

NEWSLETTER

Fiscal Department-January 2026



PROPERTY TAX REFORM

Reminders

Purchase Orders

To ensure fiscal accountability and compliance with Ohio law, all purchases made on behalf of the school district must have an approved purchase order issued before the purchase is made.

A purchase order:

- *Confirms that funds have been properly budgeted and approved*
- Protects employees from personal financial responsibility
- Allows the district to track spending accurately
- Ensures compliance with Ohio Revised Code and district internal controls

Purchase requisitions in SCView instructions can be found [here](#).



Budget vs. Actual

Admin, Coaches, and Advisors: Please be mindful of the dollar amount on your purchase orders compared to the invoiced amount. If an invoice exceeds the purchase order amount, there may not be sufficient funds in your anticipated revenue to cover the purchase.

If this situation occurs, it is important to communicate with the fiscal office as soon as possible so we can review the account and determine whether the purchase can be covered within your approved budget. Purchases should not be submitted if there are insufficient funds available or if the transaction would cause the account to carry a negative balance.

On December 19, 2025, Governor DeWine signed several property tax reform bills into law. Collectively, these changes reduce or cap the amount of revenue school districts may receive from voter-approved levies. While we understand that some level of reform was needed, these measures will place financial strain on many school districts across Ohio by limiting local revenue growth over time.

Despite these challenges, our district remains in a stable financial position today. Continued financial stability will depend on our ongoing commitment to fiscal responsibility and thoughtful long-term planning. By carefully managing resources, planning for future needs, and making spending decisions that are affordable both now and in the years ahead, we are positioned to navigate these changes while continuing to support students, staff, and our community.

◆ House Bill 186

House Bill 186 will limit how much property-tax revenue schools can grow over time—regardless of rising costs.

◆ House Bill 335

House Bill 335 will significantly change Ohio's property tax system by eliminating or limiting inside millage (the unvoted portion of property taxes that helps fund schools and local services), restrict how certain levies work, and authorize property tax credits.

◆ House Bill 129

House Bill 129 will change how school district property tax revenue growth is calculated by including additional levies in the 20-mill floor formula and limiting future fixed-sum levies.

◆ House Bill 309

House Bill 309 will give county budget commissions greater authority to reduce or adjust voter-approved property tax levies when collections are deemed “unnecessary or excessive”.

Learn more [here](#).

- If expenses are intended to be covered by fundraising, the fundraising must be completed first. This ensures that if the fundraiser generates less revenue than anticipated, you have the opportunity to adjust your spending plan or conduct additional fundraising to cover the shortfall.



Timesheets

Employees who use timesheets are reminded that timesheets must be completed and submitted to the Payroll Office by the established deadline each pay period.

Timely submission of timesheets is critical because it:

- Ensures employees are paid accurately and on time
- Allows payroll to meet processing and direct-deposit deadlines
- Supports compliance with state and federal wage and hour requirements
- Reduces the need for manual corrections, off-cycle checks, and adjustments

[Instructions for how to do timesheets in SCView.](#)

Updated Forecast



Due to property tax reform and the ongoing pipeline litigation, we have revised our forecast for the district. We are also required to submit another forecast in February, 2026.

We anticipate a loss of close to \$2 million with the property tax reform (over the next 4 years). It could be more depending on HB309.

The revised forecast will be available on our fiscal web page after board approval in January.

Mileage in SCView



We are working to get everyone set up in SCView to submit your mileage electronically. We will send out an email when it is ready. This link provides [instructions](#) for submitting mileage in SCView.

When submitting mileage, please remember that reimbursement is based on the shorter of two distances: from your home or from your assigned building on campus. Please calculate both distances and submit the shorter mileage.

This requirement is set by IRS regulations. Mileage reimbursed beyond the shortest route would be considered a taxable fringe benefit.

Fiscal Resources on Google Drive

We created a Fiscal Resources folder that is available on Google Drive. This folder is loaded with valuable information and resources for you. Check it out!

Navigate to Google Drive, select “Shared drives” in the left navigation, and the Fiscal Resources folder will populate. If for some reason you are unable to access it, please let John Searfoss know so he can add you.



Absences

Administrators are reminded to notify the Fiscal Office when an employee is absent for more than three (3) consecutive workdays for any reason.

This notification is important because it allows the district to:

- Determine whether the absence may qualify for Family and Medical Leave Act (FMLA) protections
- Provide required FMLA notices and paperwork to the employee in a timely manner
- Ensure the district remains compliant with federal leave laws
- Accurately track leave usage and payroll reporting

Timely communication helps protect both the employee and the district by ensuring leave is designated appropriately and that required documentation is issued within mandated timelines.

FMLA paperwork and information can be found [here](#).

Color Copies

Did you know that the district paid \$13,650 just for color copies last year? This year we have spent \$5,075 so far. It looks like our color copies from December 2025 to December 2026 went down by almost half. Thank you for your efforts to reduce the amount of color printing!

If it doesn't need to be in color, please don't print in color. Each color copy costs \$.38 in addition to our contracted amount.

\$13,650 can pay for:

- ≈ 2,700 coffee shop lattes (at ~\$5 each)
- ≈ 455 large pizzas for meetings or events
- ≈ 275 student backpacks filled with supplies
- ≈ 545 classroom book sets (\$25 each)
- ≈ 6,800 boxes of crayons



TeleMedicine

Did you know? Telemedicine allows you to speak directly with a licensed healthcare provider over the phone instead of going to a doctor's office. Through a scheduled phone call, you can discuss symptoms, receive medical guidance, and address non-emergency health needs in a convenient and timely way. They can also prescribe medication.

Call 888-691-7867 to speak to a physician or nurse practitioner. Have your insurance card ready.

Learn more [here](#).

Earn Rewards for Taking Care of You!

The MedMutual WELL program has tools and resources to help you build healthy habits and stay dedicated to your routines. You can achieve long-term results and earn points toward a higher status by staying engaged and completing activities.

Prioritize your health. Earn rewards.

Earn gift card \$ for wellness visits, preventive care, and healthy habits – old and new!

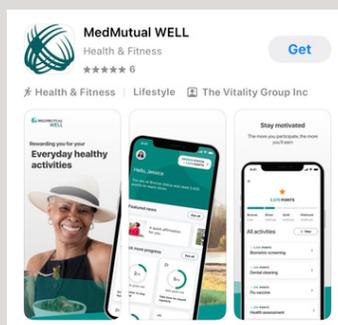
Complete activities. Submit proof. Earn rewards.

Complete your health assessment, submit proof of completed preventive care activities, and earn gift cards as a reward for taking care of yourself!

[Registration Link](#)

Go through the registration process, you will need your insurance card (follow instructions carefully when setting up your username or you will get an error message).

Need help? Call us at 877.224.7117, representatives are available to help Monday through Friday from 8 a.m. to 5 p.m. CST. or email customer care at wellness@powerofvitality.com.



Download the app to make it more convenient to track your progress and earn points.

Wishing you all a Happy and Healthy 2026!
Jenny & Cathryn

Happy New Year!