

Financial Management Activities: Roles & Responsibilities

	Activities	TRSD Controller	Office Manager/ Bookkeeper	School Director	CPA	Woodland Charter Council	Auditor
1	Budget Preparation	Receive a copy			Receive copy	Receive copy	Receive copy
2	Budget Review & Adoption						
3	Bill Payment Online		Track data		Track data		
4	Bill Payment by check of invoices		Track data		Track data		
5	Purchase of goods & services		Track data		Track data		
6	Donation Receipt		Track data		Track data		
7	Supply Fees Receipt		Track data		Track data		
8	State School Fund Receipt	Send monthly check			Track data		
9	Fundraising Receipt		Track data		Track data		
10	Grant checks Receipt				Track data		
11	Check Deposit Processing				Track data		
12	Bank Deposit				Track data		
13	Payroll Procesing		Email rpt to CPA & SD		Track data		
14	PERS Processing		Email rpt to CPA & SD		Track data		
15	Personnel Benefits Processing		Email rpt to CPA & SD		Track data		
16	Payroll Deposit			Xfer from Govt acct			

Legend	Role	Legend	Frequency
	Perform		Yearly
	BackUp		Weekly or as occurred
	Oversight		Monthly
			Bi-Monthly

	Activities	TRSD Controller	Office Manager/ Bookkeeper	School Director	CPA	Woodland Charter Council	Auditor
17	PERS Payment			Auto deduct Personnel acct			
18	Personnel Benefits Payment			Auto deduct Personnel acct			
19	Bookkeeping				Track data		
20	Financial Statements Preparation						
21	1099 Preparation						
22	1099 Approval						
23	Tax Preparation						
24	Tax Return Approval						
25	Financial Statements Review						
26	Checks & Debits Report Preparation						
27	Inventory for >= \$200						
28	Checks Approval						
29	Auditing						
30	Audit Support						
31	Audit Report	Receive a copy		Receive a copy	Receive a copy	Receive a copy	
32	Bookkeeping data gathering						
33	Gather independent Contractors' contact						

Legend	Role	Legend	Frequency
	Perform		Yearly
	BackUp		Weekly or as occurred
	Oversight		Monthly
			Bi-Monthly