BAS - Support Staff Assignment (as of August 2022)

Jesus Holguin - Fiscal Analyst II

Tamika Murray - Accountant

Apportionments, Transfers and Payments
K-12 Principal Apportionment File Update (Supervise-Victoria)
All Other Appt. File Update/Maintenance (Supervise-Diane)
Budget Transfers/Revisions (approval)
Maintenance K-12 Apportionment Schedules
Interest (Supervise-Diane)
Lottery (Supervise-Ryan)
Advisors' General Support
Audit Reports
Beginning Balance Audit Adjustments
Debt Collection
Budget, Interim and Unaudited Actuals Process
Accrual Process
Technical Review Support
Community Colleges
Chart of Accounts Changes w/DFS
Technical Tentative/Adopted Review
Financial Handbook
Technical Support/Validation
Five Year Histories
JPA/County Service Budget & U/A Review
SACS and General Ledger Liason
SACS Matrix Updates/Coordination w/DFS
SACS Forum Meetings
GASB, CSAM, Software
Small District General Support
Special District Process
District 271 & 299 Roll Process (check with Tech JPA in June)
Statistical Analysis

Backup
403(b) TSA Deposit Preparation/Reports to Districts

** Unique Assignment*

Wendryn Barnhart - Fiscal Support Analyst

Ginger Sanchez - Accountant

Apportionments, Transfers and Payments
Community College Apportionment (Supervise-Ryan)
Budget Transfers/Revisions (approval)
Property Tax Process (Supervise-Erica)
Advisors' General Support
Budget, Interim and Unaudited Actuals Process
Accrual Process
Technical Review Support
Community Colleges
Chart of Accounts Changes w/DFS
Technical Tentative/Adopted Review
Employee Compensation Issues
403(b) TSA Deposit Preparation/Reports to Districts
Financial Handbook
Technical Support/Validation
JPA/County Service Budget & U/A Review
Fund 299 Reconciliation
SACS and General Ledger Liason
SACS Matrix Updates/Coordination w/DFS
GASB, CSAM, Software
Small District General Support
District 271 & 299 Roll Process (check with Tech JPA in June)
Statistical Analysis

Backup
Audit Reports
Five Year Histories
Attendance Accounting
403(b) TSA upload to SchoolsFirst & vld file (for Wendryn)

Victoria Olvera - Accounting Technician

Apportionments, Transfers & Payments
Apportionment File Update/Maintenance (For Specific Appts.)
K-12 Principal Apportionment (Deposit) *****
K-12 EPA Apportionment (Deposit) *****
Forest Reserve *
Budget, Interim, & Unaudited Actuals Process
Technical Review
Accruals
Financial Handbook/5 Year Histories
Technical Support/Validation
Small Districts
Technical Support
Backup
Lottery
Misc. State & Federal Apportionments
Principal Apportionment CC
Wire Transfers
BI & R Monthly Activity Update (Fund 51)
Weekly Cash
Property Tax

Shawn Shane - Accounting Technician

Apportionments, Transfers & Payments
Property Tax Appts.
Attendance Accounting
ADA Database Summary/Comparisons *
Data coordination with SELPAs & I.B. *
District Attendance Reporting/Software *
Pupil Attendance Validation (Submission/Audit Reports) *****
J-13A (Emergency Waiver)*
Budget, Interim, & Unaudited Actuals Process
Technical Review
Accruals
Financial Handbook/5 Year Histories
Technical Support/validation
Small Districts
Technical Support
Backup
Fund 299 Reconciliation
Misc. State & Federal Apportionments
Principal Apportionment CC
Principal Apportionment K-12
Wire Transfers
Weekly Cash

Ryan Miller - Accounting Technician

Apportionments, Transfers & Payments
Apportionment File Update/Maintenance (For Specific Appts.)
Lottery *
Principal Apportionment CC *
EPA Apportionment CC *
Budget, Interim, & Unaudited Actuals Process
Technical Review
Accruals
Financial Handbook/5 Year Histories
Technical Support/validation
Small Districts
Technical Support
Backup
Attendance Accounting
Interest
Misc. State & Federal Apportionments
Principal Apportionment K-12
Wire Transfers
Weekly Cash

Diane Sager - Senior Fiscal Clerk

Apportionments, Transfers & Payments
All Other Apportionment File Update/Maintenance
District Wire Transfer Deposit

Interest Apportionment *
Interest - Funds Open/Close Maintenance
Miscellaneous Deposit

Miscellaneous State and Federal Apportionments *
BI&R Monthly Activity Update (Fund 51) *
Weekly Cash Report*
Apportionment Bulletins (OS II prepares)