584	<b>To cover the cost of supplies for Mbit ethernet cable.</b>					
			A530-2630-400 R	ITS Computer Inst Contr S	-2,137.04		
			A530-2630-500 R	ITS Computer Inst Supplie			2,137.04
03/26/2019	020598	<b>To cover the cost of workshops.</b>					
			A520-2830-500 R	PS Supplies & Materials	-450.00		
			A520-2830-465 R	PS Travel and Conference			450.00
03/26/2019	020614	<b>To cover the cost for Vocal Music Supplies.</b>					
			A340-2164-406 R	SHS Music Instr Entry Fee	-120.00		
			A340-2165-500 R	SHS Music Vocal Supplies			120.00
03/26/2019	020646	<b>To cover the cost of instructional software expense.</b>					
			A530-2630-500 R	ITS Computer Inst Supplie	-95.31		
			A530-2630-464 R	ITS Computer Inst Softwar			95.31
03/26/2019	020651	<b>TO COVER THE COST OF REBINDING BOOKS AT THE END OF THE YEAR.</b>					
			A340-2100-500 R	SHS SchISuppt Supplies	-200.00		
			A340-2100-423 R	SHS SchISuppt Rebinding			200.00
03/26/2019	020652	<b>To provide funds for whiteboards.</b>					
			A540-2173-400 R	ProfDev TC Contracted Sv	-591.98		
			A540-2173-500 R	ProfDev TC Supplies			591.98
03/27/2019	020727	<b>TO PROVIDE FUNDS FOR WORLD LANGUAGES PAPER ORDER.</b>					
			A232-2134-500 R	CR World Lang Supplies	-151.22		
			A232-2100-506 R	CRMS SchI Suppt Copy Pap			151.22

**PITTSFORD CENTRAL SCHOOL DISTRICT**

Budgetary Transfer Report

Current Appropriation - Effective From: 03/01/2019 To: 03/31/2019

Fiscal Year: 2019

Effective Date	Trans ID	Transaction Description	Budget Account	Description	Amount	Amount Transferred To
03/26/2019	020731	<b>TO COVER LEGAL COSTS.</b>				
			A430-2253-490 R	Out District BOCES Placem	-50,000.00	
			A410-2251-426 R	SpEd Office Legal Fees		50,000.00
03/27/2019	020751	<b>TO FUND SUPPLY AND MATERIAL PURCHASES RELATED TO THE STOP DWI PROGRAM, FUNDED BY MONROE COUNTY MINI-GRANT.</b>				
			A830-9060-800 R	BEN Hospital Medical	-500.00	
			A440-2832-500 R	PrevCoord Supplies		500.00
03/28/2019	020759	<b>To cover the cost of musical supplies.</b>				
			A340-2164-406 R	SHS Music Instr Entry Fee	-269.00	
			A340-2164-500 R	SHS Music Instr Supplies		269.00
03/28/2019	020786	<b>TO COVER THE COST FOR SCIENCE SUPPLIES.</b>				
			A340-2116-500 R	SHS Business Supplies	-2,000.00	
			A340-2140-500 R	SHS HealthEd Supplies	-295.00	
			A340-2176-500 R	SHS Science Supplies		2,295.00
03/28/2019	020791	<b>TO COVER THE COST FOR SUPPLIES.</b>				
			A340-2020-465 R	SHS Supr RegSch Trav Conf	-260.00	
			A340-2134-468 R	SHS World Lang Membership	-225.00	
			A340-2134-500 R	SHS World Lang Supplies	-720.00	
			A340-2182-500 R	SHS SocStudies Supplies	-795.00	
			A340-2100-500 R	SHS SchISuppt Supplies		2,000.00
03/28/2019	020796	<b>To provide funds for replacement textbooks.</b>				
			A112-2020-465 R	AC Supr RegSch Trav Conf	-1,331.35	
			A112-2110-480 R	AC Tch RegSch Textbooks		1,331.35
03/28/2019	020807	<b>To cover the cost of sheet music supplies.</b>				
			A113-2110-500 R	JR Tch RegSch Supplies	-0.06	
			A113-2165-500 R	JR Music Vocal Supplies		0.06
03/28/2019	020871	<b>TO COVER THE COST OF COPY PAPER.</b>				
			A340-2158-500 R	SHS Math Supplies	-280.00	
			A340-2100-506 R	SHS SchI Suppt Copy Pap		280.00
03/28/2019	020916	<b>To cover the cost of shipping and handling fees.</b>				
			A113-2100-500 R	JR SchISuppt Supplies	-9.00	
			A113-2165-500 R	JR Music Vocal Supplies		9.00
03/28/2019	020919	<b>TO COVER THE COST OF MICROSCOPE REPAIR .</b>				
			A340-2176-400 R	SHS Science Contract Sv	-53.00	
			A340-2176-455 R	SHS Science Equip Rpr		53.00



**PITTSFORD CENTRAL SCHOOL DISTRICT**

Budgetary Transfer Report

Current Appropriation - Effective From: 03/01/2019 To: 03/31/2019

Fiscal Year: 2019

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03/31/2019	021226	To correct negative budget accounts.				
		A100-2100-173 R		ES SchISuppt OT/Extra hrs	-570.59	
		A200-2100-148 R		MS SchISuppt Accompanist	-608.14	
		A200-2100-173 R		MS SchISuppt OT/Extra hrs	-38.12	
		A200-2100-173 R		MS SchISuppt OT/Extra hrs	-66.42	
		A200-2250-131 R		MS SpEd Tchr Salary	-3,495.48	
		A300-2100-173 R		HS SchISuppt OT/Extra hrs	-232.48	
		A300-2100-173 R		HS SchISuppt OT/Extra hrs	-298.03	
		A300-2149-131 R		HS Technology Tchr Salary	-4,656.92	
		A300-2810-161 R		HS Counseling Clerk Salar	-427.26	
		A300-2815-171 R		HS HealthSv Reg Nurse Sal	-197.06	
		A410-2251-151 R		SpEd Office CPSE Coord	-805.50	
		A670-5510-165 R		TRN Bus Drivers Salaries	-5,000.00	
		A830-9060-800 R		BEN Hospital Medical	-10,028.81	
		A100-2100-148 R		ES SchISuppt Accompanist		608.14
		A100-2815-173 R		ES HealthSv OT/Extra hrs		232.48
		A112-2100-173 R		AC SchISuppt OT/Extra hrs		14.68
		A113-2100-173 R		JR SchISuppt OT/Extra hrs		241.74
		A115-2100-173 R		PR SchISuppt OT/Extra hrs		314.17
		A200-2815-173 R		MS HealthSv OT/Extra hrs		197.06
		A231-2100-173 R		BR SchISuppt OT/Extra hrs		38.12
		A232-2100-173 R		CR SchISuppt OT/Extra hrs		66.42
		A300-2152-131 R		HS English Tchr Sal		4,656.92
		A300-2250-131 R		HS SpEd Tchr Salary		3,495.48
		A300-2810-173 R		HS Counseling OT/Extra Hr		427.26
		A300-2855-404 R		HS Athletics St Chmpnshps		10,028.81
		A341-2100-173 R		MHS SchISuppt OT/Extra hr		298.03
		A410-2251-142 R		SpEd Office Tutors		322.85
		A410-2251-161 R		SpEd Office Clerk Salary		482.65
		A670-5530-173 R		TRN Overtime/Extra Hours		5,000.00
03/31/2019	021533	To correct a negative budget account.				
		A300-2610-173 R		HS Library OT/Extra hrs	-2,000.00	
		A300-2100-173 R		HS SchISuppt OT/Extra hrs		2,000.00
		<b>Total for Fund A - GENERAL FUND</b>			<b>-235,795.15</b>	<b>235,795.15</b>

**PITTSFORD CENTRAL SCHOOL DISTRICT**

Budgetary Transfer Report

Current Appropriation - Effective From: 03/01/2019 To: 03/31/2019

Fiscal Year: 2019

Effective Date	Trans ID	Transaction Description	Budget Account	Description	Amount	Amount	Transferred From	Transferred To
Director of Finance (money is available and allowable)				<u>Heather Reuter</u>				
Assistant Superintendent for Business Approval				<u>Don T. Kenney</u>				
Date of Treasurer's Report for BOE review				<u>4/23/2019</u>				
Date Completed				<u>4/8/2019</u>				
Person Completing				<u>Cheri Ciel Brock</u>				

**Pittsford Central School District  
Annual Report on Extraclassroom Activity Funds**

**Allen Creek Elementary School**

<u>Club/Activity</u>	Beginning Balance July 1, 2018	Receipts	Disbursements	Ending Balance March 31, 2019
Student Council	\$ 1,262.18	\$ 733.90	\$ 857.09	\$ 1,138.99
Sales Tax Payable	-	-	-	-
	<u>\$ 1,262.18</u>	<u>\$ 733.90</u>	<u>\$ 857.09</u>	<u>\$ 1,138.99</u>

**Reconciliation of Cash Balances:**

<b>Checking Account</b>	
Bank Statement Balance at End of Month	\$ 1,138.99
Less Outstanding Checks	-
Plus NSF Check	-
Book Balance at End of Month	<u>\$ 1,138.99</u>
<b>Other Accounts</b>	
Petty Cash Funds	\$ -
CD's	\$ -
Savings	\$ -
Total Cash Balance at End of Month	<u>\$ 1,138.99</u>

**Jefferson Road Elementary School**

<u>Club/Activity</u>	Beginning Balance July 1, 2018	Receipts	Disbursements	Ending Balance March 31, 2019
Student Council	\$ 1,648.60	\$ 3,647.47	\$ 3,064.77	\$ 2,231.30
Sales Tax Payable	-	\$ 211.18	\$ 107.50	\$ 103.68
	<u>\$ 1,648.60</u>	<u>\$ 3,647.47</u>	<u>\$ 3,064.77</u>	<u>\$ 2,334.98</u>

**Reconciliation of Cash Balances:**

<b>Checking Account</b>	
Bank Statement Balance at End of Month	\$ 2,220.23
Less Outstanding Checks	(27.00)
Plus Outstanding Receipts	141.75
Book Balance at End of Month	<u>\$ 2,334.98</u>
<b>Other Accounts</b>	
Petty Cash Funds	\$ -
CD's	\$ -
Savings	\$ -
Total Cash Balance at End of Month	<u>\$ 2,334.98</u>

**Mendon Center Elementary School**

<u>Club/Activity</u>	Beginning Balance July 1, 2018	Receipts	Disbursements	Ending Balance March 31, 2019
Student Council	\$ 1,930.80	\$ 7,065.76	\$ 6,224.55	\$ 2,772.01
Bookstore	7,465.14	3,606.64	2,508.01	8,563.77
Newspaper Club	-	239.00	239.00	-
Ski Club	1,509.17	2,083.70	2,503.70	1,089.17
Sales Tax	204.50	735.22	939.72	-
	<u>\$ 11,109.61</u>	<u>\$ 13,730.32</u>	<u>\$ 12,414.98</u>	<u>\$ 12,424.95</u>

**Reconciliation of Cash Balances:**

<b>Checking Account</b>	
Bank Statement Balance at End of Month	\$ 12,452.95
Less Outstanding Checks	(28.00)
Plus Outstanding Receipts	-
Plus Outstanding Receipts - NSF checks	-
Book Balance at End of Month	<u>\$ 12,424.95</u>
<b>Other Accounts</b>	
Petty Cash Funds	\$ -
CD's	\$ -
Savings	\$ -
Total Cash Balance at End of Month	<u>\$ 12,424.95</u>

**Park Road Elementary**

<b><u>Club/Activity</u></b>	<b>Beginning Balance July 1, 2018</b>	<b>Receipts</b>	<b>Disbursements</b>	<b>Ending Balance March 31, 2019</b>
Student Council	\$ 2,861.64	\$ 3,194.44	\$ 3,095.68	\$ 2,960.40
Ski Club	317.61	2,040.00	2,282.50	75.11
Sales Tax	13.33	239.56	218.70	34.19
	<u>\$ 3,192.58</u>	<u>\$ 5,474.00</u>	<u>\$ 5,596.88</u>	<u>\$ 3,069.70</u>

**Reconciliation of Cash Balances:**

<b>Checking Account</b>	
Bank Statement Balance at End of Month	\$ 3,321.61
Less Outstanding Checks	(251.91)
Plus Outstanding Receipts - Deposits in Transit	
Book Balance at End of Month	<u>\$ 3,069.70</u>
<b>Other Accounts</b>	
Petty Cash Funds	\$ -
CD's	\$ -
Savings	\$ -
Total Cash Balance at End of Month	<u>\$ 3,069.70</u>

**Thornell Road Elementary School**

<b><u>Club/Activity</u></b>	<b>Beginning Balance July 1, 2018</b>	<b>Receipts</b>	<b>Disbursements</b>	<b>Ending Balance March 31, 2019</b>
Student Council	\$ 3,653.87	\$ 3,378.05	\$ 3,427.65	\$ 3,604.27
Ski Club	1,030.69	2,526.93	2,749.95	807.67
Sales Tax	-	278.60	152.05	126.55
	<u>\$ 4,684.56</u>	<u>\$ 6,183.58</u>	<u>\$ 6,329.65</u>	<u>\$ 4,538.49</u>

**Reconciliation of Cash Balances:**

<b>Checking Account</b>	
Bank Statement Balance at End of Month	\$ 5,661.99
Less Outstanding Checks	(1,130.50)
Plus NSF	7.00
Book Balance at End of Month	<u>\$ 4,538.49</u>
<b>Other Accounts</b>	
Petty Cash Funds	\$ -
CD's	\$ -
Savings	\$ -
Total Cash Balance at End of Month	<u>\$ 4,538.49</u>

**Barker Road Middle School**

<u>Club/Activity</u>	Beginning	Receipts	Disbursements	Ending
	Balance			Balance
	July 1, 2018			March 31, 2019
Adventure Club	\$ 2,302.08	\$ 4,288.32	\$ 5,899.01	\$ 691.39
Art Club	71.90	-	40.32	31.58
Bookstore	4,469.93	2,447.59	2,166.68	4,750.84
Drama Club	6,832.98	17,643.87	16,070.42	8,406.43
Gay Straight Alliance	25.00	-	25.00	-
Science Olympiad	513.68	105.00	159.98	458.70
Home & Careers	1,445.24	2,343.88	2,079.73	1,709.39
Latin Club	1.48	240.00	240.00	1.48
Music Activities	4,482.09	16,558.00	14,220.74	6,819.35
Robotics Club	221.42	-	221.42	-
Ski Club	4,252.72	10,125.00	10,440.00	3,937.72
Student Council	5,905.04	29,339.28	23,615.56	11,628.76
Yearbook	5,764.83	-	724.07	5,040.76
Sales Tax	248.21	232.07	466.81	13.47
	<u>\$ 36,536.60</u>	<u>\$ 83,323.01</u>	<u>\$ 76,369.74</u>	<u>\$ 43,489.87</u>

**Reconciliation of Cash Balances:****Checking Account**

Bank Statement Balance at End of Month	\$ 46,688.59
Less Outstanding Checks	(3,196.72)
Plus Outstanding Receipts	-
Less Bank Correction Processed in April	(2.00)
Book Balance at End of Month	<u>\$ 43,489.87</u>
<b>Other Accounts</b>	
Petty Cash Funds	\$ -
CD's	\$ -
Savings	\$ -
<b>Total Cash Balance at End of Month</b>	<u>\$ 43,489.87</u>

**Calkins Road Middle School**

<u>Club/Activity</u>	Beginning	Receipts	Disbursements	Ending
	Balance			Balance
	July 1, 2018			March 31, 2019
Art Club	\$ 27.10	\$ -	\$ -	\$ 27.10
Best Buddies	155.00	-	-	155.00
Blue Team	-	5,207.69	2,998.30	2,209.39
Bookstore	1,281.59	449.07	496.51	1,234.15
Drama Club	25,345.30	21,927.78	22,161.49	25,111.59
Home & Careers	3,842.27	1,631.58	1,059.22	4,414.63
Latin Club	1,020.30	600.00	600.00	1,020.30
Library Club	-	4,224.24	515.91	3,708.33
Music Activities	15,011.79	12,745.65	9,516.65	18,240.79
President's Cabinet	-	466.59	173.00	293.59
Ski Club	1,945.98	8,835.00	7,775.00	3,005.98
Spanish Club	1,305.60	-	-	1,305.60
Student Council	5,700.25	14,404.89	13,358.83	6,746.31
Yearbook	10,915.40	1,152.36	755.45	11,312.31
Sales Tax Payable	22.23	116.67	120.31	18.59
	<u>\$ 66,572.81</u>	<u>\$ 71,761.52</u>	<u>\$ 59,530.67</u>	<u>\$ 78,803.66</u>

**Reconciliation of Cash Balances:****Checking Account**

Bank Statement Balance at End of Month	\$ 79,698.19
Less Outstanding Checks	(894.53)
Plus Outstanding Receipts	-
Plus NSF Check - Stop Payment	-
Plus Bank Service Charges	-
Book Balance at End of Month	<u>\$ 78,803.66</u>
<b>Other Accounts</b>	
Petty Cash Funds	\$ -
CD's	\$ -
Savings	\$ -
<b>Total Cash Balance at End of Month</b>	<u>\$ 78,803.66</u>

**Sutherland High School**

<b><u>Club/Activity</u></b>	<b>Beginning Balance July 1, 2018</b>	<b>Receipts</b>	<b>Disbursements</b>	<b>Ending Balance March 31, 2019</b>
Class of 2018	4,112.90	385.79	4,498.69	-
Class of 2019	2,547.04	4,530.63	2,848.56	4,229.11
Class of 2020	1,883.91	1,387.50	549.34	2,722.07
Class of 2021	1,337.04	2,722.81	1,859.11	2,200.74
Class of 2022	-	2,533.85	952.00	1,581.85
Band	663.50	1,846.00	1,846.05	663.45
Best Buddies	677.48	-	-	677.48
DECA Club	91.47	5,550.00	5,531.00	110.47
Drama	8,928.32	3,509.48	4,365.35	8,072.45
Fine Arts	142.45	288.89	38.98	392.36
Gay Straight Alliance	320.77	143.31	-	464.08
Latin Club	659.59	501.54	340.00	821.13
Link Crew	1,165.52	28.84	1,040.07	154.29
Model UN	3,648.07	13,508.00	12,976.11	4,179.96
Musicals	23,624.58	3,545.39	5,844.56	21,325.41
Newspaper-Lance	183.99	-	9.99	174.00
Pegasus	426.67	1,500.00	-	1,926.67
Project Earth	550.47	188.89	375.64	363.72
Runway for Relief	-	-	-	-
Science Olympiad	-	2,529.00	1,454.70	1,074.30
Show Choir	1,274.61	1,124.60	656.11	1,743.10
Ski Club	1,415.95	5,094.51	3,851.70	2,658.76
Student Council	12,788.48	4,889.37	4,571.01	13,106.84
Tri-M	246.74	1,549.00	1,449.00	346.74
Yearbook	10,384.33	895.00	-	11,279.33
Sales Tax Payable	284.71	638.63	892.77	30.57
	<b>\$ 77,358.59</b>	<b>\$ 58,891.03</b>	<b>\$ 55,950.74</b>	<b>\$ 80,298.88</b>

**Reconciliation of Cash Balances:**

**Checking Account**

Bank Statement Balance at End of Month	\$ 80,835.89
Less Outstanding Checks	(737.01)
Plus Outstanding Receipts - NSF checks	200.00
Plus Outstanding Receipts - Deposits in Transit	-
Book Balance at End of Month	<b>\$ 80,298.88</b>

**Other Accounts**

Petty Cash Funds	\$ -
CD's	\$ -
Savings	\$ -
<b>Total Cash Balance at End of Month</b>	<b>\$ 80,298.88</b>

**Mendon High School**

<b><u>Club/Activity</u></b>	<b>Beginning Balance July 1, 2018</b>	<b>Receipts</b>	<b>Disbursements</b>	<b>Ending Balance March 31, 2019</b>
Class of 2018	4,656.48	-	4,656.48	-
Class of 2019	11,648.10	3,511.72	550.00	14,609.82
Class of 2020	7,283.09	6,164.12	3,242.31	10,204.90
Class of 2021	1,403.51	2,793.74	880.00	3,317.25
Class of 2022	-	2,151.82	574.53	1,577.29
Art Club	-	15.74	-	15.74
Best Buddies	365.18	-	-	365.18
Bookstore	3,279.99	181.88	394.06	3,067.81
Concert Band	-	210.00	210.00	-
Concert Choir	668.21	3,390.92	3,124.54	934.59
DECA Club	1,265.62	22,429.06	21,795.72	1,898.96
Drama Club	5,108.61	10,926.97	10,462.21	5,573.37
Electrathon	201.76	-	-	201.76
Environmental Awareness	3.18	-	-	3.18
French Club	289.56	-	93.33	196.23
Latin Club	761.02	120.00	120.00	761.02
Link Crew	3,579.41	525.00	2,125.26	1,979.15
Model UN	1,603.12	10,085.99	9,950.56	1,738.55
Musical Activities	24,701.54	13,816.71	17,734.39	20,783.86
National Honor Society	1,186.11	-	186.45	999.66
Orchestra	581.81	912.62	746.40	748.03
Pittsford Girl Up	323.68	-	123.19	200.49
Reality Check	124.60	-	7.99	116.61
Science Olympiad	118.77	1,057.11	606.00	569.88
Runway for Relief	419.40	-	-	419.40
Students against Cancer	-	347.77	339.94	7.83
Student Council	7,160.22	5,865.20	4,505.45	8,519.97
Technology Club	1,655.76	928.53	802.83	1,781.46
Virtual Enterprises	761.79	595.00	770.67	586.12
Wind Ensemble	752.01	1,091.00	1,116.50	726.51
Women's A Cappella	391.38	-	-	391.38
Yearbook	22,075.45	10,133.53	12,608.03	19,600.95
Sales Tax Payable	639.88	990.38	1,566.55	63.71
	<b>\$ 103,009.24</b>	<b>\$ 98,244.81</b>	<b>\$ 99,293.39</b>	<b>\$ 101,960.66</b>

**Reconciliation of Cash Balances:**

<b>Checking Account</b>	
Bank Statement Balance at End of Month	\$ 114,416.56
Less Outstanding Checks	(12,485.90)
Plus Outstanding Receipts - NSF checks	30.00
Book Balance at End of Month	<u>\$ 101,960.66</u>
<b>Other Accounts</b>	
Petty Cash Funds	\$ -
CD's	\$ -
Savings	\$ -
<b>Total Cash Balance at End of Month</b>	<u><b>\$ 101,960.66</b></u>

TOTAL OF ALL CLUBS

328,060.18

# PITTSFORD CENTRAL SCHOOL DISTRICT

PITTSFORD, NEW YORK

## RECOMMENDATION FOR COMPETITIVE BID AWARD

TO: Board of Education  
FROM: Darrin Kenney, Assistant Superintendent for Business  
(Prepared by Karen L. Houston, Purchasing Agent)  
BOE DATE: April 23, 2019  
TOPIC: BOCES II Cooperative Fine Paper Bid RFB-1893-19  
Date Advertised: February 20, 2019, *Democrat & Chronicle*  
DATE BID OPENING: March 26, 2019  
TIME: 2:00 PM  
FUNDS: Budget Each Department and Building

**BE IT RESOLVED**, That the Board of Education of the Pittsford Central School District award contracts to the following vendors as low responsive bidders meeting specifications:

ITEM BID	RECOMMENDED VENDOR	AMOUNT
Duplicating Paper	Economy Paper	\$ 6,436.31
Awarded Vendors	Buffalo Envelope Company	\$ 978.97
	W.B. Mason	\$ 80,040.63
		<u>\$ 87,455.91</u>

**Comments:** The BOCES II Cooperative Fine Paper Bid contract is 5/1/19-10/31/19. Pittsford, BOCES and numerous School Districts participated. The bid was reviewed by Rose Brennan, BOCES II Bid Coordinator, and Karen L Houston, Purchasing Agent. Awards recommended to the responsive bidders meeting all bid specifications. Items purchased are identified on an ongoing basis by budget managers in the departments and schools.



Darrin Kenney, Assistant Superintendent for Business



**SUBJECT: PROCUREMENT: UNIFORM GRANT GUIDANCE FOR FEDERAL AWARDS**

The District will follow all applicable requirements in the Uniform Grant Guidance (2 CFR Part 200) whenever it procures goods or services using federal grant funds awarded through formula and/or discretionary grants, including funds awarded by the United States Department of Education as grants or funds awarded to a pass-through entity, such as the New York State Education Department, for subgrants.

**Uniform Grant Guidance Requirements**

Under the Uniform Grant Guidance, the District will, among other things:

- a) Use its own documented procurement procedures which reflect applicable state, local and tribal laws and regulations, provided that the procurements conform to applicable federal law and the standards identified in the Uniform Grant Guidance.
- b) Establish and maintain effective internal controls that provide reasonable assurance that the District is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. Internal controls means a process, implemented by the District, designed to provide reasonable assurance regarding the achievement of objectives in the following categories:
  1. Effectiveness and efficiency of operations;
  2. Reliability of reporting for internal and external use; and
  3. Compliance with applicable laws and regulations.
- c) Comply with federal statutes, regulations, and the terms and conditions of the federal awards.
- d) Evaluate and monitor the District's compliance with statutes, regulations, and the terms and conditions of federal awards.
- e) Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.
- f) Take reasonable measures to safeguard protected personally identifiable information and other information the federal awarding agency or pass-through entity designates as sensitive or the District considers sensitive consistent with applicable federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.
- g) Maintain oversight to ensure contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

(Continued)

**SUBJECT: PROCUREMENT: UNIFORM GRANT GUIDANCE FOR FEDERAL AWARDS  
(Cont'd.)**

- h) Maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award, and administration of contracts.
- i) Have procurement procedures in place to avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase.
- j) Award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to matters such as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.
- k) Maintain records that sufficiently detail the history of the procurement including, but not limited to:
  - 1. Rationale for the method of procurement;
  - 2. Selection of contract type;
  - 3. Contractor selection or rejection; and
  - 4. The basis for the contract price.
- l) Use time and material contracts, only after a determination that no other contract is suitable and the contract includes a ceiling price that the contractor exceeds at its own risk.
- m) Conduct all procurement transactions in a manner providing full and open competition consistent with the standards of the Uniform Grant Guidance.
- n) Conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state, local or tribal geographical preferences in the evaluation of bids or proposals, except in those cases where applicable federal statutes expressly mandate or encourage geographic preference.
- o) Have written procedures for procurement to ensure that all solicitations:
  - 1. Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured; and
  - 2. Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids.

(Continued)

**SUBJECT: PROCUREMENT: UNIFORM GRANT GUIDANCE FOR FEDERAL AWARDS  
(Cont'd.)**

- p) Ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition.
- q) Use one of the following methods of procurement, which include:
  - 1. Micro-purchases;
  - 2. Small purchase procedures;
  - 3. Sealed bids;
  - 4. Competitive proposals; and
  - 5. Noncompetitive proposals.
- r) Have a written method for conducting technical evaluations of the proposals received and for selecting recipients.
- s) Take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.
- t) Include in all contracts made by the District the applicable provisions contained in Appendix II of the Uniform Grant Guidance -- Contract Provisions for Non-Federal Entity Contracts Under Federal Awards.
- u) Perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold including contract modifications.
- v) Negotiate profit as a separate element of the price for each contract in which there is not price competition and in all cases where an analysis is performed.
- w) Comply with the non-procurement debarment and suspension standards which prohibit awarding contracts to parties listed on the government-wide exclusions in the System for Award Management (SAM).

**SUBJECT: PROCUREMENT: UNIFORM GRANT GUIDANCE FOR FEDERAL AWARDS  
(Cont'd.)**

NOTE: Refer also to Policies #5410 -- Purchasing: Competitive Bidding and Offering  
#5411 -- Procurement of Goods and Services  
#5570 -- Financial Accountability  
#5670 -- Records Management  
#6110 -- Code of Ethics for Board Members and All  
District Personnel  
#6161 -- Conference/Travel Expense Reimbursement

Adoption Date