

# Lexington Staff Update September 23, 2021

From the office of the Treasurer...

## All Staff

- As we come to the end of the first 6 weeks, I hope everyone is off to a great start to the school year! We'd like to offer a special welcome to all of our new employees!!
- Kiosk Entries – For any leave necessary, please ensure that Kiosk entries are entered into the system in a timely manner. This helps to ensure the accuracy of payroll and leave balances for everyone. Also, please ensure professional leave entries are entered as well, even if on weekends, as any travel-related expense reimbursements are approved through these entries. For any such expense reimbursements, please forward the travel form and any related receipts to the Treasurer's Office to Nichole's attention.

## Amazon Orders

Many of you have taken advantage of our online Amazon ordering access that has been established through our business account. As a reminder, please ensure that a PO is in place prior to attempting to place an Amazon order. This will help ensure that the order is able to be approved and processed. We are still required to ensure District funds are properly encumbered (i.e. a PO in place) prior to obligating any District funds.

## Annual Section 125 Enrollment

As is the case on an annual basis, representatives from American Fidelity will soon be in touch to meet with all employees toward the end of October. Please remember, all staff must meet with a representative and sign the required documents. As an employer, we are required to have all employees sign a document to have their insurance premiums and Flexible Spending Account monies withheld as a "before tax deduction."

Our Flexible Spending Account plan year continues to be coordinated with our medical/dental/vision plan year of January 1<sup>st</sup> through December 31<sup>st</sup>.

All staff will receive an e-mail with information on how to schedule your appointment.

## Life Insurance Open Enrollment

Open enrollment for employee life insurance will be from October 4<sup>th</sup> through October 15<sup>th</sup>. An e-mail with applicable information will be sent to all staff soon with instructions if anyone wishes to increase their current coverage or apply for new coverage. Please see your e-mail regarding this open enrollment period for additional information. Should you have any questions, please contact the Treasurer's Office.

## Useful? Information:

- Ants stretch** when they **wake up** in the morning;
- When you **remember** a past **event**, you are **remembering** the **last time** you **remembered** it;
- If you **plant** an **apple seed**, it is almost **guaranteed** to grow a tree of a **different type** of **apple**;
- On **Mars**, **sunsets** are **blue**;
- A **snail** can have about **25,000 teeth**;
- Giraffes** and **humans** have the same amount of **neck bones**.

## Financial Communications:

### 1) Fiscal Year 2021 Financial Audit

As with past years, representatives from the Auditor of State's Office will be on site soon completing our annual financial audit for fiscal year 2021. The auditors are attempting to do much of their audit offsite. However, they will be on site periodically, as needed, to complete their audit.

This audit process will take a number of weeks or months as they complete their testing procedures.

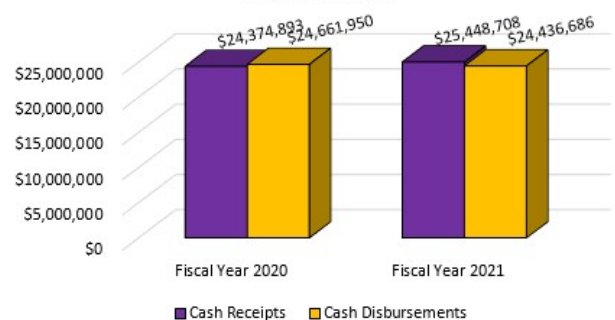
Much of the information required by the auditors will be available to them at the Board office; however, please be aware that they may have a need to reach out to various buildings and departments as they complete the fiscal year 2021 audit.

### 2) Overview of 2021 Financial Report

Below is a brief financial summary of the General Fund receipts and disbursements for the 2021 fiscal year and compared to the 2020 fiscal year:

	2020	2021
<b>Receipts:</b>		
Taxes	\$11,655,832	\$12,171,405
Tuition/Fees	221,931	351,905
Interest Earnings	200,873	83,632
Other local revenues	123,935	395,195
Intergov - State	12,172,322	12,446,571
<b>Total</b>	<b>\$24,374,893</b>	<b>\$25,448,708</b>
<b>Disbursements:</b>		
Instruction	\$16,210,345	\$16,679,756
Supports Services	7,492,616	7,238,940
Operation of non-instruction	798	466
Extracurricular	761,536	489,454
Facilities acquisition & construction	1,248	6,663
Debt Service	15,407	15,407
Transfers Out	180,000	6,000
<b>Total</b>	<b>\$24,661,950</b>	<b>\$24,436,686</b>

Total Cash Receipts vs. Total Cash Disbursements  
General Fund



**Wishing everyone an amazing  
2021-2022 school year! GO LEX!!**



**GO LEX!!!!**