



## District Clerk's Monthly Report for September- October 2019

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September was an overwhelming month for me.

We started the kickoff with the new Time clock system. This is a very time consuming project. We met twice a week for two hours each call in September.

They require so much information from us, so that they can customize the system to what we need. First part was asking for all of our CBA's and any special circumstances. Each conference call lasted about two hours. We are now in the phase of meeting three times a week for an hour, customizing what has been created for us. We hope to start our pilot towards the end of November and go live in December. Each time we meet, we receive meeting minutes on what was discussed. I am excited to finally move away from a paper system.

We had a Gear Up site meeting on September 9<sup>th</sup>. I met the Gear Up team from Helena and put a name with a face. I finally received our trial balance from the Treasurer for August. She was busy with her taxes and was behind on her trial balances. I have been working hard to catch up on balancing.

For the month of October, we had our Student Count for ANB on October 7. We had a district total of 447 students counted on this day. I worked closely with both principals to make sure all students that are eligible are counted on this day. The compensated Expenditure Reporting is now open. I plan to work on this once I catch up on balancing the books. I hope to have this done by then end of November. I processed the 3<sup>rd</sup> qtr. Head Start 272 & 425. Now that we have a new Head Start Director, I hope he can get some training on these reports. I still feel I need more training on these reports otherwise I would help him. Since we have a new Gear Up Liaison a meeting was scheduled on Oct. 9<sup>th</sup> with the Gear Up team. We discussed the grant and expectations of the grant. We both have a clear understanding on what roles we play to manage the grant. I have assisted her in understanding how to read our accounting reports. I met with the Head Start Director on October 17<sup>th</sup>, we determined he has over \$500,000 to spend in two months. We spoke to a grants specialist and he advised of what needs to be completed for a budget modification. I advised the director that I would continue to handle both quarterly reports until he gets more acquainted with his new duties.

We are currently being audited for our Federal grants. I received a notice mid-September requesting grant files. Normally I would have the Admin receptionist scan all grant documents into Laserfische, but currently we have a temp. It is a time consuming process to train someone to use this system and then with the high turnover to have to train someone else. So I have been doing this myself. With these documents being scanned, its way easier to email these documents to the auditor.

With regards to Student Activities, this has taken up so much of my time. I try to manage these duties in one day, usually on Thursdays. This hasn't worked out for me. On Thursdays I am usually counting money from the games from the previous week to get deposits ready for Friday. I spend one morning making cash boxes for games. I could have about six boxes to make at a time. Sometimes I don't have enough money, so I have to decrease the amount of the request. I ask that a request be placed two days in advance, so this can give me time. Sometimes I get the request on the day of the game. So I hope for Bball season I can get these request ahead of time.





With regards to Lease & Rental, I am trying to play catch up. This was a duty I trained the receptionist to handle. since leaving the district, I have been cleaning up the errors she made. Each tenant has a spreadsheet that determines their propane usage and rent. These spreadsheets were never updated. So the invoices that were mailed out to tenants, some were incorrect. I had to correct the invoices, update the spreadsheets and advise the tenant of the error. I am almost caught up with this task. Also I emailed each tenant a new lease agreement form. I have only received one back. Hopefully we can schedule a tenant meeting soon to address any concerns or issues that may arise.

With regards to Inventory, this is a duty I also had the receptionist handle. All she needed to do was update the current inventory list for each building based on what was given to her. This task was never completed. I have not had time to work on this, let alone train someone to complete this. We currently have a new inventory system that Brian is converting the old spreadsheets to this system. I personally think we need to use Black Mountains Asset Manager along with the new system. The receptionist was to log in all receivables and document any items that needed to be tagged. She only logged in items and never advised me of what needed to be tagged. I hope with the new receptionist we can get this system going.

Accounts Payable has been more cautious of making errors when entering accounting information. I have advised her that she needs to double check her work and make sure all accounting codes are correct. I review each report to make sure of any accounting code errors and I have her correct them ahead of time, before we close the month out. Most of her errors are from not being focused on the task at hand. She has been doing great with scanning documents into BMS, although I would like to order her a new scanner that is compatible with the software we utilize. Currently she has to copy her receipts downstairs and then scan them in because her scanner does not scan long receipts. We have a good system going with Accounts receivables. She still gets confused with a revenue and expenditure, so I have been coding all payments.

Payroll has been working diligently with me on time clock plus. He has been included in every conference call. We have been working together on this task. We will be glad once it is up and running. I have also asked the clerk to double check his work. He has been having some of the same coding errors. I have been completing his task of posting payroll to accounting, so that I can see where he needs more training. Many of his errors are not deducting leave from previous pay periods and coding errors. He has been doing better at reviewing his reports and finding his errors ahead of time.

My weekly duties and responsibilities included:

-  Independence Bank & US bank deposits were made.
-  Monthly report due to the Hill County Treasurer beginning of every month. Report includes payroll and claim registers, warrant cash transfer and electronic payments.
-  Drawdown's made for the federal miscellaneous programs.
-  Transcribed minutes for the Regular Board Meeting