



District Clerk's Monthly Report for August 2019

Amanda Lamas

The month of August was a busy month for the central office.

With regards to our Payroll department, many changes are coming. We have invested in a new timeclock system and we met with the Timeclock Plus team the first week of August via phone conference. Since then we have had many conference calls to implement the process. We hope to go live mid-October. Also, in our Payroll department this month was making sure to update account codes and pay rates. This year I instructed the Payroll Clerk to complete this process on his own and I would double check his work. Our first payroll run went well, we did have a few errors, but for the most part we corrected them.

With regards to Accounts Payable, she has continued to scan all pertinent information into our accounting system. This has been beneficial for many reasons. For the close out on many grants they require copies of receipts and check request, this process has made my job a bit easier. I can now go into the claim and email the information from the claim to the right person. Currently Accounts Payable could use a new scanner, one that can scan large receipts.

With regards to Lease & Rental, we currently have a new teacher who moved into an apartment. She is also on the waiting list for a house. We have a few classified employees on the wait list for an opening, some employees are on a 90-day probationary period. We recently replaced the cabinets and counter tops in apt #10. I am currently behind on billing, for the reasons our admin. Assistant has been out, and she would handle this process. I have updated the new spread sheet for the new FY.

With regards to Student Activities, this month started off with football games. I usually spend Thurs and some of Fridays counting money and getting deposit information ready for Friday. Also, processing checks and scanning documents into SA account. I usually prepare around 5 or 6 cash boxes for extracurricular activities. This is a time-consuming process, because I also prepare all the paperwork needed for reconciliation purposes. We also have our elementary school store we prepare a cash box for; this is every Friday. I rolled over the new accounts for graduate classes. I've updated the new FY deposit sheets.

We are in the process of receiving training on the new inventory system. Robert, Brian and I will be working on getting all the information needed so that the company can convert our files into their system. We currently have had several conference calls on the implementation process.

This month I worked closely with a consultant on closing the books for the end of FY18-19. We worked diligently on the TFS report and budgets. We reconciled and balanced all funds. This year she trained me a bit more on the TFS process. She showed me how to enter bonds in the system. She showed me how to balance each fund and enter due from other governments. She gave me tips on what to look for if the accounts are not balancing.

My weekly duties and responsibilities included:

- 🚩 Independence Bank & US bank deposits were made.
- 🚩 Monthly report due to the Hill County Treasurer beginning of every month. Report includes payroll and claim registers, warrant cash transfer and electronic payments.
- 🚩 Drawdown's made for the federal miscellaneous programs.
- 🚩 Transcribed minutes for the Regular Board Meeting