

Director of Business and Finance
MANAGEMENT REPORT
SEPTEMBER, 2025

AREA OF RESPONSIBILITY	ACTIVITY
ACCOUNTING	completed month end adjusting entries to general ledger
	prepared bank reconciliations for August, 2025
	<i>reviewed support documents; recorded, summarized, reported transactions for the month</i>
ADMINISTRATIVE	participated on Teacher Incentive Allotment lead team meetings
	reviewed miscellaneous contracts prior to engaging in services
	<i>prepared agenda items and support documents for monthly board meeting</i>
	<i>composed, read, responded, addressed and archived emails</i>
	<i>attended meetings as scheduled and as needed</i>
	<i>answered phone calls from staff, admin., vendors, related business partners</i>
AUDIT	posted opening entries for balance sheet accounts for 2025-26 per approved audit
BUDGET	Organized BISD tax rates for posting to web site and also sent to KCAD for required postings
	provide fund balance projections to Superintendent
BUSINESS & FINANCE	submitted finance and tax information to Moak Casey for calculation of Ch 313s invoices
	attended meeting with Moak Casey for new updates to Finance template
	attended Critical Issues Session to discuss Finance matters with other Region 20 CFOs
	reviewed updates from TEA for changes in interpretation for 89th legislative bills passed
	<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	met with Food Service Manager to discuss preparations for the Spring lunch program audit; concerns with equipment and staff
	<i>supported food service manager for decision making regarding departmental matters</i>
PAYROLL & BENEFITS	system
	introduced new document workflow forms for payroll to create standardization and increase efficiencies
	<i>coded timesheets, work journals, supplemental pay with general ledger accounts for payment and approved journal entries for monthly payroll</i>

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PURCHASING	reviewed 2526003 quote package for vestibule bid as per request of engineer
	met with final beta group (admin) to introduce the new purchasing requisition/purchase order system and process
	<i>reviewed, coded approved requisitions for purchase orders</i>
SPECIAL REVENUE FUNDS/ GRANT MANAGEMENT	created opening entries for grants - new and 24-25 crossovers
	updated credentials for System for Award Management (SAM) for federal grant awards
	filed final expenditure reports for audited 2024-25 special revenue funds
	researched 25-26 Phone Grant for appropriateness, relevancy and usefulness
	<i>responded to awarding agency communications/requests/reports/surveys</i>

routine activities are italicized