

## **Business Office Update October 13, 2015 Meeting**

### **Audit & Annual Financial Report**

- I have received a draft copy of both the Audit and Annual Financial Report to review. I have approved both of them with minor corrections for publication and filing. The report reflects the continued improvement in the District's finances with the District's fund balance improving by approximately \$1.4 million.
- I will be working with the auditor to schedule a presentation for the Board in the near future.

### **Workers Compensation Review**

- On Monday, October 5, 2015, I met with Mark Almburg who is the Director of Risk Services for Sedgwick. Sedgwick is the company that processes and manages our workers comp claims.
- I will be presenting information at a future meeting regarding our claims and strategies to reduce future claims.

### **Cellular Tower Update**

- The engineers from the company will assess the area and determine if they want to move forward. Once they verify the need and feasibility for the tower, we will begin lease negotiations. Typically the lease documents provide an option for the tower to be built. Once the lease is signed, they will begin the zoning process.

### **MES Track & Soccer Field Update**

- Mr. Lind and I met with Larry Leffingwell from Tempel Farms, his farm manager Jeff, and George Dreger from Eriksson Engineering on Tuesday, October 6, 2015 to discuss the erosion problems in the track and soccer fields. Mr. Leffingwell offered to make the necessary repairs to eliminate the erosion problem and restore the area around the ravine to more of a swale as it existed several years ago at no cost to the district.
- They will begin work once the Cross Country and Soccer season end this fall.

### **Activities**

- October 2, 2015 – I attended an Illinois Association of School Business Officials professional development committee meeting in Naperville, IL

October 6, 2015 – I participated in a webinar regarding the proposed changes in overtime regulations.

**Budget Calendar**

<b>OCTOBER</b>	
Within 30 days of the budget adoption, the annual budget must be: <ul style="list-style-type: none"> <li>• Filed with the County Clerk</li> <li>• Transmitted electronically with a deficit reduction plan (if necessary) to ISBE</li> <li>• Posted on the District Website</li> <li>• Parents and guardians notified of budget's availability (105 ILCS 5/17-1, 105 ILCS 5/17-1.2, 35 ILCS 200/18-50)</li> </ul>	Business Office
<ul style="list-style-type: none"> <li>• Develop 2012 Truth in Taxation Notice</li> <li>• Board of Education &amp; Finance Committee Meeting to review preliminary financial data for upcoming budget</li> </ul>	Business Office
<b>NOVEMBER</b>	
<b>Board of Education Meeting</b> <ul style="list-style-type: none"> <li>• First reading of the Current Year/Pay Next Year Tax Levy</li> <li>• Approval for publication of the "Truth in Taxation Statement"</li> </ul> (Estimated property tax levy must be presented to the Board at least 20 days prior to the adoption of the property tax levy, 35 ILCS 200/18-60)	Board of Education
<b>NOVEMBER/DECEMBER</b>	
<ul style="list-style-type: none"> <li>• Publish Truth in Taxation Notice of Public Hearing</li> </ul> (Published no more than 14 days nor less than 7 days prior to the date of the hearing, 35 ILCS 200/18-80)	Business Office
<b>MID-DECEMBER</b>	
<b>Board of Education Meeting</b> <ul style="list-style-type: none"> <li>• Review and discuss tentative Next Year Budget objectives</li> <li>• Hold 2012 Truth in Taxation Hearing</li> <li>• Adoption of Tentative Tax Levy</li> </ul>	Board of Education
<ul style="list-style-type: none"> <li>• Certificate of Tax Levy (ISBE 50-02) must be filed with county clerk on or before the last Tuesday in December (105 ILCS 5/17-11 and 35 ILCS 200/18-15. NOTE: Last Tuesday is December 25)</li> </ul>	Business Office