

Treasurer's Office Newsletter

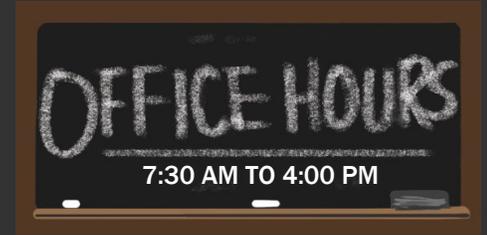
NOV 2021

Doug Beeman
Treasurer

Christine Chase
Asst. Treasurer

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Admin. Asst.

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COMBINATION BOND AND OPERATING LEVY

The Board of Education has placed a combination bond and operating levy on the ballot for November 2, 2021. The levy breaks down like this:

- +2.4 mills to construct a new intermediate school on the WMS/WHS/Community Center campus.
- +6.7 mills for operational cost of the District to cover the foreseeable future. This includes wages and benefits for the District's 600+ employees, building operational costs (such as building maintenance and utilities), instructional materials (such as textbooks and technology infrastructure and equipment) to name just a few.
- **-3.2 mills** coming off the tax duplicate two years early from the 1997 Bond Levy. This levy was scheduled to collect through 2023 but will end in 2021 due to sound fiscal management of the outstanding debt.
- **-1.4 mills** from the 2008 Bond Levy will be rolled back or reduced in 2021 (collection in 2022) due to growth of the District's tax base. This information was just received from County Auditor Kovack on October 26, 2021.
- **Net New Millage = 4.5 mills or \$157.50 per \$100,000 in valuation as determined by the Medina County Auditor.**

DIRECT DEPOSIT OF REIMBURSEMENTS:

Effective immediately, if you receive your paycheck via direct deposit, you will begin receiving reimbursements (i.e., mileage and clothing) via direct deposit into the same account.

The District's new accounting software provides this functionality.

INVOICES:

If a vendor requests an email address for invoices, please direct them to use the following email:
invoices@wadsworthschools.org

AMAZON.com:

Many thanks to those who have mastered the Amazon Wishlist. It is such a helpful tool to ensure accurate and efficient ordering.

Step-by-step instructions can be found on the Treasurer's Office intranet page. These simple instructions make the entire ordering process smoother for everyone. Here is why:

- Your building secretary *really needs* your printed Wishlist to prepare the requisition.
- The approvers *really need* to see your Wishlist during the process to know what they are actually approving.
- The Treasurer's Office *really needs* to know **exactly** which item is to be ordered.

Additional items:

- For District safety, be sure items are being shipped within USA.
- To avoid delays, be sure that the number of items that you want is available and the delivery date fits your classroom activity timeframe. Plan in advance.
- Keep in mind that Independence Business Supply delivers the next day and School Specialty sends backordered items as they are restocked.
- Items to consider:
 - ⇒ Amazon may be the most convenient vendor for you but the ordering process for the District can be cumbersome. Please consider using other vendors such as IBS or School Specialty to place your orders. Your building secretary can help you with ordering from these vendors.
 - ⇒ As the volume of Amazon orders continues to increase, the time it takes to get the items into your hands may increase.

COLLECTING MONEY:

If you are collecting money for your class or a student activity, please remember Board Policy 6600 governs your responsibilities when collecting money on behalf of the public. All funds collected by an employee of the District must be deposited within 24 hours of collection.

If you are not sure where or how to deposit money, please check with your building secretary that is in charge of taking deposits to the bank or contact Doug Beeman.



DISTRICT CREDIT CARDS:

The procedure to use a District credit card includes the following steps:

1. Submit a requisition for approval. The requisition must include the name of the company where you intend to use the credit card.
2. Once you receive your approved PO through interoffice mail, you may bring it to the Treasurer's Office to sign out the card. A PO# will need to be recorded when signing out any credit card.
3. After completing your purchase, the credit card and a **COPY OF RECEIPT** will need to be returned to the Treasurer's Office in a timely manner. **DO NOT RETURN CARDS IN INTEROFFICE MAIL.**

Your assistance with following the steps outlined above will assist the district in meeting the requirements laid out by the Auditor's of State Office when it comes to credit card compliance. Thank you!