



District Clerk's Monthly Report for February-March 2019

Amanda Lamas

We had our Spring count on February 3, 2020. We did have a few adjustments made after we submitted our report. Spoke to Nica at OPI and a few elementary students' dates were changed after we submitted the report. This final count information is below.

K	69
1	56
2	52
3	47
4	35
5	49
6	42
7 Colony	
8 Colony	4
Total	354

7	37
8	42
9	56
10	39
11	18
12	19
Total	211

We had a total of 565 enrolled students on the count date. This month we also had our annual audit. Our auditor was on the premises on February 11th -13th to complete the audit process. On the last day of the audit we had an exit interview, which included myself, superintendent, Chairman and auditor. We did have 4 findings and went over these together. The districts financials are great, it was more of a procedural on reporting, student count and invoicing in our print shop.






Our payroll has met with TCP on a few occasions, we are having an issue with our email server corresponding with the TCP module. We have yet to get this resolved. We have a few more things to work out, then we will have this project complete.

In March we met with the new inventory system to start the conversion process. This is a project I may have to work on in the Summer as I have many things I need to catch up on. I have started working remotely from home on March 15th, due to COVID-19, but I can only do so much remotely. My department has been in the office and rotating their hours, so that someone is in the office at all times.

It's that time, Election time! The last day for a trustee candidate to file for election was on March 26th, we had a total of 6 candidates that have been certified by the County. On March 31st I received noticed from superintendent to change our poll ballot to a mail ballot. Our deadline to submit our mail ballot plan was April 1st. We have been approved for a mail ballot and have 1377 active, inactive and provisional voters. We have ordered our supplies and have until April 15-20 to mail all ballots.

There are several other duties I have been working on but with school closed it has been difficult keeping track.

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
-  ICS Investments

