



BUSINESS SERVICE CONSORTIUM (BSC)

February 13, 2019

BOARD REPORT

W2's and 1099's were mailed out prior to the due dates. We are now working on amending prior tax reports starting with 2012 and going forward to be reimbursed from the IRS for the Social Security and Medicare that was deducted from paychecks in relation to the 3% health insurance contribution.

The District is now using our new purchase cards through BMO Bank. The transition was smooth. We are now working with BMO to be able to print reports and to reconcile charges prior to payment.

Casey and I have met on HS/EHS's budget. We will be bringing the budget to the March board meeting for approval. The budget is due to the federal government by April 1st. I will be setting up meetings with Tricia and Michael this month.

We have not set up a time yet to have 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. This will be setup this month.

I will be working on along with help from Wendy and Darren on the first request reimbursement from the Safety Grant. The submission is due by the end of February. There is a financial reimbursement request and a narrative portion that has to be included to receive reimbursement.