

# College Station ISD Business Services

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# Business Services Staff

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- ❑ Mike Ball, Deputy Superintendent for Business & Operations
- ❑ Carla Merritt, Executive Assistant to Deputy Superintendent
- ❑ Amanda Dotson, Director
- ❑ Ann Fitzpatrick, Accounting Assistant
- ❑ Debra Matthews, Accountant
- ❑ Charlotte Neville, Accounts Payable Senior Analyst
- ❑ Paige Sorrells, Accounts Payable Analyst
- ❑ Betty Sanford, Accounts Payable Analyst
- ❑ Joy Beal, Travel Analyst
- ❑ Brandy Green, Payroll Supervisor
- ❑ Keri Klett, Payroll/Records Analyst
- ❑ Gayle Brakefield, Benefits Coordinator

# Business Services Initiatives

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- Initiatives Completed July 2008-present:
  - Conversion of employee social security numbers to employee ID numbers in Kronos hourly timekeeping system & Finance Plus
  - Upgrade from Finance Plus version 4.0 to 4.3
  - Implementation of electronic benefit enrollment & interface with payroll system for optional insurance products & for health insurance
  - Addition of payroll/records analyst position
  - Implementation of Positive Pay
  - Increase communication with principals & directors
  - Development of federal time & effort procedures

# Business Services Initiatives – cont.

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- Initiatives through August 2009
  - AESOP interface with Finance Plus for employee leave requests & substitute pay
  - Implement ACH payments to vendors, including employee travel payments
  - Work with Technology to replace Kronos server and implement touch ID portion of timeclocks
  - Document business office procedures & forms on website to improve accessibility
  - Automation of other business functions with Finance Plus 4.3 features



# Major Activities

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- Payroll
  - Paychecks
  - Deductions
  - Leave Records
  - Kronos hourly timekeeping system
  - Quarterly IRS Reporting
  - Monthly TRS Reporting
- Purchase Orders/Accounts Payable
  - Purchase Requisitions
  - Purchase Orders
  - Invoices & Payments
  - District Credit Cards
  - Travel Requests & Reimbursements
- Banking/Cash Management
  - Deposits
  - Investments
  - Monthly Reconciliations
  - Positive Pay

# Major Activities – contd.

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- Debt Management
  - Bond Payments
  - Bond Compliance
  - Bond Project Management
  - Capital Lease Management
- Accounting
  - Revenue/Deposits
  - Grant Reporting
  - Internal Charges
  - Trust & Agency Funds
  - Athletic game reports/invoices; event officials
  - Quarterly Sales Tax
  - Annual Financial Audit/Program Audits
  - Fixed Asset Accounting
  - Maintenance of access to Finance Plus
  - Training/support for Finance Plus users district-wide
  - State/Federal Required reporting

# Major Activities – contd.

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- Budget
  - Budget Transfers
  - Budget Amendments
  - Budget to Actual Monitoring
  - Annual Budget Compilation
  - Revenue Estimates
  - Assignment of Budget Codes
  - Personnel Budgeting
  - Assistance with federal/local budgeting issues
- Benefits
  - Health Insurance
  - District-paid benefits
  - Optional Insurance products



# Challenges

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- ❑ Continue to look for opportunities for automate/electronically process transactions
- ❑ Expected increase in volume of transactions based on increase enrollment, personnel, campuses, fixed assets, etc.
- ❑ Staffing/space needs





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Comments/Questions?