



FISCAL SERVICES

Presented by Director-
Business Services
Rajpal Bal





District Goals

LCAP GOAL 1

Academic Achievement

The district will provide a high quality curricular program for students that will raise student proficiency on the California Common Core State Standards as measured by overall academic achievement on state assessments, CA Dashboard results, interim assessment data and ELPAC/Reclassification data.



LCAP GOAL 4

Special Education

The district will provide high quality curricular programs for students with IEPs that will raise student engagement in school and proficiency on the California Common Core State Standards as measured by overall academic achievement on state assessments, and engagement rates.

LCAP GOAL 2

Professional Development

Identified classified staff, certificated and administrative staff will participate in professional development to create capacity and expertise in curriculum program implementation based on the development of scope and sequence as measured by walkthrough observations and other evidence (artifacts and student work)

LCAP GOAL 3

Student, Parent & Community Engagement

Improve parent school engagement through an increase in participation in site and district parent groups such as SSC, PTSA, DELAC, ELAC, AAPAC as well as in other parent meetings as measured by attendance sign in sheets.

District Priorities

A) Improve Curriculum, Instruction & Assessment

B) Bolster Professional Learning and Collaboration

C) Strengthen Leadership Capacity

SSFUSD

STRENGTHENING OUR SYSTEMS

the GAS TANK
BENCHMARKS
checking student progress toward goals.

HOW CAN WE LEVERAGE DATA?

the STEERING WHEEL
INSTRUCTION
guiding our learning objectives
ENGAGES US + TAKES US FORWARD

the GPS
NAVIGATION
our goals
LCAP, DEPT.,
SITE, TEAM, TCHR.

FFME -
A PROCESS TO DETERMINE WHAT TOOL, PRACTICE, OR SERVICE WILL HELP US SOLVE OUR IDENTIFIED NEED

WHAT IS OUR ACTION PLAN?

HOW DO WE REFLECT + RELENTLESSLY FOLLOW UP?

the SEATS
CURRICULUM
defines the skills to be taught
STANDARDS, RIGOR, RELEVANCE



the ENGINE
PERFORMANCE MANAGEMENT MEETINGS
showcasing data + progress
ILTs, PLCs, DEPT. MEETINGS

EVERYONE DRIVES ^{the} CAR AT HIS ~ HER OWN LEVEL.

the WHEELS
SYSTEMS OF ASSESSMENT
sets the pace

WHAT QUESTIONS HELP US DETERMINE ROOT CAUSES OF PERFORMANCE?

the MIRRORS
PROFESSIONAL LEARNING SYSTEM
reflecting + growing in our professional practices

EQUITY



Agenda

- Overview of Fiscal Services
- Fiscal Services Org. Chart
- Reporting Deadlines
- Department Challenges
- Achievements
- A Look Ahead FY 2022-23
- Celebrations





Overview

Fiscal Services Department Structure

❖ Budget

- Annual Budget Development
- Budget Monitoring
- Interim Reporting
- Position Control
- Audits

❖ Accounting

- Purchasing
- Stores and Fixed Assets Inventory and Disposal
- 1099 Reporting
- Accounts Receivables/Billing
- Accounts Payables
- Bank Reconciliations
- ASB



Overview

❖ Payroll

- Employee Compensation
- Leave of Absence Tracking
- PERS and STRS Reporting
- Benefits

❖ Reprographics

- Printing Services
 - District Office
 - South San Francisco High School
- Mailing and Distribution of Mail



Fiscal Services Org. Chart



SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
BUSINESS SERVICES
SEPTEMBER 2022

Director of Business Services
Rajpal Bal
X8745

Accounting/Budgeting Supervisor
Jennifer Chan
X5287

Senior Accountant
VACANT
X3969

Purchasing Agent
VACANT
X8724

Accounting Technician
Pauline Sy
X8713

Accounting Technician
Garzetta Billingslea
X8615

Accounting Technician
VACANT
X5973

Budget/Position Control Analyst
Ana Justo
X3969

Budget Technician
Mable Ben
X8630

Payroll & Benefits Supervisor
Marilou Tolentino
X8692

Payroll
Jewel Fausto
X8728

Payroll
Mary Ann Soliman
X8729

Reprographics
VACANT
X8731



Staffing Challenges

The Fiscal Services Department is facing difficulties filling the following opened positions:

- Accounting Division has 3 key positions open since FY 2021-22
 - Senior Accountant
 - Purchasing Agent
 - Accounting Technician
- Reprographic Technician Position has been opened since FY 2021-22

Each position is vital to the department's success, and with the positions unfilled, workloads have been distributed amongst current staff members and department leaders in order to meet crucial deadlines.



Department & Reporting Deadlines

- Budget Adoption - July 1st School Budgets Due to COE
- Unaudited Actuals - September 15th
- Financial Audit - October/November
- First Interim - December 15th
- 2nd Interim - March 15th
- Estimated Actuals - April/May
- Budget Development - May/June
- Interim Audit - Attendance, Processes, and Internal Control
- Attendance Reporting - P1-January, P2-April, Annual-July
- LCAP Mid Year and Annual Updates



Payroll Deadlines

2022

July						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

October						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

September						
S	M	T	W	T	F	S
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December						
S	M	T	W	T	F	S
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

2023

January						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

February						
S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

May						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

March						
S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June						
S	M	T	W	T	F	S
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

- Frontline Entries Complete/Submission Cutoff for Informed K12
- Payroll Cutoff (Payroll will not receive late timecards after this date)
- Payroll Data Entry/Processing
- Payroll locked for County Audit
- Payday

Holiday

Early release on December and June
Please note that November and December are short months.



Accomplishments

Informed K12 Online Forms:

SSFUSD has been using Informed K12 Online Platform for various Fiscal Forms since FY 2020-21:

Currently, the following forms are completed using Informed K12 Platform:

- Timecards
- Stipend Form
- In House Substitution
- Request for Payment and Reimbursement
- Personnel Action Request(PAR)

For FY 2022-23, following forms have been Implemented:

- Conference/Workshop Authorization
- Conference/Workshop Expense Claim
- Request for Mileage Reimbursement



Accomplishments

Financial 2000 District's Accounting and Financial System

Edu. Reports is a reporting application that provides users the ability to retrieve live district-specific financial information in a user friendly and easy to read format.

Access:

In FY 2021-22, we were able to get access for all District Office Administrators, Admin. Assistants and Site Admin. Assistants.

Benefit:

1. Financial Information at their fingertips!
2. Enable site staff to better monitor the budgets
3. Reduced dependency on Fiscal Services
4. Redundant work elimination, purchase requisitions are not returned or held due to lack of budget.



Accomplishments

Audits:

Financial Audit by Internal Auditors:

Two years in a row our district had zero audit findings. Findings from the previous years were cleared and improved processes were implemented to avoid similar findings in the future.

Federal Program Monitoring (FPM):

In FY 2021-22, SSFUSD had FPM audit which included an audit of Program implementation and the expenditures of federal funds as outlined in Federal law. There was zero findings on the fiscal component side.

Child and Adult Care Food Program Audit (CACFP):

This program also goes through audit of program implementation and the expenditures of federal funds. There was zero finding on the fiscal component of this program.



Accomplishments

Professional Development

Administrative Assistant Training in February 2022:

Topics Covered:

1. Fiscal Services Forms and Procedures
2. Edu. Reports step by step process
3. Overview of Purchasing Policies and Procedures.

Administrative Assistant Training August 1st, 2022

Topics Covered:

1. Fiscal Services Overview
2. Timecards and Payroll Deadline
3. Purchasing Policies and Procedures.
4. Associated Student Body Overview
5. Hands on Training Edu. Reports



Accomplishments

Professional Development

Fiscal Services Staff

1. CASBO- Accounts Payable
2. CASBO-Purchasing 101
3. CASBO-Standardized Account Code Structure Basic and Advanced
4. CASBO- Form 1099 Reporting
5. SMCOE- Fiscal Year End Closing Step by Step
6. CASBO-Payroll Compliance
7. Access to various trainings offered by Total Solutions to increase efficiency and effectiveness.



Professional Development





A Look Ahead

- ❖ **Launch additional Fiscal Forms on Informed K12 Platform.**
- ❖ **Develop Procedures for Contracts:**
 - Independent Consultant
 - Contract with Organization
- ❖ **Work with SMCOE to Automate Purchase Requisition Process.**
- ❖ **Associated Student Body Training to Site Staff**
- ❖ **Provide Professional Development opportunities for Fiscal Staff.**



Celebrations

Retirement: Cathy Souza & Nancy Pyle





Celebrations





Team Building





Thank you

**Thank
You**

