

EUP School Business Officials
Friday, December 15, 2023
EUPISD
10:00 am



10:00-10:15 Welcome & District Updates

10:15-11:15 Subcommittee Breakouts
Business Manager

Homeless Grant

-Don't wait to spend your funds

Flowthrough Update

-Awards will be out before break, must submit your budget

-Draw down funds, with late August payrolls, had to reclass to the current year

SE Transportation

-District sending students to the Learning center, looking to create sub pool with districts. New requirements for bus drivers discussed. Using the NMU truck driving school. Invoices thru November are out to the districts. Created an inclusion route for students going from the LC to Rudyard schools.

Speech / Supervision Invoices

-Invoices should be going out in January, having virtual providers has caused an extra piece to the calculation. Added cost because a physical person has to be provided as well. Trying to rotate the virtual providers every year so district would not have virtual two years in a row. Huge increase in Autism- need to hire more positions.

Chargeback Update

-Finalizing the draft shortly. Email should be coming out. Increase due to new classroom added at the LC. No extra classrooms available.

Excess Cost Update

-Excess Cost has been initiated. There is a guide attached to email. Due to ISD by Jan 26th. Be consistent from year to year to prevent anomaly.

Pupil Accounting Update

-Working through desk audits. Starting field audits next week, the state wants more fall field audits. Dec state is reflecting fall student counts.

Payroll/Benefits/HR/AP

Group Solutions Takeaways

- **It was great to be in contact with so many payroll personnel that had great ideas to share. Some topics included PTO & Sick time, pre- and post-tax insurance plans, W2 balancing, employee changes within the EAC, paperless systems and Payroll/HR communication.**

Tax Table Changes in January (or as soon as possible)

- **Tax tables will be downloaded and emailed out in January**

Coaches/Supplemental Pay – same check vs separate check

- **Coaches should be paid through payroll; a separate payroll would warrant a straight 22% tax; however when done on a separate check through payroll – normal taxes are applied. Coaches wages are regular wages and do not fall under the supplemental definition by the IRS.**

ORS Payment Logins

- **ORS had technical issues on their back end. Several user accounts for payments were closed. If you cannot get in and make payments for your districts – contact ORS immediately for a new login.**

Verify your 1099 List – social security numbers

- **Check your 1099 list and make sure you have all EINs or Social Numbers needed to run the reports.**

11:15-12:00 Subcommittee Report Back
3% HCC and 941x – Private Letter Ruling Update
E-Rate Consortium – USF Update & Grant Application Submission
Tips/Tricks Sharing
Round Table

12:00 Year-End W-2 / 1099 Work Session

- **Set-up employer parameters for districts**
- **Complete the W2 Balancing worksheets**
- **Review, add or delete codes that appear on the W2**

SAVE THE DATE

Financial Strategies Conference - January 16-17
Webinar – Live & On Demand

Group Solutions (Current Issues) – February 22
Somerset Inn, Troy

Group Solutions (Human Resources) – February 28
MSBO, Lansing

MSBO Annual Conference – April 23-25
Amway Grand, Grand Rapids

UPCOMING DUE DATES

Qualifying Statement – 12/31/23
Excess Cost – 01/26/24
Impact Aid Grant Application – 01/31/24
1099 / W2 / 1095C – 01/31/24

2023-24 EUPSBO Meeting Schedule EUPISD

11/17/23 – Friday
12/15/23 – Friday
01/19/24 – Friday
02/16/24 – Friday
03/20/24 – Wednesday
05/17/24 - Friday