

DIXON PUBLIC SCHOOLS #170

"A Place to Grow"

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Margo Empen, Superintendent
Doug Stansford, Asst. Superintendent
Marc Campbell, Business Manager

Date: June 20, 2025
To: Board of Education Members
From: Margo Empen, Superintendent & Marc Campbell, Chief School Business Official
RE: FY 26 LCSEA Financial/Payroll Management Agreement

Attached is the Lee County Special Education Association Financial/Payroll Management Agreement for the 2025/2026 fiscal year that will be presented to the Dixon Board of Education on June 25, 2025. The agreement outlines the responsibilities of both LCSEA and Dixon Public Schools regarding payroll processing, invoice payments, and various other financial management procedures. If this agreement is acceptable to our board it will be shared with the LCSEA Board.

I have not included any increase in this year's agreement and it will remain at \$2,295.50 per month.

It is my recommendation that the Board of Education approve this agreement at their June 2025 meeting.

Dixon Public Schools, in cooperation with the community, will provide students with a comprehensive educational program that produces well-educated, self-sufficient, and involved citizens.

FINANCIAL/PAYROLL MANAGEMENT AGREEMENT

This agreement is applicable and executed for the purpose of performing the following monthly financial services for the Lee County Special Education Association for the fiscal year July 1, 2025 until June 30, 2026.

The Dixon Public Schools will perform the following monthly tasks:

1. Maintain a monthly cash receipts/disbursements journal.
2. Process purchase orders from an approved requisition noting vendor name, number and address, proper signatures, unit/total costs, and specific accounts to be encumbered.
3. Pay vendors from supplied invoices which are accompanied with previously approved purchase order.
4. Generate monthly claim reports for approval by Lee County Special Education Association Governing Board.
5. Generate checks to pay vendors subject to Board approval.
6. Reconcile all bank accounts.
7. Submit treasurer's report.
8. Submit budget summary, demonstrating actual receipts and disbursements.
9. Develop monthly payroll checks for all employees for which timely, pertinent data is received.
10. Provide necessary data for Federal/State Grant expenditure reports in conjunction with LCSEA.

Lee County Special Education Association will supply the following information:

1. Vendor pay claims attached to prior approved purchase orders submitted on or before the 5th working day of each month. Invoices without purchase

orders should be submitted on or before the 5th working day of each month indicating expense account number to be credited and vendor number.

2. Revenue receipts as received which are to be deposited by your organization noting specific funds/accounts.
3. All budgets and grant applications submitted in final form with sufficient time to allow for data entry plus program development.
4. Classified payroll time cards, including any changes, additions or adjustments submitted on or before the 5th working day of each month.
5. All staff changes, additions or adjustments which affect salary and/or benefits (IMRF, insurance, etc.) must be reported on or before such situations become a reality.
6. All mailings and signing of checks will be the responsibility of Lee County Special Education Association.
7. All monitoring of transactions will be the responsibility of Lee County Special Education Association.
8. All checks supplied and paid for by Lee County Special Education Association.
9. Pay on a monthly basis - \$2,295.00 plus any additional work requested over and above this agreement or work created due to failure to meet above stated deadlines.

Dixon Public Schools

Lee County Special Education Assoc.

By

By

Date

Date