



## Director of Business and Finance

### MANAGEMENT REPORT

# APRIL, 2026

#### AREA OF RESPONSIBILITY

#### ACTIVITY

#### ACCOUNTING

- completed month end adjusting entries to general ledger
- completed bank reconciliations - March 2026
- *reviewed support documents; recorded, summarized, reported transactions for the month*

#### ADMINISTRATIVE

- presented information on the impact of property values at a scheduled Community meeting
- prepared PowerPoint on property value impact for ISD
- met with Maintenance Dir. to review operational needs for grounds and transportation
- *prepared agenda items and support documents for monthly board meeting*
- *composed, read, responded, addressed and archived emails*
- *attend Superintendent's administrators weekly meetings*
- *answered phone calls from staff, admin., vendors, related business partners*

#### AUDIT

- reviewed Audit submitted by Kinney CAD for Board Agenda

#### BUDGET

- reviewed KCAD proposed budget for Board presentation and budget allocations
- worked on all spreadsheets and power point presentation for budget workshop #1
- created the 2026-27 ASCENDER budget file to begin budget proposals
- prepared budget amendments for board approval
- *reviewed, assessed and monitored budget accounts during purchase approval process*

#### BUSINESS & FINANCE

- attended Business Managers Critical issues zoom meeting
- ran template to review revenue with 5th 6 weeks student data
- *met with Superintendent to review Board Meeting Business items and Business Managers Critical Issues*
- *processed authorized bank transactions for monthly check runs and payroll per bank deadlines/guidelines while optimizing investment income*
- *prepared agenda items and support documents for monthly board meeting*
- *supported/supervised business office staff for decision making regarding business matters*

#### FOOD SERVICES

- met with (New) Food Services Manager (Brianna Henry) to discuss logistics, expectations, planning of operations through end of year
- met with Yolanda, current Food Services Manager to discuss end of year close out activities
- reviewed experience and prepared salary for New Food Services Manager (replacement for Debbie Esquivel - resigned)
- met with Debbie, Food Services Manager to review updates from the MEGACON foods services event



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#### ACTIVITY

	<ul style="list-style-type: none"><li>▪ <i>supported food service manager for decision making regarding departmental matters</i></li></ul>
<b>PAYROLL &amp; BENEFITS</b>	<ul style="list-style-type: none"><li>▪ started updates to spreadsheets for 26-27 budget</li><li>▪ worked with Superintendent and Payroll Coordinator on FTE updates for budgeting</li><li>▪ updated compensation manuals for 26-27</li><li>▪ created implementation calendar of new electronic timesheet software application</li><li>▪ <i>coded timesheets, work journals, supplemental pay with general ledger accounts for payment and approved journal entries for monthly payroll</i></li></ul>
<b>PURCHASING</b>	<ul style="list-style-type: none"><li>▪ met with team to review phonelines, carrier bill, pricing, &amp; vendors to create efficiencies and reduce costs</li><li>▪ <i>reviewed final documentation and reports for check processing and approvals</i></li><li>▪ <i>reviewed, coded approved requisitions for purchase orders</i></li></ul>
<b>RISK MANAGEMENT</b>	<ul style="list-style-type: none"><li>▪ review TASB property casualty coverage for 26-27 updates and pricing</li></ul>
<b>SPECIAL REVENUE FUNDS/ GRANT MANAGEMENT</b>	<ul style="list-style-type: none"><li>▪ submitted certification for acceptance of the Indirect Cost Rate</li><li>▪ discuss SHARS Medicaid invoice from HHSC for settlement</li><li>▪ prepare worksheet for ACE director to make entries for Summer Staff and budget</li><li>▪ filed expenditure reports for grants with TEA</li><li>▪ <i>responded to awarding agency communications/requests/reports/surveys</i></li></ul>

*routine activities are italicized*