

## **Licking Area Computer Association**

Minutes of the meeting of the Licking Area Computer Association Fiscal Advisory Committee held December 4, 2015 convening at 10:22 a.m.

The following members answered present to the roll call: Ben Streby, Lottie Fisher, Mike Sobul, Brad Hall, Zach Niblick, Trent Montgomery, Glenna Plaisted, Judy Forney, Jeff Anderson, Tonya Mickley, Britt Lewis, Ryan Smith, Rick Jones, Julie Taylor and Jon Bowers.

Robert Ogg, Nick Roberts, Lew Sidwell, Dave Chambers and Kim Moyer could not attend.

Jeanne Blankenship, Sandy Downey, Laurie Hykes, Susan Wright, Lisa Poloha, Joanie Stewart, Sophie Dickson, Debbie Creasy, Stacy Howard, Mindy Sturm, Natalie Skaggs, Alicia Inman, Becky Morrison, Rowena Kyle, Lynette Telek, Monica Pryor, Patti Stocker, Brenda Keller, Olivia Severance, Kari Snyder, Melody Hewitt, Chad Carson and Mary Myers were also in attendance.

16-006 It was moved by Glenna Plaisted and seconded by Brad Hall to approve the minutes of the October 15, 2015 meeting. A vote of approval was taken.

### **State Software**

#### W2 Tape Authorization

Melody passed around a sign off sheet for district treasurers to sign. This will allow LACA to transmit W2 and 1099 tape files to SSA, State of Ohio, and some cities.

#### Calendar Year End Closing

Kari reviewed the Calendar Year End Closing Procedures. There was a new field that was added to the 1099 vendor information on the USASCN/VENSCN screen in Reflection. This field determines the formatting of the TIN for 1099 print files and tape files. Districts need to add the correct code on all 1099 vendors.

For more information, refer to your documentation or watch the WebEx video.

#### USAS/USPS Rewrite

Kari reminded everyone that the new programs will be released the beginning of 2016. Each district must come in to test the software.

#### EMIS Update

Mary presented the EMIS update. There are several FY15 reporting periods that will be closing in the next week or two. Some of the FY16 reporting periods haven't opened because of the open FY15 reporting periods. Once FY15 is closed, the FY16 periods will open.

## **Current Fiscal Projects**

### *Requisition Approval Manager (RAM)*

A new version of RAM will be released soon. Chad reviewed the upcoming release. An email, along with release notes, will be sent to everyone at the time the release is installed.

Chad also discussed the Document approval portion of RAM.

## **Governing Board Update**

A Governing Board meeting had not been held since the last Fiscal Advisory Meeting, but Jon Bowers did share that the first draft of the FY17 budget would be proposed at the next meeting and did not require a rated increase. Treasurers were also reminded that the e-rate season has started and 470s (RFPs) can be posted for new or additional services. The funding for phone services is being phased out at a 20% reduction per year. Schools should have received their K-12 Network funding in November.

## **Unfinished Business**

### *Microfiche*

Treasurers were asked to review their Records Retention Schedules to see if “microfiche” is referenced as the medium in which records are stored. If all schools confirm that there are no references, LACA will suspend the creation of new microfiche as all files saved on microfiche are also stored in Bear.

## **New Business**

### *Meetings Scheduled*

Calendar Year End Workshops

December 8, 8am-3pm

December 29, 9am-2pm

Board Distribution and Mapping

January 20, 9am-12pm

### *Next Meeting*

The FY16 meeting schedule will be February 18<sup>th</sup>, April 21<sup>st</sup>, and June 9<sup>th</sup>. Please mark your calendars.

16-007 It was moved by Ben Streby and seconded by Mike Sobul to adjourn the meeting at 11:15 a.m.

Reported by,

Melody Hewitt  
Fiscal Coordinator