
Treasurer's Office Newsletter

Heather Darnold, Treasurer
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Mon-Fri 8:00 am to 4:00 pm
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Dawn Campbell, Assistant Treasurer
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Lynnea Clevenger, Fiscal Support
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Board Meetings

November 13

Board Meeting, 6:00 pm

December 11

Board Meeting, 6:00 pm

January 8

Board Meeting, 6:00 pm



Name change and/or change of address

It is that time of year for the Treasurer's Office to be gearing up for W2 processing. Please make sure we have your correct address on file. You can view your information on the Employee Resource Center (ERC) and make any necessary changes.

If your name changed during the course of this school year, remember to submit a copy of your new social security card to the Treasurer's Office so we can legally change your name.

Insurance Premium Holiday

During the month of December, no insurance premiums will be deducted from your pay. The district is able to provide this to our employees for having a good claim year. Premiums will resume in January.

Leave Categories

There have been some questions regarding leave and how it all works.

- Sick leave – Each employee accumulate 1.25 sick days per month for a total of 15 sick days per year. Sick days should be used for personal illness, disabling condition caused by pregnancy, maternity leave, death in immediate family, and illness in immediate family. Immediate family consists of parent, sibling, spouse, child, in-law's or any dependent living

with the employee. Sick days may be taken in ¼ increments for classified and ½ day increments for certificated, these days carry over from year to year.

- Personal leave – Each employee will receive 3 personal days at the start of the new school year. Personal leave is to be used for things that can only be done on that particular day or time. These days shall not be used to extend a holiday, vacation or for seeking/engaging in gainful employment. Personal days must be taken in ½ increments and these days do not carry over from year to year.
- Professional development – These days are subject to the availability of funds appropriated. This leave is intended to be taken for meetings, workshops, conferences and clinic's pertaining to your field. A written request must be submitted to your building principal at least ten (10) workdays in advance.
- Family and Medical leave – FMLA is entitled to all employees and runs concurrent with the employees' sick days. Each employee is entitled to twelve (12) weeks of FMLA and must fall within the following categories:
 1. Birth of child (mother and father)
 2. Personal illness
 3. Care for your spouse, child, parent with a serious health condition
 4. Active duty status with the Armed Forces

If the leave you are seeking does not fall within one of the four categories, you may request an unpaid leave of absence from the Superintendent. This leave can only occur once a year. During FMLA you will continue to pay your portion of medical premiums. Once the twelve (12) weeks are complete, the employee will be responsible for the whole premium.

- Jury duty – If you are called for jury duty, please report the day you were absent as jury duty. You also may be given a small amount of money to cover your time to appear on jury, if this occurs please submit a copy of the check to the Treasurer's Office so we can deduct this amount from your pay. The reasoning behind this is that you cannot be paid twice for the same day. You will continue to receive your normal rate of pay for that day PLUS receive an amount from the Courts; thus being paid twice for the same day. This day does not count towards your sick or personal days.
- Court leave – If you are required to be in court for personal reasons, these days must be taken as personal leave.

If you have any questions or concerns regarding the leaves mentioned above, please contact Dawn or myself.

Fund Raisers

Before any fund raiser can begin you must complete the fund raiser request form and must secure the approval of the building principal and Superintendent.

The purpose of the project must be stated along with the expected revenue and expenditures that will be incurred. Purchase orders must be in place and align with the fundraiser form. When the fundraiser is complete, all monies collected and expenditures should balance to the fundraiser form. The district will not pay for any items that are received prior to the date of the purchase order.

Selling of food during the school day is prohibited per state guidelines. Raffles and/or bingos will be approved only on a case by case basis. To be granted approval, a detailed narrative of the fundraiser along with the prizes and their value MUST be submitted to the Treasurer's Office for approval. Students and those under the age of 18 are prohibited from selling raffle tickets and

also prohibited to draw the winning ticket and/or bingo numbers. This must be done by the advisor.

The advisor should maintain a list, by student, of product issued and amount owed and money turned in. Please keep in mind these records are public records and must be available when requested by the Auditor of State's Office.

No cash or gift card awards may be offered to students or employees for participating in a fundraiser. Under no circumstances can an advisor or any other employee use the cash collected from the fundraiser activity to purchase other items. All cash is to be property deposited within 24 hours.

Google Forms

Several forms will be available for use starting at the beginning of the year.

- Purpose and Budget for Activities
- Fundraiser Request Form
- Budget Revision
- ASN Listing

More forms and requests will soon follow.

More Important News

The initial 5 Year Forecast for Fiscal Year 2019 will be submitted to ODE in October.

The operating revenue for FLS is broken down into 5 sections.

1. Real Estate Property Tax – 27.7% of all revenue derives from Property Tax allocations.
2. Public Utility Personal Property – 3.1% consists of Public Utility Personal Property.
3. Unrestricted Grants – 50.5% of revenue is funded by the State. This includes Special Education, K-3 Literacy, Gifted, Graduation Bonus, Third Grade Reading Bonus, Targeted Assistance, Basic State Aid, Capacity Aid
4. Restricted Grants - 0.8% of funding comes from Career Tech and Economic Disadvantage
5. Property Tax Allocation – 4.4% of revenue comes of Rollback, Homestead Property Tax and Fixed Sum Emergency Levy.
6. Other Operating Revenue – 13.5% of revenue comes from open enrollment, excess cost, pay to participate fees, rental fees and Medicaid reimbursement.

District Goals

Educational Excellence

At Fredericktown Local Schools, each of us is invested in and supportive of opportunities that maximize the educational experience and growth of every student.

Fiscal Accountability

Fiscal Accountability and the utilization of all resources are a priority of Fredericktown Local Schools, and all transactions are accurate, transparent and supportive of district goals and objectives.

District and Community Connections

All stakeholders of Fredericktown Local Schools are actively engaged in collaborative relationships built on a high-level of trust to support strong district and community connections.

Governance and Operations

At all levels, Fredericktown Local Schools engage in responsible governance and operational practices that are efficient, effective and student-centered.

All financial records, including the 5 Year Forecast, Tax Budget and Annual Audits may be viewed on the Fredericktown Schools home page.

<http://www.fredericktownschools.com/administrativeDepartment2.aspx?aid=2>

Operating expenditures include the following 6 items.

1. Personnel Services – 53.1% of all expenditures come from personnel.
2. Employees Retirement and Insurance Benefits – 23.8% is made up of retirement, Medicare, and health insurance premiums.
3. Purchased Services – 17.2% comes from open enrollment out of district, community school, CCP, tuition to other districts, Knox County ESC contract, internet, utility, health services, travel, professional development and property insurance.
4. Supplies and Materials – 3% comes from textbooks, classroom supplies, custodial/maintenance supplies and transportation.
5. Capital Outlay – .7% comes from computer equipment and technology.
6. Intergovernmental Debt - .5% comes from intergovernmental debt, this is HB 264.
7. Other Expenditures – 1.8% comes from dues to organizations, Ohio Auditor of State and County Auditor fees.

The 5-Year Forecast displays 3 years actual history and 5 years of projected revenue and expenditures. Fredericktown is very fortunate that revenue will continue to exceed expenditures through FY22. Starting in FY22 we will experience deficit spending for the first time since 2008.