

ELMIRA HEIGHTS CSD

February 28, 2017

	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	\$695,728.72		\$11,350.87		\$4,053,862.68		\$3,202,845.04		\$100.00		\$1,610,800.16		\$9,574,487.27	
CURRENT MONTH RECEIPTS	\$0.00		\$859,055.28		\$619,787.04		\$490.71		\$0.00		\$247.10		\$1,479,580.13	
TOTAL	\$695,728.72		\$870,406.95		\$4,673,649.72		\$3,203,335.75		\$100.00		\$1,610,847.26		\$11,054,067.40	
DISBURSEMENTS CURRENT MONTH	\$0.00		\$455,561.57		\$1,277,477.13		\$25,000.00		\$0.00		\$0.00		\$1,758,038.70	
BALANCE PER BOOKS	<u>\$695,728.72</u>		<u>\$414,844.38</u>		<u>\$3,396,172.59</u>		<u>\$3,178,335.75</u>		<u>\$100.00</u>		<u>\$1,610,847.26</u>		<u>\$9,296,028.70</u>	
BALANCE PER BANK STATEMENT	\$695,728.72		\$417,658.47		\$3,396,147.83		\$3,178,335.75		\$100.00		\$1,610,847.26		\$9,298,818.03	
LESS OUTSTANDING CHECKS	\$0.00		\$4,815.09		\$0.00		\$0.00		\$0.00		\$0.00		\$4,815.09	
DEPOSITS IN TRANSIT	\$0.00		\$2,001.00		\$0.00		\$0.00		\$0.00		\$0.00		\$2,001.00	
RECONCILING ITEMS	\$0.00		\$0.00		\$24.76		\$0.00		\$0.00		\$0.00		\$24.76	
BALANCE IN BANK	<u>\$695,728.72</u>		<u>\$414,844.38</u>		<u>\$3,396,172.59</u>		<u>\$3,178,335.75</u>		<u>\$100.00</u>		<u>\$1,610,847.26</u>		<u>\$9,296,028.70</u>	

	SCHOOL LUNCH PYSCHOOLS CHASE		SCHOOL LUNCH CHECKING CHASE		SCHOOL LUNCH FUND SUMMARY		FEDERAL CHECKING CCTC	
BALANCE PRIOR MONTH	\$103,451.37		\$122,053.08		\$225,504.45		\$38,801.44	
CURRENT MONTH RECEIPTS	\$4,475.42		\$41,410.25		\$45,885.67		\$41,056.06	
TOTAL	\$107,926.79		\$163,463.33		\$271,390.12		\$79,857.50	
DISBURSEMENTS CURRENT MONTH	\$138.75		\$31,166.20		\$31,304.95		\$49,602.47	
BALANCE PER BOOKS	<u>\$107,788.04</u>		<u>\$132,297.13</u>		<u>\$240,085.17</u>		<u>\$30,255.03</u>	
BALANCE PER BANK STATEMENT	\$107,001.01		\$136,349.42		\$243,350.43		\$31,528.26	
LESS OUTSTANDING CHECKS	\$0.00		\$5,132.14		\$5,132.14		\$1,596.99	
DEPOSITS IN TRANSIT	\$787.03		\$1,079.85		\$1,866.88		\$0.00	
RECONCILING ITEMS	\$0.00		\$0.00		\$0.00		\$323.76	
BALANCE IN BANK	<u>\$107,788.04</u>		<u>\$132,297.13</u>		<u>\$240,085.17</u>		<u>\$30,255.03</u>	

	CAPITAL CHECKING CHASE	CAPITAL PREMIER CHASE	CAPITAL FUND SUMMARY	DEBT SERVICE CHASE
BALANCE PRIOR MONTH	\$2.88	\$1,791,980.75	\$1,791,983.63	\$659,862.57
CURRENT MONTH RECEIPTS	\$16,222.34	\$81.97	\$16,304.31	\$25.13
TOTAL	\$16,225.22	\$1,792,062.72	\$1,808,287.94	\$659,887.70
DISBURSEMENTS CURRENT MONTH	-\$16,224.69	-\$16,171.81	-\$32,396.50	\$0.00
BALANCE PER BOOKS	<u>\$0.53</u>	<u>\$1,775,890.91</u>	<u>\$1,775,891.44</u>	<u>\$659,887.70</u>
BALANCE PER BANK STATEMENT	\$10,500.53	\$1,775,890.91	\$1,786,391.44	\$659,887.70
LESS OUTSTANDING CHECKS	-\$10,500.00	\$0.00	-\$10,500.00	\$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	<u>\$0.53</u>	<u>\$1,775,890.91</u>	<u>\$1,775,891.44</u>	<u>\$659,887.70</u>

	TRUST & AGENCY CHASE	PAYROLL CHASE	SIEBA BANCORP	TRUST & AGENCY SUMMARY	SCHOLARSHIP CHASE	SCHOLARSHIP CCTC	SCHOLARSHIP SUMMARY
BALANCE PRIOR MONTH	\$191,832.35	\$0.00	\$3,932.30	\$195,764.65	\$13,454.92	\$1,389.03	\$14,843.95
CURRENT MONTH RECEIPTS	\$694,812.80	\$421,733.71	\$5,242.65	\$1,121,789.16	\$0.51	\$0.00	\$0.51
TOTAL	\$886,645.15	\$421,733.71	\$9,174.95	\$1,317,553.81	\$13,455.43	\$1,389.03	\$14,844.46
DISBURSEMENTS CURRENT MONTH	-\$809,592.56	-\$421,733.71	-\$5,242.65	-\$1,236,568.92	\$0.00	\$0.00	\$0.00
BALANCE PER BOOKS	<u>\$77,052.59</u>	<u>\$0.00</u>	<u>\$3,932.30</u>	<u>\$80,984.89</u>	<u>\$13,455.43</u>	<u>\$1,389.03</u>	<u>\$14,844.46</u>
BALANCE PER BANK STATEMENT	\$80,579.38	\$75.95	\$3,932.30	\$84,587.63	\$13,455.43	\$1,389.03	\$14,844.46
LESS OUTSTANDING CHECKS	-\$3,178.27	-\$75.95	\$0.00	-\$3,254.22	\$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	-\$348.52	\$0.00	\$0.00	-\$348.52	\$0.00	\$0.00	\$0.00
BALANCE IN BANK	<u>\$77,052.59</u>	<u>\$0.00</u>	<u>\$3,932.30</u>	<u>\$80,984.89</u>	<u>\$13,455.43</u>	<u>\$1,389.03</u>	<u>\$14,844.46</u>

TREASURER

CBO MANAGEMENT

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**ELMIRA HEIGHTS SCHOOL DISTRICT
CLAIMS AUDITOR REPORT
FOR THE MONTH OF FEBRUARY 2017**

FUND	CHECK DATE	CHECK NUMBERS	VOIDED CHECKS	TOTAL
GENERAL FUND	2/2/2017	23082-23103	23089	\$ 41,895.39
	2/9/2017	23104-23119	23109, 23118	\$ 74,197.38
	2/16/2017	23120-23147	23132, 23138	\$ 289,401.00
	2/23/2017	23148-23161		\$ 18,417.88
SCHOOL LUNCH	2/9/2017		4418	
	2/16/2017	4419-4430	4426	\$ 6,395.49
	2/23/2017	4431		\$ 4,700.38
SPECIAL AID	2/9/2017	3927-3928		\$ 667.70
	2/16/2017	3929-3932		\$ 1,993.91
	2/23/2017	3934	3933	\$ 591.03
	2/28/2017	3935		\$ 621.26
	2/28/2017	3936		\$ 122.50
CAPITAL	2/2/2017	1981		\$ 1,976.58
	2/16/2017	1982-1983	1984	\$ 10,227.00
	2/23/2017	1985-1986		\$ 4,021.11
T&A	2/2/2017	14784		\$ 225.00
	2/16/2017	14795		\$ 150.00

TOTAL # CHECKS AUDITED 104

TOTAL \$ AMOUNT AUDITED \$ 455,603.61



CLAIMS AUDITOR SIGNATURE

3/2/17

DATE

**ELMIRA HEIGHTS SCHOOL DISTRICT
CLAIMS AUDITOR REPORT
FOR THE MONTH OF FEBRUARY 2017**

***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	23094	NY Schools Insurance Reciprocal	226.00	None	None	Policy Renewal; recommend PO is set up as recurring to avoid confirming in the future.
CONFIRMING PO- INVOICE DATE PRIOR TO PURCHASE ORDER DATE	23105	Clemens Center	430.00	None	None	PO process should be complete prior to requesting items or services.
CONFIRMING PO- INVOICE DATE PRIOR TO PURCHASE ORDER DATE	23134	Ithaca City School District	722.36	None	None	None
CONFIRMING PO- INVOICE DATE PRIOR TO PURCHASE ORDER DATE	23152	Family Services of Chemung County	2,905.00	None	None	Invoice references a contract with the district; PO's should be put in place during the contract process or immediately thereafter to avoid confirming PO's.
CONFIRMING PO- INVOICE DATE PRIOR TO PURCHASE ORDER DATE	23156	Robert Sides Inc.	5,580.00	None	None	PO process should be complete prior to requesting items or services.
MISSING APPROVAL SIGNATURE	4418	Michelle Dougherty	83.80	1 of 2 claim forms approved.	AP to void check and obtain proper approval signature on second claim form for reimbursement.	Approval signatures should be on file prior to writing up for payment.
MISSING APPROVAL SIGNATURE	23121	Chemung County Sewer District	567.41	1 of 2 invoices not signed for approval.	Signature obtained.	Approval signatures should be on file prior to writing up for payment.
INCORRECT BUDGET CODE	23100	Sheesley's	795.00	Payment split 50/50 between HS & ES. Per work order & invoice work was done at ES; not enough money on PO to cover charge.	2/2 AP contacting district to increase PO & accountant to recode check.	2/2 Budget increase and check recode was done.

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INCORRECT INVOICE NUMBER	23089	Hillyard		771.36	Invoice number entered incorrectly.	AP to void check & make corrections in the next check run.	None
INCORRECT INVOICE NUMBER	23118	Verizon		286.34	Invoice number written up incorrectly.	AP to void check & make corrections in the next check run.	None
OTHER: SPECIFY	1984	Hogan Sawzynski Lynch Surowka & Dew		89.00	Paid off wrong purchase order.	AP to void and make corrections.	None
OTHER: SPECIFY	23132	Horizon Solutions		42.60	Missed discount.	AP to void check and take discount in next weeks check run as we have until 3/10/17.	None
OTHER: SPECIFY	23138	Primex Wireless		1,338.92	Invoice Bill To: Elmira City School District Ship To: Elmira Heights	2/22 corrected invoice received - it has a different invoice number. AP to void check & make corrections in next check run.	None
OTHER: SPECIFY	4421	Bimbo Foods		754.30	None	None	Paying an invoice dated October 2015. Verified non duplicate; statements should be reviewed regularly to avoid paying such late invoices.
OTHER: SPECIFY	4426	Meadowbrook Dairy		4,572.66	Short paying invoice by \$127.72; amount written up and approved was the cases returned at delivery.	AP to void check & make corrections in the next check run.	Invoices should be reviewed against spreadsheets provided by school lunch to verify accuracy.
OTHER: SPECIFY	3933	Martha O. Evans		437.50	Should be processed through payroll.	AP voided check and gave to payroll for processing.	None

TOTAL CHECKS W/ DC

16

PERCENT TO TOTAL CHECKS

15.38%

94

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ELMIRA HEIGHTS CENTRAL SCHOOL DISTRICT
TREASURER'S MONTHLY REPORT

EXTRA CLASSROOM

2/28/2017

CHECKING ACCOUNT

DATE

Beginning Available Balance	\$57,754.30
Deposits for Month:	
Cash Receipts	\$10,998.70
Other- Transfer from Savings, Void Checks	\$0.00
Total Receipts	\$68,753.00
Disbursements made during the month:	
By check	
From check #7004 to check #7022	\$15,442.42
Other- Transfer to Savings, NSF checks, Direct Withdrawal	\$0.00
Cash shown by records	\$53,310.58
Reconciliation with Bank Statements	
Balance as shown on bank statement @ end of month	\$53,658.76
Add: Deposits in Transit	\$0.00
Less: Outstanding checks	\$348.18
Reconciling item	\$0.00
Net balance in bank	\$53,310.58
Total Available Balance	\$53,310.58

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ELMIRA HEIGHTS CENTRAL SCHOOL DISTRICT

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Outstanding Check Listing
Bank Account: OT CK CCTC - OT CHECKING CCTC

Check Number	Check Date	Remit To	Warrant	Fund	Recorded	Statement Date	Check Amount	Check Number
007004	02/07/2017	CLOVER RANCH, INC	0083	OT	No		\$160.00	007004
007022*	02/24/2017	PAUTZPATI	0094	OT	No		\$188.18	007022
Subtotal for Bank Account: OT CK CCTC - OT CHECKING CCTC							Grand Total	\$348.18
							Net	\$348.18

Selection Criteria

Bank Account: OT CK CCTC
Check date is thru 02/28/2017
Checks Cleared/Voided Thru: 02/28/2017
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 08

Post Dates From 07/01/2016 To 02/28/2017

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G/L Account	Description	Debits	Credits
Assets			
200.02	Cash - CCTC	53,310.58	
200.03	Cash - Stu Council Savings CCT	8,124.72	
Budgetary and Expense Accounts			
522.01	Middle School Store		0.00
522.02	Middle School Build'rs		1,377.27
522.03	Middle School Yearbook		1,580.46
522.05	Middle School Student Council		3,899.97
522.07	7th Grade Class		1,386.42
522.08	8th Grade Class		1,761.65
522.14	Class of 2014		6,205.45
522.17	Class of 2017		7,279.78
522.18	Class of 2018		12,012.83
522.19	Class of 2019		2,218.69
522.20	Class of 2020		4,976.22
522.50	TAE Band	0.00	
522.52	Key Club		1,104.94
522.54	TAE Student Council		3,157.10
522.55	TAE SPARTAN COFFEE CORNER		1,477.05
522.57	TAE Yearbook Fund		1,188.00
522.58	Junior Rotarian		135.58
522.59	TAE Art Club		121.70
522.60	Student Council Savings		8,124.72
Liabilities and Fund Balance			
203.00	Sales Tax Holding Account		3,427.47
600.00	Accounts Payable		0.00
800.00	Extra Classroom Funds		0.00
Grand Totals		61,435.30	61,435.30