



BUSINESS SERVICE CONSORTIUM (BSC)

January 9, 2019

BOARD REPORT

The business office has gone through the calendar year-end process and is now working on W2's and 1099's. The process was smooth and the tax forms will be sent out hopefully within the next few weeks. We have additional forms that will be sent to individuals this year due to the 3% pay back from ORS that happened last winter.

Wendy and I are traveling Tuesday to Delta Schoolcraft ISD to present once again to area principals, superintendents, and other school administrators best practices in the business office and relationships between the business office and other school administrators as to how it relates to school finance.

Our old purchase card through JP Morgan has now been transitioned to BMO Bank. We are part of the MSBO (Michigan School Business Officials) consortium for purchase cards and BMO is now the new bank we will be dealing with.

I will be setting up meetings once again with the Directors to review budgets and to start talking about next year's budget. These meetings will start in February.

I am going to be setting up a training for the Business Office staff for our new software report writer feature (Cognos). We have worked some in the program creating reports but would like a more advanced training.