

# Director of Business and Finance

## MANAGEMENT REPORT

### OCTOBER, 2025

AREA OF RESPONSIBILITY	ACTIVITY
ACCOUNTING	completed month end adjusting entries to general ledger
	completed bank reconciliations for September, 2025
	<i>reviewed support documents; recorded, summarized, reported transactions for the month</i>
ADMINISTRATIVE	participated in Teacher Incentive Allotment lead team meetings
	<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	attended meeting with team to review importance of accurate enrollment and attendance data for funding
	worked with Superintendent on revenue changes for BA1001
	calculated revenue changes per template and 1st 6 weeks attendance and enrollment data
BUSINESS & FINANCE	addressed pending items under review for the 2024 SHARS Medicare cost report with HHSC
	reviewed, edited, updated PEIMS data for Snap Shot Submission
	attended Business Managers Session to discuss Finance matters with other Region 20 CFOs
	met with Transportation Manager to discuss auction sale of (out of circulation) fleet
	<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	attended technical training at ESC Region 20 for preparation of scheduled National School Lunch Program Administration and Procurement Review from Texas Department of Agriculture
	created cost analysis of Thanksgiving meal to set adequate pricing of meal tickets
	<i>supported food service manager for decision making regarding departmental matters</i>
INVESTMENT OFFICER	Attended investment officer 2 day training course at ESC Region 20 to satisfy Public Funds Investment Act requirement
PAYROLL & BENEFITS	met with team and Time Clock Plus for continued onboarding to new timesheet software
	researched Medicare qualifications of concern for retired employee

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	<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>
	researched proportionate share requirements/coding for IDEA-B Special Ed funding
	met with team to review ADSY funding and implementation grants
	attended Stronger Connections Sustainability after grant presentation with Counselor
	<i>responded to awarding agency communications/requests/reports/surveys</i>

*routine activities are italicized*