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May 9, 2022

Mr. Darren Jenkins, Treasurer  
Celina City Schools  
585 E. Livingston St.  
Celina, OH 45822

Mr. Jenkins:

At your request, NOACSC has completed an assessment of your fiscal department. Brenda Core, Treasurer, and Larry Kaiser, Fiscal Services Liaison, met with you and your team on May 3, 2022 to evaluate the effectiveness and efficiency of the treasurer's office of your district. Based upon an analysis of the information collected, we offer the following recommendations for your review:

**Personnel**

NOACSC recommends having a plan of succession for the current payroll person. Payroll duties are very specific to each district. Celina will benefit from having someone with experience in its payroll procedures, which will create a smoother transition when Scott Braun retires. The recommendation is to make the current half-time secretary into a full-time position and use the additional work time to learn under Mr. Braun. The ideal candidate would be someone with an accounting background.

**Purchased Service**

Based upon the unique situation of Celina, which includes being the fiscal agent for two additional organizations, we recommend purchasing 20 hours of extended fiscal services from NOACSC per month. The tasks NOACSC can perform, mostly from our office, will free up staff to perform their duties for efficiency. Duties NOACSC will complete on your behalf will be filing PCRs, keeping inventory up-to-date in EIS, USAS and payroll for Headstart and Tri-Star Career Center, and/or monthly USAS payroll items such as employer distributions for health care.

NOACSC believes that the combination of the additional half-time personnel and purchased services from NOACSC will free up the manpower needed for your building project, as well as give you the ability to more efficiently focus on your overall duties as Treasurer. The costs of the 20 hours per month would be at a discounted rate of \$45 per hour or \$900 per month for 12 months. Any additional hours over the recommended 20 hours would be our regular rate of \$50 per hour. We recommend starting the services at the beginning of the 2023 fiscal year. However, if you would like support before then, the cost will also be at the \$45 per hour rate on an as-needed basis.

Thank you for allowing us to spend time with you and your staff. We hope you find our recommendations helpful. Please contact Brenda or myself if you have any additional questions. Once you are prepared to move forward with an agreement, I will have it prepared and sent over for your approval.

Sincerely,

Ben Thaxton  
Executive Director, NOACSC