



## Director of Business and Finance

### MANAGEMENT REPORT

# MARCH, 2026

#### AREA OF RESPONSIBILITY

#### ACTIVITY

#### **ACCOUNTING**

- completed month end adjusting entries to general ledger
- completed bank reconciliations - February 2026
- *reviewed support documents; recorded, summarized, reported transactions for the month*

#### **ADMINISTRATIVE**

- meet with Business & Finance Staff to review and discuss annual performance/evaluation
- documented staff annual performance appraisals for Business & Finance staff
- *prepared agenda items and support documents for monthly board meeting*
- *composed, read, responded, addressed and archived emails*
- *attend Superintendent's administrators weekly meetings*
- *answered phone calls from staff, admin., vendors, related business partners*

#### **AUDIT**

- reviewed and certified 2025-2026 audit submitted to Federal Clearing House

#### **BUDGET**

- reviewed 2025-26 budget for allocations, program intents, and by function for realignment
- met with Campus Admin. to discuss & review 2026-27 budget requests  
met with Department Supervisors, Career and Tech staff and Superintendent to discuss 2026-27 budgets
- *reviewed, assessed and monitored budget accounts during purchase approval process*

#### **BUSINESS & FINANCE**

- met with Team to organize Sale of Surplus Vehicles by on-line Auction
- reviewed TEAs correspondence regarding Frozen Levy value corrections to ISDs
- attended meeting to review TEA corrections for the Property Value Study and funding impact
- researched and reported on the KCAD Targeted Appraisal Review Program to Superintendent
- met with Superintendent to review prior Board Meeting Business items  
*processed authorized bank transactions for monthly check runs and payroll per bank*
- *deadlines/guidelines while optimizing investment income*
- *prepared agenda items and support documents for monthly board meeting*
- *supported/supervised business office staff for decision making regarding business matters*

#### **FOOD SERVICES**

- completed annual required National School Lunch Program annual Financial Report
- researched Community Eligibility Provision details, deadlines, qualifications to assess program yr 26-27
- met with Cafeteria ladies for recognition of performance for the recent TDA review  
met with Food Services Managers (Rueda & Esquivel) to discuss logistics, expectations, planning of operations through end of year
- *supported food service manager for decision making regarding departmental matters*

#### **PAYROLL & BENEFITS**

- reviewed TASB report in preparation for 2026-27 compensation  
*coded timesheets, work journals, supplemental pay with general ledger accounts for payment and approved journal entries for monthly payroll*



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**AREA OF RESPONSIBILITY**

**ACTIVITY**

**PURCHASING**

- met with Team to review changes to Vestibule project specifications, quotes, cost, etc.
- *reviewed final documentation and reports for check processing and approvals*
- *reviewed, coded approved requisitions for purchase orders*

**SPECIAL REVENUE  
FUNDS/ GRANT  
MANAGEMENT**

- prepared LIFT grant budget summary schedules for grant application with Superintendent
- researched LIFT grant coding and budget allowances
- attended TEA presentation for new LASO-LIFT grant
- prepared ACE 25-26 budget realignment spreadsheet and reviewed with Director
- filed expenditure reports for grants with TEA
- *responded to awarding agency communications/requests/reports/surveys*

*routine activities are italicized*