SISKIYOU COUNTY OFFICE OF EDUCATION BUSINESS SERVICES

"WHO DO I CALL?"

Sarah Applegate ***Associate Superintendent Business Services*** ***842-8412***	***Jamie Cramer*** ***Executive Assistant*** ***842-8412***	***Nick Scoma*** ***Business Systems Liaison*** ***842-8481***

• AB1200 Compliance
• Fiscal Oversight
  – Hard Coding Issues
  – Public Disclosure Documents
• STRS and PERS Golden Handshakes
• SCOE Department Procedures and Oversight
• SELPA Fiscal Issues
• Audit Coordination
• County Office Budget, Interim Reports, Year End Closing
• In-service Training Staff Development
• School Business Personnel Resources
• Accounting Assistance
• Internal Control Compliance
• NCSIG Board Member
	• Associate Superintendent's Calendar
	• Contracts/MOU's/Invoicing to Districts
	• Correspondence
	• Audit Finding Preparation
	• Audit Daily Cash Record
	• Time Accounting Coordination
	• Mandated Cost Coordination
	• In-service Coordination / Calendaring of Events
	• Prepare Department Purchase Orders
	• Prepare Travel and Workshop Registration for Staff
	• GASB
	• Purchase Supplies and Materials for Staff
	• Scan and Organize Files in Laserfiche
	• Maintain SCOE Forms
	• Budget/Interims Cover Sheets
		• QSS System Questions/Problems/Management/Training
		• Warrant Processing (AP & PR)
		• Direct Deposit of PR Checks
		• Cancel/Cleared Warrants
		• Process Year End Forms – W2's, 1099's
		• Golden Eagle Charter School Contact
		• Attendance
		• SCOE PO Printing
		• Approve Budget Transfer/Transfers/Deposits
		• Cash in County Treasury

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EXTERNAL SERVICES

Christine Ryan ***Budget Technician I*** ***331-9708***	***Emily Smith*** ***Budget Technician I*** ***842-8474***	***Matt Fielder*** ***Budget Technician I*** ***842-8485***
• Budget/Interim Reviews and Multi-Year Projections – Financial Information to Independent Auditors – Budget/Interim Meetings – Year-End Closing & Unaudited Actuals – Balance Sheet Reconciliations • Budget Revisions • Journal Entries/Transfers • ESSA Per Pupil • District Local Control Funding Formula and Revenue Projections • Roll Budget (All Districts) • Budget/LCAP Review (All Districts) • Federal Interest Reporting <u>Contracting Districts:</u> Big Springs Bogus Dunsmuir High Little Shasta <u>Business Support Contracts:</u> (AP, AR, PR) Bogus Little Shasta	• Budget/Interim Reviews and Multi-Year Projections – Financial Information to Independent Auditors – Budget/Interim Meetings – Year-End Closing & Unaudited Actuals – Balance Sheet Reconciliations • Budget Revisions • Journal Entries/Transfers • ESSA Per Pupil • District Local Control Funding Formula and Revenue Projections • Roll Budget (All Districts) • Budget/LCAP Review (All Districts) • Federal Interest Reporting <u>Contracting Districts:</u> Dunsmuir Elem Klamath River McCloud Elem <u>Business Support Contracts:</u> (AP, AR, PR) • Cashflow for AP & PR Warrant Processing • Payroll Tax Deposits • Quarterly Payroll Tax Return	• Budget/Interim Reviews and Multi-Year Projections – Financial Information to Independent Auditors – Budget/Interim Meetings – Year-End Closing & Unaudited Actuals – Balance Sheet Reconciliations • Budget Revisions • Journal Entries/Transfers • ESSA Per Pupil • District Local Control Funding Formula and Revenue Projections • Roll Budget (All Districts) • Budget/LCAP Review (All Districts) • Federal Interest Reporting <u>Contracting Districts:</u> Gazelle Happy Camp Elem Junction Willow Creek <u>Business Support Contracts:</u> (AP, AR, PR) Junction • Monthly CDE Apportionment Allocation • ACH & Deposits received by County Treasury

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StayCie Tippit ***Account Technician I*** ***842-8422***	***Tammy Wiman*** ***Account Technician I*** ***842-8447***
• CalSTRS Reporting • District AP Warrant Auditing • FUPLOAD Warrant Files (CalSTRS) • Trailing Warrants • Vol Ded Payments <u>Districts PR Supported/Auditing:</u> Butte Valley Unified Dunsmuir Elem Grenada Happy Camp Elem Hornbrook Junction McCloud Montague Mt. Shasta Elementary Siskiyou Union Weed Elem Willow Creek Yreka Elem	• CalPERS Reporting • District AP Warrant Auditing • District Deposits • Court House Deposits (2 times per week) • Cashflow for AP & PR Warrant Processing • FUPLOAD Warrant Files (AP, PR, Vol-Ded, CalPERS) <u>District PR Supported/Auditing:</u> Big Springs Bogus Butteville Delphic Dunsmuir High Gazelle Klamath River Little Shasta Northern United Scott Valley Unified Seiad Yreka High School

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INTERNAL SERVICES

Nadine Hittson ***Budget Technician III*** ***842-8411***	***Annemarie Zediker*** ***Budget Technician III*** ***842-8453***	***Samantha Wilson*** ***Budget Technician I*** ***842-8463***	***Rose Irvine*** ***Budget Technician I*** ***331-9697***
• Contract/MOU Review • PO and Invoice Approvals • Program Grant Financial Management and Reporting • Budget Revisions • Journal Entries & Transfers • Medi-Cal • M.A.A. • Review and Approve Monthly SEHS Policy Council Reports <u>Programs Overseen:</u> Early Educator Teacher Development General Services (SCOE) Foster and Homeless Youth Health Services HIV Local Planning Council Medi Cal/MAA Nutrition Quality Rating and Improvement Systems Transition TUPE Siskiyou Early Head Start State Preschool Universal Pre-Kindergarten	• Contract/MOU Review • PO and Invoice Approvals • Program Grant Financial Management and Reporting • Budget Revisions • Journal Entries & Transfers • Approve and File SCOE Quarterly Sales Tax Reports <u>Programs Overseen:</u> Administration Business Continuous Improvement and District Support Educational Services Emergency Preparedness Human Resources General Services (SCOE) K12 Strong Workforce Program Maintenance and Operations School-Based Mental Health and Wellness Science and Outdoor Education Special Ed/SELPA Student Attendance Review Board (SARB) Technology Transportation	• Audit Monthly SAFE Claims • Contract/MOU Review • PO and Invoice Approvals • Program Grant Financial Management and Reporting • Budget Revisions • Journal Entries & Transfers • SCOE Process AR & Manual Deposits <u>Programs Overseen:</u> Adult Education Expanded Learning Children and Youth Behavioral Health Initiative (CYBHI) Community Schools	• Tax Sheltered Annuities • SCOE Invoices • SCOE Benefit AP • SCOE 9514 Reconciliation • SCOE Payroll • SCOE Accounts Payable