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HAVE QUESTIONS OR COMMENTS, YOU CAN CONTACT US AT:

<http://www.rbhs208.org/>

# Business Office

*The Business Office vision is to provide the highest quality financial services to support all students reaching their highest potential.*

## CONSTRUCTION UPDATE

**Phase One** – Phase One is substantially complete with the occupancy of the new Auto Shop scheduled for spring break. Final landscape restoration and remaining sidewalk installation will be completed as soon as weather permits.

**Phase Two** – Phase Two construction is underway. The major portions of work have been successfully bid, and bids are typically coming in at or under budget. Demolition is complete. Excavation for the pool is substantially complete. Concrete Foundation work is in progress. Masonry walls are being installed on the stage and at the south office area. Door frames have been installed where masonry walls are being placed. Ductwork is being installed at the new spectator area. Plumbing rough-in has begun. Electrical rough-in work is ongoing throughout all of Phase 2 work areas.

**Phase Three** – Bidding of the major portions of Phase Three work is underway. Abatement of the existing auto shop/wood shop area will begin over spring break, after the function of this area is relocated to the Auto Shop. Demolition for the new north-west entry is scheduled to begin later this spring.

## END OF BUDGET YEAR 2008—CUT-OFF:

1. Please use purchase orders to make purchases for the remainder of the 07-08 school year.
2. Please complete any purchase orders for the 07-08 budget as soon as possible. We need all items shipped and invoiced in June for the expense to be in this budget year.
3. If we do not receive the invoice in June, the expense will be charged against your 2008-09 budget

## Summer Requisitions for 2008-09 School Year:

1. Please complete all requisitions for the 08-09 school year no later than June 13<sup>th</sup>, especially those involving the purchase of textbooks or software needing to be installed during the summer months.
2. Please include **all** information on the requisition such as vendor name, address, phone number, fax number, ISBN and title, part number and correct description, as well as the account number to which you want the items charged.
3. If you are changing classrooms for the 08-09 school year, please let us know so that items can be delivered to the correct room.
4. Lastly, we ask that you check your e-mail frequently during the summer months as we may need to contact you regarding items you ordered which may be delayed or may need substitutions.

## INSURANCE

### Generic Drugs Save Money

On average, generic prescriptions cost \$50 to \$60 less than their brand-name counterparts, which results in significant savings for consumers. Generic medications have the same active ingredients. Since generics use the same active ingredients and are shown to work the same way in the body, they have the similar risks and benefits as their brand-name counterparts. Although a generic drug must duplicate active ingredients, colors, flavors, and certain other inactive ingredients may be different. Generic medications are safe and effective. The U.S. Food and Drug Administration (FDA) requires that all drugs be safe and effective. This includes generic drugs, which must have the same quality, strength, purity, and stability as brand-name drugs. Generic medications are less expensive. When a medication is originally created, it receives patent protection, which guards the investment, including research, development, marketing, and promotion.

This protection gives a company the sole right to sell the drug while the patent is in effect. However, as patents near expiration, manufacturers can apply to the FDA to sell generic versions of the brand-name equivalents. Because those manufacturers don't have the same development costs, they can retail their product at substantial discounts. In addition, once generic drugs are approved, there is greater competition, which keeps prices down.

## BLUE CROSS BLUE SHEILD BLUE POINTS INCENTIVES

Members and their qualifying dependents accumulate Blue Points in the Personal Health Manager at the Blue Access for Members website. Sample activities under the site include setting up meal or fitness plans, reading or rating articles and receipts, asking a question of a Nurse, Coach, Trainer or Dietitian, reporting physical activities and much more!! Redeem earned Blue Points for a variety of items such as gift certificates, fitness accessories, and golf balls. We encourage you to visit the site at [www.bcsil.com/members](http://www.bcsil.com/members).

## PAYROLL

### DIRECT DEPOSIT

Is your paycheck Direct Deposited? Only 70% of the staff members have direct deposit. How would you like to make the Business Office more efficient and eliminate those trips to the bank? Direct deposit is a win win! Direct deposit is very convenient for staff members. Your paycheck gets in your bank account faster! Your check would be deposited into your bank account automatically. Saves you valuable time and gas! Don't waste time after work or gas to go to the bank.

Forms are at your fingertips:

[http://www.rbhs208.org/BusnServices/Payroll\\_Benefits.htm](http://www.rbhs208.org/BusnServices/Payroll_Benefits.htm)

Please see Jackie in the Business Office for more information regarding Direct Deposit.

## BOOKSTORE AND STUDENT ACTIVITY ACCOUNTS:

1. On April 1st all staff will receive a memo regarding cartridge purchases for 2008-2009. Please fill it out and return it to the Business Office by 4/21/08.
2. Prom is Friday, May 16th. ID's are needed to enter the prom. To replace a lost ID there is a charge of \$5. No IDs are done the day of Prom. Deadline for replacements is Thursday 5/15/08.
3. All activity accounts must end the school year at a 0 balance or in the positive. Please make sure your accounts have NO negative balances as of 5/27/08.
4. All bookstore purchase orders (paperbacks, PE clothes, science supplies, etc.) should be completed by June 13, 2008 to expedite delivery and payments