

LANCASTER COUNTY CAREER & TECHNOLOGY CENTER

**PROPOSED GENERAL FUND BUDGET
2017/2018**



BROWNSTOWN CAMPUS • MOUNT JOY CAMPUS • WILLOW STREET CAMPUS • HEALTH SCIENCES CAMPUS

www.lancasterctc.edu

To: LCCTC Member District Board Members and Superintendents
From: David A. Warren, Executive Director
Re: 2017-2018 Proposed LCCTC General Fund Budget
Date: December 16, 2016

As you are aware, at the Lancaster County Career and Technology Center (LCCTC) we realize that our role and responsibility to provide a quality, yet cost effective educational program is being challenged by many of the same factors that are challenging our member districts. A level economy, increased employee expenses, and increased unfunded mandates from both the state and federal levels regarding programs offered at LCCTC have all had an impact on this budget and will continue to place a burden on our budget development process in the future. As each of the districts have seen, a decrease in grant funding as well as large increases of the PSERS rate continue to have a negative impact on our budgets. Even so, LCCTC will continue to keep the interests of the member districts and our students as the focus of our budgeting process.

LCCTC prepared the proposed 2017-2018 General Fund Budget based on a cost conscientious approach. Even with these budget challenges, initiatives that we expect to continue in 2017-2018 are as follows:

- Maintain high quality programs.
- Develop additional specialized associate degrees to benefit our students and provide greater revenue back to LCCTC. At the present time, three specialized associate degrees are up and running well. An additional degree program is being developed.
- Continue adult education opportunities to provide revenue back to LCCTC. This past year Adult Education revenues exceeding expenses were transferred to the Capital Reserve Fund in addition to the approximately \$425,000 of Adult Education related revenues that were already provided to offset the General Fund Budget.
- Maintain LCCTC facilities.
- Maintain instructional equipment and technology.
- Address school safety to provide a safe environment for students and staff.
- Provide a lower budget despite having consistent yearly increases in enrollment approaching school capacity.

As you may be aware, last year, we completed the renovations at the Mount Joy campus. Due to these previous bond issues, contributions will continue to be made for debt service. We personally thank all of the Board Members for your support in keep our facilities upgraded.

As you prepare to discuss and consider passing the proposed budget, let me provide several facts regarding the budget we are asking you to approve for the 2017-2018 school year:

- As recommended by the Superintendents and JOC Finance Committee, this year's budget includes an increase in total district contributions of 2.5%. This follows the -0.5% reduction, 0.8%, 2.1%, 1.9% and 2.5% increases in Total District Contribution in the 2012/13, 2013/14, 2014/15, 2015/16 and 2016/17 budgets, respectively.

- This budget reflects a PSERS rate of 32.04%, based on PSERS projected rate from December 2015.
- The secondary budget includes all current programs and those being recruited for at this time. This includes the addition of the Precision Machining program. LCCTC will continue to monitor course enrollments to assure you that programs will not be operated without sufficient enrollment. Funding not used due to furloughs, based on low enrolled programs, will be returned to the districts.
- Additional highlights and background information have been provided to you in this budget packet.

As in our member districts, the development of a budget that provides quality programs at a cost that reflects the districts' ability to pay remains a major issue that will continue to challenge us. We feel the proposed operating budget reflects the concerns that have been brought to us during the past year by both Superintendents and JOC members. We hope you and your Board find the proposal acceptable and give approval to it in the coming months.

If for some reason you have any questions or concerns about any part of the proposal, please feel free to contact either Mr. Stoltzfus or myself. In addition, if you would like us to attend any of your planning sessions or Board meetings to address any of your concerns, please let us know.

We thank you in advance for your consideration of our proposal and wish you continued success as you also face the daily challenges of educating the youth of Lancaster County.

Sincerely,



David A. Warren
Executive Director



Keith Stoltzfus
Business Manager

20-Year Comparison Data for LCCTC District Contributions

Year	Budget	District Contribution		Expended	Expended to Budget
		Increase	Received		
1997/98	6,608,254		6,608,254	6,476,412	98.0%
		5.3%			
1998/99	6,958,414		6,958,414	6,344,782	91.2%
		2.9%			
1999/00	7,161,867		7,161,867	6,619,005	92.4%
		3.2%			
2000/01	7,389,170		7,389,170	7,350,663	99.5%
		2.9%			
2001/02	7,601,680		7,601,680	7,569,570	99.6%
		4.7%			
2002/03	7,960,035		7,960,035	7,855,479	98.7%
		7.6%			
2003/04	8,562,076		8,562,076	8,508,001	99.4%
		7.7%			
2004/05	9,219,922		9,219,922	9,146,980	99.2%
		6.5%			
2005/06	9,818,431		9,818,431	9,750,350	99.3%
		6.2%			
2006/07	10,432,069		10,432,069	10,395,225	99.6%
		4.0%			
2007/08	10,853,621		10,853,621	10,752,593	99.1%
		5.0%			
2008/09	11,393,045		11,393,045	11,102,714	97.5%
		4.7%			
2009/10	11,925,698		11,925,698	11,493,498	96.4%
		3.5%			
2010/11	12,339,116		12,339,116	11,853,933	96.1%
		0.5%			
2011/12	12,404,498		12,265,133	11,091,906	89.4%
		-0.5%			
2012/13	12,343,347		12,343,347	11,224,308	90.9%
		0.8%			
2013/14	12,445,338		12,445,338	11,350,463	91.2%
		2.1%			
2014/15	12,706,456		12,706,456	11,831,483	93.1%
		1.9%			
2015/16	12,953,977		12,953,977	12,517,308	96.6%
		2.4%			
2016/17	13,271,034		13,271,034	13,042,890 Est	98.3%
		2.5%			
2017/18	13,609,138				

EXPLANATION OF THE MAJOR EXPENDITURE FUNCTIONS/OBJECTS
Lancaster County Career & Technology Center Budget

The format of the proposed budget is from the Manual of Accounting and Related Financial Procedures of Pennsylvania School Systems as prepared by Pennsylvania Department of Education.

The following statements will serve as a brief summary of the various functions performed to accomplish the objectives of the Lancaster County Career & Technology center.

1000 INSTRUCTION – Those activities dealing directly with the interaction between teachers and students.

1100 REGULAR PROGRAMS – Activities for those students in programs not identified in the 1300 function (Intro. To Health).

1300 VOCATIONAL EDUCATION – Approved programs which provide organized learning experiences designed to develop skills, knowledge, attitudes, and work habits in order to prepare individuals for entrance into and progress through various levels of employment in occupational fields.

1600 ADULT VOCATIONAL EDUCATION – Activities designed to meet immediate and long range educational objectives of adults and youth who have left or completed high school in preparation for entrance into the labor market or who desire to acquire new or updated skills.

2000 SUPPORT SERVICES – Those services which provide administrative, technical and logistical support to facilitate and enhance instruction.

2100 SUPPORT SERVICES - STUDENTS – Activities designed to assess and improve the well-being of students and to supplement the teaching process.

2200 SUPPORT SERVICES – INSTRUCTIONAL STAFF – Activities associated with assisting, supporting, advising and directing the instructional staff with or on the content and process of providing learning experiences for students, including technology support services.

2300 SUPPORT SERVICES - ADMINISTRATION – Activities concerned with establishing and administering policy in connection with operating the system.

2400 SUPPORT SERVICES - PUPIL HEALTH – Activities that provide students with appropriate nurse services

2500 SUPPORT SERVICES - BUSINESS – Activities concerned with paying, transporting, exchanging, and maintaining goods and services for the system.

2600 OPERATION AND MAINTENANCE – Activities concerned with keeping the physical plant open, comfortable, and safe for use and keeping the grounds, buildings and equipment in effective working condition and state of repair.

2700 STUDENT TRANSPORTATION SERVICES – Activities concerned with the conveyance of students to and from school.

2800 SUPPORT SERVICES – CENTRAL – Activities, other than general administration, which support each of the other instructional and supporting services program.

3000 OPERATION OF NON-INSTRUCTIONAL SERVICES – Extra-curricular.

3200 STUDENT ACTIVITIES – School sponsored activities under the guidance and supervision of the LEA staff. For LCCTC this is Skills USA, FFA, HOSA and National Technical Honor Society.

5000 OTHER EXPENDITURES AND FINANCING USES – Debt Service, Fund Transfers and Budgetary Reserve funds are included within this function.

The following statements will serve as a brief summary of the object code (service or goods) to be obtained as a result of the budgeted expenditures within each function.

100 Salaries – Gross salaries budgeted for employees of the system who are considered to be in positions of a permanent nature or hired temporarily, including substitutes.

200 Employee Benefits – Amounts paid by the system on behalf of employees. Included are vision, retirement, FICA, group insurance, workers' compensation, tuition reimbursement and unemployment compensation.

300 Purchased Professional and Technical Services – Services, which by their nature, require persons or firms with specialized skills and knowledge. Included are legal, auditing, and architectural services.

400 Purchased Property Services – Services purchased to operate, repair, and maintain property owned by the system. Included are disposal services, electricity (other than heating), water/sewage, and construction services for renovating and remodeling paid to contractors (not employees of the system).

500 Other Purchased Services – Services rendered by organizations or personnel and not applicable to 300 or 400 services. Included are transportation, fire and liability insurance, communications, advertising, and travel.

600 Supplies – Amounts paid for items of an expendable nature that are consumed, worn out, or deteriorated in use. Included are general supplies, electricity and natural gas used for heating purposes, gasoline, books and periodicals.

700 Property – Expenditures for fixed assets including initial equipment, additional equipment, and replacement of equipment.

800 Other Objects – Amounts paid for expenditures not otherwise classified in the 100 to 700 objects. Included are dues and fees.

900 Other Uses of Funds – Classifies transactions which are not properly recorded as expenditures but require budgetary and accounting control. Included are fund transfers and debt service payment.

Lancaster County Career & Technology Center

Funding Formula - Estimate

2017/18

District	2013/14 ADMs Info. Only	2014/15 ADMs Actual	2015/16 ADMs Adj Actual	2016/17 ADMs Estimate *	%	2016/17 Fund Form %	As Comp or +/- 15.00%	+/- 15% (1)	District Share of 0.000%	2017/18 Share Estimate
Cocalico	63.207	64.097	125.830	137.181	6.109%	6.223%	6.109%		0.000%	6.109%
Columbia	29.045	25.273	50.393	67.750	2.614%	2.599%	2.614%		0.000%	2.614%
CV	82.373	97.240	174.765	176.886	8.571%	8.749%	8.571%		0.000%	8.571%
Donegal	38.465	36.961	123.918	116.681	4.866%	4.415%	4.866%		0.000%	4.866%
Elanco	71.656	79.420	174.032	172.340	7.889%	7.767%	7.889%		0.000%	7.889%
E-town	72.003	63.884	177.207	132.954	6.854%	7.262%	6.854%		0.000%	6.854%
Ephrata	83.291	61.343	96.322	140.272	5.592%	6.293%	5.592%		0.000%	5.592%
Hempfield	63.856	71.568	152.284	183.727	7.439%	6.871%	7.439%		0.000%	7.439%
L-S	48.709	24.398	60.480	81.159	2.933%	3.365%	2.933%		0.000%	2.933%
SD of Lanc	55.619	55.198	127.852	165.113	6.233%	5.699%	6.233%		0.000%	6.233%
Man Cen	57.909	52.363	136.010	94.818	5.272%	5.815%	5.272%		0.000%	5.272%
Man Twp	35.629	31.526	70.000	97.613	3.559%	3.304%	3.559%		0.000%	3.559%
Penn Manor	125.890	118.586	249.754	321.863	12.532%	12.076%	12.532%		0.000%	12.532%
Pequea Valley	43.336	46.068	73.163	84.272	3.915%	4.125%	3.915%		0.000%	3.915%
Solanco	96.107	82.871	180.071	203.522	8.543%	8.760%	8.543%		0.000%	8.543%
Warwick	66.591	69.360	136.202	181.522	7.079%	6.677%	7.079%		0.000%	7.079%
	1,033.686	980.156	2,108.283	2,357.673	100.000%	100.000%	100.000%		0.000%	100.000%
* - ADMs based on October 2016 data from ClassMate SIS, will be updated when actual ADMs are available										
2015/16 and 2016/17 ADM figures use PDE standards of full-day student = 2 and half-day student = 1										
prior year ADM figures were based on full-day student = 1 and half-day student = 0.5										
pro-rated share of ADMs is still used for each District's percentage										
(1) Funding Formula change capped at +/- 15% for each district										
Budget/Funding Formula 2017-18										
										11/21/16

Lancaster County Career & Technology Center

Direct Payment Schedule - Estimate

2017/18

District	Market Value*	Capital Expenses	ADM % ** (Est.)	District Share of Operating Expenses	Total Expenses	Less Voc. Ed. Subs. (Est.)	2017/18 Estimated Payment	2016/17 Act. Share (Info. Only)
		373,900		14,555,238	14,929,138			
Cocalico	4.591%	17,165.75	6.109%	889,150.38	906,316.13	79,446.64	826,869.49	819,699.71
Columbia	1.001%	3,742.74	2.614%	380,488.48	384,231.22	62,465.13	321,766.09	320,575.73
CV	8.231%	30,775.71	8.571%	1,247,529.45	1,278,305.16	80,375.93	1,197,929.23	1,185,209.15
Donegal	3.700%	13,834.30	4.866%	708,243.33	722,077.63	71,175.17	650,902.46	555,349.75
Elanco	6.889%	25,757.97	7.889%	1,148,277.28	1,174,035.25	79,206.76	1,094,828.49	1,040,309.43
E-Town	4.912%	18,365.97	6.854%	997,630.57	1,015,996.54	85,022.62	930,973.92	924,752.38
Ephrata	5.914%	22,112.45	5.592%	813,972.57	836,085.02	81,368.86	754,716.16	854,595.82
Hempfield	11.424%	42,714.34	7.439%	1,082,793.27	1,125,507.61	89,557.27	1,035,950.34	936,097.07
L-S	5.063%	18,930.56	2.933%	426,963.35	445,893.91	42,053.67	403,840.24	461,503.67
Lancaster	8.611%	32,196.53	6.233%	907,227.98	939,424.51	140,588.29	798,836.22	717,661.74
MC	5.605%	20,957.10	5.272%	767,308.48	788,265.58	42,875.53	745,390.05	778,178.10
MT	9.823%	36,728.20	3.559%	518,020.92	554,749.12	41,173.63	513,575.49	472,559.84
PM	7.441%	27,821.87	12.532%	1,824,062.43	1,851,884.30	181,411.63	1,670,472.67	1,586,046.49
PV	4.209%	15,737.45	3.915%	569,823.01	585,560.46	38,783.49	546,776.97	564,522.18
Solanco	6.214%	23,234.15	8.543%	1,243,424.87	1,266,659.02	103,589.28	1,163,069.74	1,166,635.51
Warwick	6.372%	23,824.91	7.079%	1,030,321.63	1,054,146.54	100,906.12	953,240.42	887,337.43
Total	100.00%	373,900.00	100.000%	14,555,238.00	14,929,138.00	1,320,000.00	13,609,138.00	13,271,034.00
							+ 2.5%	
* 2015 STEB Certification - will be updated with 2016 certification when available								
** see reverse side								
budget/direct payment 2017-18								
								11/21/16

Lancaster County Career & Technology Center
Bond Repayment - Estimate
2017/18

SCHOOL	MARKET VALUE (1)		AUGUST PAYMENT			FEBRUARY PAYMENT			TOTAL FOR FISCAL YEAR		
	Dollars	Share	Interest	Principal	Total	Interest	Principal	Total	Interest	Principal	Total
			367,624.38	0.00	367,624.38	367,624.38	740,000.00	1,107,624.38	735,248.76	740,000.00	1,475,248.76
Cocalico	1,634,266,271	4.591%	16,877.64	0.00	16,877.64	16,877.64	33,973.40	50,851.04	33,755.28	33,973.40	67,728.68
Columbia	356,407,255	1.001%	3,679.92	0.00	3,679.92	3,679.92	7,407.40	11,087.32	7,359.84	7,407.40	14,767.24
CV	2,929,799,573	8.231%	30,259.16	0.00	30,259.16	30,259.16	60,909.40	91,168.56	60,518.32	60,909.40	121,427.72
Donegal	1,316,906,985	3.700%	13,602.10	0.00	13,602.10	13,602.10	27,380.00	40,982.10	27,204.20	27,380.00	54,584.20
Elanco	2,451,950,784	6.889%	25,325.64	0.00	25,325.64	25,325.64	50,978.60	76,304.24	50,651.28	50,978.60	101,629.88
E-Town	1,748,439,647	4.912%	18,057.71	0.00	18,057.71	18,057.71	36,348.80	54,406.51	36,115.42	36,348.80	72,464.22
Ephrata	2,105,059,597	5.914%	21,741.31	0.00	21,741.31	21,741.31	43,763.60	65,504.91	43,482.62	43,763.60	87,246.22
Hempfield	4,066,147,953	11.424%	41,997.41	0.00	41,997.41	41,997.41	84,537.60	126,535.01	83,994.82	84,537.60	168,532.42
L-S	1,802,031,703	5.063%	18,612.82	0.00	18,612.82	18,612.82	37,466.20	56,079.02	37,225.64	37,466.20	74,691.84
Lancaster	3,064,906,785	8.611%	31,656.14	0.00	31,656.14	31,656.14	63,721.40	95,377.54	63,312.28	63,721.40	127,033.68
MC	1,994,894,642	5.605%	20,605.35	0.00	20,605.35	20,605.35	41,477.00	62,082.35	41,210.70	41,477.00	82,687.70
MT	3,496,360,806	9.823%	36,111.74	0.00	36,111.74	36,111.74	72,690.20	108,801.94	72,223.48	72,690.20	144,913.68
PM	2,648,511,779	7.441%	27,354.92	0.00	27,354.92	27,354.92	55,063.40	82,418.32	54,709.84	55,063.40	109,773.24
PV	1,497,955,280	4.209%	15,473.31	0.00	15,473.31	15,473.31	31,146.60	46,619.91	30,946.62	31,146.60	62,093.22
Solanco	2,211,606,376	6.214%	22,844.18	0.00	22,844.18	22,844.18	45,983.60	68,827.78	45,688.36	45,983.60	91,671.96
Warwick	2,268,122,009	6.372%	23,425.03	0.00	23,425.03	23,425.03	47,152.80	70,577.83	46,850.06	47,152.80	94,002.86
Total	35,593,367,448	100.000%	367,624.38	0.00	367,624.38	367,624.38	740,000.00	1,107,624.38	735,248.76	740,000.00	1,475,248.76

(1) - 2015 STEB Certification - will be updated once 2016 figures are available

REVENUE AND OTHER FINANCING SOURCES

CODE	CATEGORY	2016/2017 BUDGET	2016/2017 ESTIMATED	2017/2018 PROPOSED
6000	REVENUE FROM LOCAL SOURCES			
6510	Earnings on Investments	10,000	10,000	15,000
6800	Revenue from Intermediary Sources (Indirect Costs)	10,000	7,225	7,000
6900	Other Revenue From Local Sources			
	6910 Rentals	60,000	68,000	60,000
	6940 Tuition from Patrons	275,000	275,000	275,000
	6946 Receipts from Member Districts - Bond Payments	1,327,649	1,327,649	1,475,249
	6946 Receipts from Member Districts - General Fund Payments	13,271,034	13,042,890	13,609,138
	6990 Miscellaneous Revenue	10,000	10,000	10,000
	TOTAL REVENUE FROM LOCAL SOURCES	14,963,683	14,740,764	15,451,387
7000	REVENUE FROM STATE SOURCES			
7200	Revenue for Specific Educational Programs			
	7220 Vocational Educational (Adult)	175,000	175,000	175,000
	7220 Vocational Educational (Secondary)	1,350,000	1,320,000	1,320,000
7810	State Share of Social Security and Medicare Taxes	269,544	268,188	271,394
7820	State Share of Retirement Contributions	1,046,110	1,052,767	1,136,662
	TOTAL REVENUE FROM STATE SOURCES	2,840,654	2,815,955	2,903,056
8000	REVENUE FROM FEDERAL SOURCES			
8500	Restricted Grants-In-Aid from the Fed Gov't through the Commonwealth of PA			
	8521 Vocational Education (Perkins Grant)	1,045,735	1,061,118	1,061,118
	TOTAL REVENUE FROM FEDERAL SOURCES	1,045,735	1,061,118	1,061,118
9000	OTHER FINANCING SOURCES			
9400	Sale of or Compensation for Loss of Fixed Assets	2,000	8,113	2,000
	TOTAL OTHER FINANCING SOURCES	2,000	8,113	2,000
TOTAL BUDGETED REVENUE AND OTHER FINANCING SOURCES		18,852,072	18,625,950	19,417,561

EXPENDITURES AND OTHER OUTLAYS - DETAILED						
	Function		2016/17		2016/17	2017/18
Function	Description	Object	Budget		Estimate	Proposed
11/1300	Vocational Ed		8,042,490		7,953,637	8,227,437
		100 Salaries	4,176,279		4,192,704	4,204,299
		200 Employee Benefits	3,024,211		2,944,333	3,149,138
		300 Purchased Professional Services	132,500		100,500	115,000
		400 Purchases Property Services	101,500		103,500	102,000
		500 Other Purchased Services	114,000		116,000	122,000
		600 Supplies	344,000		344,000	360,000
		700 Equipment	145,000		150,000	170,000
		800 Other	5,000		2,600	5,000
1600	Adult Ed		-		-	-
		100 Salaries	-		-	-
		200 Employee Benefits	-		-	-
		300 Purchased Professional Services	-		-	-
		400 Purchases Property Services	-		-	-
		500 Other Purchased Services	-		-	-
		600 Supplies	-		-	-
		700 Equipment	-		-	-
		800 Other	-		-	-
2100	Guidance Services		794,121		771,099	808,170
		100 Salaries	432,378		423,503	435,855
		200 Employee Benefits	337,443		323,946	348,015
		300 Purchased Professional Services	2,500		5,000	5,000
		400 Purchases Property Services	2,000		1,500	1,500
		500 Other Purchased Services	14,000		8,100	8,100
		600 Supplies	4,000		8,000	8,000
		700 Equipment	1,500		1,000	1,400
		800 Other	300		50	300

	Function		2016/17		2016/17		2017/18
Function	Description	Object	Budget		Estimate		Proposed
2800	Human Resources		-		103,233		107,853
		100 Salaries	-		45,232		46,521
		200 Employee Benefits	-		35,751		39,082
		300 Purchased Professional Services	-		500		500
		400 Purchases Property Services	-		-		-
		500 Other Purchased Services	-		20,500		20,500
		600 Supplies	-		500		500
		700 Equipment	-		500		500
		800 Other	-		250		250
3200	Student Activities		39,643		43,649		43,948
		100 Salaries	14,900		14,900		14,900
		200 Employee Benefits	5,743		5,749		6,048
		300 Purchased Professional Services	1,000		-		-
		400 Purchases Property Services	-		-		-
		500 Other Purchased Services	18,000		23,000		23,000
		600 Supplies	-		-		-
		700 Equipment	-		-		-
		800 Other	-		-		-
5100	Bond Payments		1,327,649		1,327,649		1,475,249
		800 Interest	747,649		747,649		735,249
		900 Principal	580,000		580,000		740,000
5900	Budgetary Reserve		75,000		-		75,000
		800 Other	75,000		-		75,000
Secondary/Post Sec Perkins			1,045,735		1,061,118		1,061,118
Grand Total			18,852,072		18,625,950		19,417,561