

Approval of Business Office Stipend

Our Business Office accounts payable/insurance coordinator position has been posted since early June. Our current bookkeeper/purchasing person, Becky Schultz, has requested additional responsibilities. During her time with us, she has built in some efficiencies into business office routines and has refined several processes via the use of technology. She has a BA in accounting and has 15 years of experience in the accounting field.

Our plan is to shift the accounts payable/insurance responsibilities to her for a 6-month trial period and provide a \$6,000 stipend for the increased responsibilities. We have spoken to the auditors and, with implementing a few additional internal controls, this would be an acceptable business practice.