

AGENDA

Joint Administrative Services Board

January 26, 2015 1:00 p.m.

Joint Government Center

1. Call to Order.

Determination of Quorum

Selection of Chairperson

Selection of Vice-Chairperson

Establishment of meeting calendar. Please consider the following:

Date	Time	Location	Topic(s)
02/23/15	1:00:00 PM	JGC	Health Ins, Budget, Technology
03/23/15	1:00:00 PM	JGC	Health Insurance, Technology
04/27/15	1:00:00 PM	JGC	Technology
05/18/15	1:00:00 PM	JGC	Audit, Technology
06/22/15	1:00:00 PM	JGC	Technology
07/27/15	1:00:00 PM	JGC	Technology
08/24/15	1:00:00 PM	JGC	Technology
09/28/15	1:00:00 PM	JGC	Technology
10/26/15	1:00:00 PM	JGC	Director Evaluation, Technology
11/23/15	1:00:00 PM	JGC	Technology
12/21/15	1:00:00 PM	JGC	Technology
01/25/16	1:00:00 PM	JGC	Organization, Budget, Technology

2. Approval of Minutes. (November 24 Minutes Attached). 3

3. Joint Technology Plan. The attached plan has been reviewed by Gordon and Ed, and is submitted for the Board's approval. 8

4. ICMA and VRS Penalties. These organizations will be assessing penalties for errors made by Clarke County on the complex scheme they have introduced for reducing retirement costs (the Hybrid Plan). See attached. 14

5. Affordable Care Act Reporting. Beginning this month we are required to track and report to US Treasury, on an annual basis, the eligibility of each employee for the ACA, their health insurance status, and any changes to eligibility and status throughout the year. 17

6. **Payroll and Human Resources Implementation.** The second phase of the ERP implementation begins in late March, going live in October. Attached is a brief description. This system can automate employee leave requests, leave accounting, timesheets, job applications, and work calendars replacing processes that are currently a mix of time-consuming paper and spreadsheet entries, if records are kept at all. To achieve this, progress on personnel policy revisions, job descriptions, and salary scales or ranges, must be made as soon as possible. 21

7. **Charging of ERP SaaS fees for FY 16.** Attached is a breakdown of the annual SaaS fees. The second year of these fees (FY 16) is not currently budgeted in the project so the question of where these fees are to be charged arises. The options:

- Split 50/50 across capital budgets.
- Charge to JAS
- Distribute across organizations in something like the attached. 24

8. **JAS FY 16 Budget.** Please find a proposal attached. This may be discussed, modified, and adopted for inclusion in the Board of Supervisors FY 16 Budget. 25

9. **Potential Refunding of Local School Bond.** In the opinion of Bond Counsel, the potential refunding of the 2006B High School Bond can be handled administratively, and does not require legal counsel or board action. 26

10. **Director Evaluation.** The Board may wish to go in to closed session to discuss the evaluation of the Director.

Joint Administrative Services Board
November 24, 2014 Regular Meeting 1:00 pm

At a regular meeting of the Joint Administrative Services Board held on Monday, November 24, 2014 at 1:00 pm in the Meeting Room AB, Berryville Clarke County Government Center, 101 Chalmers Court, 2nd Floor, Berryville, Virginia.

Members Present

David Ash; Chuck Bishop; J. Michael Hobert; Sharon Keeler; Chip Schutte

Members Absent

None

Staff Present

Tom Judge; Gordon Russell; Lora Walburn

Others Present

None

1. Call To Order - Determination of Quorum

At 1:00 pm, Michael Hobert called the meeting to order.

Chip Schutte, seconded by David Ash, moved to adopt the agenda as presented. The motion carried by the following vote:

David Ash	-	Aye
Chuck Bishop	-	Aye
J. Michael Hobert	-	Aye
Sharon Keeler	-	Aye
Charles "Chip" Schutte	-	Aye

2. Approval of Minutes

Chip Schutte, seconded by Sharon Keeler, moved to approve the October 27, 2014 minutes as presented. The motion carried by the following vote:

David Ash - Aye
Chuck Bishop - Aye
J. Michael Hobert - Aye
Sharon Keeler - Aye
Charles "Chip" Schutte - Aye

3. ERP Update

- A. *Savings against contract now at \$20K.*
- B. *Analysis of Financial Modules complete. System will be set up by Tyler analysts between now and early January for testing in mid-January.*
- C. *Forms design submitted.*
- D. *Need to set up all users, give them access to Sharepoint, Tyler Community, and MUNIS application, and encourage them to explore in advance of training.*
- E. *Need tech support at training sessions in January and February.*

Tom Judge reviewed the above items. He commented that Gordon Russell is working with Ed Shewbridge to identify a training location.

Gordon Russell informed the Committee that space at Berryville Primary is under consideration.

Chuck Bishop noted that there could be accessibility issues at Berryville Primary.

4. ERP Policy Issues.

- A. *Require budget compliance at a line item level? Currently we allow departments to exceed line item budgets provided that they do not exceed the total of their non-personnel line items. The new system can be setup to allow this, but we are told that best practice is not to allow it, but require that the budget be cleaned up front rather than after the fact. There are ways to prevent the transaction from being delayed or lost if we decide to enforce the budget at the line item level: ex. Notification of Finance for budget modification, extending budget modification authority to departments/schools, with security ranges, etc.*
- B. *Require invoice entry by all departments? It is not the goal of the implementation to offload invoice entry to departments, so the thinking so far has been to allow departments the option of entering invoices themselves, or letting central Accounts Payable handle it. However, through the course of the analysis sessions, the following points have been made:*
 - a. *If departments opt out of invoice entry, won't some wish to opt out of the rest of ERP?*
 - b. *Opting out of invoice entry defeats the Delegated PO process whereby departments can issue their own POs under \$800, provided they handle the receiving and the invoice.*
 - c. *Executives, rather than handling all invoice approvals via MUNIS dashboard, will continue to handle both paper and electronic approvals. It is recommended that all departments/schools, however small, be required to handle invoice entry. Central AP will be on the road supporting this for as long as necessary.*

C. *Purchasing Cards.* The MUNIS/Purchase Card Interface program costs \$7,500 and does not solve the receipt problem. Therefore this is not recommended at this time.

D. *Workflow and Security Logjam responsibility.* When the entire system is set up there will be stranded requisitions, timesheets, receipts, etc. that will require intervention at high security levels to resolve. IT does not feel qualified to intervene in detailed transactions, so it may be a matter of allocating these responsibilities to functional leads as we learn more about the nature and extent of the responsibilities.

Highlights of the discussion include:

- Decisions on these items are needed by January / February 2015.
- Item A: David Ash and Chuck Bishop spoke in favor of allowing items to exceed the individual line item; a practice that allows for more nearly accurate budgeting in subsequent years.
- Items B: Discussion favored invoice entry by departments.
- Item C: Purchasing cards are not recommended at this time. In addition to the \$7,500 program cost, there would be Bank of America fees.
- Item D: General discussion regarding the assignment of functional leads.

Joint Technology Plan

Chairman Hobert put forth for consideration review and update of the joint technology plan. He commented that with everyone absorbed in the ERP implementation it was good to look at the plan to ensure that nothing was being missed.

Tom Judge agreed to review the joint technology plan and to communicate with Gordon Russell and Ed Shewbridge.

Chairman Hobert reminded that under the Joint Administrative Services Board Bylaws Article XI: Administrative Calendar, Item 2. The Joint Board shall hold an annual meeting to review both the activities of the previous year and decide the work program for the coming year.

5. Closed Session JAS Compensation Adjustments

Chip Schutte, seconded by David Ash, moved to convene into Closed Session: "Be it resolved that the Joint Administrative Services Board go into Closed Session pursuant to Code of Virginia Section 2.2-3711(A)(J) for consideration of employee compensation. The motion carried as follows:

David Ash	- Aye
Chuck Bishop	- Aye
J. Michael Hobert	- Aye
Sharon Keeler	- Aye
Charles "Chip" Schutte	- Aye

The members of the Joint Administrative Services Board being assembled within the designated meeting place, with open doors and in the presence of members of the public and/or the media desiring to attend, **Chuck Bishop, seconded by Chip Schutte, moved to reconvene in open session. The motion carried as follows:**

David Ash - Aye
Chuck Bishop - Aye
J. Michael Hobert - Aye
Sharon Keeler - Aye
Charles "Chip" Schutte - Aye

Subsequent to reconvening in open session, Chairman Hobert called for a Certification.

CERTIFICATION OF CLOSED SESSION

WHEREAS, the Joint Administrative Services Board of the County of Clarke, Virginia, has convened a closed meeting on the date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3700 of the Code of Virginia requires a certification by the Joint Administrative Services Board of the County of Clarke, Virginia that such closed meeting was conducted in conformity with Virginia law.

NOW, THEREFORE BE IT RESOLVED, that the Joint Administrative Services Board of the County of Clarke, Virginia, hereby certifies that, to the best of each members knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which the certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Joint Administrative Services Board of the County of Clarke, Virginia.

The motion was approved by the following roll-call vote:

David Ash - Aye
Chuck Bishop - Aye
J. Michael Hobert - Aye
Sharon Keeler - Aye
Charles "Chip" Schutte - Aye

Following Closed Session, **Chuck Bishop, seconded by David Ash, moved to approve the Joint Administrative Services compensation adjustments as presented.**

<i>Position</i>	<i>New</i>	<i>Occupant</i>
Finance Technician.	41,320	Pat Wiley

<i>Position</i>	<i>New</i>	<i>Occupant</i>
Accounts Payable Coordinator	37,894	Emily Johnson
Payroll and Benefits Coordinator	47,081	Sally Sheckels
Purchasing Manager	56,367	Mike Legge
Accountant	64,896	Annette Gilley
Accountant	58,637	Brenda Bennett
JAS Director	109,319	Tom Judge
TOTAL	415,515	

The motion carried as follows:

David Ash - Aye
Chuck Bishop - Aye
J. Michael Hobert - Aye
Sharon Keeler - Aye
Charles "Chip" Schutte - Aye

6. Set Next Meeting

The next regularly scheduled meeting is set for Monday, January 27, 2015.

7. Adjournment

At 2:15 pm, Chairman Hobert adjourned the meeting.

Minutes Recorded and Transcribed by: Lora B. Walburn

<u>EVENT</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>Notes</u>
Telephone System *	38,000	38,000	38,000	38,000	38,000	68,000	38,000	38,000	38,000	30K maint; 3K handset; 30K PBX replacement in 2021
Information Security		25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	Disaster Recovery System. Sort things out in 2016
Energy Management System	25,000	100,000	100,000	100,000	100,000	100,000				Extension shifted forward. Sort things out in 2016.
Building Security: Video and Sensor		50,000	50,000	50,000	50,000					Must decide on goal of integrated joint system.
Fiber optic infrastructure	96,000	56,400	56,400	56,400	56,400	56,400	56,400	56,400	56,400	Shentel, Comcast, & Comcast retro in 2016
Network Switch Upgrades	184,000	184,000	184,000	184,000	184,000	184,000	184,000	184,000	184,000	120K schools; 64K Government
Shared Data Storage										Will no longer be a shared function going forward
Video Conferencing					25,000					Need and cost not defined
ERP Application	117,506	117,506	117,506	117,506	121,031	124,662	128,402	132,254	136,222	
Training		20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	Focus on ERP Training in 2016
TOTAL	460,506	590,906	590,906	590,906	619,431	578,062	451,802	455,654		

KEY:

Bold = School 100%

Italic = Government 100%

Normal = Split 50/50

* The phone system will be split: 45-45-10, Sch-Gov-Town

<u>Dark Fiber Ongoing</u>	<u>FY 16</u>		<u>Other</u>	
	<u>Monthly</u>	<u>Annual</u>		
Shentel School	2800	33600	Comcast Boyce	? Phases out 2017
Shentel Government	1900	22800	Comcast Retro Gov	14400 Pays out in 2016
Comcast School	180	2160	Comcast Retro Sch	21600 Pays out in 2016
Comcast Government	120	1440	JW Centrex Lines	-14400 Savings begin 2016
Total School	2980	35760		Not fiber, note only
Total Government	2020	24240		

JOINT TECHNOLOGY PLAN

Proposed by the Joint Administrative Services Board 1/28/2015

Telephone System Extensions and Upgrades

The telephone system originally purchased from Avaya for certain government buildings has since been extended to include most school buildings and the Town of Berryville. The budget shows primarily operating costs for maintenance costs of \$35K per year, and handset replacement at \$3K per year. These operating costs will be split 45/45/10 School/Gov/Town. FY 21 includes \$30K for replacement of the PBX switch.

Information Security

The School Division and the Government each have separate connections to the internet, so security elements such as firewalls, spam filters, and antivirus are funded through each organization's IT budget. Maintaining separate internet connections is a security feature in itself because it permits redundancy. The Government utilizes an off-site backup service in California for certain data, and the School Division is considering the same.

The budget includes funding for a disaster recovery system. This would provide a mechanism for putting government and school computer systems back into operation within a short period of time after a disaster such as theft, fire, weather events, etc. Because there are several uncertainties regarding the need for a disaster recovery solution, no funds have been proposed for FY 16, but it is a clear that some solution will be required over the long term.

Energy Management System Extensions

An energy management system would tie together a network of sensors and control devices installed over the County's major buildings (schools, recreation center, courthouses, Joint Government Center) to a central software application. This software application could be managed by the Joint Maintenance department to optimize the energy consumption of buildings. Such a system was installed by TAC Americas (later Schneider) for the Clarke County Public Schools in 2005.

The system installed at the new high school in 2012 is manufactured by Siemens, but includes its own software system for its management. It is not clear whether the Siemens software

application can be made compatible with the original TAC equipment. However, it will be important to quickly evaluate the effectiveness of the Siemens system before major HVAC upgrades are undertaken.

The TAC system has never operated correctly despite good faith efforts on the part of Schneider and the Joint Maintenance department. However, the system is expensive to replace wholesale if the current system of sensors and controls cannot be used. A procurement effort in May 2011 sought to engage a vendor that would tie the current system of sensors and controllers to a new software system, in hopes of finally making the system fully operable, but in the end proprietary elements in these devices made them incompatible with AERO Integrated Solutions' software.

Since then a new "head-end" system has been procured from Tridium which is built on open standards. In time this system can be extended to control other building systems, thereby becoming the central energy management system of the County (Government & Schools). Funds are included for gradual replacement of sensors and controllers.

Building Security Systems

The federal *Secure Our Schools* grant of \$328,235 obtained in 2007, along with a local match of the same amount, led to an expenditure of \$656,470 to provide security systems in the schools. The consultant, Kimball, reviewed the security needs of the schools and various configurations of door access systems, video surveillance systems, and weapon detection systems at each of the five buildings. The final decision implemented extended video surveillance systems at JWMS and (old) CCHS consisting of cameras, switches, recorders, and monitors. This was considered the most effective use of the funds. Most of the local match went toward upgrading the network infrastructure to accommodate video signals.

The original plan called for extending security systems to other buildings, and connecting them to the Sheriff's dispatch office to permit monitoring during emergency events (the "head-end" of the system). A security design for the Joint Government Center and the Circuit Courthouse were developed but not implemented due to budget limitations in those capital budgets. The new high school is equipped with an extended video system, leaving the old high school system available for the elementary school renovation.

The estimated cost of the "head-end" at the Sheriff's Office is \$70,000. However, this would connect only the new CCHS because of changes in the technical standards. The old CCHS and JWMS would remain separately monitored by the School Resource Officer. The Sheriff is seeking grant funding for this head-end. Data ownership and data privacy issues between

the School Division and the Sheriff's office are being investigated. Monitoring of the high school by the Sheriff's Office would only occur in connection with the \$70,000 grant-funded expenditure for the head-end.

Although the Joint Administrative Services Board believes building security itself to be important, completion of this system to additional buildings is not a high priority unless grant funding can be obtained. Opportunities to improve security will be assessed on a case by case basis as needs arise.

Fiber Optic Network

The Schools and Government utilize a network of fiber optic lines to connect all buildings, with the exception of Boyce Elementary School (served separately by a Comcast connection). This network carries voice, video, and data packets for a variety of computer applications. Some of these lines are owned, and some are leased through the Cable Television Franchise agreement with Comcast (previously Adelphia). This lease agreement expires December 19, 2015.

The School Board and Board of Supervisors recently approved lease agreements with Shentel to provide dark fiber to all buildings and certain radio and water towers. The Comcast agreement for the line to Boyce expires in 2017, and the Comcast dark fiber will remain active for another ten years. These lines will provide redundant capacity to the Shentel lines during this period.

Network Switches

Network switches route internet traffic, data application communications, telephone communications, and energy management system communications. As such, these devices are critically important to the functioning of all other software and hardware in the County. The network switches consist of 12 "core" switches, but 100s of switches total. Many of these switches were replaced or added four years ago, but should start receiving scheduled replacement. The estimated annual cost of replacing these switches is \$64,000 per year for the Government and \$120,000 per year for the School Division.

Employee Training

The ERP system includes initial training for that system, so no training cost is shown for FY 16. Beyond that it is critically important that end users of the ERP system receive continuing

training to take advantage of upgrades, and that new employees receive basic training. In addition, IT and other technicians will require training to keep abreast of system upgrades. Much of this training can be delivered across the internet to groups or individuals from the County's various organizations, adding an economy of scale, and saving on travel costs.

In addition, it is important that employees receive training in office applications, web page maintenance, and email/address/calendar applications. There is general agreement that the full capabilities of these systems are underutilized.

Shared Data Storage

The Schools and Government backed up to each other's SAN devices daily until quite recently when a third SAN unit became available at the Sheriff's office. Both organizations now back up to this system. Meanwhile, the Schools obtained a grant to fund backup capacity of their own. It is expected that, in the near future, the Schools will maintain their own data storage solution, and the Government will maintain its own, thereby making this no longer a Joint Technology project.

Video Conferencing

Consideration should be given to the costs and benefits of video conferencing among school and government employees to reduce time and the cost of travel between buildings. The need is not imminent, though the technology exists in a wide variety of options. Two important considerations are: 1) the quality of the video signal should be very high; 2) our local intranet should be utilized, and connection to the internet avoided, to prevent hogging the bandwidth utilized by other users communication to the internet.

Software Adoption and Replacement

There are currently only a few shared software applications (Xpert, schooldude) However, there may be advantages to sharing software systems such as:

1. Email, calendaring, address book.
2. Facility scheduling.
3. Citizen alert.
4. Web development tools.

5. Productivity software licensing (word processing, spreadsheets, etc.)
6. Project Management.
7. Board Record-keeping.

No budget estimates are provided for this category as software system charges do not currently span organization budgets. Efforts have been made to introduce the Government to the Schools BoardDocs software, and by the Government to introduce the Schools to the Zimbra Email and Calendaring system. However, to date these efforts have not led to a decision to share these systems.

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Employer Update



Virginia Retirement System

A Publication for VRS Employers

OCTOBER 2014

In This Edition

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6. **myVRS Navigator**
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 2. **Tips on Using the Plan Determination Feature**
7. **Your Turn to Ask:** Can you explain eligibility for the Partial Lump Sum Option Payment (PLOP) for employees who are retiring?



QR Scan to View All Issues

Announcements

Celebrate National Save for Retirement Week with these resources for employees.



VRS is now on Facebook! Follow our page and help us spread the word by providing this link to employees and retirees.

Financial Reporting Resources, including Governmental Accounting Standards Board (GASB) accounting standards and Auditor of Public Accounts guidelines

Payroll Frequency Affects Hybrid Contribution Deductions

Order VRS Publications

Employer Training & Events

Classroom and webinar courses are posted on the VRS website as they are scheduled. Stay tuned to Employer Training for new offerings. Other e-learning modules are available through VRS University in the Commonwealth of Virginia Knowledge Center.

Current Training

- Hybrid Retirement Plan Education
- EZLink Training

VRS Achieves 15.7 Percent Return for Fiscal Year 2014

VRS achieved a 15.7 percent net return on its investment portfolio for fiscal year 2014, ending the year with \$66 billion in assets, marking a historic high for the fund. Market gains amounted to \$9 billion for the fund this year. Read the full news release.

Adjustment Fee Affecting Hybrid and COV 457 Plan Effective January 1

Update: VRS has moved the implementation date of the administrative fee to January 1, 2016. Read the November issue of Employer Update for details.

Employers are responsible for reporting employer and employee contributions to VRS and ICMA-RC, the third-party record keeper for the defined contribution plans. From time to time, errors may occur in the

process, requiring employers to take corrective measures.

Beginning January 1, ICMA-RC will impose a \$50 administrative adjustment fee on employers for each adjustment made to plan participant records, up to \$750 per instance for multiple adjustments. The fee is in alignment with VRS' adjustment policy, which provides guidance to employers regarding corrections to member accounts for those employees who participate in the defined contribution component of the Hybrid Retirement Plan. There are some instances, as outlined in the policy, where employers have 90 days to make corrections without incurring a fee. In most cases, however, when funds are removed from a participant's account, an earnings calculation is required, which would trigger the fee.

The fee also will apply to adjustments in the Commonwealth of Virginia 457 Deferred Compensation Plan and the Virginia Cash Match Plan 401(a). This fee is in addition to any "penalties, interest, compliance fees or other charges" associated with failure to follow state and federal laws and regulations that may be imposed under Section 51.1-124.22(A)(14) of the Code of Virginia.

ICMA-RC will invoice employers directly for the administrative adjustment fee on any adjustments made based on the policy. Employers will be responsible for any gains or losses discovered after an adjustment. If an adjustment to a hybrid plan member account results in the return of funds to the employee, the employer matching funds for that contribution will be deposited into a forfeiture account. Once a year, you can direct that the forfeiture account be used to offset an upcoming employer contribution. You can view the balance in your forfeiture account through EZLink.

Minimizing adjustments

To minimize adjustments to your hybrid plan employees' accounts, be sure to reconcile your Snapshot to your payroll information each month. This step will help you verify the amount you owe for each hybrid plan member. You'll also want to view Creating Contribution Submissions in EZLink, ICMA-RC's webinar for employers submitting Hybrid Retirement Plan contributions.

If you have questions about this policy related to your hybrid plan employees, contact the Hybrid Retirement Plan Support Team toll-free at 1-855-291-2285 or vrshybridsupport@varetire.org. If you have questions about this policy related to the Commonwealth of Virginia 457 Deferred Compensation Plan and the Virginia Cash Match Plan 401(a), please contact

(ICMA-RC's Online System)
for the Hybrid Retirement
Plan and Defined
Contribution Plans

- Virginia Local Disability Program (VLDP)
- Using myVRS Navigator
- Accessing VRS University Online Classes

Member Education & Events

Classroom and webinar courses are posted on the VRS website as they are scheduled. Register for the offerings below at Education & Counseling.

Retirement Planning

- Are you on Track?
- Hybrid Retirement Plan Members – Are You on Track?
- Are you Ready to Retire?
- Your Next Steps
- Retirement Education Seminar I
- Retirement Education Seminar II
- Money Matters for Virginians
- Defined Contribution Plans Event Registration
- Defined Contribution Plans Participant Webinars
- Hybrid Retirement Plan Education and Events

XPBRT BROWSE PRINTOUT
Module [PAYROLL] Screen [DEDUCTION DESCRIPTION MASTER BROWSE]
CLARKE COUNTY
Executed By: judget

DEDUCTION DESCRIPTION ID	DEDUCTION TYPE	VENDOR ID	SHORT DESCRIPTION
VRS - GOVERNMENT 55121 EMP	RETIREMENT-M	TREAS OF VA-VRS	VRS CC
VRS - GOVERNMENT 55121 MEM	RETIREMENT FS	TREAS OF VA-VRS	VRS MEMBER
VRS BUY BACK GOVERNMENT 55521	VRS BUY BACK	TREAS OF VA-VRS	BUY BACK
VRS BUY BACK NONPROFESSIONAL 5	VRS BUY BACK	TREASURER OF VI	BUY BACK
VRS BUY BACK PROF 40121 NO TAX	VRS BUY BACK EX	TREASURER OF VI	BUY BACK
VRS BUY BACK PROFESSIONAL 4012	VRS BUY BACK	TREASURER OF VI	BUY BACK
VRS GOV FTHOUR HY DB EE MAN	RETIREMENT FS	TREASURER OF VI	VRS RETIRE
VRS GOV FTHOUR HY DB ER MAN	RETIREMENT-M	VIRGINIA RETIREMENT SYSTEM	VRS RETIRE
VRS GOV FTHOUR HY DC EE MAN	401A	ICMA RC 401 ICMA RC 401 EM	VRS RETIRE
VRS GOV FTHOUR HY DC EE VOL	457 DEFERRED	ICMA RC 401 ICMA RC 401 EM	VRS RETIRE
VRS GOV FTHOUR HY DC ER MAN	401A-EMPLOYER	ICMA RC 401 ICMA RC 401 EM	VRS RETIRE
VRS GOV FTHOUR HY DC ER VOL	401A-EMPLOYER	ICMA RC 401 ICMA RC 401 EM	VRS RETIRE
VRS GOV FTHOUR VACORPS DISAB	DISABILITY-M	VACORP -VA-CL-022	VACORPS GOV DISABILITY 022
VRS GOV HY DB EE MAN	RETIREMENT FS	TREASURER OF VI	VRS RETIRE
VRS GOV HY DB ER MAN	RETIREMENT-M	VIRGINIA RETIREMENT SYSTEM	VRS RETIRE
VRS GOV HY DC EE MAN	401A	ICMA RC 401 ICMA RC 401 EM	VRS RETIRE
VRS GOV HY DC EE VOL	457 DEFERRED	ICMA RC 401 ICMA RC 401 EM	VRS RETIRE
VRS GOV HY DC ER MAN	401A-EMPLOYER	ICMA RC 401 ICMA RC 401 EM	VRS RETIRE
VRS GOV HY DC ER VOL	401A-EMPLOYER	ICMA RC 401 ICMA RC 401 EM	VRS RETIRE
VRS GOV VACORPS DISABILITY	DISABILITY-M	VACORP -VA-CL-022	VACORPS GOV DISABILITY 022
VRS INS>50K	INS>50K	FARMERS & MERCH	LI GT 50K
VRS INS>50K SUPERINTENDENT	INS>50K	FARMERS & MERCH	LI GT 50K SUPERINTENDENT-OPTIONAL LIFE
VRS LONG TERM CARE INSURANCE	INS NON-CAPE	GENWORTH LIFE INSURANCE CO	LONG TERM CARE INSURANCE
VRS OLIP DEP 1	LIFE-VRS	MINNESOTA LIFE-OLIP	VRS OPT LIFE DEPENDENT 1
VRS OLIP DEP 2	LIFE-VRS	MINNESOTA LIFE-OLIP	VRS OPT LIFE DEPENDENT 2
VRS OLIP DEP 3	LIFE-VRS	MINNESOTA LIFE-OLIP	VRS OPT LIFE DEPENDENT 3
VRS OLIP DEP 4	LIFE-VRS	MINNESOTA LIFE-OLIP	VRS OPT LIFE DEPENDENT 4
VRS OLIP EMP 1	LIFE-VRS	MINNESOTA LIFE-OLIP	VRS OPT LIFE EMPLOYEE 1
VRS OLIP EMP 2	LIFE-VRS	MINNESOTA LIFE-OLIP	VRS OPT LIFE EMPLOYEE 2
VRS OLIP EMP 3	LIFE-VRS	MINNESOTA LIFE-OLIP	VRS OPT LIFE EMPLOYEE 3
VRS OLIP EMP 3 SUPERINTENDENT	LIFE-M	MINNESOTA LIFE-OLIP	LIFE INS SUPERINTENDENT
VRS OLIP EMP 4	LIFE-VRS	MINNESOTA LIFE-OLIP	VRS OPT LIFE EMPLOYEE 4
VRS OLIP SPC 1	LIFE-VRS	MINNESOTA LIFE-OLIP	VRS OPT LIFE SPOUSE 1
VRS OLIP SPC 2	LIFE-VRS	MINNESOTA LIFE-OLIP	VRS OPT LIFE SPOUSE 2
VRS OLIP SPC 3	LIFE-VRS	MINNESOTA LIFE-OLIP	VRS OPT LIFE SPOUSE 3
VRS OLIP SPC 4	LIFE-VRS	MINNESOTA LIFE-OLIP	VRS OPT LIFE SPOUSE 4
VRS SCH FTHOUR HY DB EE MAN	RETIREMENT FS	TREASURER OF VI	VRS RETIRE
VRS SCH FTHOUR HY DB ER MAN	RETIREMENT-M	VIRGINIA RETIREMENT SYSTEM	VRS RETIRE
VRS SCH FTHOUR HY DC EE MAN	401A	ICMA RC 401 ICMA RC 401 EM	VRS RETIRE
VRS SCH FTHOUR HY DC EE VOL	457 DEFERRED	ICMA RC 401 ICMA RC 401 EM	VRS RETIRE
VRS SCH FTHOUR HY DC ER MAN	401A-EMPLOYER	ICMA RC 401 ICMA RC 401 EM	VRS RETIRE
VRS SCH FTHOUR HY DC ER VOL	401A-EMPLOYER	ICMA RC 401 ICMA RC 401 EM	VRS RETIRE
VRS SCH FTHOUR VACORPS DISAB	DISABILITY-M	VACORP -VA-CL-022	VACORPS GOV DISABILITY 022
VRS SCH NON HY DB EE MAN	RETIREMENT FS	TREASURER OF VI	VRS RETIRE
VRS SCH NON HY DB ER MAN	RETIREMENT-M	VIRGINIA RETIREMENT SYSTEM	VRS RETIRE
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VRS SCH NON HY DC ER MAN	401A-EMPLOYER	ICMA RC 401 ICMA RC 401 EM	VRS RETIRE
VRS SCH NON HY DC ER VOL	401A-EMPLOYER	ICMA RC 401 ICMA RC 401 EM	VRS RETIRE
VRS SCH NON VACORPS DISABILITY	DISABILITY-M	VACORP -VA-CL-022	VACORPS GOV DISABILITY 022
VRS SCH PRO HY DB EE MAN	RETIREMENT FS	TREASURER OF VI	VRS RETIRE
VRS SCH PRO HY DB ER MAN	RETIREMENT-M	VIRGINIA RETIREMENT SYSTEM	VRS RETIRE

U.S. DEPARTMENT OF THE TREASURY

Press Center

FACT SHEET: Final Regulations Implementing Information Reporting for Employers and Insurers under (ACA)

3/5/2014

WASHINGTON - Today, the U.S. Department of the Treasury and the Internal Revenue Service (IRS) released final rules to implement provisions for insurers and certain employers under the ACA that take effect in 2015.

"Today's announcement is part of the Administration's effort to provide certainty and early guidance about major health policies so owners and other individuals can plan for 2015," said Assistant Secretary for Tax Policy Mark J. Mazur. "Treasury's final rules simplify information reporting while making it easier for employers and insurers of all sizes to provide the quality, affordable health coverage that deserves."

While 96 percent of employers are not subject to ACA reporting requirements or the employer responsibility provision because they have fewer than 50 full-time employees, in 2015 requirements begin to phase-in for the remaining four percent of employers that are required to offer quality, affordable coverage or make a payment. The final regulations released today on information reporting by those employers will substantially streamline reporting for those employers, particularly those that offer highly affordable coverage to full-time employees. Final rules were also released today to clarify reporting requirements for insurers and other parties that provide health coverage under the ACA. Together, these rules respond to feedback from stakeholders and ensure that insurers effectively comply with their responsibilities.

Today's final rules include the following key provisions:

Single, Combined Form for Information Reporting

Employers that "self-insure" will have a streamlined way to report under both the employer and insurer reporting provisions. In response to stakeholder requests, the final rules provide for a single, consolidated form that employers will use to report to the IRS and employee health plans under section 6056, thereby simplifying the process and avoiding duplicative reporting. The combined form will have two sections: the top half includes the information needed for section 6056 reporting, while the bottom half includes the information needed for section 6055.

- o Employers that have fewer than 50 full-time employees are exempt from the ACA employer shared responsibility provisions and employer reporting requirements.
- o Employers that are large enough to be subject to the employer responsibility provisions and that "self-insure" will use the combined form for information reporting.
- o Employers that are subject to employer responsibility but do not "self-insure" will complete only the top section of the combined form (section 6056). Insurers and other providers of health coverage will report only under section 6055, using a separate form. Insurers do not have to report on enrollees in the Health Insurance Marketplace, since the Marketplace will administer the Marketplace individuals' coverage there.

Simplified Option for Employer Reporting

For employers that provide a "qualifying offer" to any of their full-time employees, the final rules provide a simplified alternative to reporting employee-specific information on those employees.

- o A qualifying offer is an offer of minimum value coverage that provides employee-only coverage at a cost to the employer of at least \$1,100 in 2015 (9.5 percent of the Federal Poverty Level), combined with an offer of coverage for the employee's dependents.
- o For employees who receive qualifying offers for all 12 months of the year, employers will need to report only the

identification numbers (TINs) of those employees and the fact that they received a full-year qualifying offer. For employees a copy of that simplified report or a standard statement indicating that the employee received a full

- o For employees who receive a qualifying offer for fewer than all 12 months of the year, employers will be able to report employees for each of those months by simply entering a code indicating that the qualifying offer was made.
- o To provide for a phase-in of the simplified option, employers certifying that they have made a qualifying offer to all employees (plus an offer to their families) will be able to use an even simpler alternative reporting method for 2 years. They will be able to use the simplified, streamlined reporting method for their entire workforce, including for any employees who did not receive an offer for the full year. Those employers will provide employees with standard statements relating to their possible credits.

The final regulations also give employers the option to avoid identifying in the report which of its employees are full-time, and to report those employees who may be full-time. To take advantage of this option, the employer must certify that it offered coverage to at least 98 percent of the employees on whom it is reporting.

What Information Is Reported

The statute calls for employers, insurers, and other reporting entities to report information including:

- **For section 6055**
 - o Information about the entity providing coverage, including contact information.
 - o Which individuals are enrolled in coverage, with identifying information and the months for which they were covered.
- **For section 6056**
 - o Information about the employer offering coverage (including contact information and the number of full-time employees).
 - o For each full-time employee, information about the coverage (if any) offered to the employee, by month, including self-only coverage offered.

Streamlined information: The final rules omit data elements in the statute that are not necessary to understanding coverage. The interest of streamlining. These include (but are not limited to):

- o The length of any waiting period;
- o Employer's share of the total allowed costs of benefits provided under the plan;
- o The amount of advance payments of the premium tax credit and cost-sharing reductions.

For more information, see sections 6055 and 6056 final regulations *here*.

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- o For employees who receive qualifying offers for all 12 months of the year, employers will need to report only the

identification numbers (TINs) of those employees and the fact that they received a full-year qualifying offer. Employees will be able to provide employees a copy of that simplified report or a standard statement indicating that the employee received a full-year qualifying offer.

- o For employees who receive a qualifying offer for fewer than all 12 months of the year, employers will be able to report those employees for each of those months by simply entering a code indicating that the qualifying offer was made.
- o To provide for a phase-in of the simplified option, employers certifying that they have made a qualifying offer to all full-time employees (plus an offer to their families) will be able to use an even simpler alternative reporting method for the first year. Those employers will be able to use the simplified, streamlined reporting method for their entire workforce, including for any employees who do not receive a qualifying offer for the full year. Those employers will provide employees with standard statements relating to their possible tax credits.

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**Implementation of Payroll
And Human Resources:
An Introduction
Revision 1.1**

tyler works.

Implementation

Tyler Technologies, Inc.

MUNIS[®] Division

370 U.S. Route One

Falmouth, Maine 04105

Web: www.tyler-munis.com

Welcome to Tyler-MUNIS® Payroll and Human Resources!!

INTRODUCTION

The purpose of this document is to outline in a very generic and general way the approach we take with the implementation of the Payroll and Human Resource modules, to give you an idea of what to expect and to assist you in planning for the necessary resources and information that will be needed at each step of the way.

Your site is very unique in the policies and procedures you use to track employee information and changes and to how you track employee time and process your payroll. It is the goal of your HR/PR Project Manager and Implementer to structure the setup of MUNIS, both with codes and procedures, to mirror as much as is possible your current methodology. To that end, we will spend a great deal of time getting to know how your Payroll and Human Resources departments and processes function.

While we are not experts (yet!) on how you function, we do bring years of experience to this project in terms of how MUNIS® functions and with how other sites, large and small, function so we certainly hope that you will be open to new ideas should we uncover newer, better and more efficient ways to perform certain tasks. We also understand that your experience may also show us a better way!

In fact, we like to look at the implementation process more in terms of developing a true “team” relationship between the two of us and are always excited about the prospect of learning new ways to do things.

One thing that is vitally important to the success of your implementation is that all the parties involved understand that while change is not always pleasant, that ownership of this project is crucial. There are numerous reasons why you have chosen to change to a new Human Resources and Payroll software system. A pre-requisite for the successful implementation of Munis® is that all affected employees understand the importance of their role in this project.

In addition, even though your site may have a strict division of labor between the Human Resources and Payroll departments, it can be very beneficial if both sides are involved in all phases of the implementation. As there will be a lot of work to do on your part it helps if you plan for sufficient resources to be made available and that those resources be provided by both departments. In addition to making the process run more smoothly, it is always helpful if both sides can experience what the “other” side is does. Please consider this when scheduling your resources for the various project tasks.

Payroll/Human Resources Phased Implementation

The implementation of your site, regardless of size, will be a phased project with different tasks assigned to each phase and a defined task list outlined for each phase. Knowing in advance what is to be covered in each phase will help you in determining which people need to be assigned to which session, what information needs to be available at each step what homework will need to be completed prior to the next session.

This document is not designed to strictly outline the tasks, personnel and information needed for your site as that will be unique to you. Instead, this document serves merely to give you an indication of what may be necessary. Your project manager, upon an analysis of your particular situation and needs will develop a detailed project plan and detailed phase agendas based on your needs.

In general, there will be 5 distinct steps to your implementation. Depending on size, some of these may be combined into a single trip. For others, some of these phases may be split into multiple sessions. The implementation calendar will be developed between the key functional leaders for your site and your Tyler-Munis® Project Manager.

After an initial consult and analysis by your PR/HR Project Manager or Senior Implementation Specialist, the standard phased approach will look something like this:

1. **PR Set up tables; Training and Data Entry**
2. **Employee Maintenance and Personnel Actions (This may involve training and implementation of additional Human Resource specific processes that are not specifically outlined in this document)**
3. **Payroll Process Training and Initial parallel**
4. **2nd Parallel and pre-live analysis**
5. **Live Payroll**

The following pages will give you an idea of what typically is involved in each of these steps, the personnel that should be in attendance and the information normally needed to adequately perform the analysis and training.

Charging of ERP System in FY 16

Module	Cost	Account
Accounting/GL/BG/AP	7866	JAS
BMI Asset Track	1505	JAS
Cash Management	1881	TREAS
Contract Management	1231	JAS
Fixed Assets	3010	JAS
Inventory	3010	JAS
Project and Grant Accounting	2257	JAS
Purchasing	4891	JAS
Student Activity Fund Accounting	2736	SCH
Applicant Tracking	1881	JAS
HR Management	5267	JAS
Payroll w/ ESS	11012	JAS
Accounts Receivable	2633	TREAS
CAMA Bridge	3256	COMM
General Billing	1129	TREAS
Maplink GIS Integration	3420	PLAN
Permits and Code Enforcement	9240	PLAN
Tax Billing	16280	TREAS
Tyler Cashiering	4104	TREAS
Utility Billing CIS	4925	CCSA
VA Income Tax	2052	COMM
Citizen Self Service	2633	CNTY ADM
eProcurement	1881	JAS
Munis Analytics and Reporting (SaaS)	7000	JAS
Tyler Content Manager	6156	JAS
Tyler Forms Processing	5250	JAS
Payroll Tax Table Updates	1000	JAS
	117506	
JAS	63217	
TREAS	26027	
COMM	5308	
SCH	2736	
CCSA	4925	
PLAN	12660	
CNTY ADM	2633	
	117506	

JAS FY 16 BUDGET PROPOSAL

1/24/2015

	<u>FY 13</u> <u>ACTUAL</u>	<u>FY 14</u> <u>ACTUAL</u>	<u>FY 15</u> <u>ADOPTED</u>	<u>FY 16</u> <u>REQUEST</u>	<u>VARIANCE</u>	<u>NOTES</u>
FUNC 12240 INDEPENDENT AUDITOR						
3120 PROFESSIONAL SERVICES	31,100	31,200	33,000	34,500	1,500	Cost Allocation study not always charged.
FUNC 12510 DATA PROCESSING						
3100 PROFESSIONAL SERVICES	500				-	
3320 MAINTENANCE SERVICE CONTRACT	25,008	26,210	26,100	7,000	(19,100)	Should retire all but Utility Billing
5540 TRAVEL CONVENTION & EDUCATION					-	
6001 OFFICE SUPPLIES		444			-	
12510 DATA PROCESSING	25,508	26,654	26,100	7,000	(19,100)	
FUNC 12530 FINANCE & PURCHASING						
1100 SALARIES - REGULAR	364,389	365,756	367,333	381,693	14,360	FY 15 Mid-year salary increase
1300 SALARIES - PART TIME			-	2,000	2,000	Payroll compliance assistance
2100 FICA BENEFITS	27,455	27,391	28,100	29,353	1,253	
2210 VSRS BENEFITS	42,488	42,815	53,263	54,010	747	Payroll up, but rate down
2300 HEALTH INSURANCE BENEFITS	23,752	24,599	26,158	28,763	2,605	10% rate increase estimated
2400 LIFE INSURANCE	4,336	4,370	4,849	4,542	(307)	Rate decrease from FY 15 adopted
2750 RETIREE HEALTH CARE CREDIT	4,045	4,076	4,335	4,046	(289)	Rate decrease from FY 15 adopted
2800 OTHER BENEFITS	3,400	210	-		-	
3000 PURCHASED SERVICES		349	-		-	
3600 ADVERTISING	354	-	400	200	(200)	
4300 CENTRAL PURCHASING/STORE	(558)	568	-	-	-	
5210 POSTAL SERVICES	2,210	1,854	2,200	2,150	2,200	
5230 TELECOMMUNICATIONS	1,392	1,114	1,400	1,200	(200)	
5510 TRAVEL MILEAGE	468	792	700	800	100	Should go down with new system
5540 TRAVEL CONVENTION & EDUCATION	121	452	100	1,500	1,400	Purchasing certification; Tyler User Conference
5810 DUES & MEMBERSHIPS	335	654	900	750	(150)	VAGP; GFOA
6001 OFFICE SUPPLIES	1,381	(295)	2,000	2,000	-	MICR Toner
6012 BOOKS AND SUBSCRIPTIONS		-	200		(200)	
12530 FINANCE & PURCHASING	475,568	474,705	491,938	513,007	21,069	
TOTAL	532,176	532,559	551,038	554,507	3,469	

Memo to the County of Clarke, Virginia

Potential Refunding of Local School Bond

Virginia Public School Authority ("VPSA") has tentatively scheduled a sale of its School Financing Refunding Bonds (1997 Resolution) (the "2015A Refunding Bonds") to refund a portion of its outstanding School Financing Bonds (1997 Resolution) (the "Prior VPSA Bonds"). Your locality (the "Locality") is receiving this letter because one of the Locality's local school bonds ("Local School Bond") was purchased by an issue of the Prior VPSA Bonds that is a refunding candidate.

The Local School Bond affected is that related to VPSA's School Financing Bonds (1997 Resolution), Series 2006B. The sale of the 2015A Refunding Bonds and the determination of which Prior VPSA Bonds to be refunded is subject to the achievement of present value debt service savings in excess of 3.00% of the par amount of the refunded Prior VPSA Bonds. The allocation of the debt service savings is further described below.

VPSA CANNOT GUARANTEE WHICH PRIOR VPSA BONDS (OR LOCAL SCHOOL BONDS) WILL BE REFUNDED WITH THE PROCEEDS OF THE 2015A REFUNDING BONDS OR THE PRESENT VALUE SAVINGS TO BE ACHIEVED AS A RESULT OF THE REFUNDING OF THE PRIOR VPSA BONDS AS MARKET CONDITIONS ARE SUBJECT TO CHANGE.

Timing

The preliminary official statement for the 2015A Refunding Bonds is expected to be posted on or about January 23, 2015 and the bond sale is expected to be on or about February 3, 2015.

If you have any questions regarding the impact of the potential refunding on your Local School Bond, please contact either: Deidre G. Jett, Public Finance Manager for VPSA or Ty Wellford, Davenport & Company, LLC, Financial Advisor to VPSA **prior to January 20, 2015.**

If the Prior VPSA Bonds associated with the Locality's Local School Bond are refunded the Locality will receive a subsequent memo after the sale date.

Refunding Credits

The savings achieved as a result of the refunding will be allocated over the remaining amortization period for the Locality's Local School Bond affected by the refunding through an annual credit (the "Refunding Credit").

If your Local School Bond is included in the refunding VPSA will provide the Locality with an amortization schedule that shows the Locality's existing amortization schedule and the resulting Refunding Credits. The Locality will continue to be responsible for making its debt service payments on the Local School Bond in accordance with the original amortization

schedule and VPSA will cause the Refunding Credit to be returned (by wire) on or after August 1 each applicable year, provided the Locality's debt service payment has been received.

Certificate of Refunding of Local School Bond

In order to receive such Refunding Credits, the Locality will be required to complete, execute and return a copy of the Certificate of Refunding of Local School Bond, attached hereto as Appendix A, to Lisa Williams at McGuireWoods LLP, 901 East Cary Street, Richmond, Virginia 23219 by February 17, 2015. In the interest of time, the Locality is encouraged to begin reviewing and completing the Certificate of Refunding of Local School Bond with the Locality's bond counsel.

Please note that no Refunding Credits will be returned to the Locality until after (1) receipt by VPSA and VPSA's Bond Counsel of an executed original copy of the above mentioned Certificate of Refunding of Local School Bond and (2) receipt of the original debt service payment for the applicable Local School Bond for the respective payment date.

All questions regarding the Certificate of Refunding of Local School Bond may be directed to Lisa Williams at McGuireWoods LLP, bond counsel to VPSA (804.775.4702 or lwilliams@mcguirewoods.com). Questions regarding the Refunding Credits may be directed to Ty Wellford at Davenport, financial advisor to VPSA (804.697.2915 or twelford@investdavenport.com) and all other questions may be directed to Deidre Jett, Public Finance Manager for VPSA (804.225.4928 or deidre.jett@trs.virginia.gov).

Regards,

Lisa M. Williams

cc:

Deidre Jett, Public Finance Manager, VPSA
Melissa Palmer, Senior Public Finance Analyst, VPSA
Ty Wellford, Davenport & Company, LLC

APPENDIX A

CERTIFICATE OF REFUNDING OF LOCAL SCHOOL BOND

The undersigned representative of the School Board of the [County/City/Town] of _____, Virginia (the "School Board"), and the undersigned representative of the [County/City/Town] of _____, Virginia (the "Issuer"), each hereby certify on behalf of the School Board and the Issuer, respectively, the following to the Virginia Public School Authority ("VPSA"):

1. The School Board and the Issuer acknowledge that each provided to VPSA a Use of Proceeds Certificate dated _____, 20__ (the "Original Use of Proceeds Certificate") in connection with the issuance of certain local school general obligation bond of the Issuer described therein (the "Local Bond"). A copy of the Original Use of Proceeds Certificate is attached as Schedule 1.

2. As set forth in the Original Use of Proceeds Certificate, VPSA purchased the Local Bond with the proceeds of certain bonds of VPSA described therein (the "VPSA Bonds").

3. VPSA informed the School Board and the Issuer that on February __, 2015 VPSA will issue its School Financing Refunding Bonds (1997 Resolution) Series 2015A (the "VPSA Refunding Bonds") in part for the purpose of refunding a portion of the VPSA Bonds for debt service savings, and the School Board and the Issuer understand that as a condition of realizing the debt service savings allocable to the Local Bond, VPSA is requiring that the School Board and the Issuer provide this Certificate.

4. The schedule of refunding credits for the Local Bond, which has been prepared by VPSA, is attached as Schedule 2.

5. The School Board and the Issuer acknowledge that the Local Bond was issued as tax-exempt bond and that the refunding of the VPSA Bonds causes a "reissuance" for federal income tax purposes of the Local Bond. The School Board and the Issuer further acknowledge that (i) VPSA is not requiring that the Local Bond continue to be treated as tax-exempt obligations for federal income tax purposes after February __, 2015, (ii) VPSA is requiring that the Local Bond not be considered a "private activity bond" within the meaning of Section 141 of the Internal Revenue Code of 1986, as amended and (iii) in order for the Local Bond to satisfy VPSA's requirement in (ii), the School Board and the Issuer must continue to comply with the requirements of the Original Use of Proceeds Certificate, as modified by this Certificate.

6. The School Board and the Issuer hereby represent that except as set forth in this Certificate and except to the extent that they relate to an earlier date, the representations and warranties of the School Board and the Issuer contained in the Original Use of Proceeds Certificate are true and correct as of the date hereof.

7. The Local Bond financed the costs of the projects described on Schedule 3 (the "Project").

8. [The School Board and the Issuer expended all of the proceeds of the Bonds on costs associated with the Project or costs of issuance related to the Local Bond on or before

_____] / [As of the date above, approximately \$_____ of the proceeds of the Local Bond remains unspent. For a description of the Issuer's expenditure plan for such unspent proceeds see Schedule 4. *NOTE: Please attach a Schedule 4 with an expenditure plan whereby all unspent proceeds will be spent within 6 months.*]

9. The Project is operational and used by the School Board and the Issuer for public school purposes and for no other purpose.

10. Neither the School Board nor the Issuer has any plans to close or lease, sell or otherwise dispose of the Project or any part thereof.

11. Neither the School Board nor the Issuer has entered into any arrangement regarding the ownership, use or operation of the Project, and no third party owns, uses (for example, under a lease), or operates (for example, through a management agreement) the Project or any part thereof.

12. The School Board and the Issuer acknowledge that the certifications, representations, warranties, and agreements contained in this Certificate will be relied upon by (i) the Treasurer and Secretary and the Assistant Treasurer and Secretary of VPSA in executing the tax certificate and Form 8038-G with respect to the VPSA Refunding Bonds and (ii) VPSA's Bond Counsel in rendering its opinion that interest on the bonds that refunded the VPSA Bonds is excludable from gross income for federal income tax purposes. Reliance for such purposes is authorized.

13 The School Board and the Issuer shall provide VPSA with any information within the School Board's or Issuer's possession or control, as the case may be, pertaining to the amount, expenditure, and investment of the proceeds of the Local Bond or the ownership, use and operation of the Project as may be requested in writing by VPSA, within 10 days of the date of mailing such request.

[Signature page follows]

IN WITNESS WHEREOF, the School Board and the Issuer each has caused a duly authorized representative to sign this Certificate as of the date above first written.

Dated: _____, 2015

[NAME OF SCHOOL BOARD]

By: _____

Print Name: _____

Title: _____

[NAME OF ISSUER]

By: _____

Print Name: _____

Title: _____

[Signature page to Certificate of a Refunding of Local School Bond]

SCHEDULE 1

Original Use of Proceeds Certificate

(to be provided by School Board or Issuer)

SCHEDULE 2

Schedule of Refunding Credits

(To be provided by VPSA upon return of the signed
Certificate and satisfaction of any requirements)

SCHEDULE 3

Description of the Project

[Please provide a one paragraph description of the project(s) that were financed with the proceeds of the Bonds, including the name of each school involved.]

SCHEDULE 4

Expenditure Plan for Unspent Proceeds

[Complete only if applicable to Question 8]