

January Business Office Report

Payroll-Jessica Rutherford: For the month of December three payrolls totaling \$3,080,202.27, including fringe were issued. I attended a Black Mountain training on the processing of W2's. I completed our quarterly reports as well as reconciled our W2's. The W2's were printed and mailed January 8th. I also completed three PERS (Public Employee Retirement System) reports as well as our monthly TRS (Teacher Retirement Report). I also completed three liability check runs, attended one unemployment hearing and filled out multiple unemployment claims.

Accounts Payable-Sasheen Campbell: The total amount of claims issued in December was \$1,977,536.04. I am learning the role of accounts payable clerk and have attended numerous trainings provided by Black Mountain. 1099s have been mailed out.

Student Accounts-Linda Baker

On a monthly basis I reconcile the Mastercard invoices to POs, make sure all invoices are turned into the business office. If an invoice has not been received, I call or email the appropriate individuals and request the invoices. Once all invoices are turned in I match invoices to PO's and give to accounts payable to be entered. The POs and invoices have to match the payment amount on the Mastercard report, once it's balanced, one check is processed from the student accounts and the other from the district accounts. This process has to be done by the 25th of each month. I am responsible for the weekly district deposits and ensuring the deposits make it to the bank in a timely manner. I issue checks weekly for the student accounts. I am responsible to get my expenditure reports to Carlene for the board. Also, I load the credit cards for individuals in the district and make sure all teams and staff have POs and the credit cards are loaded. Support/help new accounts payable clerk.

Finance Director-Crystal Tailfeathers:

The month of December consisted of completing the Compensated Expenditure Report for the state of Montana. I've been communicating with Darryl Omsberg, Glacier County Superintendent of Schools via emails and telephone calls regarding the cash reports and payments from the county.

Each day requires me to complete various tasks including reports, draw downs, Black Mountain data entry and assisting staff and the public. I attended a virtual meeting with Michael French of LPL Financial. The original amount of investment was \$14,999,250.19 (February 2020) and as of December 2020 the total was \$15,165,885.04.

I have several concerns the first one being the classified sick leave bonus in December was \$55,615.49 compared to \$20,400 to December 2020. Thus far, \$295,429.74 and \$82,443.69 (May-January) has been paid to employees receiving bonus pay and for fringe benefits.

There are changes needing to be made to the Standard Operating Procedures (SOP), I will get the changes to Carlene Adamson and have it placed on the next agenda.

If there is something you would like me to report on, please let me know.

Until next month stay safe and have a blessed month.