



District Clerk's Monthly Report for January 2019

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The month of January was a busy month for the department.

Our payroll department was busy this month. We had 7 meetings scheduled with TCP to complete the process. We have been working with supervisors to insure they understand their role when approving timesheets and hours. Our high school administrator has been so on top of things with making sure her staff are clocking in and out, using the leave request and punching in and out for breaks/lunches. All departments are using the time clock system. We have had some delays with transportation only because they have many job codes associated with their bus runs. We should have them setup for all job codes by February. Our payroll dates have been giving John and I more work than we need. With the new time clock in place, since this time is captured in real time and our payroll is paid up to the date, this has given us some time consuming projects. The last three days of a pay period we pay 24 regular hours, but if an employee takes leave on one of these days after we process payroll, it makes things complicated for payroll now that we are automated. We hope to make some changes in the next fiscal year with our payroll. We would keep our pay dates the same, only change is one pay day will only cover one week of pay. This would make our payroll reflect two full weeks of pay, but paid on the third week. This month we completed our last quarter UI report and 941 report. This year I assigned our payroll clerk the duty of printing out W2's and reconciling. He was a bit confused on the reconciliation, but received some assistance from BMS. Once he reconciled he was ready to print W2's. We completed this process a week early. We had all W2's out to regular staff by the 24th, reason being is that TCP has been time consuming for both myself and the payroll clerk. We mailed all other W2's by the allotted date Jan. 31st.






Student Activities didn't slow down as much as I thought it would. This month we had several fundraisers. We also had the Winter book fair. We had several home games and for the month of January we deposited \$32,230.58 into our student activities accounts.

Lease and Rental reports are now up to date. Since hiring a full-time receptionist I have been able to train her on maintaining the spreadsheets and invoicing for propane. We are up to date and it feels good.

Accounts Payable has been assisting with entering revenues. She has all the details on the deposit forms, so it's a fairly simple process. She received her new scanner this month and is able to scan into BMS directly. She would like to start the process of transferring travel to payroll. I advised give payroll some time to transition to the new system and the end of the fiscal year, she can slowly transition to transferring that duty to him.

I have been busy with supplying the auditor with the remaining of the documents needed for our federal and regular audit. We will have him visit in February. I have been entering budgets for the Head Start and getting the numbers together to close out 2019 Head Start grant. This month I imported our W2's to the SSA website. I completed our MW3 with the state. I also imported the 1099's and mailed the originals. Many of my time has been assisting with payroll, we now have a system in place and things should run more efficiently.

My weekly duties and responsibilities included:

-  Independence Bank & US bank deposits were made.
-  Monthly report due to the Hill County Treasurer beginning of every month. Report includes payroll and claim registers, warrant cash transfer and electronic payments.
-  Drawdown's made for the federal miscellaneous programs.
-  Transcribed minutes for the Regular Board Meeting
-  ICS Investments

