BUSINESS MANAGER

- Process weekly cash deposits to bank
- Process monthly journal vouchers and corrections
- Reconcile grants, claim reimbursement and alert administrators of any questions
- Submit grants to OSPI through IGRANTS
- Prepare budget status reports and statement of financial condition for Board
- Monitor budgets for all funds
- Attend and present district financial status at board meeting
- Print and check monthly apportionment report
- Transmit cash on hand to Co. Treasurer
- Direct Co. Treasurer to update investments
- Review Debt Service requirements periodically
- Prepare District-Wide Budget and Budget Revisions
- Check Food Service payments match claims
- Approve Purchase Orders
- Help staff with grant costs, i.e. personnel costs, etc.
- Reconcile F197 reports
- Prepare F196 for year-end closing
- F-195 (budget) – Final day to submit to ESD for review – July 10th
- WESPac Financial/ HR Security
- Review payroll reports for accuracy
- Provide information to Superintendent in regards to the fiscal matters
- Form 1160 staffing ratio report
- Forward monthly fiscal reports to applicable building/department/program supervisors
- Create New Year chart of accounts and parameters for early orders
- Begin staff planning for next fiscal year
- Prepare Budget Development Timeline – Distribute to Administrators/ Departments
- Verify status of open purchase orders – quarterly
- Create F-203x for monitoring current budgeting/projections
• April-Budget development should be close to complete. Compare to State and adjust.
• Input ASB budget development forms from schools
• Review debt service requirements for non-voted debt.
• Work with categorical program directors on planning the new fiscal year budget.
• Attend WASBO Business Manager Conference
• Review chart of accounts for accurate coding
• Begin accrual process for year-end expenditures and revenues
• Update reference materials for the next fiscal year