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GLOUCESTER COUNTY SCHOOL BOARD
The Thomas Calhoun Walker Education Center
6099 T.C. Walker Road Gloucester, Virginia 23061

SCHOOL BOARD AGENDA ITEM

MEETING DATE: December 9, 2014

AGENDA ITEM: Budget and Finance Report

ATTACHMENTS: Budget and Finance Monthly Report

TYPE OF AGENDA ITEM:

- MINUTES OR CONSENT
 PRESENTATIONS & REPORTS
 REGULAR

- INFORMATION ONLY
 DISCUSSION ONLY
 DISCUSSION AND/OR DECISION

BACKGROUND / SUMMARY:

REQUESTED ACTION:

That the School Board accepts this report as information.

FOR MORE INFORMATION, CONTACT PRESENTER:

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GLOUCESTER COUNTY PUBLIC SCHOOLS

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Gloucester, Virginia 23061

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Budget and Finance Department

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BUDGET AND FINANCE DEPARTMENT UPDATE As of December 1, 2014

In addition to the routine daily tasks, Budget and Finance Staff have completed or are working on the following projects:

CURRENT PROJECTS

Payroll

1. Processed fall bonus for paraprofessionals, bus drivers, bus assistants, custodians, security personnel, cafeteria managers and cafeteria workers.
2. Continuing to work on time tracking for ACA.
3. Director and Accounting Manager attended ACA training provided by insurance consultant.

Budget

1. Filed Medicaid Cost Settlement Reports for Medical Services and Transportation.
2. Completed the self-audit for Medicaid.
3. Completed the remaining three site visits with school bookkeepers for first semester.
4. Scheduled ACA Reinsurance Fee payment.
5. Filed Maintenance of Effort report for Special Education.

Employee Services

1. United Way and Education Foundation campaigns raised \$5,501 and \$3,089 respectively for a total of \$8,590.
2. Updated the Workers Compensation panel of physicians to add more locations and conducted a site visit with a new facility.
3. Reviewed claims and trend data with workers compensation provider.
4. Researched substitute data for Human Resources.

Family and Medical Leave

Family and Medical Leave	2014-2015	2013-2014	2012-2013	2011-2012
Future Events	8	-	-	-
Current Events	5 (-1)	-	-	-
Closed Events	12 (+9)	131	134	146
Did Not Qualify Events	9 (+3)	-	-	-
Total	34 (+11)	131	134	146

Workers' Comp

Workplace Injuries	2014-2015	2013-2014	2012-2013	2011-2012
<i>Report Only</i>	17 (+9)	46	55	
Actual Claims	29 (+2)	22	24	23
Denied	1	1	5	7
Total	47 (+11)	69	84	58

SubFinder

System Data	2014-2015	2013-2014	2012-2013	2011-2012
Employees	527 (+3)	531	530	556
Guest Teachers & Subs	134 (+9)	167	194	217
Absences	1,617 (+583)	4,954	4,929	4,835
Sub Required	1,408 (+439)	3,887	4,043	3,613
No Sub Required	392 (+190)	1,967	886	1,222
Filled	1,233 (+392)	3,400 (87%)	3,684 (91%)	3,400 (94%)
Failed to Fill	175 (+47)	486 (13%)	357 (9%)	212 (6%)

FUTURE PROJECTS

Payroll

1. Time tracking for ACA- ongoing
2. Disability and VRS tracking and posting
3. VRS training- December 2, 2014 Payroll Staff, Accounting Manager and Director
4. Data for OSHA report.

Budget

1. School Site Visits – Second Semester TBD
2. School Bookkeepers Manual
3. Impact Aid Report (January 2015)
4. Host Region III Finance Directors Meeting (January 28, 2015)
5. Civil Rights Report
6. Construction Compliance Monitoring (ongoing)
7. Bond Draw Down (ongoing)

Employee Services

1. Coordinate video production of the July 27th Alex L. Wiatt presentation for the Gloucester County Sesquicentennial Committee.
2. Assist T.V. Production instructor in planning for 2015 contests and competitions.