

# Lexington

11 Consecutive Years Ranked "Excellent" or "A"

## Staff Update

April 21, 2015

From the office of the Treasurer...

### All Staff

- A special welcome to our new employee, **Mike Smith**, custodian at Western Elementary. Welcome aboard and we look forward to working with you.
- **\*Reminder\*** - The deadline to submit 2014-15 requisitions for purchase orders is **April 24<sup>th</sup>**; everything should be submitted to your principal or supervisor for end-of-year purchases.
- Please remember that our District is a tax-exempt entity and is not subject to sales tax for school-related purposes. When making purchases for school purposes, please remember to obtain the necessary tax-exempt information to avoid incurring unreimbursed sales tax. These forms can be obtained from the Treasurer's Office. In addition, the following stores currently have pre-established tax exempt accounts for the District:
  - Walmart
  - Staples
  - Home Depot
  - Best Buy
  - Barnes & Noble
  - Joann Fabric
  - Lowe's
  - Harbor Freight
  - Geyers

### Vision Insurance Update:

For any employees who enrolled in the employee sponsored voluntary **Blue View Vision** plan offered by Anthem, enrollment forms were provided to Anthem and all employees who enrolled will receive new Anthem ID cards.

These new ID cards will be used for vision, medical, or dental and will replace previous ID cards. For any employees who did not enroll in the new vision plan, no new ID card will be issued and employees will continue to use their existing cards. The effective date of coverage will begin on May 1, 2015.

The new Anthem ID cards are being mailed directly to employees from Anthem. If you enrolled in the vision plan and do not receive a new ID card prior to the end of April, please contact Anthem to determine the status of the card issuance.

As always, if you should have any questions, you can certainly contact the Treasurer's Office any time.

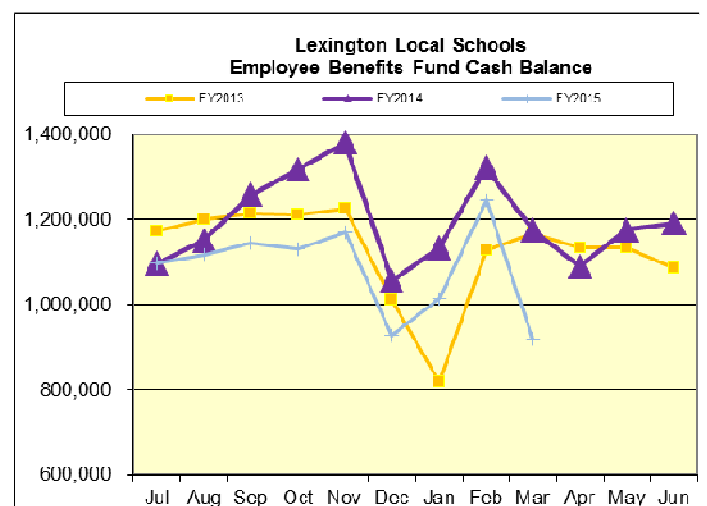
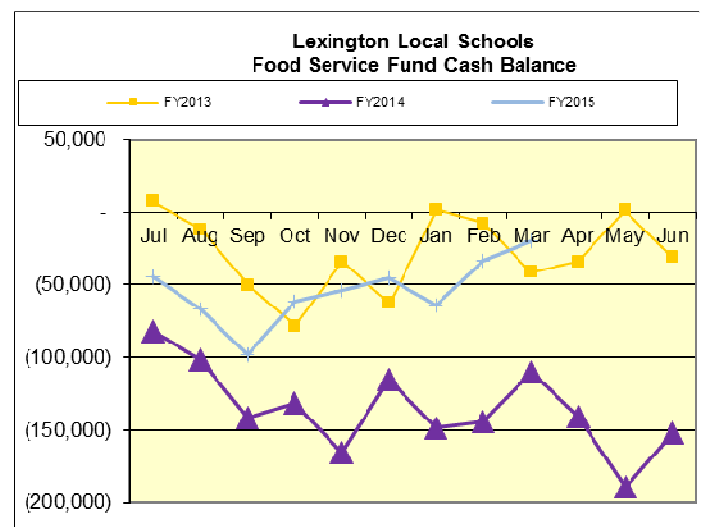
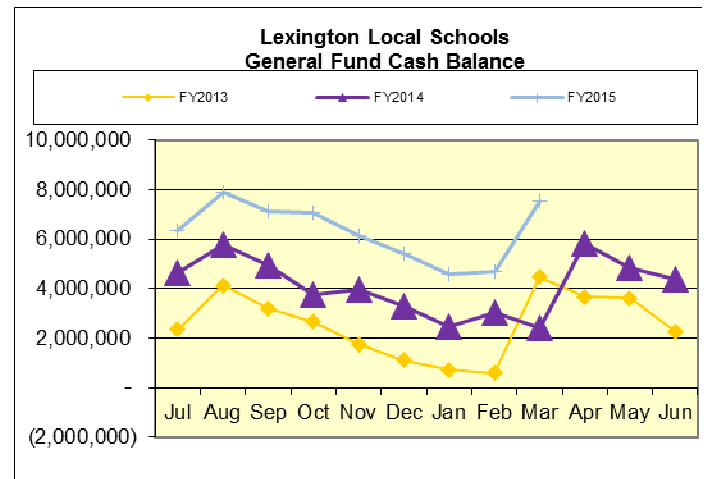
### Communication:

We are continuously looking for ways to improve communication regarding the District's financial information. Consistent communication about District finances is important to parents, staff, the community, and the Board of Education.

Please let me know if you have any questions, ideas, or suggestions we could include within our staff update communications. Your input can definitely assist in this process.

### Financial Information:

Each month, as part of the monthly Board packet and monthly Financial Report, I provide an update of the financial outlook of the District, including a breakdown of the monthly fund balances for the current year compared to the previous six fiscal years for the General, Food Service, and Employee Benefits Funds. Below is a snapshot of this information through March 31, 2015:



Monthly financial reports, which include more detailed information, are available on our District website at the following link:

<http://www.lexington.k12.oh.us/index.php/district/treasurer/2014-2015-financial-reports>

### Useful Information:

"The choice to have a great attitude is something nobody or no circumstance can take from you." -Zig Ziglar