School District	The Waunakee Community School District Business Office consists of the following: * Business Manager (1 FTE) * Accounts Payable Specialist (1 FTE) * Administrative Assistant to the Business Manager (.8 FTE) Please indicate the staffing for your district's business office.	If the business office positions listed above are not 1 FTE, please describe below the % of FTE for the position(s):	BO FTE	BO per student	BO per staff	The Waunakee Community School District Human Resources Office consists of the following: *Human Resources Director (1 FTE) * Employment&Benefits Specialist (1 FTE) * Administrative Assistant to the HR Director (1 FTE) * SubCoordinator (.25 FTE). Please indicate the staffing for your district's HR office.
Waunakee CSD	Business Manager (1 FTE) * Accounts Payable Specialist (1 FTE) * Administrative Assistant to the Business Manager (.8 FTE)		2.80	428.57	53.57	Human Resources Director (1 FTE) * Employment&Benefits Specialist (1 FTE) * Administrative Assistant to the HR Director (1 FTE) * SubCoordinator (.25 FTE)
Columbus School District	Financial Specialist (AP/AR), Administrative	Administrative Assistant (other) .10 (use IT admin asst and also Supt. admin asst as needed) Financial Specialist .5 (same person as payroll specialist)	1.60	750.00	93.75	Payroll Specialist
District		We also have a Business Manager in the Business	1.60	750.00	93.73	Fayron Specialist
School District of		Office. The AP Specialist does take on quite a bit of "HR" functions - background checks and managing the				
Baraboo	Specialist	AESOP sub system.	3.75	826.67	106.67	Director of Human Resources
Ben	Accounts Payable Accounts Receivable (1FTE), Business Manager (1FTE)		2.00	425.50	69.00	Payroll Specialist
Diane Pertzborn	Accounts Payable Accounts Receivable (, Business Services Manager (1 FTE), Accountant 1 fte, Payroll 1.0 FTE and .25 grants person Business Manager, Accounts Payable Specialist,		3.25	1,046.15		HR Admin ! FTE, Benefits 1 FTE, Admin Asst 1.0 FTE Director of Human Resources, Payroll Specialist, HR
Beaver Dam	Bookkeeper		3.00	1,166.67		Manager
Middleton-Cross Plains Area		Our Business Manager is titled Assistant Superintendent of Business Services. Our Asst. Business Manager is titled Fiscal Services Coordinator.	7.00	946.00	119.29	Director of Human Resources, Payroll Specialist, Employment/Benefits Specialist, Admin. Assistant to the HR Director, Personnel Specialist
	Business Manager, Accountant, Accounts Payable Specialist, Financial Specialist (AP/AR), Admin. Assistant to the Business Manager, payroll		5.00	1,220.00		Director of Human Resources, Employment/Benefits Specialist, Admin. Assistant to the HR Director, Substitute Coordinator
Deerfield Community School District	Business Manager		1.00	791.00	83.00	Payroll/HR Benefits Coordinator
WI Heights School District		The Administrative Assistant is for both AP & PR, but is a 1.0 FTE.	1.50	480.00	73.33	Administrative Assistant (other)
Argyle	(other)		1.00	350.00	40.00	

School District	The Waunakee Community School District Business Office consists of the following: * Business Manager (1 FTE) * Accounts Payable Specialist (1 FTE) * Administrative Assistant to the Business Manager (.8 FTE) Please indicate the staffing for your district's business office.	If the business office positions listed above are not 1 FTE, please describe below the % of FTE for the position(s):	BO FTE	BO per student	BO per staff	The Waunakee Community School District Human Resources Office consists of the following: *Human Resources Director (1 FTE) * Employment&Benefits Specialist (1 FTE) * Administrative Assistant to the HR Director (1 FTE) * SubCoordinator (.25 FTE). Please indicate the staffing for your district's HR office.
Evansville Lodi	Business Manager, Financial Specialist (AP/AR) Business Manager, Accounts Payable Specialist		2.00	850.00 800.00		Payroll Specialist Payroll Specialist, Substitute Coordinator, Administrative Assistant (other)
Monroe	Business Manager, Accounts Payable Specialist, Director of Business Services Exempt Staff Oversees Payroll and AP		3.00	866.67		Payroll Specialist, Substitute Coordinator, Assistant to Curriculum Director/HR Coordinator; Exempt position that spends .5 time working on HR and other time working with District testing data and curriculum
Whitewater Unified School District	Business Manager, Financial Specialist (AP/AR)	I would say we have some overlap in positions listed above and in other categories. I consider our business office team to consist of the business manager, AP/AR, payroll, and our receptionist/admin. asst.	2.50	763.60	93.20	Payroll Specialist
Jerud Rossing	Business Manager, Admin. Assistant to the Business Manager, Other Support Staff, Bookkeeper	The other support staff is payroll specialist.	2.75	1,174.18		Director of Human Resources, Admin. Assistant to the HR Director
Stoughton Area School District	Business Manager, Accountant, Financial Specialist (AP/AR), Admin. Assistant to the Business Manager, Payroll & Benefits Specialist		4.00	836.50		Director of Human Resources, Admin. Assistant to the HR Director
DEFOREST	Business Manager, Accountant, Accounts Payable Specialist, Payroll 1.0 FTE		3.00	1,131.67		Director of Human Resources, Employment/Benefits Specialist, Admin. Assistant to the HR Director
New Glarus	Business Manager, Admin. Assistant to the Business Manager	Admin Asst25 FTE	1.25	760.00	100.00	Director of Human Resources
		Business Manager is also the Asst. District Admin., the Director of Human Resources, and Director of Transportation all in one. We contract out for some accounting services to help clean up our general ledger accounts and cash reconciliation.				
Reedsburg		We also use a sub to assist with large projects as	1.50	1,781.33	252 67	Employment/Benefits Specialist
Mount Horeb Area School District	Business Manager, Accounts Payable Specialist Business Manager, Financial Specialist (AP/AR), Payroll Specialist	needed.	3.00	791.67	91.67	широуппенивенена эреманы

School District	The Waunakee Community School District Business Office consists of the following: * Business Manager (1 FTE) * Accounts Payable Specialist (1 FTE) * Administrative Assistant to the Business Manager (.8 FTE) Please indicate the staffing for your district's business office.	If the business office positions listed above are not 1 FTE, please describe below the % of FTE for the position(s):	BO FTE	BO per student	BO per	The Waunakee Community School District Human Resources Office consists of the following: *Human Resources Director (1 FTE) * Employment&Benefits Specialist (1 FTE) * Administrative Assistant to the HR Director (1 FTE) * SubCoordinator (.25 FTE). Please indicate the staffing for your district's HR office.
		, , ,				
Portage	Business Manager, Accounts Payable Specialist, Bookkeeper	.875 Fund 60 and 70/Bookkeeper	2.88	869.57	121.74	Payroll Specialist
Verona Area School District	Business Manager, Accountant, 1-Business Office Asst & 1-Business Services		4.00	1,357.50	144.25	Director of Human Resources, 2- Payroll & Benefit Specialist, 1-Human Resources Specialist
Cambridge	Business Manager, Accounts Payable Specialist		2.00	455.00	50.00	Payroll Specialist
		BM ~ 1.0 FTE Accountant ~ 0.6 FTE (M,W,F) Finance Specialist ~ 1.0 FTE Coordinator of Payroll & Benefits ~ 0.8 FTE (M-R)	2.60	551.92	61.54	
Fond du Lac	Business Manager, Accountant, Accounts Payable Specialist, Payroll Specialists, Payroll and Employee Benefits, Purchasing, and .5 Accounts Receivable/Admin Ass't	We have a total of 6.5 FTE	4.50	1,622.22	133.33	Director of Human Resources, Administrative Assistant (other)
WATERLOO	Business Manager, Accounts Payable Specialist	.30 A/P SPECIALIST	1.30	653.85	88.46	Payroll Specialist
River Valley	Business Manager, Assistant Business Manager, Accounts Payable Specialist, Administrative Assistant (other)		3.25	415.38	61.85	
Belleville	Financial Specialist (AP/AR), Administrative Assistant (other)		2.00	476.50	37.50	Employment/Benefits Specialist, Administrative Assistant (other)
Beloit School District	Business Manager, Accounts Payable Specialist, Admin. Assistant to the Business Manager, Other Support Staff, Director of Finance		5.00	1,420.00		Director of Human Resources, Employment/Benefits Specialist, Admin. Assistant to the HR Director, Substitute Coordinator

School District	The Waunakee Community School District Business Office consists of the following: * Business Manager (1 FTE) * Accounts Payable Specialist (1 FTE) * Administrative Assistant to the Business Manager (.8 FTE) Please indicate the staffing for your district's business office.	If the business office positions listed above are not 1 FTE, please describe below the % of FTE for the position(s):		BO BO per I		The Waunakee Community School District Human Resources Office consists of the following: *Human Resources Director (1 FTE) * Employment&Benefits Specialist (1 FTE) * Administrative Assistant to the HR Director (1 FTE) * SubCoordinator (.25 FTE). Please indicate the staffing for your district's HR office.
		other support staff = .75 HR assistant Accounts payable person also helps with HR duties				
	Accountant, Accounts Payable Specialist, Other	Accounts payable person also helps with the duties				
McFarland	Support Staff, payroll	Business Manager =1 fte	3.00	766.67		
		We also have a Director of Business Services in the				
		Business Office. The Administrative Assistant (other) is				
Ford Additional	Accounts Payable Specialist, Administrative	the assistant to the Business Manager, B&G Director &	4.75	4 74 4 00		
Fort Atkinson	Assistant (other), Payroll & Benefits Specialist	Food Service Director.	1.75	1,714.29		
Poynette	Admin. Assistant to the Business Manager		1.00	1,134.00		Administrative Assistant (other)
Rio	Financial Specialist (AP/AR), Other Support Staff	Rio School District has one full-time Director of Business Services and a support staff person who spends .15FTE per day supporting the business office.	1.15	413.04		part of Business Director duties
Janesville	Administrative Assistant (other), Chief Financial Officer	1 CFO, ! Comptroller, 1 Financial and Grant Analyst, 2 Accounts Payable Staff, 1 Administrative Assistant to the CFO, 1 Accounting Clerk All 1 FTE. This does not include staff for Food Service, IT, Purchasing, Transportation, Maintenance, or Custodians.	6.00	1,715.17		Director of Human Resources, Other Administrator, Other Support Staff
Delavan-Darien	Accountant, payroll		1.00	2,721.00		HR Coordinator/Admin Assist
	Accounts Payable Specialist, Other Support Staff,					Director of Human Resources, Payroll Specialist,
Oregon	Finance Director		4.25	879.29		Employment/Benefits Specialist, Other Support Staff
	Accounts Payable Specialist, Admin. Assistant to the Business Manager		2.00	1,394.00		Payroll Specialist
AVERAGE			2.75	966.99	100.81	
COMPARED TO WO	CSD (positive=Waunakee is ahead of avg; negative-	+Waunakee is below the average)	0.05	(538.42)	(47.24)	

COMPARABLE SCHOOLS (3500-4500 STUDENT POPULATION)

COMPARADL	E 30000L3 (3300-4300 310DEN)	I POPULATION)					
		We also have a Business Manager in the Business Office.					
	Accountant, Financial Specialist (AP/AR), Payroll	The AP Specialist does take on quite a bit of "HR" functions - background checks and managing the AESOP sub system.	3.75	826.67	106.67	Director of Human Resources	

School District	The Waunakee Community School District Business Office consists of the following: * Business Manager (1 FTE) * Accounts Payable Specialist (1 FTE) * Administrative Assistant to the Business Manager (.8 FTE) Please indicate the staffing for your district's business office.	If the business office positions listed above are not 1 FTE, please describe below the % of FTE for the position(s):	BO FTE	BO per student	BO per staff	The Waunakee Community School District Human Resources Office consists of the following: *Human Resources Director (1 FTE) * Employment&Benefits Specialist (1 FTE) * Administrative Assistant to the HR Director (1 FTE) * SubCoordinator (.25 FTE). Please indicate the staffing for your district's HR office.
	Accounts Payable Accounts Receivable (,					
D: D ()	Business Services Manager (1 FTE), Accountant		0.05	4 0 4 0 4 5	75.00	
Diane Pertzborn	1 fte, Payroll 1.0 FTE and .25 grants person		3.25	1,046.15		HR Admin! FTE, Benefits 1 FTE, Admin Asst 1.0 FTE
Deer or Dem	Business Manager, Accounts Payable Specialist,		2.00	4 400 07		Director of Human Resources, Payroll Specialist, HR
Beaver Dam	Bookkeeper		3.00	1,166.67	100.07	Manager
	Business Manager, Admin. Assistant to the Business Manager, Other Support Staff,					Director of Human Resources, Admin. Assistant to the
Jerud Rossing		The other support staff is payroll specialist.	2.75	1,174.18		HR Director
ocida (tossing	Business Manager, Accountant, Financial	The other support stair is payron specialist.	2.70	1,174.10	120.00	THE DIRECTOR
Stoughton Area	Specialist (AP/AR), Admin. Assistant to the					Director of Human Resources, Admin. Assistant to the
School District	Business Manager, Payroll & Benefits Specialist		4.00	836.50		HR Director
	Business Manager, Accountant, Accounts					Director of Human Resources, Employment/Benefits
DEFOREST	Payable Specialist, Payroll 1.0 FTE		3.00	1,131.67		Specialist, Admin. Assistant to the HR Director
•	Accounts Payable Specialist, Other Support Staff,					Director of Human Resources, Payroll Specialist,
Oregon	Finance Director		4.25	879.29		Employment/Benefits Specialist, Other Support Staff
Average			3.43	1,008.73	120.08	
COMPARED TO W	CSD (positive=Waunakee is ahead of avg; negative-	-Waunakee is below the average)	(0.63)	(580.16)	(66.51)	

The Waunakee Community School District Business Office consists of the following: * **Business Manager (1 FTE) * Accounts Payable** Specialist (1 FTE) * Administrative Assistant

to the Business Manager (8 FTE) Please If the business office positions listed above are not 1

If the human resources department

The Waunakee Community School
District has a District Registrar (1

School District	to the Business Manager (.8 FTE) Please indicate the staffing for your district's business office.	If the business office positions listed above are not 1 FTE, please describe below the % of FTE for the position(s):	positions listed above are not 1 FTE, please describe below the % of FTE for the position(s):	HR Total FTE	HR per student	HR per staff	District has a District Registrar (1 FTE). Please indicate the staffing for your district's registrar office.
Waunakee CSD	Business Manager (1 FTE) * Accounts Payable Specialist (1 FTE) * Administrative Assistant to the Business Manager (.8 FTE)			3.25	369.23	46.15	Registrar
Columbus School District	Financial Specialist (AP/AR), Administrative Assistant (other), Business Manager	Administrative Assistant (other) .10 (use IT admin asst and also Supt. admin asst as needed) Financial Specialist .5 (same person as payroll specialist)	Payroll Specialist .5 (same person as AP/AR specialist)	0.5	2400	300	
School District of	Accountant, Financial Specialist (AP/AR), Payroll	We also have a Business Manager in the Business Office. The AP Specialist does take on quite a bit of "HR" functions - background checks and managing the	As shared in the previous question, the Payroll Specialist is part of the Business Office. In addition, the secretary to the Superintendent performs much secretarial support to the Dir. of HR. Finally, as mentioned in the previous question, the AP Specialist manages the				
Baraboo	Specialist	AESOP sub system.	AESOP sub system.	1.25	960	120	District Registrar
Ben	Accounts Payable Accounts Receivable (1FTE), Business Manager (1FTE)			1	1200	150	
Diane Pertzborn	Accounts Payable Accounts Receivable (, Business Services Manager (1 FTE), Accountant 1 fte, Payroll 1.0 FTE and .25 grants person			1	1200	150	
Beaver Dam	Business Manager, Accounts Payable Specialist, Bookkeeper			3	400	50	Administrative Assistant
Middleton-Cross Plains Area	Business Manager, Assistant Business Manager, Accountant, Accounts Payable Specialist, Financial Specialist (AP/AR), Admin. Assistant to the Business Manager, Purchasing Coordinator Business Manager, Accountant, Accounts	Our Business Manager is titled Assistant Superintendent of Business Services. Our Asst. Business Manager is titled Fiscal Services Coordinator.	We have 2 FTE Payroll Specialist and 2 FTE Personnel Specialists.	7	171.4285714	21.4285714	District Registrar, Registration Clerk
D (*)	Payable Specialist, Financial Specialist (AP/AR), Admin. Assistant to the Business Manager, payroll			5	240	30	District Registrar
Deerfield Community School District	Business Manager		1				Administrative Assistant
WI Heights School District	Business Manager, Administrative Assistant (other)	The Administrative Assistant is for both AP & PR, but is a 1.0 FTE.	Our HR Dept is an Administrative Assistant position, which includes all HR duties as well as is the AA for the BOE and Supt. This is a 1.0 FTE.	1.5	800		District Registrar
Argyle	Business Manager, Administrative Assistant (other)		Same as the Business Manager	1	1200		-

The Waunakee Community School District Business Office consists of the following: * Business Manager (1 FTE) * Accounts Payable Specialist (1 FTE) * Administrative Assistant

If the human resources department

The Waunakee Community School

School District business office. position(s): the position(s): FTE HR per student HR per staff you whave a person handling payroll and benefits who does many other District Office functions such as registrar, open enrollment, student data management, software support. I would estimate that her payroll/benefit position is probably a .8FTE 1.8 666.6666667 83.33333333 Lodi Business Manager, Accounts Payable Specialist As noted above only .5 FTE of the Exempt position for Curriculum/Testing and HR is committed to HR. The sub coordinator is also the receptionist. Figure .5FTE for each duty although sub coordination takes more Director of Business Services Exempt Staff time. This person is also the assistant to the	ct Registrar r Support Staff
We have a person handling payroll and benefits who does many other District Office functions such as registrar, open enrollment, student data management, software support. I would estimate that her payroll/benefit position is probably a .8FTE Lodi Business Manager, Accounts Payable Specialist Business Manager, Accounts Payable Specialist As noted above only .5 FTE of the Exempt position for Curriculum/Testing and HR is committed to HR. The sub coordinator is also the receptionist. Figure .5FTE for each duty although sub coordination takes more time. This person is also the assistant to the district nurse and updates all of the student Li would say we have some overlap in positions listed	ct Registrar
benefits who does many other District Office functions such as registrar, open enrollment, student data management, software support. I would estimate that her payroll/benefit position is probably a .8FTE Lodi Business Manager, Accounts Payable Specialist As noted above only .5 FTE of the Exempt position for Curriculum/Testing and HR is committed to HR. The sub coordinator is also the receptionist. Figure .5FTE for each duty although sub coordination takes more time. This person is also the assistant to the district nurse and updates all of the student Lodi Business Manager, Accounts Payable Specialist, Director of Business Services Exempt Staff Oversees Payroll and AP Divould say we have some overlap in positions listed	J. T.
Evansville Business Manager, Financial Specialist (AP/AR) Evansville Business Manager, Financial Specialist (AP/AR) Business Manager, Accounts Payable Specialist As noted above only .5 FTE of the Exempt position for Curriculum/Testing and HR is committed to HR. The sub coordinator is also the receptionist. Figure .5FTE for each duty although sub coordination takes more time. This person is also the assistant to the Oversees Payroll and AP I would say we have some overlap in positions listed	J. T.
Evansville Business Manager, Financial Specialist (AP/AR) Lodi Business Manager, Accounts Payable Specialist Business Manager, Accounts Payable Specialist, Director of Business Services Exempt Staff Monroe Oversees Payroll and AP Student data management, software support. I would estimate that her payroll/benefit position is probably a .8FTE 1.8 666.666667 83.3333333 400 50 District As noted above only .5 FTE of the Exempt position for Curriculum/Testing and HR is committed to HR. The sub coordinator is also the receptionist. Figure .5FTE for each duty although sub coordination takes more time. This person is also the assistant to the district nurse and updates all of the student I would say we have some overlap in positions listed	J. T.
Evansville Business Manager, Financial Specialist (AP/AR) Lodi Business Manager, Accounts Payable Specialist As noted above only .5 FTE of the Exempt position for Curriculum/Testing and HR is committed to HR. The sub coordinator is also the receptionist. Figure .5FTE for each duty although sub coordination takes more Director of Business Services Exempt Staff Monroe Monroe Diversees Payroll and AP I would say we have some overlap in positions listed I would estimate that her payroll/benefit position is probably a .8FTE 1.8 666.666667 83.33333333 400 50 District S committed to HR. The sub coordinator is also the exceptionist. Figure .5FTE for each duty although sub coordination takes more time. This person is also the assistant to the district nurse and updates all of the student I would say we have some overlap in positions listed	J. T.
Evansville Business Manager, Financial Specialist (AP/AR) position is probably a .8FTE 1.8 666.666667 83.3333333 Lodi Business Manager, Accounts Payable Specialist As noted above only .5 FTE of the Exempt position for Curriculum/Testing and HR is committed to HR. The sub coordinator is also the receptionist. Figure .5FTE for each duty although sub coordination takes more Director of Business Services Exempt Staff Oversees Payroll and AP I would say we have some overlap in positions listed	J. T.
As noted above only .5 FTE of the Exempt position for Curriculum/Testing and HR is committed to HR. The sub coordinator is also the receptionist. Figure .5FTE for each duty although sub coordination takes more Director of Business Services Exempt Staff Monroe Oversees Payroll and AP I would say we have some overlap in positions listed As noted above only .5 FTE of the Exempt position for Curriculum/Testing and HR is committed to HR. The sub coordinator is also the receptionist. Figure .5FTE for each duty although sub coordination takes more time. This person is also the assistant to the district nurse and updates all of the student 2 600 75 Other States of the Exempt Staff to HR. The sub coordinator is also the receptionist. Figure .5FTE for each duty although sub coordination takes more time. This person is also the assistant to the district nurse and updates all of the student 2 600 75 Other States of the Exempt Staff to HR. The sub coordinator is also the receptionist. Figure .5FTE for each duty although sub coordinator takes more time. This person is also the assistant to the district nurse and updates all of the student 2 600 75 Other States of the Exempt Staff to HR. The sub coordinator is also the receptionist. Figure .5FTE for each duty although sub coordinator takes more time. This person is also the assistant to the district nurse and updates all of the student	J. T.
As noted above only .5 FTE of the Exempt position for Curriculum/Testing and HR is committed to HR. The sub coordinator is also the receptionist. Figure .5FTE for each duty although sub coordination takes more Director of Business Services Exempt Staff Monroe Oversees Payroll and AP I would say we have some overlap in positions listed As noted above only .5 FTE of the Exempt position for Curriculum/Testing and HR is committed to HR. The sub coordinator is also the receptionist. Figure .5FTE for each duty although sub coordination takes more time. This person is also the assistant to the district nurse and updates all of the student 2 600 75 Other States of the Exempt Staff to HR. The sub coordinator is also the receptionist. Figure .5FTE for each duty although sub coordination takes more time. This person is also the assistant to the district nurse and updates all of the student 2 600 75 Other States of the Exempt Staff to HR. The sub coordinator is also the receptionist. Figure .5FTE for each duty although sub coordinator takes more time. This person is also the assistant to the district nurse and updates all of the student 2 600 75 Other States of the Exempt Staff to HR. The sub coordinator is also the receptionist. Figure .5FTE for each duty although sub coordinator takes more time. This person is also the assistant to the district nurse and updates all of the student	J. T.
Committed to HR. The sub coordinator is also the receptionist. Figure .5FTE for each duty although sub coordination takes more Director of Business Services Exempt Staff Monroe Oversees Payroll and AP I would say we have some overlap in positions listed committed to HR. The sub coordinator is also the receptionist. Figure .5FTE for each duty although sub coordination takes more time. This person is also the assistant to the district nurse and updates all of the student 2 600 75 Other Staff Staf	Support Staff
Business Manager, Accounts Payable Specialist, Director of Business Services Exempt Staff Oversees Payroll and AP I would say we have some overlap in positions listed Also the receptionist. Figure .5FTE for each duty although sub coordination takes more time. This person is also the assistant to the district nurse and updates all of the student 2 600 75 Other Services are considered.	Support Staff
Business Manager, Accounts Payable Specialist, Director of Business Services Exempt Staff Oversees Payroll and AP I would say we have some overlap in positions listed duty although sub coordination takes more time. This person is also the assistant to the district nurse and updates all of the student duty although sub coordination takes more time. This person is also the assistant to the district nurse and updates all of the student 2 600 75 Other Staff 1 Other Staff 2 1 Other Staff 3 Other Staff 3	Support Staff
Director of Business Services Exempt Staff Monroe Director of Business Services Exempt Staff Oversees Payroll and AP I would say we have some overlap in positions listed	Support Staff
Monroe Oversees Payroll and AP district nurse and updates all of the student 2 600 75 Other S I would say we have some overlap in positions listed	Support Staff
I would say we have some overlap in positions listed	Support Staff
	- · · · · · · · · · · · · · · · · · · ·
above and in other categories. I consider our business	
Whitewater Unified office team to consist of the business manager, AP/AR,	
School District Business Manager, Financial Specialist (AP/AR) payroll, and our receptionist/admin. asst.	
Business Manager, Admin. Assistant to the	
Business Manager, Other Support Staff,	
Jerud Rossing Bookkeeper The other support staff is payroll specialist.	
Business Manager, Accountant, Financial	
Stoughton Area Specialist (AP/AR), Admin. Assistant to the Data Ut	Utilization Specialist (1 registrar @
School District Business Manager, Payroll & Benefits Specialist 3 400 50 our HS	IS and 1 @ our MS)
	stration is processed at the building
DEFORESTPayable Specialist, Payroll 1.0 FTE430037.5 where the substraction of the substraction	e the student will attend
New Glarus Business Manager Admin Assistant to the Admin Asst25 FTE 1 1200 150 District	ct Registrar
One support staff position does payroll and all	
employee benefits.	
Business Manager is also the Asst. District Admin., the	
Director of Human Resources, and Director of This position reports to the Business	
Transportation all in one. Manager who is also the Asst. District	
Admin., the Director of Human Resources,	
We contract out for some accounting services to help and Director of Transportation all in one.	
clean up our general ledger accounts and cash	
reconciliation. Over time the Business & HR functions have	
evolved with only one person doing many	
We also use a sub to assist with large projects as tasks, I can not recommend this for the future	0
Reedsburg Business Manager, Accounts Payable Specialist needed. or for other districts. 1.5 800 100 Other S	r Support Staff
Mount Horeb Area Business Manager, Financial Specialist (AP/AR),	
	nistrative Assistant

The Waunakee Community School District Business Office consists of the following: * Business Manager (1 FTE) * Accounts Payable Specialist (1 FTE) * Administrative Assistant

Specialist (1 FTE) * Administrative Assistant If the human resources department **The Waunakee Community School** to the Business Manager (.8 FTE) Please If the business office positions listed above are not 1 positions listed above are not 1 FTE, HR District has a District Registrar (1 indicate the staffing for your district's FTE, please describe below the % of FTE for the please describe below the % of FTE for Total FTE). Please indicate the staffing for **School District** business office. position(s): the position(s): FTE HR per student HR per staff your district's registrar office. Business Manager, Accounts Payable Specialist, Portage Bookkeeper .875 Fund 60 and 70/Bookkeeper 1200 150 District Registrar Verona Area School Business Manager, Accountant, 1-Business Office Asst & 1-Business Services 307.6923077 38.4615385 District Human Resources Specialist - 90% FTE Cambridge Business Manager, Accounts Payable Specialist 1200 150 Our Business Office includes the HR services. HR is a part of the Coordinator of BM ~ 1.0 FTE Payroll & Benefits Position @ 0.8 FTE. Business Manager, Accountant, Financial Accountant ~ 0.6 FTE (M,W,F) Specialist (AP/AR), Coordinator of Payroll & Additionally, some HR duties are distributed Hartford Union High Finance Specialist ~ 1.0 FTE School District Benefits Coordinator of Payroll & Benefits ~ 0.8 FTE (M-R) to building-level Admin. 0.8 1500 187.5 District Registrar Business Manager, Accountant, Accounts Payable Specialist, Payroll Specialists, Payroll and Employee Benefits, Purchasing, and .5 The payroll is under the Business Services Accounts Receivable/Admin Ass't 37.5 District Registrar Fond du Lac We have a total of 6.5 FTE Department 300 WATERLOO Business Manager, Accounts Payable Specialist .30 A/P SPECIALIST .70 PAYROLL SPECIALIST 1714.285714 214.285714 NONE Business Manager, Assistant Business Manager, Accounts Payable Specialist, Administrative Assistant Business Manager is HR Specialist River Valley Assistant (other) and PR Specialst. 0.5 2400 300 The employment/benefit specialist is the same person as the finance specialist in the first question. The Admin Asst is the same person as the Admin Asst in the first question. We have only 2 people in the district office besides the Dist Admin. The finance specialist does everything finance related and some payroll/benefit duties. Financial Specialist (AP/AR), Administrative Our Admin Asst. is the assistant to the Dist Belleville Assistant (other) 1200 150 shared duties Admin and is the main payroll/benefit person. Business Manager, Accounts Payable Specialist, Admin. Assistant to the Business Manager, Other Beloit School District Support Staff, Director of Finance Our Payroll is in our Finance Office. 300 37.5 District Registrar

	Business Office consists of the following: *						
	Business Manager (1 FTE) * Accounts Payable						
	Specialist (1 FTE) * Administrative Assistant	If the hypinese office positions listed shove are not 4	If the human resources department	HR			The Waunakee Community School
	to the Business Manager (.8 FTE) Please indicate the staffing for your district's	If the business office positions listed above are not 1 FTE, please describe below the % of FTE for the	positions listed above are not 1 FTE, please describe below the % of FTE for	Total			District has a District Registrar (1 FTE). Please indicate the staffing for
School District	business office.	position(s):	the position(s):		HR per student	HR nor staff	your district's registrar office.
SCHOOL DISTRICT	business office.	other support staff = .75 HR assistant	the position(s).		TIK per student	Till per stair	your district s registral office.
		Accounts payable person also helps with HR duties					
	Accountant, Accounts Payable Specialist, Other		we have no hr department, all hr/payroll				
McFarland	Support Staff, payroll	Business Manager =1 fte	duties fall to the business office.	0.25	4800	600	Administrative Assistant
		We also have a Director of Business Services in the					
		Business Office. The Administrative Assistant (other) is					
	Accounts Payable Specialist, Administrative	the assistant to the Business Manager, B&G Director &					
Fort Atkinson	Assistant (other), Payroll & Benefits Specialist	Food Service Director.		1	1200	150	
Downotto	Admin. Assistant to the Business Manager		0.5	0.5	2400	200	Administrative Assistant
Poynette	Aumin. Assistant to the business Manager		0.5	0.5	2400	300	Autilitistrative Assistant
		Rio School District has one full-time Director of Business					
		Services and a support staff person who spends .15FTE					
Rio	Financial Specialist (AP/AR), Other Support Staff	per day supporting the business office.		0.5	2400	300	Administrative Assistant
	, , , , , , , , , , , , , , , , , , ,						
		1 CFO, ! Comptroller, 1 Financial and Grant Analyst, 2	1 Director of HR/Admin, 1 Assistant Director				
		Accounts Payable Staff, 1 Administrative Assistant to the					
		CFO, 1 Accounting Clerk All 1 FTE. This does not	Assistants to the Director, 1 Open Enrollment				
	Administrative Assistant (other), Chief Financial	include staff for Food Service, IT, Purchasing,	clerk, 1 Misc Secretary, 2 Payroll specialists,				
Janesville	Officer	Transportation, Maintenance, or Custodians.	1 secretary for Athletics.	7.75	154.8	19.3548387	
Delavan-Darien	Accountant, payroll			3	400	50	District Registrar
20.0.020	Accounts Payable Specialist, Other Support Staff,						2 ioniot i togional
Oregon	Finance Director			4	300	37.5	District Registrar
0 1 5 0	Accounts Payable Specialist, Admin. Assistant to		D . (1) D		4000		
Sauk Prairie School	the Business Manager		Part of the Business Office	1	1200		Administrative Assistant
AVERAGE				2.15	1052.3	131.5	

COMPARABLE SCHOOLS (3500-4500 STUDENT POPULATION)

COMPARED TO WCSD (positive=Waunakee is ahead of avg; negative+Waunakee is below the average)

The Waunakee Community School District

			As shared in the previous question, the Payroll Specialist is part of the Business Office.				
		We also have a Business Manager in the Business Office.	In addition, the secretary to the Superintendent performs much secretarial support to the Dir. of HR.				
		The AP Specialist does take on quite a bit of "HR"	L''				
	• • • • • • • • • • • • • • • • • • • •	functions - background checks and managing the	Finally, as mentioned in the previous		222	400 51 5	
Baraboo	Specialist	AESOP sub system.	guestion, the AP Specialist manages the	1.25	960	120 District Registrar	

1.10

-683.11

-85.39

School District	The Waunakee Community School District Business Office consists of the following: * Business Manager (1 FTE) * Accounts Payable Specialist (1 FTE) * Administrative Assistant to the Business Manager (.8 FTE) Please indicate the staffing for your district's business office.	If the business office positions listed above are not 1 FTE, please describe below the % of FTE for the position(s):	If the human resources department positions listed above are not 1 FTE, please describe below the % of FTE for the position(s):	HR Total FTE	HR per student	HR per staff	The Waunakee Community School District has a District Registrar (1 FTE). Please indicate the staffing for your district's registrar office.
	Accounts Payable Accounts Receivable (, Business Services Manager (1 FTE), Accountant						
Diane Pertzborn	1 fte, Payroll 1.0 FTE and .25 grants person			1	1200	150	
Beaver Dam	Business Manager, Accounts Payable Specialist, Bookkeeper			0	400	50	Administrative Assistant
Deaver Dain	Business Manager, Admin. Assistant to the			3	400	50	Autilitistrative Assistant
	Business Manager, Other Support Staff,						
Jerud Rossing	Bookkeeper	The other support staff is payroll specialist.		3	400	50	
Stoughton Area	Business Manager, Accountant, Financial Specialist (AP/AR), Admin. Assistant to the				100		Data Utilization Specialist (1 registrar @
School District	Business Manager, Payroll & Benefits Specialist			3	400	50	our HS and 1 @ our MS)
DEFOREST	Business Manager, Accountant, Accounts Payable Specialist, Payroll 1.0 FTE			4	300		Registration is processed at the building where the student will attend
Orogon	Accounts Payable Specialist, Other Support Staff,			4	300	97 E	District Registrer
Oregon	Finance Director			2.75	565.71	70.71	District Registrar
Average COMPARED TO WO	CSD (positive=Waunakee is ahead of avg; negative	+Waunakee is below the average)		0.50	(196.48)	(24.56)	

The Waunakee Community School District Business Office consists of the following: * **Business Manager (1 FTE) * Accounts Payable** Specialist (1 FTE) * Administrative Assistant

to the Business Manager (.8 FTE) Please If the business office positions listed above are not 1 If the registrar positions listed above are

School District	indicate the staffing for your district's business office.	FTE, please describe below the % of FTE for the position(s):	not 1 FTE, please describe below the % of FTE for the position(s):	Reg. Total FTE	Reg. per student	Reg. per staff
Waunakee CSD	Business Manager (1 FTE) * Accounts Payable Specialist (1 FTE) * Administrative Assistant to the Business Manager (.8 FTE)			1		
Columbus School	Financial Specialist (AP/AR), Administrative	Administrative Assistant (other) .10 (use IT admin asst and also Supt. admin asst as needed)				
District	Assistant (other), Business Manager	Financial Specialist .5 (same person as payroll specialist)		0		
		We also have a Business Manager in the Business Office.				
School District of Baraboo	Accountant, Financial Specialist (AP/AR), Payroll Specialist	The AP Specialist does take on quite a bit of "HR" functions - background checks and managing the AESOP sub system.		1	1200	150
Ben	Accounts Payable Accounts Receivable (1FTE), Business Manager (1FTE)			0		
Diane Pertzborn	Accounts Payable Accounts Receivable (, Business Services Manager (1 FTE), Accountant 1 fte, Payroll 1.0 FTE and .25 grants person		Our building secretaries register the students at the building they will attend. We have a person at District Office who manages some of the mid-year issues like transportation. Probably 25% of FTE could be attributed to this? She also does open enrollment etc.	0.25	4800	600
Beaver Dam	Business Manager, Accounts Payable Specialist, Bookkeeper		Position is about .67FTE registrar, but also has other duties.	0.67	1791.044776	223.8806
Middleton-Cross Plains Area	Business Manager, Assistant Business Manager, Accountant, Accounts Payable Specialist, Financial Specialist (AP/AR), Admin. Assistant to the Business Manager, Purchasing Coordinator	Our Business Manager is titled Assistant Superintendent of Business Services. Our Asst. Business Manager is titled Fiscal Services Coordinator.	The Registration Clerk position is a 220 day position per year.	1.75	685.7142857	85.714286
	Business Manager, Accountant, Accounts Payable Specialist, Financial Specialist (AP/AR), Admin. Assistant to the Business Manager, payroll			1	1200	
Deerfield Community School	payron				1200	100
District	Business Manager		0.25 FTE devoted to Registrar duties	0.25	4800	600
WI Heights School District	Business Manager, Administrative Assistant (other)	The Administrative Assistant is for both AP & PR, but is a 1.0 FTE.		1	1200	150
Argyle	Business Manager, Administrative Assistant (other)		Duties completed by Business Manager and Administrative Assistant			

The Waunakee Community School District
Business Office consists of the following: *
Business Manager (1 FTE) * Accounts Payable
Specialist (1 FTE) * Administrative Assistant

to the Business Manager (.8 FTE) Please If the business office positions listed above are not 1 If the registrar positions listed above are indicate the staffing for your district's FTE, please describe below the % of FTE for the not 1 FTE, please describe below the % of Reg. Total Reg. per **School District** business office. position(s): FTE for the position(s): FTE Reg. per student staff Evansville Business Manager, Financial Specialist (AP/AR) 0.2 6000 750 See previous comment section. Lodi Business Manager, Accounts Payable Specialist 1200 150 Our administrative assistant in charge of summer school and our administrative assistant to our special education director Business Manager, Accounts Payable Specialist, handle registrations. No time is broken out for Director of Business Services Exempt Staff this duty. However .25 to .33 FTE of each is Monroe Oversees Payroll and AP probably an accurate representation. 0.33 3636.36 454.54545 would say we have some overlap in positions listed above and in other categories. I consider our business Whitewater Unified office team to consist of the business manager, AP/AR, **School District** Business Manager, Financial Specialist (AP/AR) payroll, and our receptionist/admin. asst. Business Manager, Admin. Assistant to the Business Manager, Other Support Staff, Jerud Rossing Bookkeeper The other support staff is payroll specialist. Business Manager, Accountant, Financial Stoughton Area Specialist (AP/AR), Admin. Assistant to the School District Business Manager, Payroll & Benefits Specialist 600 75 Business Manager, Accountant, Accounts DEFOREST Payable Specialist, Payroll 1.0 FTE Business Manager, Admin. Assistant to the 1200 New Glarus Business Manager Admin Asst. .25 FTE 150 Business Manager is also the Asst. District Admin., the Director of Human Resources, and Director of Transportation all in one. We contract out for some accounting services to help clean up our general ledger accounts and cash reconciliation. About 25% - 35% of a couple district support staff position are dedicated to enrolling and We also use a sub to assist with large projects as tracking students, also staff in each school are responsible for enrolling their students. 0.5 2400 Reedsburg Business Manager, Accounts Payable Specialist 300 needed. Business Manager, Financial Specialist (AP/AR), Mount Horeb Area School District Payroll Specialist 1200 150

The Waunakee Community School District Business Office consists of the following: * **Business Manager (1 FTE) * Accounts Payable**

Specialist (1 FTE) * Administrative Assistant

to the Business Manager (.8 FTE) Please If the business office positions listed above are not 1 If the registrar positions listed above are

	indicate the staffing for your district's	FTE, please describe below the % of FTE for the	not 1 FTE, please describe below the % of	Reg. Total		Reg. per
School District	business office.	position(s):	FTE for the position(s):	FTE	Reg. per student	staff
Portage	Business Manager, Accounts Payable Specialist, Bookkeeper	.875 Fund 60 and 70/Bookkeeper		1	1200	150
		·				
	Business Manager, Accountant, 1-Business Office Asst & 1-Business Services					
District	Office Asst & 1-Business Services					
Cambridge	Business Manager, Accounts Payable Specialist			0.25	5 4800	600
	Business Manager, Accountant, Financial Specialist (AP/AR), Coordinator of Payroll &	BM ~ 1.0 FTE Accountant ~ 0.6 FTE (M,W,F) Finance Specialist ~ 1.0 FTE				
School District		Coordinator of Payroll & Benefits ~ 0.8 FTE (M-R)		1	1200	150
Fond du Lac	Business Manager, Accountant, Accounts Payable Specialist, Payroll Specialists, Payroll and Employee Benefits, Purchasing, and .5 Accounts Receivable/Admin Ass't	We have a total of 6.5 FTE		1	1200	150
WATERLOO	Business Manager, Accounts Payable Specialist	.30 A/P SPECIALIST		0		
River Valley	Business Manager, Assistant Business Manager, Accounts Payable Specialist, Administrative Assistant (other)		Adminstrative Assistant is the district registrar. No additional FTE	0.25	4800	600
Belleville	Financial Specialist (AP/AR), Administrative Assistant (other) Business Manager, Accounts Payable Specialist, Admin. Assistant to the Rusiness Manager, Other		Our Admin Asst coordinates open enrollment. Our school secretaries handle new district enrollees. Our student service secretary is in charge of ISES, etc.			
Beloit School Distric	Admin. Assistant to the Business Manager, Other Support Staff, Director of Finance			1	1200	150
Deloit Scribbi Distric	Joupport Stail, Director of Fillance				1200	130

The Waunakee Community School District **Business Office consists of the following: * Business Manager (1 FTE) * Accounts Payable Specialist (1 FTE) * Administrative Assistant** to the Business Manager (.8 FTE) Please If the business office positions listed above are not 1 If the registrar positions listed above are indicate the staffing for your district's FTE, please describe below the % of FTE for the not 1 FTE, please describe below the % of Reg. Total Reg. per **School District** business office. position(s): FTE for the position(s): FTE Reg. per student staff other support staff = .75 HR assistant Accounts payable person also helps with HR duties the buildings still do enrollments, this person Accountant, Accounts Payable Specialist, Other coordinates the data between the buildings McFarland Support Staff, payroll Business Manager =1 fte and to the state 0.25 4800 600 We also have a Director of Business Services in the Business Office. The Administrative Assistant (other) is Accounts Payable Specialist, Administrative the assistant to the Business Manager, B&G Director & Fort Atkinson Assistant (other), Payroll & Benefits Specialist Food Service Director. Poynette Admin. Assistant to the Business Manager Part of Admin Assistant's other 50% 0.25 4800 600 Rio School District has one full-time Director of Business Registration of students is shared between all Services and a support staff person who spends .15FTE three administrative assistants in our two Rio Financial Specialist (AP/AR), Other Support Staff per day supporting the business office. buildings. 1 CFO, ! Comptroller, 1 Financial and Grant Analyst, 2 Accounts Payable Staff, 1 Administrative Assistant to the CFO, 1 Accounting Clerk All 1 FTE. This does not include staff for Food Service, IT, Purchasing, Administrative Assistant (other), Chief Financial Officer Transportation, Maintenance, or Custodians. N/A 0.25 4800 600 Janesville Delavan-Darien Accountant, payroll 1200 150 Accounts Payable Specialist, Other Support Staff, Position is also clerical support to the 0.75 Oregon Finance Director Business Manager 1600 200 Accounts Payable Specialist, Admin. Assistant to Sauk Prairie School the Business Manager Part of the Business Office 150 1200

COMPARABLE SCHOOLS (3500-4500 STUDENT POPULATION)

COMPARED TO WCSD (positive=Waunakee is ahead of avg; negative+Waunakee is below the average)

AVERAGE

		, , , , , , , , , , , , , , , , , , ,			
		We also have a Business Manager in the Business Office.			
School District of Baraboo	Accountant, Financial Specialist (AP/AR), Payroll	The AP Specialist does take on quite a bit of "HR" functions - background checks and managing the AESOP sub system.	1	1200	150

2489.0

-2488.97

311.1

-311.12

0.62

0.38

School District	The Waunakee Community School District Business Office consists of the following: * Business Manager (1 FTE) * Accounts Payable Specialist (1 FTE) * Administrative Assistant to the Business Manager (.8 FTE) Please indicate the staffing for your district's business office.	If the business office positions listed above are not 1 FTE, please describe below the % of FTE for the position(s):	If the registrar positions listed above are not 1 FTE, please describe below the % of FTE for the position(s):	Reg. Total FTE	Reg. per student	Reg. per staff
Diane Pertzborn	Accounts Payable Accounts Receivable (, Business Services Manager (1 FTE), Accountant 1 fte, Payroll 1.0 FTE and .25 grants person		Our building secretaries register the students at the building they will attend. We have a person at District Office who manages some of the mid-year issues like transportation. Probably 25% of FTE could be attributed to this? She also does open enrollment etc.	0.25	4800	600
Beaver Dam	Business Manager, Accounts Payable Specialist, Bookkeeper		Position is about .67FTE registrar, but also has other duties.	0.67	1791.044776	
Jerud Rossing	Business Manager, Admin. Assistant to the Business Manager, Other Support Staff, Bookkeeper	The other support staff is payroll specialist.		0		
Stoughton Area School District	Business Manager, Accountant, Financial Specialist (AP/AR), Admin. Assistant to the Business Manager, Payroll & Benefits Specialist			2	600	75
DEFOREST	Business Manager, Accountant, Accounts Payable Specialist, Payroll 1.0 FTE			0		
Oregon	Accounts Payable Specialist, Other Support Staff, Finance Director		Position is also clerical support to the Business Manager	0.75	1600	200
Average COMPARED TO WCSD (positive=Waunakee is ahead of avg; negative+Waunakee is below the average)					1,998.21 (1,998.21)	249.78 (249.78)

School District	The Waunakee Community School District Business Office consists of the following: * Business Manager (1 FTE) * Accounts Payable Specialist (1 FTE) * Administrative Assistant to the Business Manager (.8 FTE) Please indicate the staffing for your district's business office.	If the business office positions listed above are not 1 FTE, please describe below the % of FTE for the position(s):	The Waunakee Community School District Building & Grounds Department consists of the following: *Facilities Director/Safety Coordinator (1 FTE) * Admin. Assistant to Facilities Director/Safety Coordinator (.5 FTE). Please indicate the staffing for your district's Facilities/Safety Department.
Waunakee CSD	Business Manager (1 FTE) * Accounts Payable Specialist (1 FTE) * Administrative Assistant to the Business Manager (.8 FTE)		Facilities Director/Safety Coordinator (1 FTE) * Admin. Assistant to Facilities Director/Safety Coordinator (.5 FTE)
Columbus School District	Financial Specialist (AP/AR), Administrative Assistant (other), Business Manager	Administrative Assistant (other) .10 (use IT admin asst and also Supt. admin asst as needed) Financial Specialist .5 (same person as payroll specialist)	
School District of	Accountant, Financial Specialist (AP/AR), Payroll	We also have a Business Manager in the Business Office. The AP Specialist does take on quite a bit of "HR" functions - background checks and managing the	Facilities Director/Safety Coordinator (combined),
Baraboo	Specialist Specialist	AESOP sub system.	Administrative Assistant
Ben	Accounts Payable Accounts Receivable (1FTE), Business Manager (1FTE)		Building and Ground Director (1FTE)
Diane Pertzborn Beaver Dam	Accounts Payable Accounts Receivable (, Business Services Manager (1 FTE), Accountant 1 fte, Payroll 1.0 FTE and .25 grants person Business Manager, Accounts Payable Specialist, Bookkeeper		Supervisor of B&G 1 FTE, Purchasing and supply 1.0 FTE, no secretarial support, no supervision support Facilities Director/Safety Coordinator (combined), Administrative Assistant
Middleton-Cross Plains Area	Business Manager, Assistant Business Manager, Accountant, Accounts Payable Specialist, Financial Specialist (AP/AR), Admin. Assistant to the Business Manager, Purchasing Coordinator Business Manager, Accountant, Accounts Payable Specialist, Financial Specialist (AP/AR), Admin. Assistant to the Business Manager, payroll	Our Business Manager is titled Assistant Superintendent of Business Services. Our Asst. Business Manager is titled Fiscal Services Coordinator.	Facilities Director, Administrative Assistant, Other Administrator Facilities Director/Safety Coordinator (combined), Administrative Assistant
Deerfield Community School District	Business Manager		Facilities Director/Safety Coordinator (combined)
WI Heights School District	Business Manager, Administrative Assistant (other) Business Manager, Administrative Assistant	The Administrative Assistant is for both AP & PR, but is a 1.0 FTE.	Facilities Director/Safety Coordinator (combined)
Argyle	(other)		Other Support Staff

School District	The Waunakee Community School District Business Office consists of the following: * Business Manager (1 FTE) * Accounts Payable Specialist (1 FTE) * Administrative Assistant to the Business Manager (.8 FTE) Please indicate the staffing for your district's business office.	If the business office positions listed above are not 1 FTE, please describe below the % of FTE for the position(s):	The Waunakee Community School District Building & Grounds Department consists of the following: *Facilities Director/Safety Coordinator (1 FTE) * Admin. Assistant to Facilities Director/Safety Coordinator (.5 FTE). Please indicate the staffing for your district's Facilities/Safety Department.
Evansville	Business Manager, Financial Specialist (AP/AR)		Facilities Director/Safety Coordinator (combined), Administrative Assistant
Lodi	Business Manager, Accounts Payable Specialist		Facilities Director
Monroe	Business Manager, Accounts Payable Specialist, Director of Business Services Exempt Staff Oversees Payroll and AP		Facilities Director/Safety Coordinator (combined)
Whitewater Unified School District		I would say we have some overlap in positions listed above and in other categories. I consider our business office team to consist of the business manager, AP/AR, payroll, and our receptionist/admin. asst.	
Jerud Rossing	Business Manager, Admin. Assistant to the Business Manager, Other Support Staff, Bookkeeper	The other support staff is payroll specialist.	Facilities Director/Safety Coordinator (combined)
Stoughton Area School District	Business Manager, Accountant, Financial Specialist (AP/AR), Admin. Assistant to the Business Manager, Payroll & Benefits Specialist		Facilities Director/Safety Coordinator (combined), Administrative Assistant, Custodial Supervisor
DEFOREST	Business Manager, Accountant, Accounts Payable Specialist, Payroll 1.0 FTE		Facilities Director/Safety Coordinator (combined), Purchasing/Supply 1.0 FTE
New Glarus	Business Manager, Admin. Assistant to the Business Manager	Admin Asst25 FTE	Facilities Director
		Business Manager is also the Asst. District Admin., the Director of Human Resources, and Director of Transportation all in one. We contract out for some accounting services to help clean up our general ledger accounts and cash reconciliation.	
		We also use a sub to assist with large projects as	
Reedsburg Mount Horeb Area	Business Manager, Financial Specialist (AP/AR),	needed.	Facilities Director, Administrative Assistant
School District	Payroll Specialist		Facilities Director

School District	The Waunakee Community School District Business Office consists of the following: * Business Manager (1 FTE) * Accounts Payable Specialist (1 FTE) * Administrative Assistant to the Business Manager (.8 FTE) Please indicate the staffing for your district's business office.	If the business office positions listed above are not 1 FTE, please describe below the % of FTE for the position(s):	The Waunakee Community School District Building & Grounds Department consists of the following: *Facilities Director/Safety Coordinator (1 FTE) * Admin. Assistant to Facilities Director/Safety Coordinator (.5 FTE). Please indicate the staffing for your district's Facilities/Safety Department.
	Business Manager, Accounts Payable Specialist,		
Portage	Bookkeeper	.875 Fund 60 and 70/Bookkeeper	Facilities Director/Safety Coordinator (combined)
Verona Area School District	Business Manager, Accountant, 1-Business Office Asst & 1-Business Services		1-Supervisor -Buildings & Grounds - 1 Asst Supv - Building & Grounds, 1-District Security Coordinator
Cambridge	Business Manager, Accounts Payable Specialist		Facilities Director
Hartford Union High School District	Business Manager, Accountant, Financial Specialist (AP/AR), Coordinator of Payroll & Benefits	BM ~ 1.0 FTE Accountant ~ 0.6 FTE (M,W,F) Finance Specialist ~ 1.0 FTE Coordinator of Payroll & Benefits ~ 0.8 FTE (M-R)	Facilities Director, Administrative Assistant
	Business Manager, Accountant, Accounts Payable Specialist, Payroll Specialists, Payroll and Employee Benefits, Purchasing, and .5	NV 1	Facilities Director/Safety Coordinator (combined),
Fond du Lac	Accounts Receivable/Admin Ass't	We have a total of 6.5 FTE	Administrative Assistant
WATERLOO	Business Manager, Accounts Payable Specialist Business Manager, Assistant Business Manager, Accounts Payable Specialist, Administrative	.30 A/P SPECIALIST	Facilities Director/Safety Coordinator (combined)
River Valley	Assistant (other)		
Belleville	Financial Specialist (AP/AR), Administrative Assistant (other)		Facilities Director
	Business Manager, Accounts Payable Specialist, Admin. Assistant to the Business Manager, Other Support Staff, Director of Finance		Facilities Director

School District	The Waunakee Community School District Business Office consists of the following: * Business Manager (1 FTE) * Accounts Payable Specialist (1 FTE) * Administrative Assistant to the Business Manager (.8 FTE) Please indicate the staffing for your district's business office.	If the business office positions listed above are not 1 FTE, please describe below the % of FTE for the position(s):	The Waunakee Community School District Building & Grounds Department consists of the following: *Facilities Director/Safety Coordinator (1 FTE) * Admin. Assistant to Facilities Director/Safety Coordinator (.5 FTE). Please indicate the staffing for your district's Facilities/Safety Department.
McFarland	Accountant, Accounts Payable Specialist, Other Support Staff, payroll	other support staff = .75 HR assistant Accounts payable person also helps with HR duties Business Manager =1 fte	Facilities Director/Safety Coordinator (combined), Administrative Assistant
Fort Atkinson	Accounts Payable Specialist, Administrative Assistant (other), Payroll & Benefits Specialist	We also have a Director of Business Services in the Business Office. The Administrative Assistant (other) is the assistant to the Business Manager, B&G Director & Food Service Director.	Facilities Director/Safety Coordinator (combined)
Poynette	Admin. Assistant to the Business Manager		Other Support Staff
Rio	Financial Specialist (AP/AR), Other Support Staff	Rio School District has one full-time Director of Business Services and a support staff person who spends .15FTE per day supporting the business office.	Facilities Director
Janesville	Administrative Assistant (other), Chief Financial Officer	1 CFO, ! Comptroller, 1 Financial and Grant Analyst, 2 Accounts Payable Staff, 1 Administrative Assistant to the CFO, 1 Accounting Clerk All 1 FTE. This does not include staff for Food Service, IT, Purchasing, Transportation, Maintenance, or Custodians.	Other Support Staff, See Below
Delavan-Darien	Accountant, payroll		Facilities Director/Safety Coordinator (combined)
Oregon	Accounts Payable Specialist, Other Support Staff, Finance Director		Administrative Assistant, Operations Manager
Sauk Prairie School AVERAGE	Accounts Payable Specialist, Admin. Assistant to the Business Manager		Facilities Director/Safety Coordinator (combined), Administrative Assistant

COMPARED TO WCSD (positive=Waunakee is ahead of avg; negative+Waunakee is below the average)

COMPARABLE SCHOOLS (3500-4500 STUDENT POPULATION)

		We also have a Business Manager in the Business Office.	
	Accountant, Financial Specialist (AP/AR), Payroll		Facilities Director/Safety Coordinator (combined), Administrative Assistant

School District	The Waunakee Community School District Business Office consists of the following: * Business Manager (1 FTE) * Accounts Payable Specialist (1 FTE) * Administrative Assistant to the Business Manager (.8 FTE) Please indicate the staffing for your district's business office.	If the business office positions listed above are not 1 FTE, please describe below the % of FTE for the position(s):	The Waunakee Community School District Building & Grounds Department consists of the following: *Facilities Director/Safety Coordinator (1 FTE) * Admin. Assistant to Facilities Director/Safety Coordinator (.5 FTE). Please indicate the staffing for your district's Facilities/Safety Department.
	Accounts Payable Accounts Receivable (,		Supervisor of B&G 1 FTE, Purchasing and supply
	Business Services Manager (1 FTE), Accountant		1.0 FTE, no secretarial support, no supervision
Diane Pertzborn	1 fte, Payroll 1.0 FTE and .25 grants person		support
	Business Manager, Accounts Payable Specialist,		Facilities Director/Safety Coordinator (combined),
Beaver Dam	Bookkeeper		Administrative Assistant
	Business Manager, Admin. Assistant to the		
	Business Manager, Other Support Staff,		
Jerud Rossing	Bookkeeper	The other support staff is payroll specialist.	Facilities Director/Safety Coordinator (combined)
01	Business Manager, Accountant, Financial		Facilities Bissels (Octob Octob Octo
Stoughton Area	Specialist (AP/AR), Admin. Assistant to the		Facilities Director/Safety Coordinator (combined),
School District	Business Manager, Payroll & Benefits Specialist		Administrative Assistant, Custodial Supervisor
	Pusings Manager Accountant Accounts		Facilities Director/Safety Coordinator (combined),
DEFOREST	Business Manager, Accountant, Accounts Payable Specialist, Payroll 1.0 FTE		Purchasing/Supply 1.0 FTE
DLIONEST	Accounts Payable Specialist, Other Support Staff,		r utotiasitig/Supply 1.0 FTE
Oregon	Finance Director		Administrative Assistant, Operations Manager

Average
COMPARED TO WCSD (positive=Waunakee is ahead of avg; negative+Waunakee is below the average)

The Waunakee Community School District
Business Office consists of the following: *
Business Manager (1 FTE) * Accounts Payable
Specialist (1 FTE) * Administrative Assistant
to the Business Manager (.8 FTE) Please

to the Business Manager (.8 FTE) Please If the business office positions listed above are not 1

School District	indicate the staffing for your district's business office.	FTE, please describe below the % of FTE for the position(s):	If the facilities/safety office positions listed above are not 1 FTE, please describe below the % of FTE for the position(s):	B&G Total FTE	B&G per student	B&G per staff
Waunakee CSD	Business Manager (1 FTE) * Accounts Payable Specialist (1 FTE) * Administrative Assistant to the Business Manager (.8 FTE)			1.5	800.00	100.00
Columbus School District	Financial Specialist (AP/AR), Administrative Assistant (other), Business Manager	Administrative Assistant (other) .10 (use IT admin asst and also Supt. admin asst as needed) Financial Specialist .5 (same person as payroll specialist)		0		
	Accountant, Financial Specialist (AP/AR), Payroll	We also have a Business Manager in the Business Office. The AP Specialist does take on quite a bit of "HR" functions - background checks and managing the				
Baraboo	Specialist Accounts Payable Accounts Receivable (1FTE),	AESOP sub system.		2	600.00	75.00
Ben	Business Manager (1FTE)			1	1200.00	150.00
	Accounts Payable Accounts Receivable (, Business Services Manager (1 FTE), Accountant 1 fte, Payroll 1.0 FTE and .25 grants person			2	600.00	75.00
Beaver Dam	Business Manager, Accounts Payable Specialist, Bookkeeper			2	600.00	75.00
Middleton-Cross	Business Manager, Assistant Business Manager, Accountant, Accounts Payable Specialist, Financial Specialist (AP/AR), Admin. Assistant to the Business Manager, Purchasing Coordinator	Our Business Manager is titled Assistant Superintendent of Business Services. Our Asst. Business Manager is titled Fiscal Services Coordinator.	Our Other Admin is an Assistant Director. The Admin Asst is 50% FTE.	2.5	480.00	60.00
	Business Manager, Accountant, Accounts Payable Specialist, Financial Specialist (AP/AR), Admin. Assistant to the Business Manager, payroll			2	600.00	
Deerfield Community School	Puningga Managar			1	1200.00	150.00
District	Business Manager			1	1200.00	150.00
District	Business Manager, Administrative Assistant (other)	The Administrative Assistant is for both AP & PR, but is a 1.0 FTE.		1	1200.00	150.00
Argyle	Business Manager, Administrative Assistant (other)			1	1200.00	150.00

The Waunakee Community School District Business Office consists of the following: * **Business Manager (1 FTE) * Accounts Payable** Specialist (1 FTE) * Administrative Assistant to the Business Manager (.8 FTE) Please If the business office positions listed above are not 1

	to the Business Manager (.8 FTE) Please indicate the staffing for your district's	If the business office positions listed above are not 1 FTE, please describe below the % of FTE for the	If the facilities/safety office positions listed above are not 1 FTE, please	B&G Total	B&G per	
School District	business office.	position(s):	describe below the % of FTE for the position(s):	FTE	student	B&G per staff
Evansville	Business Manager, Financial Specialist (AP/AR)		The B&G administrative assistant is a .7 FTE and does many other tasks such as lunch payments, District Office receptionist. I would estimate that this person is a .1 FTE admin. asst. to the B&G dept.	1.1	1090.91	136.36
Lodi	Business Manager, Accounts Payable Specialist			1	1200.00	150.00
Monroe	Business Manager, Accounts Payable Specialist, Director of Business Services Exempt Staff Oversees Payroll and AP			1	1200.00	150.00
Whitewater Unified School District	Business Manager, Financial Specialist (AP/AR) Business Manager, Admin. Assistant to the	I would say we have some overlap in positions listed above and in other categories. I consider our business office team to consist of the business manager, AP/AR, payroll, and our receptionist/admin. asst.	Our head custodian has the title of custodial supervisor. We also have a maintenance supervisor who is essentially our one-man maintenance crew.	0		
Jerud Rossing	Business Manager, Other Support Staff, Bookkeeper	The other support staff is payroll specialist.	Monona Grove is actually called Facilities and Safety Coordinator.	1	1200.00	150.00
Stoughton Area School District	Business Manager, Accountant, Financial Specialist (AP/AR), Admin. Assistant to the Business Manager, Payroll & Benefits Specialist			3	400.00	50.00
DEFOREST	Business Manager, Accountant, Accounts Payable Specialist, Payroll 1.0 FTE			2	600.00	75.00
New Glarus	Business Manager, Admin. Assistant to the Business Manager	Admin Asst25 FTE		1	1200.00	150.00
Reedsburg	Business Manager, Accounts Payable Specialist	Business Manager is also the Asst. District Admin., the Director of Human Resources, and Director of Transportation all in one. We contract out for some accounting services to help clean up our general ledger accounts and cash reconciliation. We also use a sub to assist with large projects as needed.	We contract out for the management of our buildings and grounds department to Aramark, they provide one FTE for the Facilities Director and a part-time evening supervisor durng the school year. That is the Facilities Director listed above. As we contract our the B & G Director they can not serve as Safety Coordinator, that is assigned to another position. We have a full-time year-round support staff position as an administrative assistant who does PO's, coordinates work schedules, and communication among all staff.	2	600.00	75.00
, , ,						
Mount Horeb Area School District	Business Manager, Financial Specialist (AP/AR), Payroll Specialist			1	1200.00	150.00

The Waunakee Community School District Business Office consists of the following: * Business Manager (1 FTE) * Accounts Payable Specialist (1 FTE) * Administrative Assistant

to the Business Manager (.8 FTE) Please If the business office positions listed above are not 1

School District	indicate the staffing for your district's business office.	FTE, please describe below the % of FTE for the position(s):	If the facilities/safety office positions listed above are not 1 FTE, please describe below the % of FTE for the position(s):	B&G Total FTE	B&G per student	B&G per staff
Portage	Business Manager, Accounts Payable Specialist, Bookkeeper	.875 Fund 60 and 70/Bookkeeper		1	1200.00	150.00
		.575 Tuliu 00 aliu 70/Bookkeepei		1	1200.00	130.00
Verona Area School District	Business Manager, Accountant, 1-Business Office Asst & 1-Business Services		District Safety Coordinator40 FTE	2.4	500.00	62.50
Cambridge	Business Manager, Accounts Payable Specialist			1	1200.00	150.00
			Coordinator of Maintenance is a 1.0 FTE but is a working manager.			
		BM ~ 1.0 FTE	Additionally, BM position shares the responsibility of overseeing/managing the facilities. Safety Coordinator is also a responsibility that lies with the BM.			
Hartford Union High	Business Manager, Accountant, Financial Specialist (AP/AR), Coordinator of Payroll &	Accountant ~ 0.6 FTE (M,W,F) Finance Specialist ~ 1.0 FTE	Admin Assistant listed above is a 1.0 FTE but is a working custodian shared with			
School District	Benefits	Coordinator of Payroll & Benefits ~ 0.8 FTE (M-R)	the secretarial duties.	1.5	800.00	100.00
	Business Manager, Accountant, Accounts Payable Specialist, Payroll Specialists, Payroll					
Fond du Lac	and Employee Benefits, Purchasing, and .5 Accounts Receivable/Admin Ass't	We have a total of 6.5 FTE		2	600.00	75.00
WATERLOO	B. diama Marana Arra da Baratta Oradista	OO A/D ODEOLALIOT			4000.00	450.00
WATERLOO	Business Manager, Accounts Payable Specialist Business Manager, Assistant Business Manager,	.30 A/P SPECIALIST		1	1200.00	150.00
River Valley	Accounts Payable Specialist, Administrative Assistant (other)		Business Manager is the B&G Coordinator. No additional FTE			
Tiver valley	, constant (enter)		Deciriose manager to the Base deciral needs and the additional in the			
Rollovillo	Financial Specialist (AP/AR), Administrative			4	1200.00	150.00
Belleville	Assistant (other) Business Manager, Accounts Payable Specialist,			1	1200.00	150.00
Beloit School District	Admin. Assistant to the Business Manager, Other Support Staff, Director of Finance			1	1200.00	150.00
Doloit Goriooi District	Dupport Otali, Director of Fillance				1200.00	130.00

The Waunakee Community School District **Business Office consists of the following: * Business Manager (1 FTE) * Accounts Payable** Specialist (1 FTE) * Administrative Assistant to the Business Manager (.8 FTE) Please

If the business office positions listed above are not 1 FTE, please describe below the % of FTE for the

School District	indicate the staffing for your district's business office.	FTE, please describe below the % of FTE for the position(s):	If the facilities/safety office positions listed above are not 1 FTE, please describe below the % of FTE for the position(s):	B&G Total FTE	B&G per student	B&G per staff
		other support staff = .75 HR assistant				
	Accountant Accounts Deviable Consciolist Other	Accounts payable person also helps with HR duties				
McFarland	Accountant, Accounts Payable Specialist, Other Support Staff, payroll	Business Manager =1 fte	This administrative assistant also helps with HR functions for managing postings	1.75	685.71	85.71
MCFananu	Support Stail, payroll	We also have a Director of Business Services in the	This authinistrative assistant also helps with HK functions for managing postings	1.75	000.71	00.71
		Business Office. The Administrative Assistant (other) is				
	Accounts Payable Specialist, Administrative	the assistant to the Business Manager, B&G Director &				
Fort Atkinson	Assistant (other), Payroll & Benefits Specialist	Food Service Director.		1.25	960.00	120.00
	recording (carer), region of December operation			0		0.00
Poynette	Admin. Assistant to the Business Manager		Building and Grounds Supervisor	1	1200.00	150.00
		Bis October Bistist and a City Biston Biston (B. Sisser				
		Rio School District has one full-time Director of Business				
Rio	Financial Specialist (AP/AR), Other Support Staff	Services and a support staff person who spends .15FTE			1200.00	150.00
NIU	Financial Specialist (AF/AK), Other Support Stail	per day supporting the business office.		1	1200.00	150.00
		1 CFO, ! Comptroller, 1 Financial and Grant Analyst, 2				
		Accounts Payable Staff, 1 Administrative Assistant to the				
		CFO, 1 Accounting Clerk All 1 FTE. This does not				
	Administrative Assistant (other), Chief Financial	include staff for Food Service, IT, Purchasing,	1 Maintenance Manager, 1 Manager of Custodians, Purchasing and			
Janesville	Officer	Transportation, Maintenance, or Custodians.	Transportation, 2 administrative assistants, 1 safety coordinator,			
Delavan-Darien	Accountant, payroll			1	1200.00	150.00
	Accounts Payable Specialist, Other Support Staff,					
Oregon	Finance Director			1	1200.00	150.00
	Accounts Payable Specialist, Admin. Assistant to					
	the Business Manager			2	600.00	
AVERAGE				1.36	944.6	118.1

0.14

-144.61

-18.08

COMPARABLE SCHOOLS (3500-4500 STUDENT POPULATION)

COMPARED TO WCSD (positive=Waunakee is ahead of avg; negative+Waunakee is below the average)

	•					
		We also have a Business Manager in the Business				
		Office.				
		The AP Specialist does take on quite a bit of "HR"				
		functions - background checks and managing the				
Baraboo	Specialist	AESOP sub system.	2	600.00	75.00	1

School District	The Waunakee Community School District Business Office consists of the following: * Business Manager (1 FTE) * Accounts Payable Specialist (1 FTE) * Administrative Assistant to the Business Manager (.8 FTE) Please indicate the staffing for your district's business office.	If the business office positions listed above are not 1 FTE, please describe below the % of FTE for the position(s):	If the facilities/safety office positions listed above are not 1 FTE, please describe below the % of FTE for the position(s):	B&G Total FTE	B&G per student	B&G per staff
	Accounts Payable Accounts Receivable (,					
D: D ()	Business Services Manager (1 FTE), Accountant				000.00	75.00
Diane Pertzborn	1 fte, Payroll 1.0 FTE and .25 grants person			2	600.00	75.00
Beaver Dam	Business Manager, Accounts Payable Specialist, Bookkeeper			2	600.00	75.00
Doard Dam	Business Manager, Admin. Assistant to the			_	000.00	7 0.00
	Business Manager, Other Support Staff,					
Jerud Rossing	Bookkeeper	The other support staff is payroll specialist.	Monona Grove is actually called Facilities and Safety Coordinator.	1	1200.00	150.00
	Business Manager, Accountant, Financial					
Stoughton Area School District	Specialist (AP/AR), Admin. Assistant to the Business Manager, Payroll & Benefits Specialist			2	400.00	50.00
SCHOOL DISTRICT	Business Manager, Payroll & Berleitts Specialist			3	400.00	50.00
	Business Manager, Accountant, Accounts					
DEFOREST	Payable Specialist, Payroll 1.0 FTE			2	600.00	75.00
	Accounts Payable Specialist, Other Support Staff,					
Oregon	Finance Director			1	1200.00	150.00
Average	1000 / 101 111 1 1 1 1 1 1 1 1 1 1 1 1 1			1.86	742.86	92.86
COMPARED TO W	CSD (positive=Waunakee is ahead of avg; negative	+Waunakee is below the average)		(0.36)	57.14	7.14

School District	The Waunakee Community School District Business Office consists of the following: * Business Manager (1 FTE) * Accounts Payable Specialist (1 FTE) * Administrative Assistant to the Business Manager (.8 FTE) Please indicate the staffing for your district's business office.	If the business office positions listed above are not 1 FTE, please describe below the % of FTE for the position(s):	The Waunakee Community School District has a district receptionist (.5 FTE). Please indicate your district's staffing	If the other support staff positions listed above are not FTE, please describe below the % of FTE for the position(s):	Receptionist FTE	What is your district-wide student count for the 2013-14 school year?
Waunakee CSD	Business Manager (1 FTE) * Accounts Payable Specialist (1 FTE) * Administrative Assistant to the Business Manager (.8 FTE)		District Receptionist (.5 FTE)		0.5	3933
Columbus School District	Financial Specialist (AP/AR), Administrative Assistant (other), Business Manager	Administrative Assistant (other) .10 (use IT admin asst and also Supt. admin asst as needed) Financial Specialist .5 (same person as payroll specialist)		Receptionist is Admin Asst to IT .9 and .1 to Business Manager	0.5	1200
School District of Baraboo	Accountant, Financial Specialist (AP/AR), Payroll Specialist	We also have a Business Manager in the Business Office. The AP Specialist does take on quite a bit of "HR" functions - background checks and managing the AESOP sub system.		The assistant to the Superintendent fulfills this role as well.		3100
Ben	Accounts Payable Accounts Receivable (1FTE), Business Manager (1FTE)		Receptionist	.625 FTE	0.625	851
Diane Pertzborn	Accounts Payable Accounts Receivable (, Business Services Manager (1 FTE), Accountant 1 fte, Payroll 1.0 FTE and .25 grants person		·	We eliminated the district office receptionist a few years ago when we had a retirement. The HR office is near the entry so they greet the walk-ins. We assigned the custodial sub-calling to someone else since that responsibility was covered by the receptionist position.	C	3400
Decises Dem	Business Manager, Accounts Payable Specialist,		Decentionist	Staffed with two (2) 0.6875 FTE (Total FTE = 1.375	4 075	2500
Beaver Dam Middleton-Cross Plains Area	Business Manager, Assistant Business Manager, Accountant, Accounts Payable Specialist, Financial Specialist (AP/AR), Admin. Assistant to the Business Manager, Purchasing Coordinator Business Manager, Accountant, Accounts	Our Business Manager is titled Assistant Superintendent of Business Services. Our Asst. Business Manager is titled Fiscal Services Coordinator.	Receptionist Receptionist, Other	We have our departments at the DAC share the receptionist role. We have five staff members that each take one day per week at the front reception desk to share the load.	1.375	6622
Deerfield	Payable Specialist, Financial Specialist (AP/AR), Admin. Assistant to the Business Manager, payroll		Clerical, Other Administrative Assistant		2	6100
Community School District	Business Manager					791
WI Heights School District	Business Manager, Administrative Assistant (other) Business Manager, Administrative Assistant	The Administrative Assistant is for both AP & PR, but is a 1.0 FTE.	None	The AP/PR Admin Asst as well as the Pupil Services/Curriculum AA sit in the main district office and serve this role.	C	720
Argyle	(other)		Other Clerical		1	350

School District	The Waunakee Community School District Business Office consists of the following: * Business Manager (1 FTE) * Accounts Payable Specialist (1 FTE) * Administrative Assistant to the Business Manager (.8 FTE) Please indicate the staffing for your district's business office.	If the business office positions listed above are not 1 FTE, please describe below the % of FTE for the position(s):	The Waunakee Community School District has a district receptionist (.5 FTE). Please indicate your district's staffing	If the other support staff positions listed above are not FTE, please describe below the % of FTE for the position(s):	Receptionist FTE	What is your district-wide student count for the 2013-14 school year?
Evansville	Business Manager, Financial Specialist (AP/AR)			see previous comment section	0.6	6 1700
Lodi	Business Manager, Accounts Payable Specialist		Receptionist	.5 FTE	0.5	1600
	Business Manager, Accounts Payable Specialist, Director of Business Services Exempt Staff Oversees Payroll and AP		Receptionist	This person is also our sub caller. Can say .5FTE for each, but in reality the sub calling is the bigger responsibility. This person also does entry of health records and assists the District nurse.	0.5	5 2600
Whitewater Unified School District		I would say we have some overlap in positions listed above and in other categories. I consider our business office team to consist of the business manager, AP/AR, payroll, and our receptionist/admin. asst.	Receptionist	Our receptionist also serves as the administrative assistant to the business manager (along with other duties).	0.5	5 1909
Jerud Rossing		The other support staff is payroll specialist.	Business Services Admin Assistant	Admin to Business Services serves as receptionist.	0.25	5 3229
Stoughton Area	Business Manager, Accountant, Financial Specialist (AP/AR), Admin. Assistant to the Business Manager, Payroll & Benefits Specialist		Receptionist		1	3346
	Business Manager, Accountant, Accounts Payable Specialist, Payroll 1.0 FTE			No receptionist		3395
	Business Manager, Admin. Assistant to the	Admin Asst25 FTE	Pacantionist		0.5	
		Business Manager is also the Asst. District Admin., the Director of Human Resources, and Director of Transportation all in one. We contract out for some accounting services to help clean up our general ledger accounts and cash reconciliation. We also use a sub to assist with large projects as needed.	Receptionist	This position is also responsible for registering students at the district level, it is 1 FTE.	0.5	
Mount Horeb Area	Business Manager, Accounts Payable Specialist Business Manager, Financial Specialist (AP/AR), Payroll Specialist	neeueu.	Other Clerical, Other Administrative	Our district office staff contains 1 FTE Executive Secretary to Superintendent; 1 FTE Executive Secretary to Director of Special Education and .5 FTE Admin Assistant to Director of Curriculum.	0.8	2375

School District	The Waunakee Community School District Business Office consists of the following: * Business Manager (1 FTE) * Accounts Payable Specialist (1 FTE) * Administrative Assistant to the Business Manager (.8 FTE) Please indicate the staffing for your district's business office.	If the business office positions listed above are not 1 FTE, please describe below the % of FTE for the position(s):	The Waunakee Community School District has a district receptionist (.5 FTE). Please indicate your district's staffing	If the other support staff positions listed above are not FTE, please describe below the % of FTE for the position(s):	Receptionist FTE	What is your district-wide student count for the 2013-14 school year?
Portage	Business Manager, Accounts Payable Specialist, Bookkeeper	.875 Fund 60 and 70/Bookkeeper			0	2500
	Business Manager, Accountant, 1-Business Office Asst & 1-Business Services		Receptionist		1	5430
Cambridge	Business Manager, Accounts Payable Specialist		Receptionist, Other Administrative	District receptionist is also the District Administrator's Admin Assistant and handles other various duties such as some Open Enrollment and various administrative assistant duties that arise.	0.25	910
Cambridge				We may be the unique district responding to this survey. Since HUHS is under one roof, our receptionist is responsible for checking in everybody not just for the district office, but for the full high school.	0.20	310
Hartford Union High	Business Manager, Accountant, Financial Specialist (AP/AR), Coordinator of Payroll &	BM ~ 1.0 FTE Accountant ~ 0.6 FTE (M,W,F) Finance Specialist ~ 1.0 FTE		Instead of one person, we have two 0.6 FTE receptionist positions that share the duties so we can	4.2	4405
School District	Business Manager, Accountant, Accounts Payable Specialist, Payroll Specialists, Payroll and Employee Benefits, Purchasing, and .5	Coordinator of Payroll & Benefits ~ 0.8 FTE (M-R)	Receptionist	offer extended hours (6:30 am through 4:30 pm).	1.2	1435
Fond du Lac	Accounts Receivable/Admin Ass't	We have a total of 6.5 FTE	Receptionist		1	7300
WATERLOO	Business Manager, Accounts Payable Specialist	.30 A/P SPECIALIST	Other Administrative Assistant	FOR DISTRICT ADMINISTRATOR	0	850
River Valley	Business Manager, Assistant Business Manager, Accounts Payable Specialist, Administrative Assistant (other)			AP Finance person and Administrative Assistant are district receptionists. No additional FTE	0	1350
Belleville	Financial Specialist (AP/AR), Administrative Assistant (other)			We do not have a district receptionist	0	953
	Business Manager, Accounts Payable Specialist, Admin. Assistant to the Business Manager, Other Support Staff, Director of Finance		Receptionist	Tive do not nave a district receptionist	1	7100

			The Waunakee			
	The Waunakee Community School District		Community School			
	Business Office consists of the following: *		District has a			
	Business Manager (1 FTE) * Accounts Payable		district			What is your
	Specialist (1 FTE) * Administrative Assistant	Mark the book of the control of the book o	receptionist (.5	Million all an arrows and a fall an a Person Partial all arrows		district-wide
	to the Business Manager (.8 FTE) Please	If the business office positions listed above are not 1	FTE). Please	If the other support staff positions listed above	Decemblemiet	student count for
School District	indicate the staffing for your district's business office.	FTE, please describe below the % of FTE for the	indicate your	are not FTE, please describe below the % of FTE		the 2013-14 school
School District		position(s): other support staff = .75 HR assistant	district's staffing	for the position(s):	FTE	year?
		Accounts payable person also helps with HR duties				
	Accountant, Accounts Payable Specialist, Other	Accounts payable person also helps with this duties				
McFarland		Business Manager =1 fte				2300
Wor anarra		We also have a Director of Business Services in the		The Superintendent has two full time assistants.		2000
		Business Office. The Administrative Assistant (other) is		One is also the Board's secretary. The other one is		
		the assistant to the Business Manager, B&G Director &		the summer school secretary and substitute		
Fort Atkinson		Food Service Director.	Other Clerical	coordinator besides assisting the Superintendent.		3000
				•		
			Other Administrative			
Poynette	Admin. Assistant to the Business Manager		Assistant	Part of Admin Assistant other 50%	0.25	1134
		Rio School District has one full-time Director of Business				
			Duties assigned to			
Rio	Financial Specialist (AP/AR), Other Support Staff	per day supporting the business office.	bldg admin ass't.			475
		4 CEO I Compareller 4 Financial and Creat Analyst 2				
		1 CFO, ! Comptroller, 1 Financial and Grant Analyst, 2 Accounts Payable Staff, 1 Administrative Assistant to the				
		CFO, 1 Accounting Clerk All 1 FTE. This does not				
	Administrative Assistant (other), Chief Financial	include staff for Food Service, IT, Purchasing,				
Janesville	Officer	Transportation, Maintenance, or Custodians.	Receptionist			10291
Carloovino		Transportation, Maintenance, or Guerdane.	recopulation			10201
			Receptionist, Supt			
Delavan-Darien	Accountant, payroll		admin assist	The receptionist supports C&I and Student Services	0.5	2721
	Accounts Payable Specialist, Other Support Staff,					
Oregon	Finance Director		Receptionist		1	3737
	Accounts Payable Specialist, Admin. Assistant to		Receptionist, Other	Receptionist also is Accounts Payable		
	the Business Manager		Clerical	.5 FTE Food Service works out of Business Office	1	2788
AVERAGE					0.6	i

COMPARED TO WCSD (positive=Waunakee is ahead of avg; negative+Waunakee is below the average)

COMPARABLE SCHOOLS (3500-4500 STUDENT POPULATION)

_			/			•
			We also have a Business Manager in the Business Office.			
			The AP Specialist does take on quite a bit of "HR"			
Sc	hool District of	Accountant, Financial Specialist (AP/AR), Payroll	functions - background checks and managing the	The assistant to the Superintendent fulfills this role		1
Ba	raboo	Specialist	AESOP sub system.	as well.	3100	l

-0.08

School District	The Waunakee Community School District Business Office consists of the following: * Business Manager (1 FTE) * Accounts Payable Specialist (1 FTE) * Administrative Assistant to the Business Manager (.8 FTE) Please indicate the staffing for your district's business office.	If the business office positions listed above are not 1 FTE, please describe below the % of FTE for the position(s):	The Waunakee Community School District has a district receptionist (.5 FTE). Please indicate your district's staffing	If the other support staff positions listed above are not FTE, please describe below the % of FTE for the position(s):	Receptionist FTE	What is your district-wide student count for the 2013-14 school year?
Diane Pertzborn	Accounts Payable Accounts Receivable (, Business Services Manager (1 FTE), Accountant			We eliminated the district office receptionist a few years ago when we had a retirement. The HR office is near the entry so they greet the walk-ins. We assigned the custodial sub-calling to someone else since that responsibility was covered by the		3400
	1 fte, Payroll 1.0 FTE and .25 grants person Business Manager, Accounts Payable Specialist,			receptionist position. Staffed with two (2) 0.6875 FTE (Total FTE = 1.375	4 275	
Beaver Dam Jerud Rossing			Business Services	Admin to Business Services serves as receptionist.	1.375 0.25	
Stoughton Area School District	Business Manager, Accountant, Financial Specialist (AP/AR), Admin. Assistant to the Business Manager, Payroll & Benefits Specialist		Receptionist		1	3346
DEFOREST	Business Manager, Accountant, Accounts Payable Specialist, Payroll 1.0 FTE Accounts Payable Specialist, Other Support Staff,			No receptionist	C	3395
Oregon	Finance Director		Receptionist		1	3737

Average
COMPARED TO WCSD (positive=Waunakee is ahead of avg; negative+Waunakee is below the average)

0.60 (0.10)

School District	The Waunakee Community School District Business Office consists of the following: * Business Manager (1 FTE) * Accounts Payable Specialist (1 FTE) * Administrative Assistant to the Business Manager (.8 FTE) Please indicate the staffing for your district's business office.	If the business office positions listed above are not 1	What is the count of full-time employees within your district for the 2013-14 school year?	Please share any other comments you feel would be useful in this survey.
Waunakee CSD	Business Manager (1 FTE) * Accounts Payable Specialist (1 FTE) * Administrative Assistant to the Business Manager (.8 FTE)		579	
Columbus School District	Financial Specialist (AP/AR), Administrative	Administrative Assistant (other) .10 (use IT admin asst and also Supt. admin asst as needed) Financial Specialist .5 (same person as payroll specialist)		No district Facilities Director, Head Custodian in each building, Business Manager oversees projects.
School District of Baraboo	Accountant, Financial Specialist (AP/AR), Payroll	We also have a Business Manager in the Business Office. The AP Specialist does take on quite a bit of "HR" functions - background checks and managing the AESOP sub system.	400	Thank you for doing this!
Ben	Accounts Payable Accounts Receivable (1FTE), Business Manager (1FTE)	,		Some of the data entry boxes do not have a label for what is supposed to be entered. I gave it my best guess, please let me know if I entered anything in the wrong spot.
Diane Pertzborn	Accounts Payable Accounts Receivable (, Business Services Manager (1 FTE), Accountant 1 fte, Payroll 1.0 FTE and .25 grants person			Some of the FTE amounts are missing or confusing?
Beaver Dam	Business Manager, Accounts Payable Specialist, Bookkeeper		500	Please share results. Thanks!
Middleton-Cross Plains Area	Business Manager, Assistant Business Manager, Accountant, Accounts Payable Specialist, Financial Specialist (AP/AR), Admin. Assistant to the Business Manager, Purchasing Coordinator	Our Business Manager is titled Assistant Superintendent of Business Services. Our Asst. Business Manager is titled Fiscal Services Coordinator.		We have other staff not requested/identified in this survey at the District Administrative Center as well. If you need that information, please let me know. Thanks!
Deerfield	Business Manager, Accountant, Accounts Payable Specialist, Financial Specialist (AP/AR), Admin. Assistant to the Business Manager, payroll		670	
Community School District	Business Manager		83	
WI Heights School District		The Administrative Assistant is for both AP & PR, but is a 1.0 FTE.	110	
Argyle	(other)		40	

School District	The Waunakee Community School District Business Office consists of the following: * Business Manager (1 FTE) * Accounts Payable Specialist (1 FTE) * Administrative Assistant to the Business Manager (.8 FTE) Please indicate the staffing for your district's business office.	If the business office positions listed above are not 1 FTE, please describe below the % of FTE for the position(s):	What is the count of full-time employees within your district for the 2013-14 school year?	Please share any other comments you feel would be useful in this survey.
Evansville	Business Manager, Financial Specialist (AP/AR) Business Manager, Accounts Payable Specialist			We may be adding to the support staff FTE for the business office for 2014-2015.
Lodi	Business Manager, Accounts Payable Specialist		160	
	Business Manager, Accounts Payable Specialist, Director of Business Services Exempt Staff Oversees Payroll and AP		340	
Whitewater Unified School District	Business Manager, Financial Specialist (AP/AR) Business Manager, Admin. Assistant to the Business Manager, Other Support Staff,	I would say we have some overlap in positions listed above and in other categories. I consider our business office team to consist of the business manager, AP/AR, payroll, and our receptionist/admin. asst.	233	
Jerud Rossing	Bookkeeper	The other support staff is payroll specialist.	352	
Stoughton Area School District	Business Manager, Accountant, Financial Specialist (AP/AR), Admin. Assistant to the Business Manager, Payroll & Benefits Specialist			Revenue limit adjusted head count = 3,346. FTE = 3,267. Let me know if you want actual enrollment (kids in seats)
DEFOREST	Business Manager, Accountant, Accounts Payable Specialist, Payroll 1.0 FTE		438	
New Glarus	Business Manager, Admin. Assistant to the Business Manager	Admin Asst25 FTE	125	
		Business Manager is also the Asst. District Admin., the Director of Human Resources, and Director of Transportation all in one. We contract out for some accounting services to help clean up our general ledger accounts and cash		Long-term we can not continue the staffing level in these areas in our district, we have started to bring in a sub to assist with more and more projects on a regular basis. We also contract out for additional accounting work to prepare for the audit. My preference for staffing would be 5 FTE's, we have 3 with help as needed: Business Manager
		reconciliation. We also use a sub to assist with large projects as		Accountant A/P support position HR Director
Mount Horeb Area School District	Business Manager, Accounts Payable Specialist Business Manager, Financial Specialist (AP/AR), Payroll Specialist	needed.		Payroll & HR support position The MHASD is discussing the need and possibility of a Human Resources position/department in our district. Everything now is classified and handled through the Business Office.

School District	The Waunakee Community School District Business Office consists of the following: * Business Manager (1 FTE) * Accounts Payable Specialist (1 FTE) * Administrative Assistant to the Business Manager (.8 FTE) Please indicate the staffing for your district's business office.	If the business office positions listed above are not 1 FTE, please describe below the % of FTE for the position(s):	What is the count of full-time employees within your district for the 2013-14 school year?	Please share any other comments you feel would be useful in this survey.
	Business Manager, Accounts Payable Specialist,			
Portage	Bookkeeper	.875 Fund 60 and 70/Bookkeeper	350	
Verona Area School District	Business Manager, Accountant, 1-Business Office Asst & 1-Business Services		577	
Cambridge	Business Manager, Accounts Payable Specialist		100	
Hartford Union High	Business Manager, Accountant, Financial Specialist (AP/AR), Coordinator of Payroll & Benefits Business Manager, Accountant, Accounts	BM ~ 1.0 FTE Accountant ~ 0.6 FTE (M,W,F) Finance Specialist ~ 1.0 FTE Coordinator of Payroll & Benefits ~ 0.8 FTE (M-R)		In the previous screen, you asked for "students"I'm guessing you wanted enrollment, not membership (we're net-negative open-enrollment by 101 students. Only suggestion is to clarify that if you complete the survey in future years. :-) Thank you!
Fond du Lac	Payable Specialist, Payroll Specialists, Payroll and Employee Benefits, Purchasing, and .5 Accounts Receivable/Admin Ass't	We have a total of 6.5 FTE	600	I am sorry I don't know the number of full time employees we contract our food service and transportation. We have over 500 teachers of which some are part time.
WATERLOO		.30 A/P SPECIALIST	115	
	Business Manager, Assistant Business Manager, Accounts Payable Specialist, Administrative			
River Valley Belleville	Financial Specialist (AP/AR), Administrative Assistant (other)		75	
	Business Manager, Accounts Payable Specialist, Admin. Assistant to the Business Manager, Other Support Staff, Director of Finance		800	

	The Waunakee Community School District			
	Business Office consists of the following: *		What is the count	
	Business Manager (1 FTE) * Accounts Payable		of full-time	
	Specialist (1 FTE) * Administrative Assistant		employees within	
	to the Business Manager (.8 FTE) Please	If the business office positions listed above are not 1	your district for	
	indicate the staffing for your district's	FTE, please describe below the % of FTE for the	the 2013-14 school	Please share any other comments you feel would be useful in this
School District	business office.	position(s):	year?	survey.
		other support staff = .75 HR assistant	•	, and the second
		Accounts payable person also helps with HR duties		
	Accountant, Accounts Payable Specialist, Other			
McFarland	Support Staff, payroll	Business Manager =1 fte	300	
		We also have a Director of Business Services in the		
		Business Office. The Administrative Assistant (other) is		
	Accounts Payable Specialist, Administrative	the assistant to the Business Manager, B&G Director &		
Fort Atkinson	Assistant (other), Payroll & Benefits Specialist	Food Service Director.	325	
Poynette	Admin. Assistant to the Business Manager		103	
		Rio School District has one full-time Director of Business		
		Services and a support staff person who spends .15FTE		We are a very small district and the administrative assistants & Director of
Rio	Financial Specialist (AP/AR), Other Support Staff	per day supporting the business office.	70	Business Services perform many duties.
		1 CFO, ! Comptroller, 1 Financial and Grant Analyst, 2		
		Accounts Payable Staff, 1 Administrative Assistant to the		
		CFO, 1 Accounting Clerk All 1 FTE. This does not		
	Administrative Assistant (other), Chief Financial	include staff for Food Service, IT, Purchasing,	4000	
Janesville	Officer	Transportation, Maintenance, or Custodians.	1306	
Delavan-Darien	Accountant povrall		272	
Delavan-Danen	Accountant, payroll Accounts Payable Specialist, Other Support Staff,		273	
Oregon	Finance Director		415	
Oregon	I mande Director			District office also includes
				Superintendent with 1.4 FTE clerical
	Accounts Payable Specialist, Admin. Assistant to			Dir of Curriculum & Instruction with 1 FTE clerical
Sauk Prairie School	the Business Manager			Dir of Pupil Services with 1 FTE clerical
	and Eddings in an ago.		000	

AVERAGE

COMPARED TO WCSD (positive=Waunakee is ahead of avg; negative+Waunakee is below the average)

COMPARABLE SCHOOLS (3500-4500 STUDENT POPULATION)

		//		
		We also have a Business Manager in the Business Office.		
	Accountant, Financial Specialist (AP/AR), Payroll		100	
Baraboo	Specialist	AESOP sub system.	400	Thank you for doing this!

School District	The Waunakee Community School District Business Office consists of the following: * Business Manager (1 FTE) * Accounts Payable Specialist (1 FTE) * Administrative Assistant to the Business Manager (.8 FTE) Please indicate the staffing for your district's business office.	If the business office positions listed above are not 1 FTE, please describe below the % of FTE for the position(s):	What is the count of full-time employees within your district for the 2013-14 school year?	Please share any other comments you feel would be useful in this survey.
	Accounts Payable Accounts Receivable (,			
	Business Services Manager (1 FTE), Accountant			
Diane Pertzborn	1 fte, Payroll 1.0 FTE and .25 grants person		244.8	Some of the FTE amounts are missing or confusing?
Beaver Dam	Business Manager, Accounts Payable Specialist, Bookkeeper		500	Please share results. Thanks!
200.0.20	Business Manager, Admin. Assistant to the			
	Business Manager, Other Support Staff,			
Jerud Rossing		The other support staff is payroll specialist.	352	
_	Business Manager, Accountant, Financial			
Stoughton Area	Specialist (AP/AR), Admin. Assistant to the		004.00	Revenue limit adjusted head count = $3,346$. FTE = $3,267$. Let me know if
School District	Business Manager, Payroll & Benefits Specialist		391.29	you want actual enrollment (kids in seats)
	Business Manager, Accountant, Accounts			
DEFOREST	Payable Specialist, Payroll 1.0 FTE		438	
	Accounts Payable Specialist, Other Support Staff,		100	
Oregon	Finance Director		415	

Oregon Average

COMPARED TO WCSD (positive=Waunakee is ahead of avg; negative+Waunakee is below the average)

School District	The Waunakee Community School District Business Office consists of the following: * Business Manager (1 FTE) * Accounts Payable Specialist (1 FTE) * Administrative Assistant to the Business Manager (.8 FTE) Please indicate the staffing for your district's business office.	If the business office positions listed above are not 1 FTE, please describe below the % of FTE for the position(s):	The Waunakee Community School District Business Office consists of the following: * Business Manager (1 FTE) * Accounts Payable Specialist (1 FTE) * Administrative Assistant to the Business Manager (.8 FTE) Please indicate the staffing for your district's business office.
Waunakee CSD	Business Manager (1 FTE) * Accounts Payable Specialist (1 FTE) * Administrative Assistant to the Business Manager (.8 FTE)		
Columbus School District	Financial Specialist (AP/AR), Administrative	Administrative Assistant (other) .10 (use IT admin asst and also Supt. admin asst as needed) Financial Specialist .5 (same person as payroll specialist)	
School District of Baraboo	Accountant, Financial Specialist (AP/AR), Payroll	We also have a Business Manager in the Business Office. The AP Specialist does take on quite a bit of "HR" functions - background checks and managing the AESOP sub system.	
Ben	Accounts Payable Accounts Receivable (1FTE), Business Manager (1FTE)		Accounts Payable Accounts Receivable (1FTE), Business Manager (1FTE)
Diane Pertzborn	Accounts Payable Accounts Receivable (, Business Services Manager (1 FTE), Accountant 1 fte, Payroll 1.0 FTE and .25 grants person Business Manager, Accounts Payable Specialist,		
Beaver Dam	Bookkeeper		
Middleton-Cross Plains Area	Financial Specialist (AP/AR), Admin. Assistant to the Business Manager, Purchasing Coordinator Business Manager, Accountant, Accounts Payable Specialist, Financial Specialist (AP/AR), Admin. Assistant to the Business Manager,	Our Business Manager is titled Assistant Superintendent of Business Services. Our Asst. Business Manager is titled Fiscal Services Coordinator.	
Deerfield Community School District	payroll Business Manager		
WI Heights School District	(other) Business Manager, Administrative Assistant	The Administrative Assistant is for both AP & PR, but is a 1.0 FTE.	
Argyle	(other)		

School District	The Waunakee Community School District Business Office consists of the following: * Business Manager (1 FTE) * Accounts Payable Specialist (1 FTE) * Administrative Assistant to the Business Manager (.8 FTE) Please indicate the staffing for your district's business office.	If the business office positions listed above are not 1 FTE, please describe below the % of FTE for the position(s):	The Waunakee Community School District Business Office consists of the following: * Business Manager (1 FTE) * Accounts Payable Specialist (1 FTE) * Administrative Assistant to the Business Manager (.8 FTE) Please indicate the staffing for your district's business office.
Evansville	Business Manager, Financial Specialist (AP/AR)		
Lodi	Business Manager, Accounts Payable Specialist		
Monroe	Business Manager, Accounts Payable Specialist, Director of Business Services Exempt Staff Oversees Payroll and AP		
Whitewater Unified School District	Business Manager, Financial Specialist (AP/AR) Business Manager, Admin. Assistant to the	I would say we have some overlap in positions listed above and in other categories. I consider our business office team to consist of the business manager, AP/AR, payroll, and our receptionist/admin. asst.	
Jerud Rossing	Business Manager, Other Support Staff, Bookkeeper	The other support staff is payroll specialist.	
Stoughton Area School District	Business Manager, Accountant, Financial Specialist (AP/AR), Admin. Assistant to the Business Manager, Payroll & Benefits Specialist		
DEFOREST	Business Manager, Accountant, Accounts Payable Specialist, Payroll 1.0 FTE		
Now Clarus	Business Manager, Admin. Assistant to the	Admin Acet OF FTF	
Reedsburg	Business Manager, Accounts Payable Specialist	Admin Asst25 FTE Business Manager is also the Asst. District Admin., the Director of Human Resources, and Director of Transportation all in one. We contract out for some accounting services to help clean up our general ledger accounts and cash reconciliation. We also use a sub to assist with large projects as needed.	
Mount Horeb Area School District	Business Manager, Financial Specialist (AP/AR), Payroll Specialist		

School District	The Waunakee Community School District Business Office consists of the following: * Business Manager (1 FTE) * Accounts Payable Specialist (1 FTE) * Administrative Assistant to the Business Manager (.8 FTE) Please indicate the staffing for your district's business office.	If the business office positions listed above are not 1 FTE, please describe below the % of FTE for the position(s):	The Waunakee Community School District Business Office consists of the following: * Business Manager (1 FTE) * Accounts Payable Specialist (1 FTE) * Administrative Assistant to the Business Manager (.8 FTE) Please indicate the staffing for your district's business office.
Portage	Business Manager, Accounts Payable Specialist, Bookkeeper	.875 Fund 60 and 70/Bookkeeper	
	Business Manager, Accountant, 1-Business Office Asst & 1-Business Services		
Cambridge	Business Manager, Accounts Payable Specialist		
Hartford Union High	Business Manager, Accountant, Financial Specialist (AP/AR), Coordinator of Payroll & Benefits	BM ~ 1.0 FTE Accountant ~ 0.6 FTE (M,W,F) Finance Specialist ~ 1.0 FTE Coordinator of Payroll & Benefits ~ 0.8 FTE (M-R)	
	Business Manager, Accountant, Accounts Payable Specialist, Payroll Specialists, Payroll and Employee Benefits, Purchasing, and .5 Accounts Receivable/Admin Ass't	We have a total of 6.5 FTE	
	Business Manager, Accounts Payable Specialist Business Manager, Assistant Business Manager,	.30 A/P SPECIALIST	
River Valley	Accounts Payable Specialist, Administrative Assistant (other)		
Belleville	Financial Specialist (AP/AR), Administrative Assistant (other) Business Manager, Accounts Payable Specialist, Admin. Assistant to the Business Manager, Other Support Staff, Director of Finance		

School District	The Waunakee Community School District Business Office consists of the following: * Business Manager (1 FTE) * Accounts Payable Specialist (1 FTE) * Administrative Assistant to the Business Manager (.8 FTE) Please indicate the staffing for your district's business office.	If the business office positions listed above are not 1 FTE, please describe below the % of FTE for the position(s):	The Waunakee Community School District Business Office consists of the following: * Business Manager (1 FTE) * Accounts Payable Specialist (1 FTE) * Administrative Assistant to the Business Manager (.8 FTE) Please indicate the staffing for your district's business office.
Oction District	business office.	other support staff = .75 HR assistant	starring for your district's business office.
McFarland	Accountant, Accounts Payable Specialist, Other Support Staff, payroll	Accounts payable person also helps with HR duties Business Manager =1 fte	
Fort Atkinson	Accounts Payable Specialist, Administrative Assistant (other), Payroll & Benefits Specialist	We also have a Director of Business Services in the Business Office. The Administrative Assistant (other) is the assistant to the Business Manager, B&G Director & Food Service Director.	
FOR ARMISON	Assistant (other), Payroll & Berlents Specialist	Food Service Director.	
Poynette	Admin. Assistant to the Business Manager		
Rio	Financial Specialist (AP/AR), Other Support Staff	Rio School District has one full-time Director of Business Services and a support staff person who spends .15FTE per day supporting the business office.	
Janesville	Administrative Assistant (other), Chief Financial Officer	1 CFO, ! Comptroller, 1 Financial and Grant Analyst, 2 Accounts Payable Staff, 1 Administrative Assistant to the CFO, 1 Accounting Clerk All 1 FTE. This does not include staff for Food Service, IT, Purchasing, Transportation, Maintenance, or Custodians.	
Delavan-Darien	Accountant, payroll		
Oregon	Accounts Payable Specialist, Other Support Staff, Finance Director		
Sauk Prairie School AVERAGE	Accounts Payable Specialist, Admin. Assistant to the Business Manager		

COMPARED TO WCSD (positive=Waunakee is ahead of avg; negative+Waunakee is below the average)

COMPARABLE SCHOOLS (3500-4500 STUDENT POPULATION)

		,	
		We also have a Business Manager in the Business Office.	
School District of Baraboo	Accountant, Financial Specialist (AP/AR), Payroll Specialist	The AP Specialist does take on quite a bit of "HR" functions - background checks and managing the AESOP sub system.	

School Dist	The Waunakee Community School District Business Office consists of the following: * Business Manager (1 FTE) * Accounts Payable Specialist (1 FTE) * Administrative Assistant to the Business Manager (.8 FTE) Please indicate the staffing for your district's business office.	If the business office positions listed above are not 1 FTE, please describe below the % of FTE for the position(s):	The Waunakee Community School District Business Office consists of the following: * Business Manager (1 FTE) * Accounts Payable Specialist (1 FTE) * Administrative Assistant to the Business Manager (.8 FTE) Please indicate the staffing for your district's business office.
	Accounts Payable Accounts Receivable (,		
	Business Services Manager (1 FTE), Accountant		
Diane Pertzboi	rn 1 fte, Payroll 1.0 FTE and .25 grants person		
	Business Manager, Accounts Payable Specialist,		
Beaver Dam	Bookkeeper		
	Business Manager, Admin. Assistant to the		
	Business Manager, Other Support Staff,		
Jerud Rossing		The other support staff is payroll specialist.	
	Business Manager, Accountant, Financial		
Stoughton Are			
School District	Business Manager, Payroll & Benefits Specialist		
	Duciness Manager Associationt Associate		
DEFOREST	Business Manager, Accountant, Accounts		
DEFOREST	Payable Specialist, Payroll 1.0 FTE Accounts Payable Specialist, Other Support Staff,		
Orogon	Finance Director		
Oregon	Finance Director		

Average
COMPARED TO WCSD (positive=Waunakee is ahead of avg; negative+Waunakee is below the average)