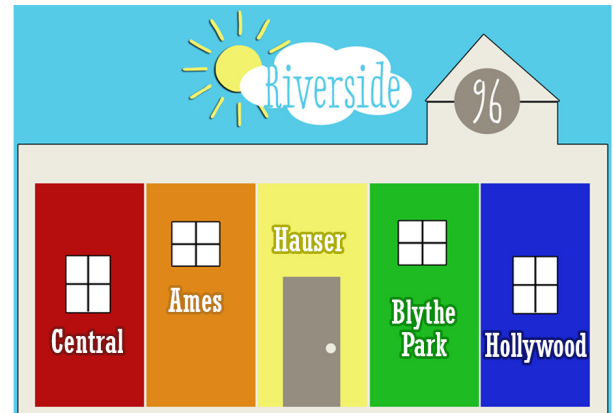


## RIVERSIDE SCHOOL DISTRICT 96

*Five Schools • One District • Optimizing Excellence*



### **Suggested Management Reports as of 10/3/2013**

A Chart of Accounts that will enable us to pull accurate sub account information and assist with any revamping of our account systems and/or software – addressing the impact on historical information.

1. The ability to review information on certified staff in a variety of different ways:
  - a. Salary & Count and tenure information arranged
    - i. in payroll bands (step & lane changes).
    - ii. Can grade level be incorporated as well?
  - b. IEP Count by grade level and school.
  - c. Information on Substitute Teacher Expenditures
    - i. Total amount spent & number of hours – by month
    - ii. Total amount spent & number of hours – by grade & School
    - iii. Total amount spent & number of hours – by reason for the substitute
  - d. Staff Attendance Report – by grade and school
  - e. Employee Turnover
2. Map of Enrollment – perhaps by precinct – to help us assess flexible boundaries.
3. Enrollment Reports – which we currently receive.
4. Reports that provide a clear understanding of direct instructional expense vs non instructional expense.
5. Itemized budgets on the following – including procedures on approving and tracking expenses.
  - a. Classroom supplies
  - b. Administrative supplies
  - c. Travel & Conference expenses
  - d. Training and Development Expenses – demonstrating the type of training & development expenses likely to be approved
  - e. Employee Food expenses – itemized by event
  - f. Community Food expenses – itemized by event