



Director of Business and Finance

MANAGEMENT REPORT

JANUARY, 2026

AREA OF RESPONSIBILITY	ACTIVITY
ACCOUNTING	completed month end adjusting entries to general ledger
	<i>reviewed support documents; recorded, summarized, reported transactions for the month</i>
ADMINISTRATIVE	<i>prepared agenda items and support documents for monthly board meeting</i>
	<i>composed, read, responded, addressed and archived emails</i>
	<i>attend Superintendent's administrators weekly meetings</i>
	<i>answered phone calls from staff, admin., vendors, related business partners</i>
BUDGET	met with Admin. team to review 26-27 budget process & deadlines
	prepared 26-27 Budget Packet for Admin.
	met with Superintendent to discuss campus 26-27 allocations
	created 26-27 budget calendar for Board Review/Approval
	<i>reviewed, assessed and monitored budget accounts during purchase approval process</i>
BUSINESS & FINANCE	calculated and paid annual sales taxes to the State Comptroller
	tested, edited and approved PEIMS 25-26 budget and 24-25 actual data for final submission to TEA
	met with Teacher Incentive Allotment (TIA) consultant and Team to discuss the fees for teacher payout
	<i>processed authorized bank transactions for monthly check runs and payroll per bank deadlines/guidelines while optimizing investment income</i>
	<i>prepared agenda items and support documents for monthly board meeting</i>
	<i>supported/supervised business office staff for decision making regarding business matters</i>
FOOD SERVICES	continue to respond to document requests for the Texas Dept. of Agriculture Administrative and Procurement Review of the Child Nutrition Program (AR & PR for NSLP)
	assist Food Services Manager with review and response of AR documents
	<i>supported food service manager for decision making regarding departmental matters</i>
PAYROLL & BENEFITS	reviewed & approved W-2s for final submission to IRS and staff
	<i>coded timesheets, work journals, supplemental pay with general ledger accounts for payment and approved journal entries for monthly payroll</i>
PURCHASING	met with team to review updates to High School Vestibule project and potential Change Order
	<i>reviewed final documentation and reports for check processing and approvals</i>
	<i>reviewed, coded approved requisitions for purchase orders</i>
SPECIAL REVENUE FUNDS/ GRANT MANAGEMENT	reviewed the 2024 SHARS cost report offer from HHSC
	met with ACE director and Superintendent to review summer school plans and budget
	finalized the Indirect Cost rate worksheet for submission to TEA for certified rate for 26-27
	reviewed Safety & Security Grant status with Superintendent for proposed budget updates
	<i>responded to awarding agency communications/requests/reports/surveys</i>

routine activities are italicized