

# Director of Business and Finance

## MANAGEMENT REPORT

### NOVEMBER, 2025

AREA OF RESPONSIBILITY	ACTIVITY
ADMINISTRATIVE	participated as member of the logistics team for Band UIL State competition
	prepared C-3 audit schedule and FIRST newspaper publication
	applied in TEAL for Audit 2.0 access for access to new Audit submission
	<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	
	realigned student activities function with Superintendent
BUSINESS & FINANCE	continued to address pending items under review for the 2024 SHARS Medicare cost report with HHSC
	prepared FIRST public presentation
	attended TEA meeting regarding application for indirect cost rate for federal funds
	attended Business Managers Session to discuss Finance matters with other Region 20 CFOs
	finalized TEA required transportation operations report for funding
	met with Transportation Manager to discuss SB546 regarding 3 point seatbelts requirement for buses
	<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	prepared for & attended initial meeting with Texas Dept. of Agriculture for the Administrative and Procurement Review of the Child Nutrition Program
	<i>supported food service manager for decision making regarding departmental matters</i>
PAYROLL & BENEFITS	met with team and Time Clock Plus for continued onboarding to new timesheet software
	<i>coded timesheets, work journals, supplemental pay with general ledger accounts for payment and approved journal entries for monthly payroll</i>
PURCHASING	<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	filed expenditure report for ACE
	<i>responded to awarding agency communications/requests/reports/surveys</i>

*routine activities are italicized*