

Lexington

11 Consecutive Years Ranked "Excellent" or "A"

Staff Update December 18, 2015

From the office of the Treasurer...

All Staff

- **First and foremost, we want to wish you and your families a very Merry Christmas, an enjoyable and refreshing holiday season, and a Happy (and safe) New Year! Thank you all for all that you do for the students of Lexington!**
- A few items regarding information needed when using **new vendors**. To establish any new vendors to be used by the District, we will need the following information:
 - Name;
 - Address;
 - Phone/Fax;
 - Whether the vendor accepts PO's.Prior to making any District payments to the vendor, we are also required to obtain a completed W-9, which we will request from the vendor once the above information is provided.
- Here are some **reminders about purchasing**:
 - 1) For meals turned in for reimbursement, please have the itemized receipt of what you ordered (we have to show the auditors the school isn't paying for alcoholic beverages);
 - 2) Be sure to avoid making personal purchases using school accounts;
 - 3) When applicable, for mileage reimbursements for conferences, etc., when entering mileage, be sure to consider the round trip of the travel involved as opposed to only entering the travel as a one way trip. This will help to ensure you are reimbursed appropriately for the travel.

Useful? Information:

According to Gallup, Americans plan to spend an average of \$830 on gifts this season, up sharply from \$720 a year ago.



Wellness Information:

The LTA, LSA and Board of Education approved a new Wellness Incentive to replace the payment of \$50.00 for completing the Anthem Health Assessment.

As of January 1, 2016, if an employee who is covered under our group medical coverage with Anthem, has an annual wellness exam and has the certification form completed by their physician, they will receive an incentive payment from the Board of \$100.00.

Please send the signed form to the Treasurer's Office and payment will be made on the next payroll. Members are eligible for this annually. If you have any questions, please call Kathy at ext. 1909.

Premium Holiday:

Updating a previous item, during its December 16, 2015, meeting, the Lexington Board of Education approved a **premium holiday** for the month of December. This premium holiday results in a savings for the Board and employees totaling approximately \$300,000 and results in no medical or dental premiums deducted from December pay checks.

This marks the fourth consecutive year that a premium holiday has occurred. Thank you for continuing to be good consumers with your health care dollars.

Financial Information:

Year End

As we approach year end, just a reminder that W-2's will be sent to buildings at the beginning of January as they have in the past.

Additionally, once processed, W-2's will also be available within Employee Kiosk should you need to obtain an additional copy.

Financial Reports

Each month, I prepare and present financial reports to the Board of Education for approval. These reports are also made available online at the District's website within the Treasurer's page at <http://www.lexington.k12.oh.us/index.php/district/treasurer/2015-2016-financial-reports>.

These financial reports contain important information regarding the ongoing financial progress of the District.

