

Livonia Public Schools

Finance Office

Date: August 8, 2017

To: Andrea Oquist, Superintendent

From: Alison Smith, Director of Finance

Re: Bills for Payment Process

We would like to discuss the Bills for Payment process at the August 14, 2017 Finance Committee meeting.

Transparency Reporting, as outlined in MCL 388.1618 of the School Aid Act, requires the district to make available on our website "Either the district's accounts payable check register for the most recent school fiscal year or a statement of the total amount of expenses incurred by board members or employees of the district that were reimbursed by the district for the most recent school fiscal year."

Currently, we include a monthly list of "Bills for Payment" as a consent agenda item for board approval at our regular board meetings. This isn't required by law nor by board policy.

I recommend that with the board's consent, we change how this information is presented to the Board and our community. In order to simplify and streamline the process, instead of including the "Bills for Payment" in our regular board meetings, the Business Office will post a monthly system generated check register on the Transparency page of our website. We can implement this change for the 2017-18 school year, collect feedback from the board and community members over the next few months, and then update the board on how the new process is going later on this Fall.

Please let me know if you have any questions.

AS/kp

c: Board of Education