



Hello from Business Office!

The month of June has flown by. I am working on end of year grant closure and closing the 20-21 fiscal year. I will be going on vacation June 25th and will return to the office July 6th. While I am out Glenna Hall will be in charge.

I did not attend the MASBO Conference in Billings. Superintendent Corrina Guardipee-Hall and I agreed it was best for me to opt out of attending the conference; so that I could tend to end of year procedures needing my attention.

Sasheen Campbell, Tracie Coursey and Linda Baker attended the MASBO Conference. Attached is their report. All the business office staff are working on closing the year out. It really is a busy time of the year.

Beginning July 1st ACH payments will be available for vendors who choose to have their payment sent electronically, rather than paper checks. ACH payments will be more effective and efficient. Also, we will be scanning all POs and invoices into Black Mountain Software. Scanning the documents will better assist the auditor and allow us to retrieve POs and invoices immediately.

The filing system we currently have in place does not work for quick retrieval of claims. All claims are filed by claim number. At the consensus of the business office staff we all agreed the claims will be filed in alphabetical order rather than by claim number.

Each month brings new challenges, obstacles and learning endeavors. I become more confident with each passing day.

Shout out to Superintendent Corrina Guardipee-Hall and Director of Human Resource John Salois for assisting me on this path and sharing their knowledge.

"It's not about what it is, it's about what it can become." Dr Seuss