

***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**  
**February 6, 2018**

Lise has completed the MD&A (Management Discussion and Analysis) report for insertion into the audit report. She has also worked with the actuary to complete the required GASB45 – Other Post-Employment Benefits (OPEB) Report. This pertains to the schedule of funding for eligible employees for retirement, primarily teachers who get the medical value being in the consortium. It also discloses the proportionate share of the projected pension liability through the NH Retirement System.

Our audit for 2016-17 is now complete. You should have a copy in your packet. In the Independent Auditor's Report, you will find that we received an 'unmodified opinion' on our financial statements. This means that we had a 'clean' audit.

Lise attended the January NH Association of Business Officials (ASBO) meeting. The agenda included presentations from Conway Office Solutions and Melanson Heath Accountants/Auditors. Conway Solutions promoted their new software program called "eCopy". It takes an Adobe file and converts some of the document parts to MS Word so that you can fill in fields. Melanson Heath did an overview of the American Institute of Certified Public Accountants organization (AICPA) and the Governmental Audit Quality Center (GAQC) which focuses on training for them. The Drummond Woodsum Law firm gave a presentation on Procurement and Bidding Requirements. They focused on procurement goals. We should solicit based on the following; 1) Bids are based on price only, 2) RFP – request for proposals are based on price and other considerations, and 3) RFQ – request for qualifications are based on specific job qualifications (ie. Roofing, auditing).

The Food Service Program at Florence Rideout Elementary School had their State Administrative Review. This review is done every three years. This is an extensive review of the program which includes; Meal Patterns and Nutritional Quality, Resource/Revenue Management, and General Compliance (SOPs). Thank you, Bob, for all your hard work in putting these documents together.

Our scheduled meeting for the Joint Loss Management Committee (JLMC) on January 22nd was canceled. We are doing the administrative part of the meeting via email. There are no new staff claims. We are scheduled to do a detailed walkthrough of Florence Rideout Elementary on Tuesday, January 30<sup>th</sup>. Our next meeting is at WLC on April 19 at 3:00 p.m.

Buddy and Lise attended the Emergency Operations Plan (EOP) workshop. The agenda included an overview of what the plan should entail and what is required by the state statutes. We have our three school plans in draft form. These plans are required to be submitted annually. We are now looking to the town officials to review so that we can submit them accordingly.