

To: Board of Education

From: Kathy Johnson, director, finance, ext. 2376

Re: Authorization to Issue Vendor Checks

Date: June 23, 2016

Background:

Payments to vendors are approved at each board meeting as part of the consent agenda.

Rationale:

With the unknowns of the Kansas Supreme Court case and possible school closure, on top of the short timeframe in which the financial transactions of the school district for year end June 30, 2016 must be made, administration is requesting the Board of Education to authorize the finance office to issue checks after June 27 and between July board meetings, as required to meet financial obligations of the district and to avoid penalties and delinquencies when closing the fiscal year end of June 30, 2016 and starting fiscal year 2016-17.

All expenditures will be made in compliance with Kansas statutes, board policy and procedures. The Board of Education will receive the list of bills paid in the consent agenda of the board meeting following the check issue date.

Recommendation:

Administration recommends that the board authorize the issuance of checks between board meetings to avoid late fees and delinquent notices.

Motion:

"I move the Board of Education authorize the Finance Office to issue any necessary checks to vendors after the June 27 board meeting and between the July 2016 board meetings in order to close fiscal year end June 30, 2016 timely and avoid delinquencies or penalties. The checks processed will be part of the board agendas for the board meetings that follow the issue date of the checks."