

Annual Forms

The following forms must be signed by the Treasurer of each school district on an annual basis.

Fiscal FTP Directory Form - June: LACA has created directories on one of it's servers for district office staff to save documents for disaster recovery purposes.

Fiscal Authority Change Form - June: The Treasurer of each district gives LACA a list of employee that have the authority to authorize the LACA staff to make specific changes to district fiscal data.

SERS Form - June: Each district must sign this form each year giving LACA the authority to transmit their SERS information each month.

Disaster Recovery Payroll/Fiscal – June: Each year our review and update this form. This form list contact numbers for key people in each district.

Printer Maintenance Form - August: LACA has signed a printer maintenance agreement for member districts. This agreement is reviewed annually by the district to determine accuracy and make changes as needed. A purchase order should be encumbered at this time.

LAN Switch Maintenance Form - August: LACA has signed a communication equipment maintenance agreement for member districts. This agreement is reviewed annually by the district to determine accuracy and make changes as needed.

Reflections Software License Agreement – September: Each district must verify the number of PC's with Reflection software installed does not exceed the number of license purchased by the district.

W2 Authorization Form- December: Each district must sign this form each year giving LACA the authority to transmit their W2 information to the Social Security Administration, State of Ohio, and specific cities.

Human Resource Kiosk Agreement with NWOCA - Annually: The MCOECN has contracted to have a Human Resource package developed. This is an add-on package. Districts need to sign an agreement directly with NWOCA to use this software package.

Fiscal Forms on File at LACA

Form	Form Name	Timeline
Printer Maintenance Form	Dept/Admin/license and maintenance/printers/ Memo and Billing/ printer_maintenance_2006	August (Yearly)
LAN Switch Maintenance Form		August (Yearly)
Reflections Software License Agreement	Dept/Admin/license and maintenance/WRQ License	September (Yearly)
W2 Authorization Form	Dept/Fiscal/CYE Procedures/USPS/W2 Tape Authorization	December (Yearly)
Fiscal FTP Directory Form	Dept/Fiscal/FYE Procedures/Fiscal FTP Directory Form	June (Yearly)
Fiscal Authority Change Form	Dept/Fiscal/FYE Procedures/Authority Change Form	June (Yearly)
SERS Form	Dept/Fiscal/FYE Procedures/SERS Authorization	June (Yearly)
Human Resources (HR) Kiosk Agreement with NWOCA	Dept/Fiscal/HR Project/Kiosk SLA	Prior to employee access to system
Disaster Recovery Payroll/Fiscal Contact List	Y:\Administration\policies Procedures Forms\Emergency Backup Logging\District Backup & Recovery Contacts	June (Yearly)