



District Clerk's Monthly Report for November 2018

Amanda Lamas

This month I attended Hi-line clerk Elections training in Havre on November 2. Topic of discussion was how to handle provisional ballots. We discussed the process and procedures for school elections. This month we had our auditors come out on November 8th, for our preliminary audit. We received excellent feedback on our Student Activities Account from the auditor. He stated he will return in March 2019 for the final audit. I've been assisting our Payroll Clerk with our retirement reports and posting payroll to accounting. We have begun a process for our employees to receive their direct deposit pay-stub by electronic mail. Our accounts payable clerk has been utilizing her scanner and has scanned all documents into our system for this month. We have had discussions on contacting vendors and asking if we can receive invoices via e-mail. Both payroll clerk and I have attended on-line training on processing W2's and 1099's for the new year.

I have been working with the Head Start Director on completing 3rd quarter 272 & 425 reporting for her grant. I did not receive the in-kind contributions from EHS Manager as those numbers are needed in the SF425. We have completed this report and have drawn down funds. A phone conference was set up for me and Gear Up liaison on November 20th, to discuss when reporting was due and what need to be completed and turned in with reports. Mailed out reimbursement request for payment for First Nations Backpack Program. I have been working with MUST to get all ACA health reporting documentation to them before our deadline. I have been working with our auditors as they submit request for various grant information for SEFA reporting. It has been a busy end of the year and it's expected to get even busier with W2's and 1099's needing to be issued next year. I hope the process goes well.

I am still familiarizing myself with the many duties of my position. I have completed the following duties on a weekly/monthly basis.

- ▲ 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.