

RSU 21 Administrative Duties for Merger

RSU chooses financial software vendor.

- Creates new chart of accounts
- Conversion of current employees
- Conversion of current vendors

Establish RSU Central Office

- IRS/ Federal Applications
 - Tax Identification Number (TIN)
 - Federal Withholding Number
 - FCC License for radios
 - DUNS number

State of Maine applications

- State Withholding Number
- Tax Exemption Number
- Change of Name forms/inspections
 - Elevators
 - Vehicle titles
 - UCC Filings
 - Underground Tanks
 - School Lunch Kitchens
 - Maine Power Option Agreement

Registry of Deeds

- Property Titles

Contact Maine PERS for retirement information for staff

- Need 218 Agreements for non-PERS personnel

Bidding—need to get bids out for:

- Insurance
 - Property & Casualty, E & O, Liability & Bonding (and need to revise Old policies to remove Central Office)
- Unemployment
- Workers' Compensation
- Banking
 - Services required (Checking, Sweep, EFT)
 - Cash Flow
 - Tax Anticipation Note (TAN) needs
- Auditor

Advertise for vacancies

Mandated Appointments

Affirmative Action Officer
Attendance Coordinator
Physician

Student Information System

State funded Infinite Campus is only available after RSU is formed

Contracted Services

Examine all contracts, transfer to RSU or end as needed

Legal Services

Examine all contracts, transfer to RSU or end as needed