



District Clerk's Monthly Report for November- December 2019

Amanda Lamas

For the month of November my time was consumed with the final stages of Time Clock plus. We meet ten times this month to complete the remaining of the project.

Payroll will now be automated and we no longer will be completing paper timesheets and leave slips. All supervisors have access to their employees' time and attendance. It is now up to the managers to maintain and make any corrections needed. I have sat down with each manager and have discussed their role and what payroll needs from them before we can process payroll. We only have one issue with the system. Since the district pays employees for days they have not worked, we have to back track when processing payroll. We hope to make some changes in the near future with the approval of the board with regards to payroll dates. With this new system in place, payroll will take less time than it has in the past. We have had our high school on this pilot for about a month. The time it takes to make corrections in the system is a lot less time than completing paper time sheets. Mrs. Han has worked diligently making sure all her staff are clocking in and out. Payroll Clerk has been posting payroll to accounting and he has been more diligent on making errors. He has a feeling of how long it takes to correct his coding errors and has made an effort to double check his work. For the month of December, he had two coding errors. This was a busy month for payroll, with the processing of several stipends for Head Start/EHS.

Student Activities has been busy with the holidays. We have had several procurement card request for backpack, operations Santa and concessions. I have made sure we have a few p-cards designated for SAA. It has been a fairly easy process, then the process that was in place. Now with Basketball season here student activities will be just as busy.






Lease and Rental has been a project I have been catching up on. I will be reconciling December & January today. For the most part majority of staff payroll deduct propane and rent. We have one community member and she is now on a payroll deduct with her employer. It is just a matter of updating my spreadsheets and billing/invoicing. Once I complete this process I will be caught up.

Inventory will be a project I will be working on with IT. We have a new inventory system and we hope to get all inventory listed into the system by the end of this month. I currently have this information on spreadsheets and once it is automated I hope it will be an easier process to maintain.

Accounts Payable clerk has been doing well with making sure she is coding expenditures correctly. She has maintained scanning of all documents, which I am excited about. At times we do have some issues with travel and we have discussed how we can make this better. I would still like this duty to be handles by payroll, but with the new time clock system I think we should wait until we get the handle of things. She has also been maintaining Accounts Receivables. I will be having her work on the aged outstanding receivables and making sure we get payment. Or if we have received payment to make sure the payment was posted to the system. She is currently assisting me in entering revenues. I would like her to be more familiar with coding and knowing where she is coding something to just by looking at the codes.

I have been also working on getting the auditor the remaining of the documents he needs. I have been utilizing our consultant in helping me balance to the treasure report. I have November to complete and hope to have this complete by next week. Now that we have a transportation director, I have given him the information he needs to enter in OPI under pupil transportation. I also provided him with all files I had on buses and vehicle registration, titles and insurance.

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
-  ICS Investments