



District Clerk's Monthly Report for August 2018

Amanda Lamas

This month I have been training the new Payroll Clerk with uploading and completing our TRS (Teacher Retirement System) report and P.E.R.S (Public Employee Retirement System) report. We have been working on reconciling liabilities and processing liability checks. We have updated teacher contracts for 18-19 FY, updated cola increases for Head Start employees and step increases for our classified staff. Our first payroll in August was a success, with minimal errors. Still working with the new Payroll Clerk on posting Payroll to Accounting. In the mean time I have been completing this process. I am very pleased with the new Payroll Clerks work ethic. He has shown a great deal of interest in his job duties and is very diligent with completing them on time.

I have been working with the Accounts Payable Clerk on making sure bills get paid on-time. I have been creating new project report codes for the new FY on federal grants. AP Clerk has been entering new budgets into Budget Prep and exporting into Accounts payable.

Worked with Head Start Director on preparing and completing 2nd quarter Head Start Financial Report. This report was due at the end of July and we didn't get to it until mid- August. Worked on closing Gear Up fiscal report for FY 17-18. This report was due June 15th but was completed at the beginning of August. Also closed Gear Up Summer grant at the same time.

I have been working with the consultant on learning my duties as District Clerk. We worked on Trustees' Financial Summary for FY 17-18, JV's and fixed assets. She assisted me with closing the books for FY 17-18. We worked on P.E.R.S corrections and balancing the payroll clearing fund. She has assisted me with reconciling the Treasures report.

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.