



Treasurer's Department 2026-2027 Back to School Newsletter

TREASURER'S DEPARTMENT

Treasurer/CFO: Emily Hauser, ext. 1393, ehauser@madeiracityschools.org

Payroll: Bobbi Wagner, ext. 1332, bwagner@madeiracityschools.org

Accounting: Gabe Sutton, ext. 1331, gsutton@madeiracityschools.org



HR Informational Materials

The [Human Resources](#) page on Madeira's website contains the following information:

- [2026-2027 All Salary Schedules](#)
- [2026-2027 Fringe Benefits Costs](#)
- [American Fidelity Medical Claim Form](#)
- [403B & 457 Information](#)
- [403B & 457 Providers](#)
- [Name Change Guidelines](#)
- [Benefitsolver Easy Enrollment](#)
- [EAP Information](#)

Annual Notices are available in the Reference Center in Your Benefitsolver account. You will be notified via email when they are updated.

Treasurer Dept. Webpage & Staff Help Center

The [Treasurer page](#) on Madeira's website can be found under the District Offices tab and contains Financial Reports, Financial FAQ, Madeira's Financial Forecast, Annual Audit, Tax Budget, Financial Summary, Financial Guidelines and Parameters, links to the Hamilton County Auditor website, etc. [Treasurer's Dept.](#) in the Staff Help Center, found bookmarked on all of your computers, contains all of the forms mentioned throughout this newsletter.

Payroll

Check stub- Review your check stub every payroll, **especially if you request a change to your direct deposit, add or delete a deduction, have a change in salary, or insurance premiums.** Catching errors early is easier to correct. If you see something that you don't understand, call or email Bobbi. **Direct Deposit Changes** – You will now be required to turn in bank direct deposit changes in person at the Board office.

Attendance Change – Attendance will show up differently on your paystub this year. Instead of being entered into the payroll system when you enter absences, absences will now be loaded from Aesop based on the payroll. The payroll on the 1st of the month will include the 1st-15th of the month before, the payroll on the 15th of the month will include the 16th-31st of the month before. There are no changes to how and when you enter your absences into Aesop, the only change is when absences appear on your paystub.

Additional Benefit Reminders

Open enrollment is Oct 30-Nov 17 with an effective date of January 1 - This is when you can make changes to your insurance. Changes during the school year can only be made if you have a "qualifying event" that changes your need for health coverage.

- ✚ [BenefitSolver](#) is the online platform for Open Enrollment and insurance certificates (reference center)
- ✚ Spousal Coordination of Benefits – It is your responsibility to notify the district if your spouse's insurance eligibility changes.
- ✚ Annual deductibles and Out of Pockets start over 1/1/2027.
- ✚ Flexible Spending Account – starts on 9/15/2026. Make sure you spend all of your money from 2025/2026. You can check balances online.
- ✚ American Fidelity Meetings - staff who work 20 or more hours per week must meet with American Fidelity.

Continuing Education

- ✚ **Tuition Reimbursement:** Please be sure to submit your request for tuition reimbursement prior to enrolling in classes. Refer to Policy 3440.01.
- ✚ **Official Transcripts:** Official unopened transcripts must be sent to Emily for column advancement and tuition reimbursement.
- ✚ **Column Advancement:** The Treasurer's office must receive official transcripts by September 15 for column advancement.

Reimbursement and Credit Card Forms

- ✚ Please fill out the applicable reimbursement form or credit card expense form found [here](#) and attach all itemized receipts.
- ✚ Receipts must be turned in within 5 business days from the purchase.
- ✚ Tape itemized receipts and turn into the building Admin Assistant.
- ✚ Please be mindful that you are expending public funds that must be used for a proper public purpose and will be audited by the Auditor of State.

DISTRICT CREDIT CARD vs. PERSONAL CREDIT CARD

The Treasurer's office maintains a MasterCard credit card and Kroger credit card to be checked out for district use. The credit cards are for professional development registrations, hotel reservations, fuel, online purchasing from vendors that don't accept purchase orders, and other unique circumstances. Gabe Sutton will help you if you need to use a district credit card for a purchase. Using a personal credit card **IS DISCOURAGED** and should be limited to making purchases **less than \$100 when you have a PO in place for a reimbursement**. In many cases, the PO should be made out to a vendor and not yourself.

[AMAZON](#) - The District has a business account with Amazon for purchases. **Do not use your personal Amazon account.** Please do not request reimbursement for purchases from your own personal Amazon account. Contact your building administrative assistant for instructions to use the district tax exempt Amazon account.



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Policies and Administrative Guidelines

[Policies and Administrative Guidelines](#) can be found on the school website, click on the District Office, Board of Education, "Policies and Bylaws" drop down box. There is a keyword search option if you are looking for a specific subject; i.e. sick leave, tuition reimbursement, personal leave, family medical leave, etc.

[Public School Works](#) - Each staff member receives an email notice from the District for online training through Public School Works concerning certain "required by law" areas of operation. Also included in the online training is a sign-off that each staff member has reviewed a list of policies.

[Annual Notices to Employees](#) - Each year, Madeira is provided with a list of policies and guidelines regarding district operations that are required by federal or state laws to provide employees. Annual Notice to Employees are located on the District website, in the Staff Forms section.

PURCHASING PROCEDURES

The following procedures must be followed for ANY PURCHASE or OBLIGATION of district money. The only way you are authorized to make a purchase is after you receive your purchase order – this policy includes reimbursements.

We must have a W-9 to set up a new vendor

Step 1 – Requisition, prepared by initiator of purchase.

- ✚ Description must be specific
- ✚ Special handling remarks included
- ✚ Include account number
- ✚ Sign and date as Initiator

Step 2 – Submit requisition to the building Admin Assistant following the procedures established by your building office.

Step 3 – Admin Assistant will enter the requisition into our electronic workflow and the principal/budget authority will approve/disapprove the purchase.

Step 4 – Once the requisition has traveled through all of the electronic approvals, the Treasurer Dept. creates the Purchase Order.

Step 5 – Purchase Order will be returned via email to the initiator for ordering. **The purchase order is the only document authorizing the purchase of goods or services.** Make sure you take a tax exempt certificate. You will not be reimbursed for tax.

Direct purchasing questions to your building
Administrative Assistant.

**DO NOT PURCHASE OR SPEND ANY
MONEY WITHOUT A PURCHASE
ORDER.**

CASH HANDLING PROCEDURES

APPROVAL BY ADMINISTRATION IS REQUIRED PRIOR TO ANY MONETARY COLLECTION PROGRAMS

Money (cash, checks, money orders) collected in each building must be safeguarded and secure.

NEVER KEEP CASH/CHECKS IN YOUR CLASSROOM OR OFFICE OVERNIGHT

Step 1 – Daily, all collections for field trips, fees, lost books, t-shirts, etc. should be recorded, totaled on a Deposit Slip by the recipient, placed in an envelope with accurate supporting information and given to the building Principal Adm. Assistant. *Each deposit must include a supporting list of payers and a source document reference description.*

Step 2 – Daily, building Principal Adm. Asst. keeps all money in the building safe after reviewing for accurate totals and supporting documents.

Step 3 – Daily, Building Principal Adm. Asst. counts and verifies the amount and places the deposit in locked bank bags. The deposit is taken to the Treasurer's office.

Step 4 – Daily, the Treasurer office secures all deposits; and deposits checks, cash, money orders, and credit card transactions and receipts to the appropriate account.

Direct deposit questions to your building Administrative
Assistant.

**BUILDING CASH/CHECKS MUST BE
SECURED NIGHTLY IN BUILDING SAFE**