



**Treasurers Operating Committee Meeting
May 20, 2009**

Attendance

John Wheadon	Copley-Fairlawn City Schools	Matthew Gdovin	NEOnet
Debbie Krutz	Kent City Schools	Deb Carroll	NEOnet
Jennifer Rucker	Manchester Local Schools	Paulette Gansel	NEOnet
Chris Adams	Mogadore Local Schools	Connie Enders	NEOnet
Chris Wright	Nordonia Hills City Schools	Denise Marrali	NEOnet
Donna Snider	Nordonia Hills City Schools		
Dave Crowley	Parma City Schools		
Eydie Snowberger	Portage Lakes Career Center		
Dave Forrest	Revere Local Schools		
Janet Baker	Springfield Local Schools		
Catherine Bulgrin	Stow-Munroe Falls City Schools		
Sondi Clevenger	Summit County ESC		
Jeff Hostetler	Tallmadge City Schools		
Martin Aho	Twinsburg City Schools		
Deanna Levenger	Woodridge Local Schools		

Issues Discussed

Welcome

- It was voted on and approved by the committee that David Forrest, Revere Local Schools, and Debbie Krutz; Kent City Schools will be the Chair and Vice-Chair for the Treasurers Operating Committee.
- The minutes from the March 18, 2009 are posted on the NEOnet website

NEOnet Updates

The following items were approved by the Assembly at the May 2009 meeting

- NEOnet Bylaws & Policies
- NEOnet Data Retention Policy
- NEOnet Backup Retention and Data Availability Plan
- NEOnet FY10 Fee Schedule
- NEOnet Security Policy
- Create three sub-committees from the finance committee to develop a 3 year financial plan. The sub-committees include budget, facility, and technology.

The FY09 NEOnet Financial Report was handed out and explained as well as the customer satisfaction survey results.

Discussion Topics

- **HelpDesk** – An overview of the helpdesk software was presented. The helpdesk software will be available to all users as another means to contact NEOnet for fiscal support. Treasurers will receive their username and passwords next week along with supporting documentation.
- **Authorization - Security Identifiers**

It is the State Auditors policy that NEOnet review all user accounts and authorization forms on a yearly basis. Everyone received in person or by US Mail the Active Account Authorization User list with all associated identifiers including a description of each identifier. Each Treasurer should review the report; make the necessary changes, sign and return to NEOnet by May 29, 2009.
- **5 Year Forecast**
 - The 5 Year Forecast is due May 29, 2009. It was suggested that districts submit their forecast at least once before the final deadline.
 - Forecasts submitted on Friday are posted on the website Monday at <http://fyf.oecn.k12.oh.us>
 - Submit assumptions through NEOnet or email directly to Sonja.Hunter@ode.state.oh.us
- **New Special Education Function Codes**
 - Function codes will be changing for FY10.
- **EMIS Reporting**
 - Period H is the new reporting period to report financial records and begins processing July 2, 2009.
 - Double check any long term illnesses days and attendances (must be 15 consecutive paid days).
 - District Financial General Information and Building Financial information must be entered on EMIS Web Application for reporting Period H.
 - The 4502 is an Optional Process for FY 2009 and UAAEMSEDt is the recommended program.
 - It was suggested that users run PERDET multiply times to fix any warnings or errors. This program will not interfere with the payroll process.
- **Z IDS**
 - Z IDs are for non-certified staff.
 - All Z IDs have been loaded into USPS and should not be manually added.
 - If there are any issues in your district please contact Paulette Gansel x601104.
- **Annuity Software Enhancements**
 - Must be reported annually or if any changes have been made.
 - Use the Census Report in USAS and choose Y to include all employees.
- **NC1 and NC3 Withholding**
 - Anyone retiring who has received insurance over \$50,000 must have a NC1 deduction.
 - Anyone retiring who received monies for expenses such a cell phone, car, must have a NC3 deduction.
 - These deductions should be done before the last pay.

- **Alternative Method of Withholding**
 - A handout was given for employees who wish to have an alternate method of withholding taxes when receiving large lump payments.

- **USASDW**
 - This program will be replacing SSWAT on the web and will be in real time.

Scheduled Meetings

Treasurer Operating Committee Meeting FY 2009-2010

- Tuesday, July 14, 2009
- Wednesday, September 23, 2009
- Wednesday, November 18, 2009
- Wednesday, January 20, 2010
- Wednesday, March 10, 2010
- Wednesday, May 19, 2010

Next Treasurers' Meeting

The next Treasurers Operating Committee meeting is scheduled for July 14, 2009 at noon. Please email the fiscal services department at fiscal@neonet.org if you plan on attending or have topics you would like to discuss.