



Licking Area Computer Association

Minutes of the meeting of the Licking Area Computer Association Fiscal Advisory Committee held October 18, 2018 convening at 9:12 a.m.

The following members answered present to the roll call: Ben Streby, Rob Ogg, Mike Sobul, Zach Niblick, Trent Montgomery for Julio Valladares, Glenna Plaisted, Kellie Breehl, Ryan Smith, Lindsey Huebner for Kim Downs, Julie Taylor, and Dean Reineke for Chad Carson.

Lottie Fisher, Karl Zarins, Todd Griffith, Jo Lynn Torbert, Lew Sidwell, Dave Chambers, Judy Forney, Britt Lewis, and Rick Jones could not attend.

Mary Myers, Pat Zelei, and Kari Snyder were also in attendance.

- 19-001 It was moved by Ben Streby and seconded by Glenna Plaisted to approve the minutes of the June 7, 2018 meeting.

LACA Housekeeping

Kari introduced Pat Zelei, LACA's new Fiscal Support Coordinator, and Kellie Breehl, Treasurer of North Fork.

State Software

EMIS Update

Mary reminded the Treasurers that the Five Year Forecast is due to ODE October 31, 2018 for the first mandatory submission. Instructions have been sent out via email. Call or email if you have questions or issues submitting the forecast. She also let the districts know that the October #2 funding payment would be based on FY19 EMIS data. The data pull was as of the end of day October 12. EMIS Coordinators are encouraged to archive the FTE Detail report each Monday so that it can be matched up to the SFPR payment detail.

Reminders

Kari mentioned that accounts can be updated using ACTCHG and FNDCHG now that Period H is closed for FY18, and OPUs can be updated for FY19 as needed. She also reminded districts to close EIS for FY18 when the FY18 audit is complete. Once closed, the EIS103 can be run to compare to FY19 beginning balances to FY18 ending balances, and the pending file can be reviewed and cleaned up.



Vendor ACH

Kari discussed the set up and what is required in USAS and the steps that you would follow to pay a vendor if you wish to pay vendors via ACH through EDGE.

BeAR Month End Reports

A set of standard reports are placed in the BeAR Accounting CD ROM folder each month when you run BACKBUD. Kari explained that optional reports can be generated monthly for your reference or your board members' reference using MONTH_END.COM and MOEND in Reflection. If you would like additional reports to be generated, you can work with LACA to define them in MONTH_END.COM. Then you would edit MONTH_END.COM each month and run MOEND before running BACKBUD. If interested, please call LACA or email fiscal@laca.org.

Hot Topics

HB 87

HB 87 will be effective November 1, 2018. This bill contains several changes that will affect school districts, including changes to how community school funds must be returned after an enrollment audit, a new five year forecast deadline starting in FY20, changes to who can sign documents for treasurers and their families, and when substitute levies can be proposed.

HB 312

Kari mentioned that HB 312 will take effect on November 2, 2018. She reviewed some of the new requirements of district credit card policies contained in the bill. Districts must have an adequate board policy in place before opening a new card or by February 2, 2019 for existing cards. For more information, please see <https://oasbo-ohio.org/about/newsworthy/advocacy/august-2018/hb312#/>.

Minimum Wage

Ohio minimum wage will increase to \$8.55 on January 1, 2019. Federal minimum wage will remain \$7.25.

Group Hot Topics

Mike Sobul suggested signing up for the OASBO school funding workgroup meeting on November 2, 2018. If interested, please see <https://oasbo-ohio.org/professional-development/training-opportunities/upcoming-events#/detail/1/1297>.



Current Fiscal Projects

Requisition Approval Manager (RAM)

Kari reminded Treasurers of the one known bug that exists if requisition line items are deleted. Please contact LACA to assist with this issue if encountered.

Kiosk

Kari stated that the Timesheet Module of the Kiosk is now ready and available to all districts, whether or not they are using Kiosk for leave approval, and whether or not the district is integrated with AESOP. The manual is posted on Community.MCOECN.org. If your district is interested in learning more about this module or starting to configure the module for use, please email fiscal@laca.org so we can organize a work session.

Attendees were also reminded to review active users in the Kiosk and delete any users who should no longer have access. If an account is deleted that should not have been, it can be re-enabled when needed.

PowerSchool eFinancePLUS

Kari provided an update on the status of the MCOECN's eFinancePLUS project. Round 5 districts are currently working to convert their data with the intention to go live on in January 2019. The deadline to sign up for Round 6 is November 20, 2018. The next Ohio Users Group Meeting will be held at Licking Heights on November 6, 2018.

USXS Redesign Update

Kari shared that all districts in the first wave of implementation are successfully live. The second wave is August to November 2018. The third wave will be from February through May 2019, and two LACA districts have already expressed interest to participate. If interested in the fourth wave, August to November 2019, please contact LACA.

LACA Director Update

There was no director update provided at this meeting.

Election of Officers

- 19-002 It was moved by Glenna Plaisted and seconded by Rob Ogg to nominate Julie Taylor as Chairman. No other nominations were made. A vote of approval was taken.
- 19-003 It was moved by Glenna Plaisted and seconded by Mike Sobul to nominate Rick Jones as Vice-Chairman. No other nominations were made. A vote of approval was taken.



19-004 It was moved by Glenna Plaisted and seconded by Mike Sobul to nominate Ben Streby as Governing Board Representative. No other nominations were made. A vote of approval was taken.

Unfinished Business

Edge, Printers, MICR cartridges

Attendees continued the discussion from the June meeting. LACA currently does not have Edge or MICR toner cartridges available for districts to use if ever needed as a backup. The group discussed the ability to order MICR cartridges overnight and the fact that it would be difficult to keep them in stock considering the variety of printer models and the limited shelf life. Some treasurers also mentioned that some banks no longer require MICR toner since they now use digital imaging when processing checks. Based on the consensus in the room, LACA will not pursue this at this time.

Treasurer's Retreat

This year's retreat was held at Landoll's Mohican Castle in Loudonville on August 30 and 31. All who attended enjoyed the sessions, location, and activities. Treasurers discussed the best time of year for future retreats. Discussions will continue at future meetings.

New Business

Upcoming Meetings

October 30 – Accounting Roundtable

November 29 – USPS Roundtable

November 29 – Calendar Yearend Closing Workshop

December 5 – Fiscal Advisory

Next Meeting

Upcoming fiscal advisory meetings are scheduled as follows: December 5th (Wednesday), February 21st, April 18th, and June 13th.

19-005 It was moved by Mike Sobul and seconded by Ben Streby to adjourn the meeting at 10:05 a.m.

Reported by,

Kari Snyder

Fiscal Support Coordinator