

## Business Office Report 11.19.20

The past month and half have been busy. There are several issues and concerns with the Business Office procedures. I had the time to review the Standard Operating Procedure Manual (SOP). I have some questions, concerns and issues; once these have been addressed I will be requesting to the board to revise the SOP. Draw downs have been made for several grants and grant closures have happened. Currently, I am working with Black Mountain personnel to balance the bank account with BMS software. I'm setting up current and new grants in Black Mountain and hope to have this completed soon.

I am researching all BPS financial accounts and once my research is completed I would like to present to the board of trustee's a financial report. I am anticipating to have a full report for the board within the month of December.

It's been terribly hectic and busy. The learning curve of this position is a steep one. Each day presents new challenges and tasks needing my immediate attention. I am grateful for this opportunity and look forward to serving BPS as the Director of Finance/District Clerk.

Thank you for your time.

*Crystal Tailfeathers*