

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
December 11, 2018

We had our first quarterly Wellness meeting. The agenda included exploring School Care 30 minute seminars and evaluating the success of the Health and Wellness Fair from the spring. We will continue to send emails to staff on wellness initiatives. Our focus this year is to create a community resource web page where we bring preventative health initiatives to all. We will be having a yoga class in January that will run for six weeks.

The auditors did their field work the week of November 12th. Work papers and reconciliations were provided ahead of time for their reference and review. Two minor adjusting entries were made to the Food Service and Special Revenue (Grant) Funds for reporting purposes. Two minor findings were noted for the Student Activity Funds. 1) Deposits need to be made in a timely manner at the very least weekly and 2) Lack of backup documentation for two visa gift cards disbursed. These findings have been communicated to the respective parties.

One finding will be included in the governance letter pertaining to fiscal policies. The auditors found that many of our policies had not been reviewed over the last three years. They recommend a more frequent review and adoption of policies going forward. They want to ensure that these policies align with current practices.

Our next Facilities Subcommittee meeting precedes this board meeting. At 5:30 p.m., we will meet at the WLC teacher staff room next to the library/media room. This will be an administrative meeting. We plan on having Chris Balch join us to go over the details of the Wilton Energy Committee LED lighting proposal. We will do a final review of the CIP worksheet and update for the annual report to be published late January.

The November 13th walkthrough for WLC was canceled due to inclement weather. We are hopeful that we can reschedule the fields walkthrough for the spring of 2019.