

Livonia Public Schools

Finance Office

Date: April 22, 2020

To: Andrea Oquist, Superintendent

From: Alison Smith, Director of Finance

Re: Business Office Update

At the April 27, 2020 Finance Committee meeting I would like to update the Board of Education on the activities taking place in the Business Office over the past month.

We are committed to ensuring our employees continue to receive their paychecks as scheduled. We are also committed to processing invoices to our vendors because we know that many of them are counting on our payments, so they can in turn pay their employees. We are also committed to processing refunds for the funds we have collected from families for events that have not taken place. And, last but not least, we are continually monitoring our budget and cash flow to ensure there are no surprises and that we can keep the Board up-to-date on these matters.

Our top priority is the health and safety of our staff. For that reason, we are doing as much as we can from home and coming into the office on an as needed basis. All of the staff within the Business Office have been issued laptops loaded with our accounting software. Staff are monitoring their emails and voicemails on a daily basis. We continue to process payroll every other week. Checks to vendors are printed every other week or more often, as needed.

Refunds for Before and After School Care, Daycare, and Preschool have all gone out to families. Refunds for Athletic Pay-to-Participate fees were mailed to families on Tuesday, April 21, 2020. Refunds for sixth grade camp are being entered into the system this week and we hope to have them mailed out next week. We are also starting to hear from our schools about other refunds that need to be made and we are working with individual schools to collect the information we need to get those processed and mailed out as well.

I will go over this with the Board at the April 27, 2020 Finance Committee meeting and answer any questions they might have.

Thank you.

c: Board of Education