



Director of Business and Finance

MANAGEMENT REPORT

DECEMBER, 2025

| AREA OF RESPONSIBILITY | ACTIVITY |
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| ACCOUNTING | completed month end adjusting entries to general ledger |
| | completed bank reconciliations through December, 2025 |
| | <i>reviewed support documents; recorded, summarized, reported transactions for the month</i> |
| ADMINISTRATIVE | <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 | met with team to review technology needs for 2026-27 |
| | began budget calculations to create budget amendments for board consideration |
| | <i>reviewed, assessed and monitored budget accounts during purchase approval process</i> |
| BUSINESS & FINANCE | <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 & submitted "granular" detailed documents for the AR & PR for NSLP - requested by reviewer |
| | prepared & submitted <i>supplemental</i> documents for the AR & PR for NSLP - requested by reviewer |
| | prepared & submitted <i>initial</i> documents for the Texas Dept. of Agriculture Administrative and Procurement Review of the Child Nutrition Program (AR & PR for NSLP) |
| | <i>supported food service manager for decision making regarding departmental matters</i> |
| PAYROLL & BENEFITS | researched IRS requirement for calculation and reporting of premium overtime for 2025 W-2s |
| | <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 | prepared contract for enrichment program hires (nonemployees) |
| | <i>responded to awarding agency communications/requests/reports/surveys</i> |

routine activities are italicized