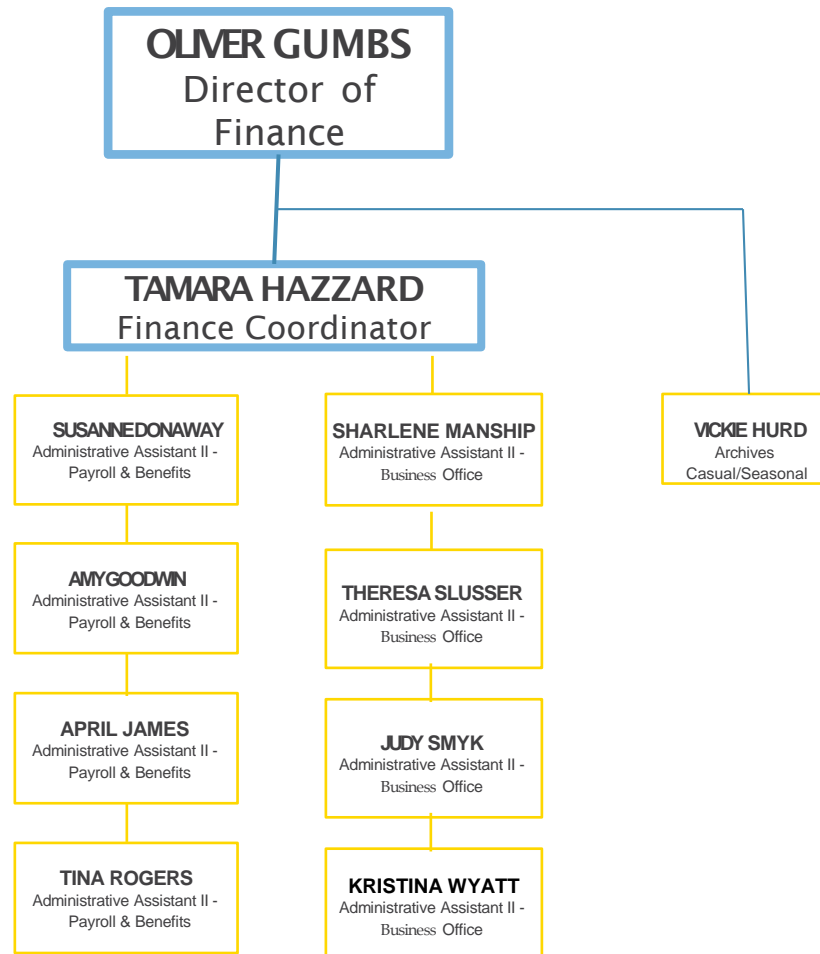


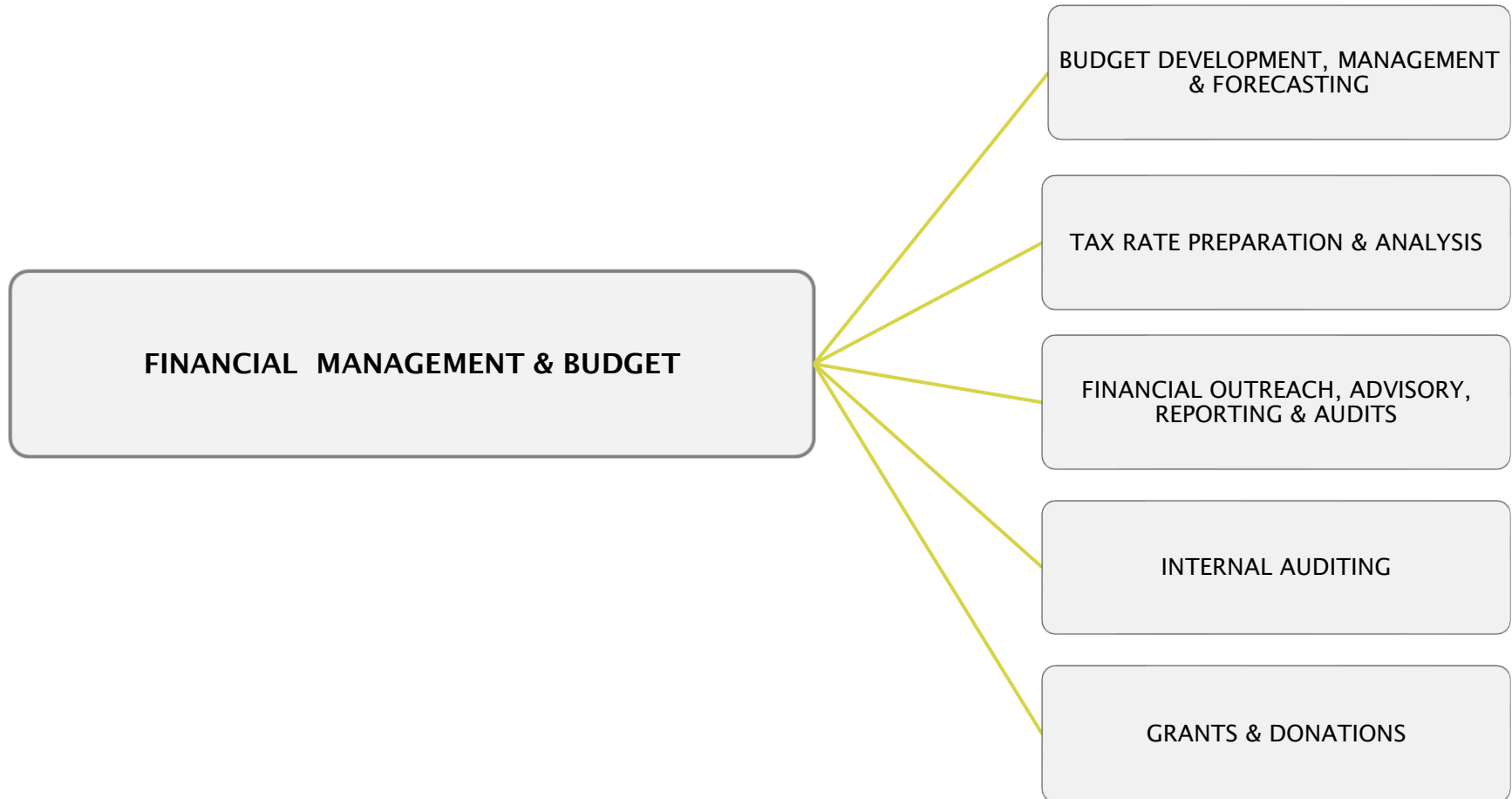
CAPE HENLOPEN SCHOOL DISTRICT

Department of Finance Organizational Chart



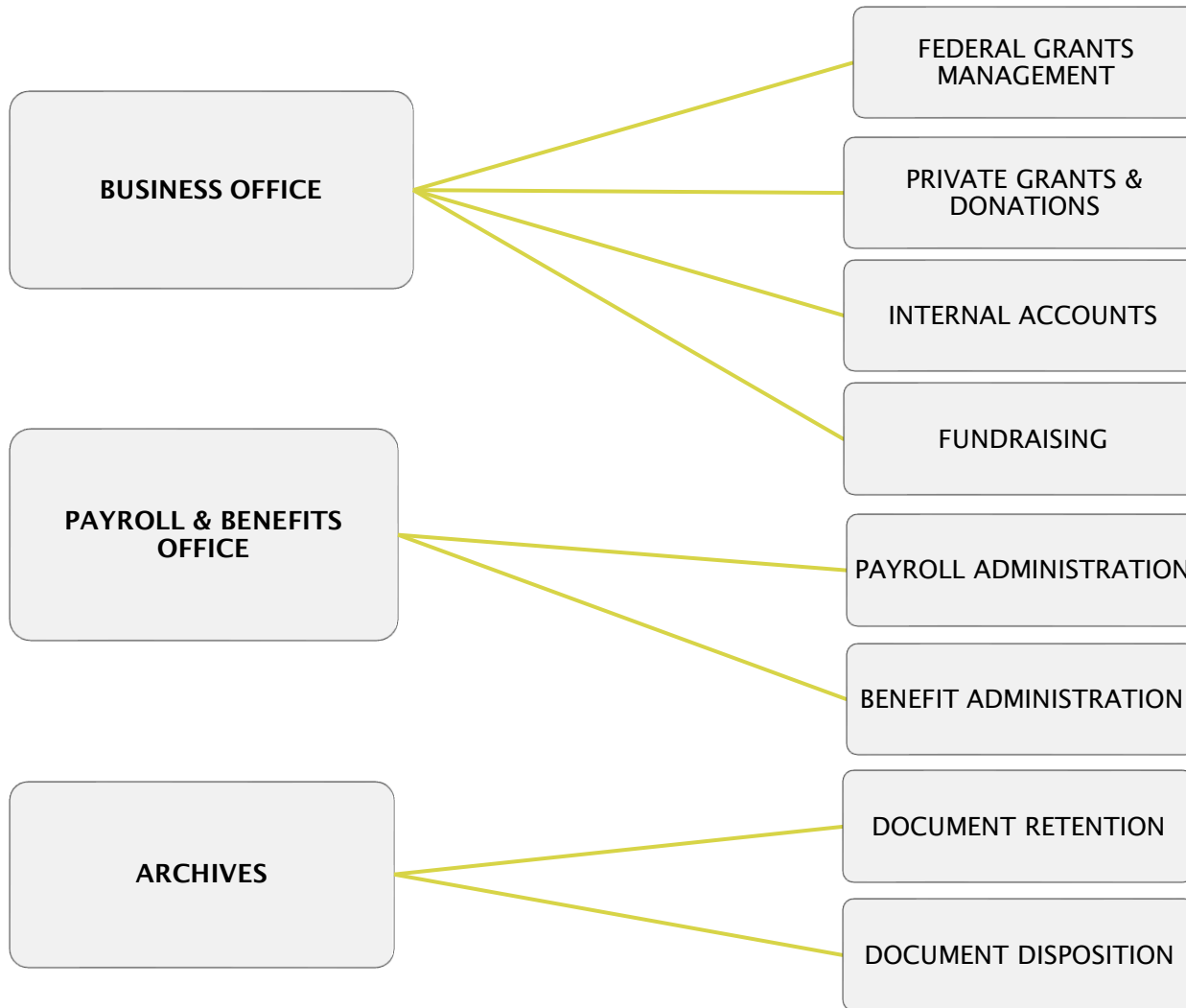
CAPE HENLOPEN SCHOOL DISTRICT

Department of Finance Organizational Chart



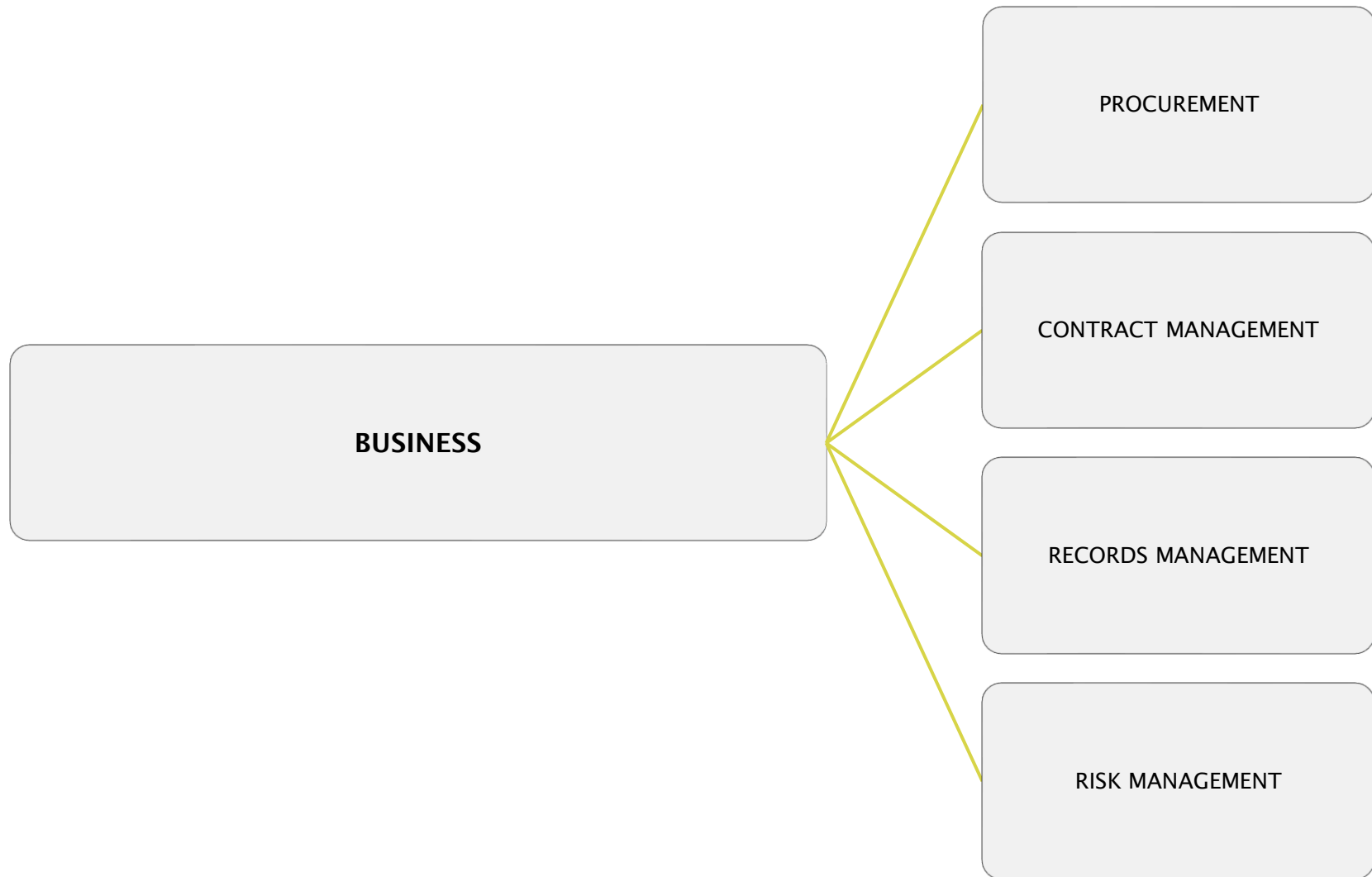
CAPE HENLOPEN SCHOOL DISTRICT

Department of Finance Organizational Chart



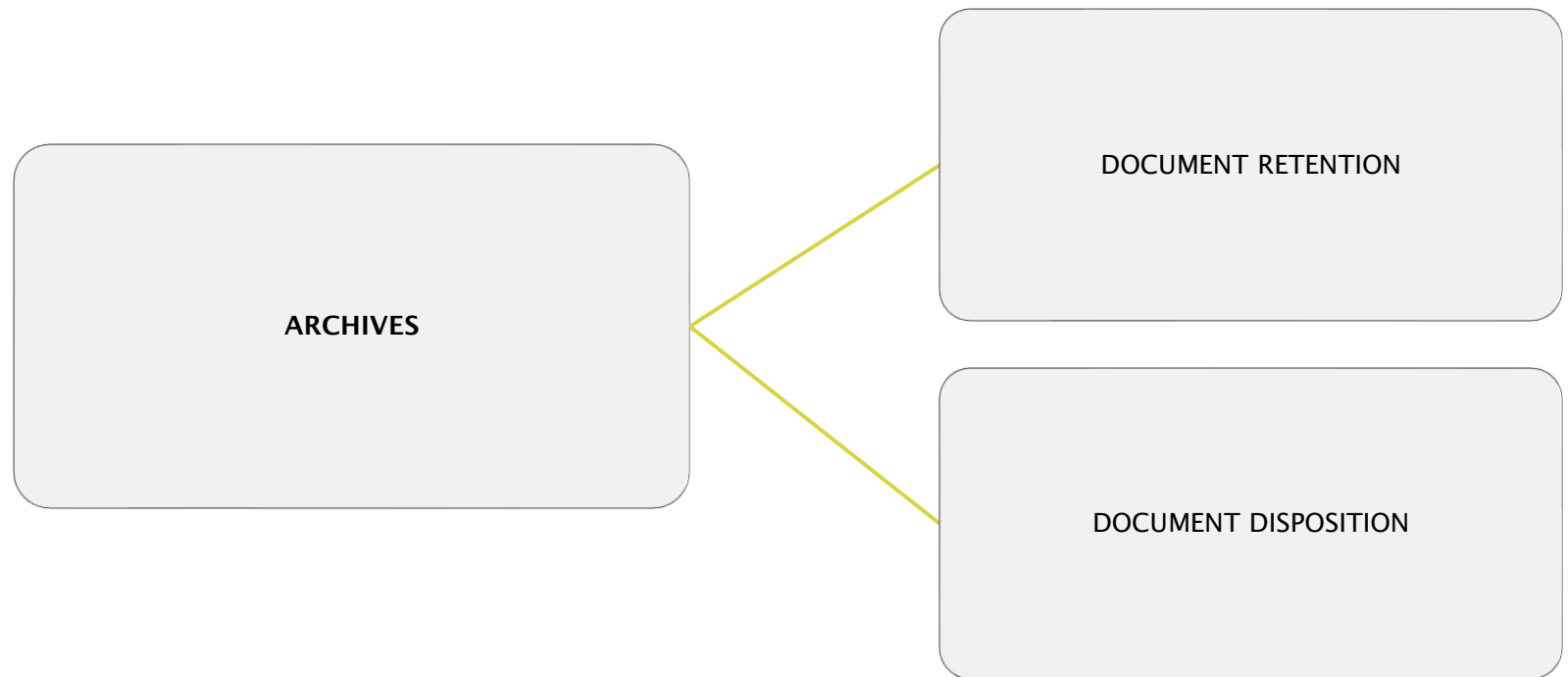
CAPE HENLOPEN SCHOOL DISTRICT

Department of Finance Organizational Chart



CAPE HENLOPEN SCHOOL DISTRICT

Department of Finance Organizational Chart



FINANCIAL OPERATIONS

TAMARA (TAMMY) HAZZARD
FINANCE COORDINATOR

- FSF COORDINATOR
- PHRST COORDINATOR
- PCARD COORDINATOR
- AUDIT COORDINATOR
- GAAP COORDINATOR
- PAYROLL DEPARTMENT SUPERVISION AND TRAINING
- FUNDING LEAD
- LIFE INSURANCE BILLING/CONTACT
- PAYROLL INTERNAL AUDITS
- PAYROLL AND BENEFIT REPORTING
- DATA SERVICE APPLICATION MANAGEMENT
- ANNUAL MASS UPDATES
- INTERNAL AUDITS AND RECONCILIATION TRACKING
- MONTHLY REVENUE TRACKING

BUSINESS OFFICE

CHSDACCOUNTING@CAPE.K12.DE.US

FUNCTIONS HANDLED BY ALL

- FIRST STATE FINANCIALS (FSF)
 - PURCHASE ORDER REVIEW AND PROCESSING
 - ACCOUNTS PAYABLE REVIEW AND PROCESSING
 - CASH RECIEPTS REVIEW, RECONCIATION AND PROCESSING

- DROPLET REVIEW AND PROCESSING
 - PURCHASE REQUISITIONS
 - EMPLOYEE EXPENSE VOUCHERS
 - FUNDRASING

- VENDOR LIAISONS

- BUSINESS/ACCOUNTING ISSUES

CAPE HENLOPEN SCHOOL DISTRICT

Department of Finance Organizational Chart

BUSINESS OFFICE

CHSDACCOUNTING@CAPE.K12.DE.US

SHARLENE MANSHIP

- **ADMINISTRATIVE ASSISTANT II**

- LIAISON FOR DISTRICT OFFICE
- LIAISON FOR TEACHING AND LEARNING, INFORMATION TECHNOLOGY, STUDENT SERVICES AND COMPETITIVE STATE GRANTS
- LIAISON FOR DISTRICT CONTRACTS
- LIAISON FOR PRIVATE GRANTS AND DONATIONS
- LIAISON FOR INTERNAL ACCOUNT RECONCILIATION/TRAINING - QUICKBOOKS

THERESA SLUSSER

- **ADMINISTRATIVE ASSISTANT II**

- LIAISON FOR SECONDARY & ATHLETICS
- LIAISON FOR CHILD NUTRITION, FACILITIES, TRANSPORTATION AND EXTRA TIME PROGRAMS
- LIAISON FOR VOCATIONAL FUNDING
- LIAISON FOR AFFILIATED ORGANIZATIONS

BUSINESS OFFICE

CHSDACCOUNTING@CAPE.K12.DE.US

JUDITH (JUDY) SMYK

• **ADMINISTRATIVE ASSISTANT II**

- LIAISON FOR ELEMENTARY SCHOOLS
- LIAISON FOR INVENTORY CONTROL AND REPORTING
- LIAISON FOR GAAP REPORTING

KRISTINA WYATT

• **ADMINISTRATIVE ASSISTANT II**

- CASH RECIEPTS/BUDGET JOURNALS – LEAD
- LIAISON FOR PAYPAMS AND GOFAN
- LIASION FOR EARLY CHILDHOOD, SPECIAL EDUCATION AND SUSSEX CONSORTIUM
- PCARD B/U

PAYROLL AND BENEFITS OFFICE

CHSDPAYROLLBENEFITS@CAPE.K12.DE.US

FUNCTIONS HANDLED BY ALL

- HUMAN RESOURCES SYSTEM (PHRST)
 - PAYROLL PROCESSING
 - PAYROLL FUNDING ADJUSTMENTS (PFA)
- PAYROLL FUNDING
 - POSITION AUDIT REVIEW AND PROCESSING
 - FILEMAKER PAYSHEET REVIEW AND PROCESSING
- BENEFITS ADMINISTRATION (AS NEEDED)
- OPEN ENROLLMENT CONSULTATION (AS NEEDED)
- RETIREMENT CONSULTATION (AS NEEDED)

PAYROLL AND BENEFITS

CHSDPAYROLLBENEFITS@CAPE.K12.DE.US

SUSANNE DONAWAY
ADMINISTRATIVE ASSISTANT II

- INCIDENT IQ LIAISON
- PAYROLL FUNDING ADJUSTMENTS (PFA)
- PENAPPS PROCESSING
- RETIREMENT PAYOUTS
- LEAVE PAYOUTS

SECTIONS

- 400 – CHILD NUTRITION
- 410 – SUBSTITUTE CHILD NUTRITION
- 610 – SUBSTITUTE ADMINISTRATIVE ASSISTANTS
- 620 – ADMINISTRATIVE ASSISTANTS
- 700 – BUS DRIVERS/BUS AIDES
- 710 – SUBSTITUTE BUS DRIVERS/AIDES

PAYROLL AND BENEFITS

CHSDPAYROLLBENEFITS@CAPE.K12.DE.US

AMY GOODWIN

ADMINISTRATIVE ASSISTANT II

- DATA SERVICE MANAGEMENT – TIME SHEET APPLICATION
- DSEA DUES
- EPER MANAGEMENTPENAPPS PROCESSING
- RETIREMENT PAYOUTS
- LEAVE PAYOUTS
- JROTC FUNDING
- AESOP/FILEMAKER PAYROLL, DATA SERVICE IMPORTS – B/U

SECTIONS

- 500 – TEACHERS
- 520 – DRIVERS ED, VISITING TEACHERS
- 530 – MID-LEVEL PROFESSIONALS/SPECIALISTS
- 600 – ADMINISTRATORS
- 800 – PARAEDUCATORS
- 820 – ATHLETIC COACHES
- 900 – NURSES
- 910 – SUBSTITUTE NURSES

PAYROLL AND BENEFITS

CHSDPAYROLLBENEFITS@CAPE.K12.DE.US

APRIL JAMES

ADMINISTRATIVE ASSISTANT II

HIRING, TRANSFERS, TERMINATIONS AND RETIREMENTS PROCESSING

OPEN ENROLLMENT AND BENEFIT CONSULTATION

- HEALTH
- DENTAL
- LIFE
- FLEXIBLE SPENDING ACCOUNT
- DEFERRED COMPENSATION

RETIREMENT CONSULTATION

- REVIEWS WITH EMPLOYEES

LEAVE ACCOUNTING

- FMLA. STD, LTD, WC AND PPL INTIAL SET UP
- DONATED LEAVE

PAYROLL AND BENEFITS

CHSDPAYROLLBENEFITS@CAPE.K12.DE.US

TINA ROGERS

ADMINISTRATIVE ASSISTANT II

- TIME AND EFFORT REPORTING
- ACA REPORTING
- REIMBURSABLE SUBSTITUTES
- PAYROLL FUNDING ADJUSTMENTS (PFA)
- PENAPPS PROCESSING
- RETIREMENT PAYOUTS
- LEAVE PAYOUTS

SECTIONS

- 100 – CONSTABLES
- 200 – TECHNOLOGY
- 300 – CUSTODIANS/MAINTENANCE
- 310 – SUBSTITUTE CUSTODIANS
- 510 – SUBSTITUTE TEACHERS
- 810 – SUBSTITUTE PARAS, EPER, TUTORS, LUNCH/RECESS AIDES, ETC.

RECORDS MANAGEMENT (ARCHIVES)

VICKI HURD
CASUALS/SEASONAL

- ARCHIVES COORDINATOR
- SERVES AS LIAISONS TO STATE ARCHIVES FOR THE PROCESSING AND TRANSMITTAL OF STUDENT DOCUMENTS
- SERVES AS LIAISONS TO SCHOOLS FOR DOCUMENTS MANAGED AT THE DISTRICT-LEVEL
- ASSIST IN THE REVIEW OF SCHOOL RECORDS TO MEET STATE ARCHIVING REQUIREMENTS
- ASSIST IN THE DEVELOPMENT AND IMPLEMENTATION OF DISTRICT DOCUMENT MANAGEMENT POLICIES AND PROCEDURES
- SPECIAL ARCHIVES PROJECTS