



The month of January has been a very busy one. I attended two mini training sessions with Black Mountain Software on 1099's and W2's. It is nice to have some resources to help with the year end processes. I also attended my monthly Hi-line clerks meeting and this has been a great resource for me. We discuss upcoming reports and due dates.

This month was W2 season and before we can print our W2's and 1099's I needed to reconcile our 941 reports with our W2 summary report. All reports matched once I deducted the FICA and FIT exempt liabilities. Once this process was complete, I was able to submit our W2's electronically through the Social Security Administration website. The deadline for filing was January 31, 2019, I made sure I was ahead of the deadline and filed on the 21st. I did receive an error, but it was informational only, nothing that needed to be corrected. I created an online user account with IRS fire to file our 1099's electronically with the IRS. I received conformation that all information was received. Once this process was complete, I was able to upload our W2, 1099 and MW3 file to the State of Montana website. This also had a deadline of January 31, 2019 and was completed by the 21st of the month. I called the state to verify that all information was received, and the gentleman confirmed that all files uploaded properly. We issued all W2's and 1099's by the January 31st deadline, however we did receive some back due to the address being incorrect.

I was due to attend training in Traverse City, Michigan, but due to the weather this was cancelled until May 2019. This training would have helped me in completing the Head Start quarterly reports. I have yet to complete the 3rd qtr Financial Status Report due to it not being available for me to complete on the website. Our 3rd qtr Cash Transaction Report has been completed. I have spoken with and emailed our Project Officer, Grants Specialist, and Payment Management System to advise the report needs to be uploaded to the PMS or Grants Solution website so that I can complete. Our 1st qtr. Reporting was completed for the Gear Up grant. This report was due on January 31st and was submitted on time.

This month was also busy for the payroll, accounts payable and student accounts department. With 2018 behind us this means we have several reports that need to be completed. I assisted the payroll clerk with our 4th quarter UI reporting. This process is now completed online and has become an easy task. I assisted the clerk in reconciling our 941 4th quarter reporting. He has completed this report before, but since this was the 4th quarter reporting there are just a few more steps needed to complete the process. Our reporting was completed on time and mailed out.

Since taking over the duties of SAA, this department is quite busy during basketball season. During every home game I receive a request for a cash box, for both concessions and ticketing. This process is repetitive and have had a handle on things. Each cash box receives \$250 and two rolls of tickets. Once the games are over, I reconcile all cash with the person who signed out the cash box, this is usually the AD Director. Since deposits are done on Friday morning, I usually count and get my deposits ready on Thursdays. The process is quite repetitive, but the counting of money is time consuming. Now that

basketball season is over, this process is complete. Every Friday I receive a cash box request for our elementary MBI store. I have also been processing any check request for SAA.

Our accounts payable clerk has been training the payroll clerk on travel. We have been working together on accounts receivables on a weekly basis. She is not familiar with the coding on where to post payments to. I have been completing this process for her. I have asked her to get familiar with our coding and it's just a matter of knowing if payments received are revenues or expenditures. I will be working more diligently with her so that she understands the process. I have had a discussion with her on quality of assurance. Making sure she is entering the correct accounting codes for each expenditure. She has been scanning all documents into BMS since November and this has allowed me to review and claims, PO's and warrants issued.

- 🏠 Independence Bank deposits were made.
- 🏠 Monthly reports due to Hill County Treasurer beginning of every month. Reports include warrant cash transfers, electronic payments, payroll and claim registers.
- 🏠 Transcribed minutes for the Regular Board Meeting.
- 🏠 Reconciled Student Activity Accounts.