



This month our auditors were here to finalize the audit for FY 17-18. Since most of the information they requested was emailed to them, they were only here for a day. Once the audit was complete, we discussed the three findings. One finding was a simple data entry error. We posted a revenue in the elementary and should have posted in the high school and vice versa. There were no issues with the financials. We received a finding with regards to billing in the print shop department. Internal Fund had a deficiency cash balance of \$16, 594, due to control weaknesses. We seen a decrease in revenue for FY 17-18 totaling \$52,462, auditor advised we would likely receive another finding for FY 18-19. We also received a finding in our Fall Student Enrollment count for FY 18. We overstated by two students in the 1st and 2nd grade, along with one student in 6th grade. We have until July 1, 2019 to make changes in our internal controls based on our corrective action plan.

I discussed our findings with the IT Director as he oversees the print shop operations. We ran comparison reports from previous years to determine where the discrepancy was. During the transition of training a new Printshop operator, it seems not all work orders were being billed appropriately. During this transition new rates were implemented, but with the new rates the cost of supplies and time were not included in pricing. I also sat with the Print shop operator to determine what was done differently from the previous years. She did indicate that she was not billing for all the work done. She also determined that she was not pulling the reports from the machines to determine how many prints were being printed per code. This was where the huge discrepancy took place. She notified the previous Printshop Operator and determined that she needs to include cost for supplies and work cost in her rates. She is scheduled to come in and help the Print Shop Operator on these issues. With regards to the student count deficiency, I need to work more diligently with both principals to make sure we are reporting the students that need to be reported.

I have been assisting the Accounts Payable clerk with Accounts Receivable duties. She is not very familiar with account codes and determining if a check received is a revenue or expenditure. We have set up some training with BMS so that we both get more acquainted with the Accounts Receivable module. I have stepped back from receivables as I am behind on my reconciliation. I would like to order her a small safe as she will be handling some cash. We have set up a new system to start invoicing community print jobs and lease and rental payments into BMS. Our system has the capability to invoice and assign a receipt once the invoice is paid. We currently are using a receipt book for the process. We are doubling our work, but I feel once we get a hang of things, we can steer away from the receipt book.

We have posted our Notice of Annual School Election, which is held on Tuesday May 7th, 2019 from noon to 8 pm in the Elementary gym. We have six candidates that have been certified. We have ordered our ballots and requested our supplies.

Student Accounts has been slow for the exception of the elementary MBI store, which request a cash box every Friday. I have been busy with counting money, making deposits and updating spreadsheets. I have been working with the IT Assistant with adding the current inventory into WASP. This has been a

process, so far, we have all vendors listed, sites listed, items listed, and employees listed. The next step is assigning all inventory to a room. We think it's best to start from scratch. The good thing is that we can create a bar code with the current code we have on an asset. This will take us some time, but we hope to have it completed this summer and can use the system for the new fiscal year.

I have been behind on my reconciliation and hope to be caught up this week. I have some cash transfers that I need to get done before the end of the fiscal year ends. I have completed the Head Start 2018 close out. The 1st quarter reporting is now available for Head Start 2019, this report is due by the end of April. I have completed our drawdowns for HS/EHS, NACSP, SRS and Title VII for a total of \$813,412.89.

The following duties are completed on a 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.