

**Kristy Andrew**  
**Director of Budget and Finance**  
**Board Report | December 12, 2018**

**2018-19 Business Office Department Goals**

1. Further the alignment of the district's budget and budget document with the strategic plan.
2. Enhancements to Grant and Budget management functions, including data and report access, and increased departmental accountability.
3. Seek out new funding sources, with a focus on sustainability.
4. Cross-train staff on a variety of business functions, including finance-related processes.

*\*\*\* Due to being out of the office on vacation and at the 2018 ALASBO Winter Conference, there are some items on the November 2018 financials which are not yet complete. \*\*\**

**Current Projects/Considerations**

- **Medicaid in Schools (Goal 3)** : Seek information regarding the possibility of being reimbursed for medicaid-related activities.
  - *(No updates at this time)*
- **Student Transportation (Goal 3)** : Explore student transportation options for implementation in FY20 or FY21. Our contracted costs for transportation services are significantly higher this year, so we will be running a cost-comparison between contracted and internal options.
  - Infant stages of preparing analysis of potential internal program requirements and costs in order to compare those with outsourced costs for the same services.
  - Found another transportation vendor, Apple Bus, at the ALASBO Conference who would be willing to submit a proposal for contracted bus services when we are ready.
  - Also spoke with First Student regarding a new PM model which will be expected in any upcoming RFP which should help reduce overall maintenance costs.
- **Internal Account Updates (Goal 2)** : Creating/modifying our internal chart of accounts to increase the ease of data entry and reporting. Some of these changes are also due to the update of the DEED Chart of Accounts used by schools across the state.
  - *(No updates at this time)*
- **Alio Reporting Updates (Goal 2)** : Continue to create and modify reports for use by myself and administration. We will be upgrading our Alio database sometime this fiscal year which, I hope, will enhance some of our report capabilities as well.
  - Spoke with Mitch Gross of EMA regarding the database migration. We are on track for late-December, but have not yet set a date.

## Upcoming Projects/Considerations

- Develop Cross-Training objectives and timeline. (*Goal 4*)
  - Began cross-training of Mrs. Dudley mid-November, and will continue into the next calendar year.
- FY20 Budget Development (*Goal 1*)

## Staff Professional Development Opportunities

- COMPLETE: FY19 ALASBO Leadership Conference. July 2018.
- COMPLETE: FY18 ALASBO Annual Winter Conference. December 2018.

My sectional on using Google Tools had great attendance for the second year in a row! I also attended some great and informative sessions, such as Verbal Judo by Gregory Russell. My responsibilities as an ALASBO Board Member kept me pretty busy before and after the conference as well.
- ONGOING: SHRM (Society for Human Resource Management) Essentials of Human Resources, Self-Study Training Program.
- PRIVATELY FUNDED and ONGOING: Wilkes University Masters in School Business Leadership
  - Summer 2018: Public Relations
  - Fall 2018: Student Transportation

Covered concepts, procedures, and knowledge necessary to lead a student transportation system effectively. Broad topics of inquiry include fleet management and hardware, alternative fuels and conservation, law and policy, operations, student safety, and administration. I'm looking forward to applying what I learned in this class for our own student transportation needs as we examine our options in the near future.
  - *Notes: due to some personal circumstances I will be taking the next two terms off, starting back with another course in the Fall of 2019.*

## Other Business

- **FY18 Audit**

The FY18 Audit was accepted by DEED on November 15, 2018. Our auditor will be presenting the audit to the board during tonight's meeting.
- **Wells Fargo Fees and Payment Fraud Tools**

Since I began in July 2016, I have been working with Wells Fargo to reduce our monthly service fees. Our monthly service charge at that time was just under \$300. At this time, with an increase in monthly credit from Wells Fargo and a reduction in unnecessary services, we have essentially eliminated these fees.

Now, we are strategically choosing new services which will assist in the protection of our financial accounts, which will result in estimated monthly fees of \$45. According to the FBI, school districts are the number three target for payment fraudsters. We have chosen to purchase ACH Filter and Positive Pay services through Wells Fargo to guard against the most likely fraud attacks.

### Current Contract Service Agreements (CSAs)

CONTRACT SERVICE PROVIDER	Type of Services Provided	District CSA #	Maximum Amount Authorized Under Agreement	Amount Invoiced To-Date
Vidya Oftedal (ACS)	Speech and Language Pathology	TBD	25,000	5,965
Kidability Physical Therapy, LLC (Kristin Bacon)	Physical Therapy	FY19-002	22,800+	4,638
Kaye Lawson, OTR, MEd	Occupational Therapy	FY19-003	30,000	14,880