

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

192 Forest Road,  
Lyndeborough, NH 03082

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Bryan K. Lane  
Superintendent of Schools

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Director of Student Support Services

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Business Administrator

**BUSINESS OFFICE REPORT**  
**June 12, 2018**

Lise is working on our Open Enrollment process with a lot of help from the SAU. Packets went out by Friday, May 4<sup>th</sup>. 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 involves working with the benefit vendors to ensure changes are made in a timely manner and are in accordance with union agreements.

Lise attended the annual "NH Government Finance Officers' (GFOA)" conference. The District Treasurer attended as well. The treasurers focused on online banking safety and internal controls. Other agenda items included accounting for capital assets, social security and retirement planning, and the latest from the Government Accounting Standards Board (GASB).

We received a lot of positive feedback from the Wellness Fair that was held on May 16<sup>th</sup>. Almost 80% of the employees attended and we raised \$129 from our raffle sales. Vendor participants donated prizes for our raffle. These funds will be put into a special account for next year's supplies.

Lise attended the "2018 Tri-State Association of School Business Official" annual conference in Maine. The primary focus was on Problem Solving. We also had a presentation on the Elementary and Secondary Education Act (ESSA) new "Data Reporting Rule". It will require 'site-based expenditure reporting'. Our State MS-25/DOE-25 requires this as well. It will also require us to split out personnel to non-personnel expenditures for the 'new site-based per-pupil financial reporting rule'.

We had a NH Retirement System Internal Audit on site on June 1<sup>st</sup>. A letter was sent out prior to the onsite visit that included the request for sample contracts, Form W-2s and pay history reports. Their primary focus was to ensure employers are reporting properly. They anticipate during these audits every five years.

We will have our last Food Service quarterly review meeting in June. We will discuss our plans for the 18-19 program which includes other ways of increasing meal participation and the needs of the LCS facility to accommodate for the program.

We have prepared the Paid Equity Tool for the National School Lunch Program and are within our Lunch price requirement for 18-19. The tool came up with a Lunch price requirement of \$2.92 and we are at \$2.90. We have the flexibility of not raising prices when the variance is within .05c.