

Treasurer's Office Newsletter



Heather Damold, Treasurer
hdarnold@fredschools.com
Mon-Fri 8:00 am to 4:00 pm
740-694-2956 ext 4100

Dawn Campbell, Assistant Treasurer
dcoleman@fredschools.com
Mon-Fri 8:00 am to 2:00 pm
740-694-2956 ext 4110

Lynnea Clevenger, Fiscal Support
lclevenger@fredschools.com
Mon-Fri 8:00 am to 12:00 pm
740-694-2956 ext 4120



First day for students August 15th!

Board Meetings

August 13

Board Meeting, 5:30 pm

September 10

Board Meeting, 5:30 pm

October 8

Board Meeting, 5:30 pm

Insurance Open Enrollment

Open enrollment for insurance is September 1st – October 15th, to be effective November 1st. Premiums are paid a month in advance; for example, the October payment covers November. If you enroll during the open enrollment period and wait until October to submit your enrollment forms, your premium will be doubled to cover the respective months.

Enrollment form submitted in September: The first premium payment will be deducted October 5th to cover November.

Enrollment form submitted October 15th: The first premium payment will occur November 5th. Since premiums are paid one month in advance, the full premium amount will be deducted on the November 5th and November 20th pay. Those deductions will cover November and December coverage.

To enroll you will need to complete the enrollment form located on the Google Drive under Treasurer Forms. You will need to provide a copy of your marriage certificate and birth certificates if you are adding family members to your policy.

Contracts

If you have not turned in a signed contract for the 2024-2025 school year, please turn in a signed copy by August 23, 2024.

Changes over the summer break

If any changes occurred during summer break; married, divorce, birth of child, moved, degree change, etc., please inform the Treasurer's Office within 30 days to update your information. You will also have to notify School Employees Retirement System (SERS 1-800-878-5853) and State Teachers Retirement System (STRS 1-888-227-7877) of any changes. The following items will need to be turned into the Treasurer's Office.

- New Social Security Card
- Marriage Certificate
- Birth Certificate of Child
- Divorce Papers
- Official Transcripts

Purchasing

All purchases must have a purchase order in place **before** the purchase can be made. If the vendor you intend to use is not in the system, then the following steps need to be taken:

- Contact vendor to verify they accept purchase orders
- Send a W9 to the vendor for them to complete and return
- Submit the completed W9 to the Treasurer's Office

The District does not maintain a credit card, but we provide purchasing cards for the vendors listed below. Please contact the Treasurer's Office when you are ready to sign out a purchasing card. The purchasing card and the original receipt must be returned the next day. Remember, a purchase order **must** be in place.

Kroger Dollar General Wal-Mart Lowes

Online purchases

You can order items online if the vendor accepts purchase orders. If you choose to order online, please attach the cart (screen shot or any kind of attachment) to your requisition so Lynnea can order the items for you. Places to order online include AMAZON, School Specialty and Ritter's.

Reimbursement for purchases

We do not reimburse an individual for purchases made. All purchases should be done through a vendor. The Auditor of State has issued Best Practices updates for school districts and one of the issues deals with purchases made by an individual and the district reimbursing them for a purchase. This can no longer take place within the District. If you make a purchase without a purchase order in place to a vendor, the Treasurer's Office will not reimburse for the purchase.

Meal and mileage reimbursement

Receipts for meals and mileage: meal receipts must be a detailed receipt showing date, restaurant name, items purchased, amount, etc. The Treasurer's Office cannot reimburse for tax or tip. If you choose to have an adult beverage, please ask your server to provide a separate slip for your drinks. Adult beverages cannot be present on the slip. When you submit your mileage reimbursement, please attach a copy of Map Quest or Google maps. We reimburse for the shortest distance, being from your home to the event or school to event.



Prepay checks

If you are staying overnight for a conference/workshop, please contact Lynnea or myself at least 5 days prior to the event so a check will be ready for your stay

Field Trips

When requesting a field trip for your class, please follow these steps:

- Fill out the field trip request form which is located on the ERC under forms and submit to your building Principal.
- Contact Cale Grubb, Transportation Coordinator regarding availability of buses
- Enter requisition if payment is required
- Deposit all field trip fees within 24 hours
- No requisition is required for the bus

Fund Raisers

Before any fund raiser can begin you must complete the fund raiser request form. Before the fundraiser begins, you 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.

Ohio Auditor Webinar

Please submit your certificate for the Ohio Auditor of State webinar to the Treasurer's Office before November 1st. All employees must view this 7-minute video.

More Important News

Welcome New Staff Members

Heather Brake – STEAM Teacher

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>

Matt Caputo – Director of Student Services
 John Gregg – Custodian
 Emily Hunter – Cafeteria
 Montana Huvler – Intervention Specialist
 Rachel Risser – 4th Grade
 Raquel Rivas – HS Social Studies
 Molly Ryan – Psychologist
 Gina Sackman – Elementary Principal
 Elyssa Shriver – MS/HS Science
 Lori Walters – Library Aide

Forecast Breakdown

Fredericktown ended the 2023-2024 school year with a revenue shortfall of \$325,556.

Total Revenue	\$14,777,776
Total Expenditures	\$15,103,333
Shortfall	\$325,556

Revenue breakdown:

Property Taxes	\$5,268,153 (36% of total revenue)
State Aid	\$8,549,175 (58% of total revenue)
Other Revenue	\$960,448 (6% of total revenue)

Expenditure breakdown:

Personnel	\$10,221,675 (salary/benefits 68%)
Purchase Services	\$1,779,108 (ESC, utilities 12%)
Other Expenses	\$3,102,550 (supplies, technology 21%)

State aid is based on the number of students educated at Fredericktown Local Schools. Enrollment has been declining since 2020. In Fiscal Year 2024 the district received \$7,800 per student while it cost the district \$12,957 per student to educate.

2019	1,209 students	2024	1,166 students
2020	1,184 students	2025	1,147 students (estimated)
2021	1,177 students	2026	1,129 students (estimated)
2022	1,160 students	2027	1,111 students (estimated)
2023	1,154 students	2028	1,105 students (estimated)

Go Freddie!

The Freddie's will kick off the football season Friday, August 23rd at 7:00pm against the Highland Scots! Go Freddie's!

