



CHELSEA
SCHOOL DISTRICT

BUSINESS OFFICE

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To: Board of Education
From: Nicole Lechner
Re: January Board Report
Date: 1/8/2025

The month of January marks a crucial period in the annual reporting cycle, bringing with it numerous deadlines and compliance tasks tied to the calendar year-end. Our office is currently immersed in balancing employee W-2 forms and completing the necessary 941 quarterly tax filings. Additionally, we are tasked with identifying and verifying our 1099 vendors who were paid \$600 or more throughout the year, ensuring that their tax forms are accurately prepared and mailed in a timely manner. Once the W-2 and 1099 files are balanced and thoroughly reviewed, they are promptly uploaded for official submission.

Another key reporting responsibility this month involves the distribution of our annual ACA (Affordable Care Act) forms. To assist with this process, we partner with Set Seg, our third-party vendor, who helps administer our ACA compliance and tax form distribution, ensuring that all regulatory requirements are met for our employees.

In addition to the tax-related filings, this month also marks the implementation of changes from our recent insurance open enrollment. These adjustments were reflected in the January 8th payroll, which required an update of each plan rate and employee selection within our finance software. This process demands a quick turnaround as any changes to employee deductions cannot be updated until after the December 23rd payroll has been finalized.

Finally, another significant task for January is the completion of the Excess Cost report, which is due to the WISD by the end of the month. This annual report is essential for ensuring that school districts spend at least as much on children with disabilities as they do on children without disabilities before utilizing IDEA grant funds. Our district's costs are compiled and submitted alongside those of other schools in the region, with the report serving to measure compliance at the aggregate level.

I hope you all had a wonderful holiday and thank you for everything that you do.

Respectfully,
Nicole Lechner, Chief Financial Officer
Chelsea School District