



LEARN / R17 Finance Office Update

Quarterly Accomplishments and Areas of Focus July - September

- Established Finance Office Team
 - Senior Accountant
 - Accountant/Payroll Manager
 - Accountant/Accounts Payable Manager
 - Established one location for Central Office team improving communication
- Process Improvements
 - Develop key contacts for various system access
 - Established standardized procedures for payroll, accounts payable, banking
- Payroll / Accounts Payable
 - Fully implemented in Infinite Visions
 - Establishing balance routines for bi-weekly payroll
 - Revisiting process flow for payroll tasks (e.g., Substitutes, PAFs, stipends)
 - Setting deadlines for payroll
 - Implementing ACH payments for weekly accounts payable
 - Building relationships with schools / departments

2nd Quarter Priorities Oct - December

- Segregation of Duties
- Process Documentation
- Establish Roles and Responsibilities
- Reduce key person dependency by implementing backups for key processes
- Continue to research payroll practices and implement best practices
- Focus on data integrity across district wide employees (e.g., employee location_