

Business Office Report
Crystal Tailfeathers

Currently I am addressing the smaller issues within the business office. I have many concerns and tend to uncover issues daily. I have encouraged my staff to be a team and work together to be the best we can be. On a positive note, we are working to resolve the issues by implementing solutions to correct and address issues and concerns. I would like for our staff to attend professional development trainings regarding workplace etiquette.

Two weeks ago, the auditor was here. I believe the audit finding regarding the student count will be cleared. I will be meeting with my staff to discuss resolving the financial audit findings. Resolving the audit findings may not happen overnight; but with dedication and hard work we will resolve the easiest findings first then tackle the harder ones.

While the Auditor was visiting, she requested several POs and invoices. When Sasheen attempted to retrieve the requested POs and invoices from last year (19-20); she was unable to find several of the claims. In October I was researching a vendor and was unable to find the requested information through our claim's system. I am concerned because of our records management system we currently have in place. I feel the system is broken and requires immediate attention. We would like to purchase a lock and key filing cabinet, which will be maintained by one person.

Currently we are implementing workplace protocol for the business office, which will be followed closely. The dress code will be in effect on Monday, March 22nd. I have reminded my staff to dress accordingly.

Glenna Hall and I attended the MASBO Budget Workshop, which was very beneficial. I am grateful for the opportunity to learn and gain school finance knowledge that will assist me in becoming effective and efficient.

Glenna and I have been working on journal vouchers and revenue vouchers. When we complete these tasks Connie Reynolds will join us and assist us with reconciling. I anticipate this will happen within the next two weeks.

I have been busy with preparing for the annual school board election and meeting deadlines. There will be election board judge training provided for the election judges. We'll coincide with East Glacier School for the training.

Shout out to Everett Holm for assisting me and providing the necessary technology.