

Director of Business and Finance  
MANAGEMENT REPORT  
June, 2025

| AREA OF RESPONSIBILITY | ACTIVITY  |
|------------------------|---|
| ACCOUNTING             | created journal vouchers for manual transactions  |
|                        | prepared bank reconciliations   |
|                        | reviewed support documents; recorded, summarized, reported transactions for the month     |
| ADMINISTRATIVE         | met with department heads and teachers regarding use and process for open POs             |
|                        | updated security credentials for changes in staff in ASCENDER                             |
|                        | updated 25-26 Region 20 commitments   |
|                        | composed, read, responded, addressed and archived emails                                  |
|                        | attended meetings as scheduled and as needed  |
|                        | answered phone inquiries for staff, admin., vendors, related business partners            |
| AUDIT                  | discussed new GASB 101 and 24-25 audit preparations with lead auditor                     |
|                        | sent out auditors' survey to their identified staff                                       |
|                        | created schedule for 24-25 year end audit preparation (Auditors on site: July 21-25)      |
|                        | began preparation of prepared by client documents   |
|                        | sent emails to staff with dates and instructions for document preparation                 |
| BUDGET                 | began preparation of budget file in ASCENDER  |
|                        | worked on budget calculations and reports for 2025-26                                     |
|                        | prepared budget amendment for 24-25 budget alignment                                      |
|                        | prepared budget, reports and agenda for 25-26 budget adoption                             |
| BUSINESS & FINANCE     | attended Business Managers meetings on critical issues in Finance                         |
|                        | worked on revenue/expenditure scenarios for 89th legislative updates                      |
|                        | reviewed recapture/process after legislative updates regarding homesteads                 |
|                        | worked on revenue template for calculating budgets 24-25 and 25-26                        |
|                        | updated credit card authorizations, credit limits, etc.                                   |
|                        | met with state vendor for transition of new state contract for credit cards               |
|                        | prepared agenda items and support documents for monthly board meeting                     |
|                        | supported/supervised business office staff for decision making regarding business matters |

# Director of Business and Finance

## MANAGEMENT REPORT

### June, 2025

|                               |  |
|-------------------------------|--|
|                               | reviewed for approval - purchase orders, check transactions, payroll runs/ach payments, reports  |
| <b>FOOD SERVICES</b>          | reviewed with food service director CEP application/deadline and documentation   |
|                               | reviewed notice of state (administrative) audit in 2025-26 for National School Lunch program - began coordination with Region 20 consultants |
|                               | supported food service manager for decision making regarding departmental matters  |
| <b>PAYROLL &amp; BENEFITS</b> | began payroll budget process in ASCENDER-move current files to new year files  |
|                               | reviewed new year payroll file for distribution codes, changes, updates, etc.  |
|                               | worked on compensation plans with staff and TASB   |
|                               | reviewed updates to new website from third party administrator to prepare for new year employee enrollment                                   |
|                               | coded timesheets, work journals, supplemental pay with general ledger accounts for payment   |
| <b>PURCHASING</b>             | reviewed, coded approved requisitions for purchase orders  |
|                               | reviewed design, build and procurement process for vestibules and fencing-team meeting   |
| <b>RISK MANAGEMENT</b>        | filed bus accident survey with TEA   |
|                               | maintained communication with insurance providers for applications, updates, invoices  |
| <b>SPECIAL REVENUE FUNDS</b>  | filed report for Local Foods for Schools (LSF) expenditures-first come first server funding  |
|                               | evaluated funds in preparation for expenditure reporting for the month   |
|                               | responded to awarding agency communications/requests/reports/surveys   |
|                               | updated/maintained access credentials for awarding agency reporting systems  |