

## Business Office Newsletter February 2020

Dear Staff,

W-2's were made available to all active staff on January 31<sup>st</sup>. All staff who have left the district had their W-2's mailed on January 30. As folks start to file their taxes we receive requests to change withholdings. This year there are new forms required for these changes. Please check out our forms folder on our website for the [current governmental forms](#) to make changes.

**Kimberly M. Lewis, District Director of Business and Finance**

### BUDGET DEVELOPMENT FOR THE 2020-21 FISCAL YEAR

*Did you ever wonder how the budget is developed each year?*

Developing the budget is a year around process, however, at this time of the year, the work becomes public. The public aspect begins with the presentation of the Rollover budget. Typically, there is a projected gap between our projected revenue and projected expenses. This means, without any changes, we would have to cut expenses. **The current gap is projected at \$3.7 Million.**

Budget proposals are developed by Administrators in the District after consulting with their staff. All proposals are then reviewed and any clarifying questions are asked. The proposals will be reviewed for alignment to the strategic plan adopted by the Board of Education last summer. After review and refinement, the proposals are shared with the public through multiple engagement sessions where they are tasked with prioritizing the proposals.

The **public sessions** are for individuals not working for or affiliated with the District – please share with parents and your neighbors:

- **February 25 at 6:00 PM, Mont Pleasant Middle School, in the Schenectady Room**
- **February 27 at 6:00 PM, Central Park Middle School Library**
- **March 4 at 6:00PM, Oneida Middle School Library**

There will be two sessions **for staff**:

- **March 4 at 4:00 PM,**
- **March 5 at 2:45 PM,**

The staff are also given the opportunity to participate in this budget workbook process. This can occur either through your building or department.

### Upcoming Events

#### February 14

- Payroll
  - ✓ MMA-Health insurance deduction changes

#### February 17

- Central Office closed

#### February 18-21

- School recess

#### February 28

- Payroll - regular payroll

### Staff

**Kimberly M. Lewis**, District Director of Business & Finance

**Taryn Breen**, Assistant School Business Official

**Stacey Tasselmyer**, Executive Secretary

**Katie Devine**, District Treasurer

**Billy Carr**, Fiscal Analyst

**Ann Testa**, Tax Collector & Deputy Treasurer

**Elaine Reynolds**, Food Service Manager

**Kristin Chotkowski**, Purchasing Agent

**Nicole Livingston**, Senior Account Clerk Typist

**Angela MacVilla**, Senior Account Clerk Typist

**Mekkah Bergeron** Senior Payroll Audit Clerk,

**Irene Mazzucco**, Account Clerk Typist

**Beth Carusone**, Account Clerk Typist

[Who to contact list](#)

**Need a form? Visit our website**  
**[click here for Business Office Forms](#)**

## Budget Calendar

### Budget Presentations at Board Meetings

At each meeting there is a presentation to the Board of Education on the different areas that make up the General Fund Budget, which is the one that the basis of the voters will be voting on May 19, 2020.

February 27	Employee Benefits and Debt Service
March 11	District Support (Central Office/Transportation)
March 18	General Education
March 25	Pupil Personnel Services (including Special Education)
April 1	First Draft of the Budget
April 8	Second Draft of the Budget
April 15	Budget meeting
April 22	Board of Education to adopt Budget
May 19	Budget Vote and Election

## State Aid

Our District receives \$140.7 Million in State Aid – which is 61.2% of our overall budget. The largest portion of the State Aid – is called Foundation Aid. This year the Governor's proposed budget is looking to discontinue 10 different types of aids, and fold them into Foundation Aid. This approach is of concern to our District and districts through-out the state.

The District's budget development process is heavily dependent upon how much aid increase we receive, particularly the Foundation Aid increase which is 75% of our total state aid. The Assembly and Senate will each propose their House Budgets, and those amounts are always higher for Education Aid than the Governor's. The final increase will be known when they adopt the State Budget, which must be completed by April 1.

If you have any questions about the budget or the budget process, you can submit them through [Let's Talk – Interest Area - 2020-21 Budget](#).

### Friendly Reminder: Have you updated your beneficiaries?

If you are a member of the Teachers Retirement System or the Employees Retirement System, at the time you joined you designated a beneficiary for when you die. It is important to review your beneficiary designation periodically to make sure it reflects your wishes. This can also be applicable should you have other accounts such as a tax sheltered annuity – a 403(b) account. Please contact those account administrators directly to make changes or updates.

## Field Trip Refund Grant

Staff who have been approved for a field trip refund grant, we have a process to help ensure that your trip is a successful one. Please read [this document](#), which is specific to the NYS Connect Kids program, but can be applied to other similar programs. Any questions can be directed through [Let's Talk – Interest Area - Business Office – Nicole Livingston](#). Thanks so much for your effort to obtain the grant!



## Let's Talk – January

### Business Office Area

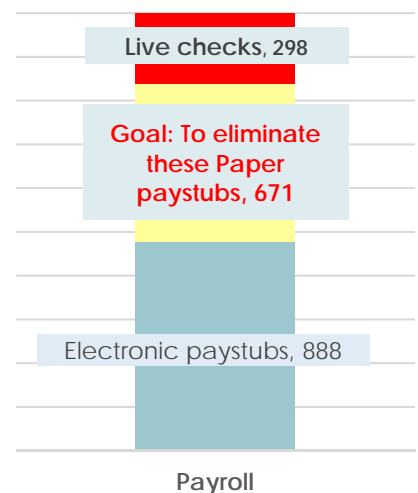
Total: 5  
Dialogue Age: 3.9 days

### Payroll Office Area

Total: 164  
Dialogue Age: 2.1 days

## Direct Deposit Electronic Paystub Campaign

January 31 payroll had 671 employees with direct deposit, who are receiving a paper copy of their paystub instead of an electronic version. We want everyone to switch to the electronic receipt of their pay stub. Here is the [form](#) to select email delivery.



## Has something changed in your life that we need to know?

If your name, address, phone number or email has changed, then you need to complete the [change form](#) and submit in Let's Talk to the Human Resources interest area.

Please also remember to contact the Pension systems to report changes of your name as well.