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ELMIRA HEIGHTS CSD

July 31, 2016

	GENERAL WORKERS COMP RESERVE FIVE STAR	GENERAL CHECKING CHASE	GENERAL PREMIER CHASE	GENERAL MMA CCTC	GENERAL TAX CCTC	GENERAL ICS CCTC	GENERAL FUND SUMMARY
BALANCE PRIOR MONTH	$595,660.66	$489,985.55	$2,021,257.21	$898,331.31	$100.00	$1,608,704.23	$5,614,038.96
CURRENT MONTH RECEIPTS	$0.00	$28,260.01	$38,594.35	$106.98	$0.00	$273.21	$67,234.55
TOTAL	$595,660.66	$518,245.56	$2,059,851.56	$898,438.29	$100.00	$1,608,977.44	$5,681,273.51
DISBURSEMENTS CURRENT MONTH	$0.00	-$492,750.37	-$1,341,589.60	-$20,000.00	$0.00	$0.00	-$1,854,339.97
BALANCE PER BOOKS	$595,660.66	$25,495.19	$718,261.96	$878,438.29	$100.00	$1,608,977.44	$3,826,933.54
BALANCE PER BANK STATEMENT	$595,660.66	$336,002.50	$718,261.96	$878,438.29	$100.00	$1,608,977.44	$4,137,440.85
LESS OUTSTANDING CHECKS	$0.00	-$310,507.31	$0.00	$0.00	$0.00	$0.00	-$310,507.31
DEPOSITS IN TRANSIT	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
RECONCILING ITEMS	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
BALANCE IN BANK	$595,660.66	$25,495.19	$718,261.96	$878,438.29	$100.00	$1,608,977.44	$3,826,933.54

	SCHOOL LUNCH PAYSCHOOLS CHASE	SCHOOL LUNCH CHECKING CHASE	SCHOOL LUNCH FUND SUMMARY	FEDERAL CHECKING CCTC
BALANCE PRIOR MONTH	$78,413.27	$128,505.40	$206,918.67	$21,460.27
CURRENT MONTH RECEIPTS	$23.31	$549.31	$572.62	$20,000.00
TOTAL	$78,436.58	$129,054.71	$207,491.29	$41,460.27
DISBURSEMENTS CURRENT MONTH	-$0.62	-$633.73	-$634.35	-$31,947.44
BALANCE PER BOOKS	$78,435.96	$128,420.98	$206,856.94	$9,512.83
BALANCE PER BANK STATEMENT	$78,435.96	$128,420.98	$206,856.94	$28,436.35
LESS OUTSTANDING CHECKS	$0.00	$0.00	$0.00	-$18,923.52
DEPOSITS IN TRANSIT	$0.00	$0.00	$0.00	$0.00
RECONCILING ITEMS	$0.00	$0.00	$0.00	$0.00
BALANCE IN BANK	$78,435.96	$128,420.98	$206,856.94	$9,512.83

	CAPITAL CHECKING CHASE	CAPITAL PREMIER CHASE	CAPITAL FUND SUMMARY	DEBT SERVICE CHASE
BALANCE PRIOR MONTH	$31,153.17	$587.63	$31,740.80	$651,834.42
CURRENT MONTH RECEIPTS	$120,002.44	$1,211,082.92	$1,331,085.36	$27.48
TOTAL	$151,155.61	$1,211,670.55	$1,362,826.16	$651,861.90
DISBURSEMENTS CURRENT MONTH	-$119,231.09	-$120,000.00	-$239,231.09	$0.00
BALANCE PER BOOKS	$31,924.52	$1,091,670.55	$1,123,595.07	$651,861.90
BALANCE PER BANK STATEMENT	$31,924.52	$1,091,670.55	$1,123,595.07	$651,861.90
LESS OUTSTANDING CHECKS	$0.00	$0.00	$0.00	$0.00
DEPOSITS IN TRANSIT	$0.00	$0.00	$0.00	$0.00
RECONCILING ITEMS	$0.00	$0.00	$0.00	$0.00
BALANCE IN BANK	$31,924.52	$1,091,670.55	$1,123,595.07	$651,861.90

	TRUST & AGENCY CHASE	PAYROLL CHASE	SIEBA BANCORP	TRUST & AGENCY SUMMARY	SCHOLARSHIP CHASE	SCHOLARSHIP CCTC	SCHOLARSHIP SUMMARY
BALANCE PRIOR MONTH	$55,865.01	$0.00	$3,932.30	$59,797.31	$12,732.58	$1,385.55	$14,118.13
CURRENT MONTH RECEIPTS	$183,985.44	$85,476.03	$2,815.58	$272,277.05	$1,165.23	$0.00	$1,165.23
TOTAL	$239,850.45	$85,476.03	$6,747.88	$332,074.36	$13,897.81	$1,385.55	$15,283.36
DISBURSEMENTS CURRENT MONTH	-$138,622.07	-$85,476.03	-$4,230.02	-$228,328.12	$0.00	$0.00	$0.00
BALANCE PER BOOKS	$101,228.38	$0.00	$2,517.86	$103,746.24	$13,897.81	$1,385.55	$15,283.36
BALANCE PER BANK STATEMENT	$103,118.87	$310.51	$2,997.66	$106,427.04	$13,897.81	$1,385.55	$15,283.36
LESS OUTSTANDING CHECKS	-$1,890.49	-$310.51	-$479.80	-$2,680.80	$0.00	$0.00	$0.00
DEPOSITS IN TRANSIT	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
RECONCILING ITEMS	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
BALANCE IN BANK	$101,228.38	$0.00	$2,517.86	$103,746.24	$13,897.81	$1,385.55	$15,283.36

Megan Roach
TREASURER

[illegible]
CBO-MANAGEMENT

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ELMIRA HEIGHTS SCHOOL DISTRICT
CLAIMS AUDITOR REPORT
FOR THE MONTH OF JULY 2016

FUND	CHECK DATE	CHECK NUMBERS	TOTAL
GENERAL FUND	7/7/2016	022510-022522	$ 36,189.91
	7/14/2016	022523-000546	$ 115,813.86
	7/21/2016	022547-022562	$ 34,932.25
	7/28/2016	022563-022598	$ 292,335.15
	7/28/2016	022599	$ 14,220.00
SPECIAL AID	7/14/2016	003909-003911	$ 3,941.55
	7/21/2016	003912-003913	$ 6,324.00
	7/28/2016	003914-003917	$ 18,923.52
CAPITAL	7/21/2016	001939-001940	$ 119,231.09
T&A	7/21/2016	014667	$ 1,421.73

TOTAL # CHECKS AUDITED: 102

TOTAL $ AMOUNT AUDITED: $ 643,333.06

Lindsey Rice
CLAIMS AUDITOR SIGNATURE

7/29/2016
DATE

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ELMIRA HEIGHTS SCHOOL DISTRICT
CLAIMS AUDITOR REPORT
FOR THE MONTH OF JULY 2016

**THE FOLLOWING CLAIMS WERE NOT IN COMPLIANCE DUE TO THE DISCOVERED CONDITIONS LISTED:*

DISCOVERED CONDITION	CHECK #	VENDOR	AMOUNT	CLAIMS AUDITOR REQUESTED CORRECTION	CORRECTIVE ACTION TAKEN	COMMENTS
CONFIRMING PO- INVOICE DATE PRIOR TO PURCHASE ORDER DATE	022511	Arnot Health	96.00	None	None	PO approval process should be complete before orders are placed
SALES TAX CHARGED	022526	Chemung Canal Visa	4,791.93	$4.30 receipt included .32 charged in sales tax.	None - paid out of donated PBIS funds.	Suggest tax exempt form be used even with donated monies.
SALES TAX CHARGED	022526	Chemung Canal Visa	4,791.93	Camera ordered online - order summary lists $40 in sales tax need to request a credit.	Requested AP contact vendor for a credit. Paid as the credit card bill is due. 7/18 received notification the district card will be refunded the $40 in taxes.	None
REMIT NAME OR ADDRESS INCORRECT	022553	NYSCOSS/LEAF	2,319.45	AP caught entry error - check to be made payable to NYSCOSS made payable to LEAF.	AP contacted vendor they will accept our check this way this time.	None
REMIT NAME OR ADDRESS INCORRECT	022559	Seat Sack, Inc	533.67	Made payable to a NY address vendor is in FL with same street address.	AP to correct mailing address.	None
REMIT NAME OR ADDRESS INCORRECT	022578	NYSCOSS/LEAF	670.00	Made payable to NYSCOSS should be payable to LEAF	AP spoke w/vendor regarding this issue last week leave as is.	None
MISSING APPROVAL SIGNATURE	022592	Southern Tier Chapter NYAPT	50.00	No approval signature, only membership renewal form attached.	AP obtained signature same day.	Membership forms filled out by the employee the membership is for do not serve as an approval for payment.
MISSING SUPPORTING DOCUMENTATION	022584	Ridell/All American Sports	2,949.35	Paying off statement, no invoice on file.	AP contacted vendor & obtained invoice same day.	None
MISSING SUPPORTING DOCUMENTATION	022591	Southern Finger Lakes Chapter	225.00	15 employees registered for conference; 1 registration form attached.	AP obtained list of employees attending conference same day & attached.	None
INCORRECT BUDGET CODE	022520	Southern Tier Sentry Hardware	17.49	All invoices split 50/50 between Cohen & TAE. One invoice is for a single MasterLock. Requested AP to contact the district for appropriate breakdown of where supplies were purchased for.	Will re-code check once information is on file. 7/11 per district leave split as-is.	When making purchases on PO's with multiple locations/budget codes the receiver should specify where to charge the bill to. AP should request this information when it is not provided.
INCORRECT BUDGET CODE	022514	Elmira Water Board	104.00	Two separate bills - PO has two separate budget codes per location. Input allowed computer to automatically breakdown, we need to re code the check to appropriate budget codes.	Contacted the Water Board to confirm location of the meters as both bills list the same location, wanting to verify before re coding.	Will re code when appropriate information is on file.
INCORRECT BUDGET CODE	022551	Horseheads Do It Center	517.34	2 of 4 invoice have labor/repair charges coded to the supply code.	Accountant recoded check to appropriate labor charges to the contractual code as this is an old year PO.	Blanket PO's should include a contractual code for vendors that have/will perform labor or repairs.
INCORRECT BUDGET CODE	022572	Horseheads Do It Center	9.99	1 4x4x8 purchased - split between two schools.	Accountant recoded check to appropriate school where item was purchased for.	Maintenance department should specify when sending over "ok to pay" where the item was purchased for.
OTHER: SPECIFY	022510	Air Management Systems	522.00	One of two invoices made out to Horseheads School District	AP requested corrected invoice	Approved with corrected invoice
OTHER: SPECIFY	022519	Sanico	510.39	Invoice written up & paid was not attached to pay packet, requested from AP.	Check voided, incorrect invoice entered for payment was previously paid.	Processing corrected payments next check run.
OTHER: SPECIFY	022579	NYS SFA	120.00	Paid wrong amount PO for $120, invoice for $115	Voided check to pay correct amount due.	None

TOTAL CHECKS W/ DC: 16

PERCENT TO TOTAL CHECKS: 15.69%

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ELMIRA HEIGHTS CENTRAL SCHOOL DISTRICT
TREASURER'S MONTHLY REPORT

EXTRA CLASSROOM CHECKING ACCOUNT	7/31/2016 DATE	
Beginning Available Balance		$38,685.22
Deposits for Month:		
Cash Receipts		$504.95
Other- Transfer from Savings, Void Checks		$0.00
Total Receipts		$39,190.17
Disbursements made during the month:		
By check		
From check #6915 to check #6915		$1,163.10
Other- Transfer to Savings, NSF checks, Direct Withdrawal		$0.00
Cash shown by records		$38,027.07
Reconciliation with Bank Statements		
Balance as shown on bank statement @ end of month		$38,239.78
Add: Deposits in Transit		$0.00
Less: Outstanding checks		$212.71
Reconciling item		$0.00
Net balance in bank		$38,027.07
Total Available Balance		$38,027.07

OL YMJ

August 10, 2016
09:36:41 am

ELMIRA HEIGHTS CENTRAL SCHOOL DISTRICT

Outstanding Check Listing

Bank Account: OT CK CCTC - OT CHECKING CCTC

Check Number	Check Date	Remit To	Warrant	Fund	Recoded	Statement Date	Check Amount	Check Number
006906	06/16/2016	WEBER\KIRSTIN	0128	OT	No		$100.00	006906
006913*	06/24/2016	SAM'S CLUB DIRECT	0133	OT	No		$112.71	006913
Subtotal for Bank Account: OT CK CCTC - OT CHECKING CCTC						Grand Total	$212.71	
						Net	$212.71	

Grand Total	$212.71	
Net	$212.71	

Selection Criteria

Bank Account: OT CK CCTC
Check date is thru 07/31/2016
Checks Cleared/Voided Thru: 07/31/2016
Sort by: Check Number
Printed by KELLY BUCKLEY (OT)

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ELMIRA HEIGHTS CENTRAL SCHOOL DISTRICT

OTHER FUND Trial Balance for Fiscal Year 2017

Cycle 01

Post Dates From 07/01/2016 To 07/31/2016

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G/L Account	Description	Debits	Credits
	Assets		
200.02	Cash - CCTC	38,027.07	
200.03	Cash - Stu Council Savings CCT	8,578.57	
	Budgetary and Expense Accounts		
522.01	Middle School Store		1,012.92
522.02	Middle School Build'rs		1,070.00
522.03	Middle School Yearbook		762.46
522.05	Middle School Student Council		2,143.52
522.07	7th Grade Class		518.49
522.08	8th Grade Class		550.08
522.14	Class of 2014		6,205.45
522.17	Class of 2017		10,619.72
522.18	Class of 2018		4,296.58
522.19	Class of 2019		1,148.69
522.20	Class of 2020		2,000.00
522.52	Key Club		965.65
522.54	TAE Student Council		3,835.77
522.55	TAE SPARTAN COFFEE CORNER		1,773.20
522.58	Junior Rotarian		75.00
522.59	TAE Art Club		121.70
522.60	Student Council Savings		8,578.57
	Liabilities and Fund Balance		
203.00	Sales Tax Holding Account		927.84
	Grand Totals	**46,605.64**	**46,605.64**