

Director of Business and Finance
MANAGEMENT REPORT
AUGUST, 2025

AREA OF RESPONSIBILITY	ACTIVITY
ACCOUNTING	completed month end adjusting entries to general ledger
	prepared bank reconciliations for July, 2025
	<i>reviewed support documents; recorded, summarized, reported transactions for the month</i>
ADMINISTRATIVE	presented overview with Finance Staff for Business processes during District convocation
	<i>updated/maintained security credentials for staff in ASCENDER</i>
	<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	reviewed draft of audit and recommended proposed edits
BUDGET	created and posted budgets for special revenue funds for 2025-26
	gathered support documents and reports for the No-New Revenue and Voter Approval Tax Rate calculation; calculated both rates
BUSINESS & FINANCE	calculated and submitted survey data to TEA for tax collections - used for State Funding/flow
	calculated and submitted survey data to TEA for recapture in order to obtain approval to proceed with tax rate adoption
	reviewed impact of SB2 Special Ed. Evaluation funding on budget
	performed cost analysis for proposed new bus route
	attended training with US Bank for activation of NEW users and credit cards
	<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 Services Director to discuss personnel; training for upcoming audit; review of new year operations
	<i>supported food service manager for decision making regarding departmental matters</i>
PAYROLL & BENEFITS	trained for new benefits billing process for payroll deductions starting 25-26
	reviewed Payroll checklists, calendars, processes for streamlining and identification of new efficiencies for new fiscal year

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	<i>coded timesheets, work journals, supplemental pay with general ledger accounts for payment and approved journal entries for monthly payroll</i>
PURCHASING	met with BISD team and Engineer to discuss awarding of contracts for fences; discussed how to proceed with vestibule project
	met with BISD team to discuss roof repairs, budget and procurement
	<i>reviewed, coded approved requisitions for purchase orders</i>
RISK MANAGEMENT	reviewed workers compensation rates and payment amount to TASB for 2025-26
SPECIAL REVENUE FUNDS/ GRANT MANAGEMENT	met with BISD team to review budget schedules for ACE 25-26 application and submission
	prepared financial data for Stronger Connections grant to file a TEA required survey; met with BISD team to classify/code data and complete survey
	filed ACE 24-25 final expenditure report with TEA
	<i>responded to awarding agency communications/requests/reports/surveys</i>

routine activities are italicized