



## Director of Business and Finance

### MANAGEMENT REPORT

# DECEMBER, 2025

AREA OF RESPONSIBILITY	ACTIVITY
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*