



## **January 2019 Board Report**

### **1099's, W-2's and other Year-End**

Lynda has been very busy in her first couple of months here in Chelsea. She just finished up processing our first calendar year payroll on 1/8/19. This payroll has many changes that have to be made in it due to tax tables changing and our health insurance open enrollment. Any changes that employees make to their health insurance have to be modified in the payroll system. Lynda, along with some help from Debbie & Cheryl, did a great job of accomplishing this.

Lynda is now in the process of working on W-2's which are the year-end tax statements that get distributed to employees to show their taxable wages during the 2018 calendar year. There will be quite a few more to produce this year due to the 3% ORS refund that we had to process last year. We are excited that we will be producing the W-2's in house this year as the WISD has been preparing them for us for quite a few years. The W-2's have to be sent out by 1/31/19.

Cheryl has been working on preparing the 1099's which is the tax document that we send to any qualified vendor that we have paid \$ 600 or more to during the calendar year 2018. There is a lot of time that goes into this due to us having to make sure that we have proper paperwork on file for each vendor. Cheryl has done a great job of making sure we have what we need to get the 1099's out. The 1099's have to be sent out by 1/31/19.

Cheryl has also been working on trying to maximize our finance software by scanning invoices and attaching them to the vendor that is being paid in the software. This will help us tremendously when we need to look into invoices and what has been paid and why. We now will be able to just look it up electronically instead of finding a paper check.

There are many other reports that have to be filed and completed in the month of January for year-end. We will be working diligently on getting all of them done.

### **Finance Reports**

Debbie has been working very hard to get caught up on the monthly finance reports. We are almost there. We have 2 months that will be coming to you for approval at the 1/28/19 board meeting and then we are hoping to get back to getting them done monthly. Debbie has also done an incredible job of getting receipts caught up and entered in a timely fashion and billing out grants on a regular basis.



**CHELSEA**  
SCHOOL DISTRICT

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**Winter Budget Amendment**

I have been working hard to get the budget amendment prepared and ready for your approval. It is finally done and I will be meeting with the Finance Committee on 1/22/19 to review it with them. It will come to the board for approval at the 1/28/19 board meeting.