

***Wilton-Lyndeborough Cooperative School District***  
***School Administrative Unit #63***

192 Forest Road,  
Lyndeborough, NH 03082

Bryan K. Lane  
Superintendent of Schools

Betty Moore, M.Ed.  
Director of Student Support Services

Lise Tucker  
Business Administrator

**BUSINESS OFFICE REPORT**

June 6, 2017

Pat is working on our annual Open Enrollment process. This year is particularly daunting as we are switching our Health Insurance plans, as you are aware. Every year, we contact the employees to give them a chance to review their benefits and make any necessary changes. This also includes dental insurance and 403b elections. She has also assisted administration in completing the various work agreements.

Lise attended the annual "NH Government Finance Officers" (GFOA) conference. The agenda included Treasurer Operations, Fraud Prevention, Ethical Administration, and the Government Accounting Standards Board (GASB) review. Fiduciary activities are being restructured by GASB under Statement 84. Student Activity Funds and School Trust Funds will be reported as part of the Government wide Financial Reports. Currently, they are considered 'pass through agencies' and are reported separately in schedules for information only.

The Lyndeborough Central School Partial Siding project is expected to be completed by the end of June. This was discussed at our previous Facilities Subcommittee meeting and recommended at our last board meeting. This work amounts to \$9,300.00 and was awarded to Matt Schwab Remodeling & Construction of Milford, NH.

Lise attended the "2017 Tri-State Association of School Business Officials" annual conference in Vermont while on vacation. The primary focuses were on Federal Fund accounting, a review of the Fair Labor Standards Act (FLSA), changing category definitions of E-Rate and workplace communication. The Government Accounting Office (GAO) is looking at Internal Control Standards specifically in the area of personnel. The FLSA review was on hourly employees accurately reporting their time and how employees are categorized (exempt vs. non-exempt).

Lise is working on the annual Student Activity Funds Internal Audit. This includes reviewing the records, working with the schools administrative assistants to update fund purposes, and completing the required reports for the auditors.

Attached is a summary of our Losses in regards to Safety (injuries and claims). For the next school year, we will be scheduling the Joint Loss Management Committee (JLMC) meetings quarterly and will invite the Facilities Subcommittee members to join us if they would like. The building walkthroughs will be done at these meetings.