



District Clerk's Monthly Report for April - May 2020

Amanda Lams

Processed the final report for 2019 Head Start grant. The close out process included submitting the SF425, SF428 and SF429 to Grants Solution website. I have submitted the SF425, but am waiting on the director to complete the SF428 & 429, so that I can upload reports. Also prepared and submitted 1st quarter 2020 (272). I was not able to submit 425 as this duty has been assigned to Head Start Director. Once I receive this report I will review and submit.






The Trustee Election was held on May 5th for two trustee positions. We have two new trustees' Laurie Sunchild and Michelle Sangrey were the elected officials with 92 and 86 votes, respectively. This year I ordered 13477 ballots as we elected for an all-mail ballot election due to COVID-19. We had 204 valid ballots, 24 spoiled ballots.

Payroll Clerk prepared for teacher contract payout. Our system calculates the contracts close out amounts and we just verify the numbers on the report, contract payout will consist of (5 pp payout with 4 pps of deductions). Teachers will pick up their checks after they followed the checkout procedure. We had several teachers retire and this year the payroll clerk was shown how to process retirement payouts. He had some issues in the beginning, but we managed to get through the process.

Student Activity prepared several checks for graduation. We received our tribal payment for our enrolled graduates and made payment for their caps and gowns. I do have to process a reimbursement back to the tribe as they issued payment for 20 graduates and we had 18.

Prepared and submitted the Gear up fiscal quarterly report at the end of April. The report was financial activity from January to March 2020.

Please note these duties and responsibilities/ routines are done on a monthly basis:

-  Weekly deposit is made every Friday. This includes counting cash for Student Activity Accounts and the District Accounts.
-  Transcribed minutes.
-  Cash reconciliation for both, Accounting and Students Activity Accounts. The district reconciliation consists of comparing financial activity with the district and county.
-  Drawdowns made for federal and miscellaneous programs.
-  ICS Investments.