

Wilton-Lyndeborough Cooperative School District
School Administrative Unit #63

192 Forest Road,
Lyndeborough, NH 03082

Bryan K. Lane
Superintendent of Schools

Betty Moore, M.Ed.
Director of Student Support Services

Lise Tucker
Business Administrator

BUSINESS OFFICE REPORT

January 10, 2017

Buddy and Lise facilitated the walkthrough requested by our Property and Liability Insurance carrier. This request was to coordinate appraisals for our properties. They were particularly interested in the Florence Rideout Elementary School due to the major construction and renovation project. At this visit, the consultant recommended a couple of risk management safeguards: a keypad entry system for security in the evenings and weekends as well as a rail at the stairwell that leads to the attic.

We have signed a proposal for \$3,921.36 to install 3 keypads, 2 by the front entrance doors and 1 by the rear door in the new section. We will also have 10 door contacts wired for an alarm. This security system is comparable to what is at WLC.

Bob and Lise facilitated the Food Service quarterly review meeting. We discussed the status of the program, the meal participation and current loss in particular. We reviewed our School Food Safety Program. In particular the HACCP (Hazardous Analysis Critical Control Point) principles to ensure we are in compliance. It includes documentation of temperatures in various stages of the food process. We also discussed the USDA policy memos on procurement and administrative reviews. A draft of a customer service survey was distributed. We have implemented a suggestion box as well.

Buddy and Lise facilitated the WLC walkthrough that was included in our recent Facilities Sub Committee meeting. We concentrated on the common areas. We reviewed the prior walkthrough from the summer to review what was or was not addressed and why. We prepared a draft of the "Capital Maintenance List" for Florence Rideout Elementary School. This was at the request of a committee member.

Lise has completed the MD&A (Management Discussion and Analysis) report for insertion into the audit report. A draft of the audit was received by the auditors. We expect to have the final by the end of January.

Both Elayne and Pat are working on their yearend reconciliations in preparation for their prospective state and federal form compliance. For example, Form 1099s for contracted services, Form W-2s for employees, and Form 1095s for ACA (Affordable Care Act) reporting.