

*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

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

Lise Tucker  
Business Administrator

BUSINESS OFFICE REPORT  
January 8, 2019

Lise will be working on the MD&A (Management Discussion and Analysis) report for insertion into the audit report. We anticipate getting the final audit report by the end of the month.

Mary Anne will be working on the year end reconciliations in preparation for state and federal form compliance. Form 1099s for contracted services and Form W-2s for employees.

Lise and Mary Anne will be working on getting the Form 1095s completed in conjunction with School Care for the Affordable Care Act reporting.

Mary Anne will also be working on the Quarterly Payroll Tax Returns and the monthly New Hampshire Retirement contributions. This includes the reconciliations in preparation for this reporting.

Lise will be working with Kristina on completing the financial sections of the annual report. This report is prepared for the district meeting in March. It includes the current year financial information as well as budget information for the next fiscal year of 2019-20.

Mary Anne continues to push forward with the processing of payroll, accounts payable and accounts receivable.

Lise continues to push forward with the processing of purchase orders, grant reporting and ad hoc requests.

Buddy and his staff have made various repairs as needed to the schools. Their emphasis during the holiday break was to clean common areas wherever possible. Examples include: Replacing ceiling tiles at WLC and cleaning area rugs/carpets at FRES.

The Food Service Licenses have been renewed with the State for the calendar year 2019.