

# ***Lexington***

## ***Staff Update***

### ***January 27, 2023***

From the office of the Treasurer...

#### **All Staff**

- **Important reminder...**if you collect money for any school purpose or activity, please deposit with your building secretary **OR** bring to the Treasurer's office by the next business day following receipt.

#### **Important Tax Information:**

##### **W-2's and 1099's**

All W-2s and 1099s have been printed and sent either via mail or District courier. All District employees should receive this tax information prior to the end of January. If for some reason you do not receive this information, please contact the Treasurer's Office.

As a reminder, copies of W-2's can also be obtained through Employee Kiosk.

##### **1095-C Forms**

Employees will once again receive an additional tax form that's required by the IRS under the Affordable Care Act. The tax form is called the 1095-C.

Just a quick reminder of pertinent information regarding this form:

##### ***What you need to know***

It's a tax document, similar to your W-2, that you can use to show the government you've met your obligation to have health insurance.

##### ***What you need to do***

When you get it—keep it. You'll use the form to complete your tax return and verify your coverage to the IRS. Do not file these forms with your tax return. Keep the form in your records with your other important tax documents.

##### ***Must I wait to file until I receive these forms?***

It is not necessary to wait for Form 1095-C in order to file.

Should you have any questions, please contact the Treasurer's Office.

#### **Wellness Information:**

As we begin the 2023 calendar year, just a reminder to all employees of the wellness incentive available to District employees.

If an employee has an annual wellness exam and has the certification form completed by their physician, they will receive an incentive payment from the Board of \$100.00. As a reminder, only employees are eligible for the incentive payment.

This Wellness Incentive remains in place for the 2023 calendar year as members are eligible for this incentive annually. The form can be found at the following link: <https://www.lexington.k12.oh.us/images/WellnessExamForm.pdf>. For any completed wellness exams, please send the signed form to the Treasurer's Office.

#### **Professional Development Procedures:**

- 1) Request P.D. leave in Kiosk – complete all information on form;
- 2) Fill out requisition or check with Nichole to see if a purchase order is in place for expenses such as registration, mileage, etc.;
- 3) Once your supervisor has approved your request, register for the seminar;
- 4) Print off Kiosk request, complete actual cost section, attach itemized receipts (not credit card receipts), and have supervisor/principal sign. Send completed Kiosk request form with all itemized receipts attached to Nichole for reimbursement.

**(Note:** Just as a reminder, the District will reimburse up to \$7 for breakfast; \$8 for lunch; and \$15 for dinner. The District does not reimburse for tips, gratuities, or alcohol. The maximum reimbursement for mileage is \$250 and the maximum reimbursement for overnight lodging is \$80 per night. *Also, please note that IRS regulations stipulate that in order for travel meal reimbursements to be excluded from wages, employees must be traveling away from their tax home on their employer's business longer than an ordinary day's work AND the employee needs to obtain substantial sleep or rest overnight to meet the demands of the work while away from home.*)

#### **Financial Information:**

##### **Fiscal Year 2022 Financial Audit**

The State Auditors were recently in the District performing the annual financial audit over fiscal year 2022. As such, they reviewed and/or visited certain buildings and departments as part of their procedures.

We recently held our post audit conference with our auditors, and they are currently finalizing the audit. However, we have received the final results of this audit, and there were no issues noted as part of the audit.

Thank you for all your efforts to ensure appropriate accountability throughout the District and for your assistance making the audit process go as smoothly as possible.

A copy of the District's completed financial audits can always be found using the Ohio Auditor of State audit search function at the following link:

<http://www.ohioauditor.gov/auditsearch/Search.aspx>

#### **Useful? Information:**

- An **average human** loses about **200 head hairs** per day (some of us **DON'T!**:-);
- A **hummingbird** weighs less than a **penny**;
- The **U.S.** bought **Alaska** for **2 cents an acre** from Russia;
- Before the **eraser, bread** was used to remove pencil marks;
- The eyes of a **donkey** are positioned so that it can see all **four feet** at all times.



# **GO LEX!!!!**