

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 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)	1.60	750.00	93.75	Payroll Specialist
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.	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		3.25	1,046.15	75.32	HR Admin ! FTE, Benefits 1 FTE, Admin Asst 1.0 FTE
Beaver Dam	Business Manager, Accounts Payable Specialist, Bookkeeper		3.00	1,166.67	166.67	Director of Human Resources, Payroll Specialist, HR Manager
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.	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	134.00	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	Business Manager, Administrative Assistant (other)	The Administrative Assistant is for both AP & PR, but is a 1.0 FTE.	1.50	480.00	73.33	Administrative Assistant (other)
Argyle	Business Manager, Administrative Assistant (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	Business Manager, Financial Specialist (AP/AR)		2.00	850.00	97.50	Payroll Specialist
Lodi	Business Manager, Accounts Payable Specialist		2.00	800.00	90.00	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	113.33	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	128.00	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	97.82	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	146.00	Director of Human Resources, Employment/Benefits Specialist, Admin. Assistant to the HR Director
New Glarus	Business Manager, Admin. Assistant to the Business Manager	Admin Asst. .25 FTE	1.25	760.00	100.00	Director of Human Resources
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.	1.50	1,781.33	252.67	Employment/Benefits Specialist
Mount Horeb Area School District	Business Manager, Financial Specialist (AP/AR), Payroll Specialist		3.00	791.67	91.67	

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.
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
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)	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 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.
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	3.00	766.67		
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.	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
Oregon	Accounts Payable Specialist, Other Support Staff, Finance Director		4.25	879.29		Director of Human Resources, Payroll Specialist, Employment/Benefits Specialist, Other Support Staff
Sauk Prairie School	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 WCSD (positive=Waunakee is ahead of avg; negative+Waunakee is below the average)			0.05	(538.42)	(47.24)	

COMPARABLE SCHOOLS (3500-4500 STUDENT POPULATION)

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.	3.75	826.67	106.67	Director of Human Resources
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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.
Diane Pertzborn	Accounts Payable Accounts Receivable (, Business Services Manager (1 FTE), Accountant 1 fte, Payroll 1.0 FTE and .25 grants person		3.25	1,046.15	75.32	HR Admin ! FTE, Benefits 1 FTE, Admin Asst 1.0 FTE
Beaver Dam	Business Manager, Accounts Payable Specialist, Bookkeeper		3.00	1,166.67	166.67	Director of Human Resources, Payroll Specialist, HR Manager
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	128.00	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	97.82	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	146.00	Director of Human Resources, Employment/Benefits Specialist, Admin. Assistant to the HR Director
Oregon	Accounts Payable Specialist, Other Support Staff, Finance Director		4.25	879.29		Director of Human Resources, Payroll Specialist, Employment/Benefits Specialist, Other Support Staff
Average			3.43	1,008.73	120.08	
COMPARED TO WCSD (positive=Waunakee is ahead of avg; negative+Waunakee is below the average)			(0.63)	(580.16)	(66.51)	

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School District		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.
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 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.	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 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	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
	Business Manager, Accountant, Accounts 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	100	District Registrar
Argyle	Business Manager, Administrative Assistant (other)		Same as the Business Manager	1	1200	150	

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School District		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.
Evansville	Business Manager, Financial Specialist (AP/AR)		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	1.8	666.6666667	83.3333333	
Lodi	Business Manager, Accounts Payable Specialist			3	400	50	District Registrar
Monroe	Business Manager, Accounts Payable Specialist, Director of Business Services Exempt Staff Oversees Payroll and AP		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 Support Staff
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.		1	1200	150	
Jerud Rossing	Business Manager, Admin. Assistant to the Business Manager, Other Support Staff, Bookkeeper	The other support staff is payroll specialist.		3	400	50	
Stoughton Area School District	Business Manager, Accountant, Financial Specialist (AP/AR), Admin. Assistant to the Business Manager, Payroll & Benefits Specialist			3	400	50	Data Utilization Specialist (1 registrar @ our HS and 1 @ our MS)
DEFOREST	Business Manager, Accountant, Accounts Payable Specialist, Payroll 1.0 FTE			4	300	37.5	Registration is processed at the building where the student will attend
New Glarus	Business Manager, Admin. Assistant to the Business Manager	Admin Asst. .25 FTE		1	1200	150	District Registrar
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.	One support staff position does payroll and all employee benefits. This position reports to the Business Manager who is also the Asst. District Admin., the Director of Human Resources, and Director of Transportation all in one. Over time the Business & HR functions have evolved with only one person doing many tasks, I can not recommend this for the future or for other districts.	1.5	800	100	Other Support Staff
Mount Horeb Area School District	Business Manager, Financial Specialist (AP/AR), Payroll Specialist			0			Administrative Assistant

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School District		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.
Portage	Business Manager, Accounts Payable Specialist, Bookkeeper	.875 Fund 60 and 70/Bookkeeper		1	1200	150	District Registrar
Verona Area School District	Business Manager, Accountant, 1-Business Office Asst & 1-Business Services		Human Resources Specialist - 90% FTE	3.9	307.6923077	38.4615385	
Cambridge	Business Manager, Accounts Payable Specialist			1	1200	150	
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)	Our Business Office includes the HR services. HR is a part of the Coordinator of Payroll & Benefits Position @ 0.8 FTE. Additionally, some HR duties are distributed to building-level Admin.	0.8	1500	187.5	District Registrar
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	The payroll is under the Business Services Department	4	300	37.5	District Registrar
WATERLOO	Business Manager, Accounts Payable Specialist	.30 A/P SPECIALIST	.70 PAYROLL SPECIALIST	0.7	1714.285714	214.285714	NONE
River Valley	Business Manager, Assistant Business Manager, Accounts Payable Specialist, Administrative Assistant (other)		Assistant Business Manager is HR Specialist and PR Specialst.	0.5	2400	300	
Belleville	Financial Specialist (AP/AR), Administrative Assistant (other)		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. Our Admin Asst. is the assistant to the Dist Admin and is the main payroll/benefit person.	1	1200	150	shared duties
Beloit School District	Business Manager, Accounts Payable Specialist, Admin. Assistant to the Business Manager, Other Support Staff, Director of Finance		Our Payroll is in our Finance Office.	4	300	37.5	District Registrar

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School District		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.
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	we have no hr department, all hr/payroll duties fall to the business office.	0.25	4800	600	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.		1	1200	150	
Poynette	Admin. Assistant to the Business Manager		0.5	0.5	2400	300	Administrative Assistant
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.		0.5	2400	300	Administrative Assistant
Janesville	Administrative Assistant (other), Chief Financial Officer	1 CFO, 1 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.	1 Director of HR/Admin, 1 Assistant Director of HR/Admin, 1 Benefits Specialist, 2 Assistants to the Director, 1 Open Enrollment clerk, 1 Misc Secretary, 2 Payroll specialists, 1 secretary for Athletics.	7.75	154.8	19.3548387	
Delavan-Darien	Accountant, payroll			3	400	50	District Registrar
Oregon	Accounts Payable Specialist, Other Support Staff, Finance Director			4	300	37.5	District Registrar
Sauk Prairie School	Accounts Payable Specialist, Admin. Assistant to the Business Manager		Part of the Business Office	1	1200	150	Administrative Assistant
AVERAGE				2.15	1052.3	131.5	
COMPARED TO WCSD (positive=Waunakee is ahead of avg; negative+Waunakee is below the average)				1.10	-683.11	-85.39	

COMPARABLE SCHOOLS (3500-4500 STUDENT POPULATION)

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.	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	1.25	960	120	District Registrar
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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.

School District				HR Total FTE	HR per student	HR per staff	
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
Jerud Rossing	Business Manager, Admin. Assistant to the Business Manager, Other Support Staff, Bookkeeper	The other support staff is payroll specialist.		3	400	50	
Stoughton Area School District	Business Manager, Accountant, Financial Specialist (AP/AR), Admin. Assistant to the Business Manager, Payroll & Benefits Specialist			3	400	50	Data Utilization Specialist (1 registrar @ our HS and 1 @ our MS)
DEFOREST	Business Manager, Accountant, Accounts Payable Specialist, Payroll 1.0 FTE			4	300	37.5	Registration is processed at the building where the student will attend
Oregon	Accounts Payable Specialist, Other Support Staff, Finance Director			4	300	37.5	District Registrar
Average				2.75	565.71	70.71	
COMPARED TO WCSD (positive=Waunakee is ahead of avg; negative+Waunakee is below the average)				0.50	(196.48)	(24.56)	

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School District		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
Waunakee CSD	Business Manager (1 FTE) * Accounts Payable Specialist (1 FTE) * Administrative Assistant to the Business Manager (.8 FTE)			1		
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		
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.		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	150
Deerfield Community School 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
 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

School District				Reg. Total FTE	Reg. per student	Reg. per staff
Evansville	Business Manager, Financial Specialist (AP/AR)		See previous comment section.	0.2	6000	750
Lodi	Business Manager, Accounts Payable Specialist			1	1200	150
Monroe	Business Manager, Accounts Payable Specialist, Director of Business Services Exempt Staff Oversees Payroll and AP		Our administrative assistant in charge of summer school and our administrative assistant to our special education director handle registrations. No time is broken out for this duty. However .25 to .33 FTE of each is probably an accurate representation.	0.33	3636.36	454.54545
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.		0		
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		
New Glarus	Business Manager, Admin. Assistant to the Business Manager	Admin Asst. .25 FTE		1	1200	150
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.	About 25% - 35% of a couple district support staff position are dedicated to enrolling and tracking students, also staff in each school are responsible for enrolling their students.	0.5	2400	300
Mount Horeb Area School District	Business Manager, Financial Specialist (AP/AR), Payroll Specialist			1	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
 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

School District				Reg. Total FTE	Reg. per student	Reg. per staff
Portage	Business Manager, Accounts Payable Specialist, Bookkeeper	.875 Fund 60 and 70/Bookkeeper		1	1200	150
Verona Area School District	Business Manager, Accountant, 1-Business Office Asst & 1-Business Services					
Cambridge	Business Manager, Accounts Payable Specialist			0.25	4800	600
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)		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)		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 District	Business Manager, Accounts Payable Specialist, Admin. Assistant to the Business Manager, Other Support Staff, Director of Finance			1	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 indicate the staffing for your district's business office.						
School District		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
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	the buildings still do enrollments, this person coordinates the data between the buildings and to the state	0.25	4800	600
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.		0		
Poynette	Admin. Assistant to the Business Manager		Part of Admin Assistant's other 50%	0.25	4800	600
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.	Registration of students is shared between all three administrative assistants in our two buildings.			
Janesville	Administrative Assistant (other), Chief Financial Officer	1 CFO, 1 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.	N/A	0.25	4800	600
Delavan-Darien	Accountant, payroll			1	1200	150
Oregon	Accounts Payable Specialist, Other Support Staff, Finance Director		Position is also clerical support to the Business Manager	0.75	1600	200
Sauk Prairie School	Accounts Payable Specialist, Admin. Assistant to the Business Manager		Part of the Business Office	1	1200	150
AVERAGE				0.62	2489.0	311.1
COMPARED TO WCSD (positive=Waunakee is ahead of avg; negative+Waunakee is below the average)				0.38	-2488.97	-311.12

COMPARABLE SCHOOLS (3500-4500 STUDENT POPULATION)

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.		1	1200	150
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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

School District				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	223.8806
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 0.67 1,998.21 249.78
 COMPARED TO WCSD (positive=Waunakee is ahead of avg; negative+Waunakee is below the average) 0.33 (1,998.21) (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 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.	Facilities Director/Safety Coordinator (combined), Administrative Assistant
Ben	Accounts Payable Accounts Receivable (1FTE), Business Manager (1FTE)		Building and Ground Director (1FTE)
Diane Pertzborn	Accounts Payable Accounts Receivable (, Business Services Manager (1 FTE), Accountant 1 fte, Payroll 1.0 FTE and .25 grants person		Supervisor of B&G 1 FTE, Purchasing and supply 1.0 FTE, no secretarial support, no supervision support
Beaver Dam	Business Manager, Accounts Payable Specialist, Bookkeeper		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	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
	Business Manager, Accountant, Accounts Payable Specialist, Financial Specialist (AP/AR), Admin. Assistant to the Business Manager, payroll		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)	The Administrative Assistant is for both AP & PR, but is a 1.0 FTE.	Facilities Director/Safety Coordinator (combined)
Argyle	Business Manager, Administrative Assistant (other)		Other Support Staff

School District	<p>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.</p>	<p>If the business office positions listed above are not 1 FTE, please describe below the % of FTE for the position(s):</p>	<p>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.</p>
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	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.	
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 Asst. .25 FTE	Facilities Director
Reedsburg	Business Manager, Accounts Payable Specialist	<p>Business Manager is also the Asst. District Admin., the Director of Human Resources, and Director of Transportation all in one.</p> <p>We contract out for some accounting services to help clean up our general ledger accounts and cash reconciliation.</p> <p>We also use a sub to assist with large projects as needed.</p>	Facilities Director, Administrative Assistant
Mount Horeb Area School District	Business Manager, Financial Specialist (AP/AR), Payroll Specialist		Facilities Director

School District	<p>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.</p>	<p>If the business office positions listed above are not 1 FTE, please describe below the % of FTE for the position(s):</p>	<p>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.</p>
Portage	Business Manager, Accounts Payable Specialist, 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
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	Facilities Director/Safety Coordinator (combined), Administrative Assistant
WATERLOO	Business Manager, Accounts Payable Specialist	.30 A/P SPECIALIST	Facilities Director/Safety Coordinator (combined)
River Valley	Business Manager, Assistant Business Manager, Accounts Payable Specialist, Administrative Assistant (other)		
Belleville	Financial Specialist (AP/AR), Administrative Assistant (other)		Facilities Director
Beloit School District	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, 1 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	Accounts Payable Specialist, Admin. Assistant to the Business Manager		Facilities Director/Safety Coordinator (combined), Administrative Assistant

AVERAGE

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

COMPARABLE SCHOOLS (3500-4500 STUDENT POPULATION)

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.	Facilities Director/Safety Coordinator (combined), Administrative Assistant
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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.
Diane Pertzborn	Accounts Payable Accounts Receivable (, Business Services Manager (1 FTE), Accountant 1 fte, Payroll 1.0 FTE and .25 grants person		Supervisor of B&G 1 FTE, Purchasing and supply 1.0 FTE, no secretarial support, no supervision support
Beaver Dam	Business Manager, Accounts Payable Specialist, Bookkeeper		Facilities Director/Safety Coordinator (combined), Administrative Assistant
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
Oregon	Accounts Payable Specialist, Other Support Staff, Finance Director		Administrative Assistant, Operations Manager

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

<p>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.</p>						
School District		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
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		
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.		2	600.00	75.00
Ben	Accounts Payable Accounts Receivable (1FTE), Business Manager (1FTE)			1	1200.00	150.00
Diane Pertzborn	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 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.	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	75.00
Deerfield Community School District	Business Manager			1	1200.00	150.00
WI Heights School District	Business Manager, Administrative Assistant (other)	The Administrative Assistant is for both AP & PR, but is a 1.0 FTE.		1	1200.00	150.00
Argyle	Business Manager, Administrative Assistant (other)			1	1200.00	150.00

<p>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.</p>						
School District		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
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)	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, Admin. Assistant to the 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 Asst. .25 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 during the school year. That is the Facilities Director listed above. As we contract out 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 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

School District				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
Verona Area School District	Business Manager, Accountant, 1-Business Office Asst & 1-Business Services		District Safety Coordinator - .40 FTE	2.4	500.00	62.50
Cambridge	Business Manager, Accounts Payable Specialist			1	1200.00	150.00
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)	Coordinator of Maintenance is a 1.0 FTE but is a working manager. Additionally, BM position shares the responsibility of overseeing/managing the facilities. Safety Coordinator is also a responsibility that lies with the BM. Admin Assistant listed above is a 1.0 FTE but is a working custodian shared with the secretarial duties.	1.5	800.00	100.00
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		2	600.00	75.00
WATERLOO	Business Manager, Accounts Payable Specialist	.30 A/P SPECIALIST		1	1200.00	150.00
River Valley	Business Manager, Assistant Business Manager, Accounts Payable Specialist, Administrative Assistant (other)		Business Manager is the B&G Coordinator. No additional FTE			
Belleville	Financial Specialist (AP/AR), Administrative Assistant (other)			1	1200.00	150.00
Beloit School District	Business Manager, Accounts Payable Specialist, Admin. Assistant to the Business Manager, Other Support Staff, Director of Finance			1	1200.00	150.00

<p>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.</p>						
School District		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
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	This administrative assistant also helps with HR functions for managing postings	1.75	685.71	85.71
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.		1.25	960.00	120.00
Poynette	Admin. Assistant to the Business Manager		Building and Grounds Supervisor	1	1200.00	150.00
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	1200.00	150.00
Janesville	Administrative Assistant (other), Chief Financial Officer	1 CFO, 1 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.	1 Maintenance Manager, 1 Manager of Custodians, Purchasing and Transportation, 2 administrative assistants, 1 safety coordinator,			
Delavan-Darien	Accountant, payroll			1	1200.00	150.00
Oregon	Accounts Payable Specialist, Other Support Staff, Finance Director			1	1200.00	150.00
Sauk Prairie School	Accounts Payable Specialist, Admin. Assistant to the Business Manager			2	600.00	75.00
AVERAGE				1.36	944.6	118.1
COMPARED TO WCSD (positive=Waunakee is ahead of avg; negative+Waunakee is below the average)				0.14	-144.61	-18.08

COMPARABLE SCHOOLS (3500-4500 STUDENT POPULATION)

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.		2	600.00	75.00
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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

School District				B&G Total FTE	B&G per student	B&G per staff
Diane Pertzborn	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
Jerud Rossing	Business Manager, Admin. Assistant to the 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
Oregon	Accounts Payable Specialist, Other Support Staff, Finance Director			1	1200.00	150.00

Average 1.86 742.86 92.86
 COMPARED TO WCSD (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)	Other Administrative Assistant	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.	0	3400
Beaver Dam	Business Manager, Accounts Payable Specialist, Bookkeeper		Receptionist	Staffed with two (2) 0.6875 FTE (Total FTE = 1.375 FTE)	1.375	3500
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 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.		6622
Deerfield Community School District	Business Manager, Accountant, Accounts Payable Specialist, Financial Specialist (AP/AR), Admin. Assistant to the Business Manager, payroll		Receptionist, Other Clerical, Other Administrative Assistant		2	6100
WI Heights School District	Business Manager					791
Argyle	Business Manager, Administrative Assistant (other)	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.	0	720
Argyle	Business Manager, Administrative Assistant (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	1700
Lodi	Business Manager, Accounts Payable Specialist		Receptionist	.5 FTE	0.5	1600
Monroe	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	2600
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.	Receptionist	Our receptionist also serves as the administrative assistant to the business manager (along with other duties).	0.5	1909
Jerud Rossing	Business Manager, Admin. Assistant to the Business Manager, Other Support Staff, Bookkeeper	The other support staff is payroll specialist.	Business Services Admin Assistant	Admin to Business Services serves as receptionist.	0.25	3229
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			No receptionist	0	3395
New Glarus	Business Manager, Admin. Assistant to the Business Manager	Admin Asst. .25 FTE	Receptionist	0.5	0.5	950
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.	Receptionist	This position is also responsible for registering students at the district level, it is 1 FTE.	0.5	2672
Mount Horeb Area School District	Business Manager, Financial Specialist (AP/AR), Payroll Specialist		Other Clerical, Other Administrative Assistant, Executive Secretary	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.		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
Verona Area School District	Business Manager, Accountant, 1-Business Office Asst & 1-Business Services		Receptionist		1	5430
Cambridge	Business Manager, Accounts Payable Specialist		Receptionist, Other Administrative Assistant	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
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)	Receptionist	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. Instead of one person, we have two 0.6 FTE receptionist positions that share the duties so we can offer extended hours (6:30 am through 4:30 pm).	1.2	1435
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	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
Beloit School District	Business Manager, Accounts Payable Specialist, Admin. Assistant to the Business Manager, Other Support Staff, Director of Finance		Receptionist		1	7100

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?
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				2300
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.	Other Clerical	The Superintendent has two full time assistants. One is also the Board's secretary. The other one is the summer school secretary and substitute coordinator besides assisting the Superintendent.		3000
Poynette	Admin. Assistant to the Business Manager		Other Administrative Assistant	Part of Admin Assistant other 50%	0.25	1134
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.	Duties assigned to bldg admin ass't.			475
Janesville	Administrative Assistant (other), Chief Financial Officer	1 CFO, 1 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.	Receptionist			10291
Delavan-Darien	Accountant, payroll		Receptionist, Supt admin assist	The receptionist supports C&I and Student Services	0.5	2721
Oregon	Accounts Payable Specialist, Other Support Staff, Finance Director		Receptionist		1	3737
Sauk Prairie School	Accounts Payable Specialist, Admin. Assistant to the Business Manager		Receptionist, Other Clerical	Receptionist also is Accounts Payable .5 FTE Food Service works out of Business Office	1	2788

AVERAGE

0.6

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

-0.08

COMPARABLE SCHOOLS (3500-4500 STUDENT POPULATION)

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
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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 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.	0	3400
Beaver Dam	Business Manager, Accounts Payable Specialist, Bookkeeper		Receptionist	Staffed with two (2) 0.6875 FTE (Total FTE = 1.375 FTE)	1.375	3500
Jerud Rossing	Business Manager, Admin. Assistant to the Business Manager, Other Support Staff, Bookkeeper	The other support staff is payroll specialist.	Business Services Admin Assistant	Admin to Business Services serves as receptionist.	0.25	3229
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			No receptionist	0	3395
Oregon	Accounts Payable Specialist, Other Support Staff, 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 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.
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 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)	150	No district Facilities Director, Head Custodian in each building, Business Manager oversees projects.
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.	400	Thank you for doing this!
Ben	Accounts Payable Accounts Receivable (1FTE), Business Manager (1FTE)		138	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		244.8	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.	835	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!
	Business Manager, Accountant, Accounts Payable Specialist, Financial Specialist (AP/AR), Admin. Assistant to the Business Manager, payroll		670	
Deerfield Community School District	Business Manager		83	
WI Heights School District	Business Manager, Administrative Assistant (other)	The Administrative Assistant is for both AP & PR, but is a 1.0 FTE.	110	
Argyle	Business Manager, Administrative Assistant (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)		195	We may be adding to the support staff FTE for the business office for 2014-2015.
Lodi	Business Manager, Accounts Payable Specialist		180	
Monroe	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)	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	Business Manager, Admin. Assistant to the Business Manager, Other Support Staff, 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		391.29	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 Asst. .25 FTE	125	
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.	379	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 Accountant A/P support position HR Director Payroll & HR support position
Mount Horeb Area School District	Business Manager, Financial Specialist (AP/AR), Payroll Specialist		275	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.
Portage	Business Manager, Accounts Payable Specialist, 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 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)	160	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	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	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	Business Manager, Accounts Payable Specialist	.30 A/P SPECIALIST	115	
River Valley	Business Manager, Assistant Business Manager, Accounts Payable Specialist, Administrative Assistant (other)		201	
Belleville	Financial Specialist (AP/AR), Administrative Assistant (other)		75	
Beloit School District	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: * 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.
School District				
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	300	
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.	325	
Poynette	Admin. Assistant to the Business Manager		103	
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.	70	We are a very small district and the administrative assistants & Director of Business Services perform many duties.
Janesville	Administrative Assistant (other), Chief Financial Officer	1 CFO, 1 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.	1306	
Delavan-Darien	Accountant, payroll		273	
Oregon	Accounts Payable Specialist, Other Support Staff, Finance Director		415	
Sauk Prairie School	Accounts Payable Specialist, Admin. Assistant to the Business Manager		336	District office also includes Superintendent with 1.4 FTE clerical Dir of Curriculum & Instruction with 1 FTE clerical Dir of Pupil Services with 1 FTE clerical

AVERAGE

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

COMPARABLE SCHOOLS (3500-4500 STUDENT POPULATION)

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.	400	Thank you for doing this!
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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.
Diane Pertzborn	Accounts Payable Accounts Receivable (, Business Services Manager (1 FTE), Accountant 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!
Jerud Rossing	Business Manager, Admin. Assistant to the Business Manager, Other Support Staff, 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		391.29	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	
Oregon	Accounts Payable Specialist, Other Support Staff, Finance Director		415	

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

School District	<p>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.</p>	<p>If the business office positions listed above are not 1 FTE, please describe below the % of FTE for the position(s):</p>	<p>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.</p>
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 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 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.	
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		
Beaver Dam	Business Manager, Accounts Payable Specialist, Bookkeeper		
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.	
	Business Manager, Accountant, Accounts Payable Specialist, Financial Specialist (AP/AR), Admin. Assistant to the Business Manager, payroll		
Deerfield Community School District	Business Manager		
WI Heights School District	Business Manager, Administrative Assistant (other)	The Administrative Assistant is for both AP & PR, but is a 1.0 FTE.	
Argyle	Business Manager, Administrative Assistant (other)		

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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)	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.	
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		
New Glarus	Business Manager, Admin. Assistant to the Business Manager	Admin Asst. .25 FTE	
Reedsburg	Business Manager, Accounts Payable Specialist	<p>Business Manager is also the Asst. District Admin., the Director of Human Resources, and Director of Transportation all in one.</p> <p>We contract out for some accounting services to help clean up our general ledger accounts and cash reconciliation.</p> <p>We also use a sub to assist with large projects as needed.</p>	
Mount Horeb Area School District	Business Manager, Financial Specialist (AP/AR), Payroll Specialist		

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School District			
Portage	Business Manager, Accounts Payable Specialist, Bookkeeper	.875 Fund 60 and 70/Bookkeeper	
Verona Area School District	Business Manager, Accountant, 1-Business Office Asst & 1-Business Services		
Cambridge	Business Manager, Accounts Payable Specialist		
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)	
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	
WATERLOO	Business Manager, Accounts Payable Specialist	.30 A/P SPECIALIST	
River Valley	Business Manager, Assistant Business Manager, Accounts Payable Specialist, Administrative Assistant (other)		
Belleville	Financial Specialist (AP/AR), Administrative Assistant (other)		
Beloit School District	Business Manager, Accounts Payable Specialist, Admin. Assistant to the Business Manager, Other Support Staff, Director of Finance		

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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	
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.	
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, 1 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	Accounts Payable Specialist, Admin. Assistant to the Business Manager		

AVERAGE

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COMPARABLE SCHOOLS (3500-4500 STUDENT POPULATION)

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.	
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Jerud Rossing	Business Manager, Admin. Assistant to the 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		
Oregon	Accounts Payable Specialist, Other Support Staff, Finance Director		

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