



This month has been overwhelming! We are no longer using American Fidelity to process our ACA reporting. We are using MUST to process 2018 ACA reporting. With this change, we have had to send MUST a complete listing of all employees paid in 2018, along with all other required information. In 2018 we paid roughly 396 employees. Most of these employees are temporary Head Start employees.

The Compensation Expenditure Reporting was due December 10, 2018, as I was unaware of this process, I received an email from OPI to have this completed right away. I contacted OPI and was assisted in completing this report and it was submitted on December 11, 2018. OPI stated that was the fastest they had ever seen someone submit the report. Our last payroll cycle for the year was December 28, 2018. I have been reconciling our liabilities and 941 tax liabilities, so that we can get ready to start printing out W2's and 1099's. Around the middle of December I submitted our MBI Youth claim. I was notified to make some corrections and resubmit. We received notice from Payne West that it was time for a school inspection. Our last inspection was in 2016. We arranged for Kevin to meet with our O&M department and do a walk through. He was impressed with our kitchen and provided great feedback. We did have a few deficiencies in our report and we made the O&M supervisor aware of the findings. I continue to work with Head Start Director on setting up her own user account for the reporting of Form 272 & 425. She still has not set up a user account. I received Head Start and EHS in-kind and need to revise my reporting for 3<sup>rd</sup> Qtr. Once I make these changes, I can submit the 4<sup>th</sup> qtr. report for Head Start. I have spoken with the liaison for our account and it seems I have not been given full access to complete the 425, so he is working on getting me complete access. Our Gear Up 1<sup>st</sup> qtr. reporting is due 30 days from Dec.30, I have been working with the liaison on completing this report before the deadline.

I have not had to assist the payroll clerk with his duties. He seems to understand the reporting that is required and has done an excellent job. Accounts Payable clerk has done an amazing job in scanning all pertinent information into our software. With this process in place, I can print all back up needed for reporting. Our Student Activities Clerk has decided to resign. With this change I have had her train me on her duties. I feel these duties could be divided within our Administration staff.

I am still familiarizing myself with the many duties of my position. I have completed the following duties on a weekly/monthly basis.

- ▲ Independence Bank deposits were made.
- ▲ Monthly reports due to Hill County Treasurer beginning of every month. Reports include warrant cash transfers, electronic payments, payroll and claim registers.
- ▲ Transcribed minutes for the Regular Board Meeting.
- ▲ Reconciled Student Activity Accounts.

