
Treasurer's Office Newsletter

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Board Meetings

September 9

Board Meeting, 5:30 pm

October 14

Board Meeting, 5:30 pm

November 11

Board Meeting, 5:30 pm



Always believe that something wonderful is about to happen!

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 ERC under Forms at the right side of the page. You will need to provide a copy of your marriage certificate and birth certificates if you are adding family members to your policy.

Mileage Reimbursement

Mileage/expense reimbursement, please make sure all reimbursement requests are done in a timely manner. Per IRS Publication 15, in order for a business expense to be reimbursable without paying taxes, the business expense must be substantiated (turned in for reimbursement) within a reasonable period of time. IRS Publication 15 goes on to define a reasonable period of time as 60 days after the expense was originally paid or incurred. Please keep in mind that this is from the date of the expense, not from the time you submit your expenses. In other words, if you travel to a conference on April 1, you must submit your related expenses by May 31. We will still reimburse substantiated expenses that are not submitted within 60 days; however, we must run them through payroll and you will have to pay any applicable withholding or payroll taxes on the reimbursement. This change will take effect immediately.

Please remember when you need to be reimbursed for mileage, meals and parking, to fill out the request for reimbursement form and the travel/meeting mileage reimbursement form. These forms must be filled out and signed by you and your supervisor.

Overnight Accommodations

If you require overnight accommodations for a conference or workshop, you must make sure that the hotel will accept a check. Some hotels will require us to send payment in advance since we pay from a check. The school does not have a credit card.

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.

2025-2026 Contracts

If you have not turned in a signed contract for the 2025-2026 school year, please turn in a signed copy by August 15, 2025.

Name change, address, marital status, birth of child

Please remember to update your personal information with the Treasurer's Office.

If you have a name change due to marriage and/or divorce, please submit a copy of your new social security card to the Treasurer's Office within 30 days in order for us to legally change your name.

To add a new child to your insurance policy you must fill out the insurance change form, submit a copy of the birth certificate and social security card within 30 days of the birth. If you miss the 30-day deadline, the coverage will not be effective until the open enrollment period.

Fund Raisers

Before any fundraiser can begin you must complete the fundraiser 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

Tax on Overtime

The U.S. House of Representatives recently passed a legislative package that would allow a temporary tax deduction on their individual income tax returns for workers receiving overtime pay. If passed by the Senate as part of the larger budget reconciliation process, employees who receive qualifying overtime pay would be able to claim a tax deduction when filing their taxes the following year. The proposed deduction would sunset after the 2027 tax year. The employer would continue to pay overtime and administer payroll as usual. The reporting would fall upon the employee.

More Important News

New Employees

Hollie Brenner – Elementary Teacher
Jeffrey Davis – Middle School Teacher
Noelle Dudgeon – Intervention Specialist
Madeline Elfrink – Vo-Ag Teacher
Kara Ohl – Elementary Teacher
Meredith Overholt – Elementary Teacher
Mollie Pentz – Elementary Teacher
Ethan Smith – Middle School Teacher
Gracie Smith – Elementary Teacher
Scott Spitler – Intervention Specialist
Hannah Taylor – Student Services Specialist
Lori Walters – Intervention Specialist



Edition #34

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>