



Director of Business and Finance

MANAGEMENT REPORT

AUGUST, 2026

AREA OF RESPONSIBILITY	ACTIVITY
ACCOUNTING	- completed bank reconciliations - July, 2026 - posted final auditor adjusting entries <i>reviewed support documents; recorded, summarized, reported transactions for the month</i>
ADMINISTRATIVE	- participated in TASB Policy Review with Superintendent and Admin. - met with Superintendent and grounds/transpiration for review/status of motorized equipment <i>prepared agenda items and support documents for monthly board meeting</i> <i>composed, read, responded, addressed and archived emails</i> <i>attend Superintendent's administrators weekly meetings</i> <i>answered phone calls from staff, admin., vendors, related business partners</i>
AUDIT	- reviewed draft of audit and recommended proposed edits - prepared notes for G-1 schedule variances - new this year
BUDGET	- created and posted 2026-27 opening entries for several special revenue funds - gathered support documents and reports for the No-New Revenue and Voter Approval Tax Rate calculation; began calculation of both rates <i>prepared budget amendments for superintendent/board approval</i> <i>reviewed, assessed and monitored budget accounts during purchase approval process</i>
BUSINESS & FINANCE	- calculated and submitted survey data to TEA for tax collections - used for State Funding/flow - calculated and submitted data to TEA for recapture in order to obtain approval to proceed with tax rate adoption - visited with business office team to evaluate/realign/edit checks signature approval procedures - analyzed 2026 certified appraisal values and requested KCAD further review identified variances - submitted use of fund balance for capital projects narrative to Superintendent - tested alignment of "services rendered" for payment procedures across finance manuals and submit report to Superintendent - all aligned - reviewed and discussed travel procedures with team for realignment/edits if necessary <i>met with Superintendent to review Board Meeting Business items and Business Managers Critical Issues</i> <i>processed authorized bank transactions for monthly check runs and payroll per bank deadlines/guidelines while optimizing investment income</i> <i>prepared agenda items and support documents for monthly board meeting</i> <i>supported/supervised business office staff for decision making regarding business matters</i>
FOOD SERVICES	<i>supported and met with food service manager for decision making regarding departmental matters</i>
INVESTMENT OFFICER	prepared 4th quarter investment report per policy for Board presentation
PAYROLL & BENEFITS	- reviewed new application for EyeMed - change in vision benefits - met with employee to review pay stub questions and concerns <i>coded timesheets, work journals, supplemental pay with general ledger accounts for payment and approved journal entries for monthly payroll</i>



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PURCHASING	▪ added "power user" teachers to the ASCENDER automated purchase order process ▪ <i>reviewed final documentation and reports for check processing and approvals</i> ▪ <i>reviewed, coded approved requisitions for purchase orders</i>
RISK MANAGEMENT	▪ worked on damages status report for Board meeting ▪ met with BISD and Gerloff team to assess facilities damages & updates
SPECIAL REVENUE FUNDS/ GRANT MANAGEMENT	▪ researched direct/indirect cost rate as applicable to expenditure reporting, budgeting and grant applications. ▪ met with superintendent and director to review budget schedules for ACE 26-27 application and submission ▪ filed several quarterly and final expenditure reports for grant funds ▪ <i>responded to awarding agency communications/requests/reports/surveys</i>

routine activities are italicized

Amalia Garza