

Business Office Calendar and Due Dates

**MSBO Annual Conference
May 4, 2017**

Presented by:

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Role of School Business Office

- Establish, maintain, and review effective and accurate budgeting practices within established accounting guidelines and regulations to support the educational process
- Monitor and control expenses as authorized in approved budgets for all district financial activities
- Manage business and financial dealings effectively by following district policies, state laws, and good business practices
- Develop scenarios projecting expected revenues and expenses
- Provide transparent information and reporting



Role of School Business Office

(in summary)

Support the educational process but keep the district fiscally solvent, compliant, and out of trouble



A School Business Official is responsible for 100+ different things



School Business Office Checklist

- Excel spreadsheet

[Business Office To Do Calendar Checklist.xls](#)

- Print as 8-1/2x14 legal or 11x17 ledger
- Add position or name of staff person responsible for task
- Make it your own
- Use it so you don't forget tasks
- Use it to communicate volume of responsibilities in the Business Office
- Use it to communicate with your auditors about your processes

Business Office To Do Calendar Checklist.xls

Checklist of Tasks

Budget Process

Audit

Financials

Cash Flow

Special Education ISD Reimbursements (Act 18, Administrative Costs)

Indirect Cost Rate

Inter-fund Transfers (Self-supporting programs Indirect Cost Recovery, Subsidized programs General Fund Subsidy)

Transportation Report (SE-4094)

Property Taxes

Debt Payments and School Loan Revolving Fund

Municipal Qualifying Statement

Annual Survey of School System Finances

Student Count

Dual Enrollment

Checklist of Tasks

Educational Entity Master (EEM) on CEPI

Benchmarking

Webpage

Capital Projects

Michigan Unclaimed Property

Risk Management-Student

Risk Management-District

Purchasing

Federal Title Grants (Title I, Title II, Title III)

State Grants (At Risk Section 31a, other State Categoricals)

Federal Special Education Grants (IDEA Flowthrough, IDEA Preschool)

Medicaid Direct Services Program

Medicaid Outreach

Federal Drug Free Communities Grant (SRSLY Dexter)

Consortium

E-Rate

Miscellaneous Billing

Checklist of Tasks

Fixed Assets

Sale of Obsolete Assets

Worker's Compensation

Unemployment

Payroll-Paychecks

Payroll-Withholdings

Payroll-Filings>Returns

Benefits

403b Orphan Vendors

New World Security

Internal Accounts-Payables

Internal Accounts-Receipts

Receipts

State Aid

Bank Statements

Business Office

Journal Entries

Checklist of Tasks

Accounts Payable

Purchasing Cards

Employee Expense Reimbursements

Contracts (Arbiter Pay, PESG)

Tax Filings (1099s)

Registry of Educational Personnel (REP) on CEPI

School Infrastructure (SID) on CEPI

Clock Hours of Pupil Instruction

Food Services Reports

Question?

How do you eat an elephant?

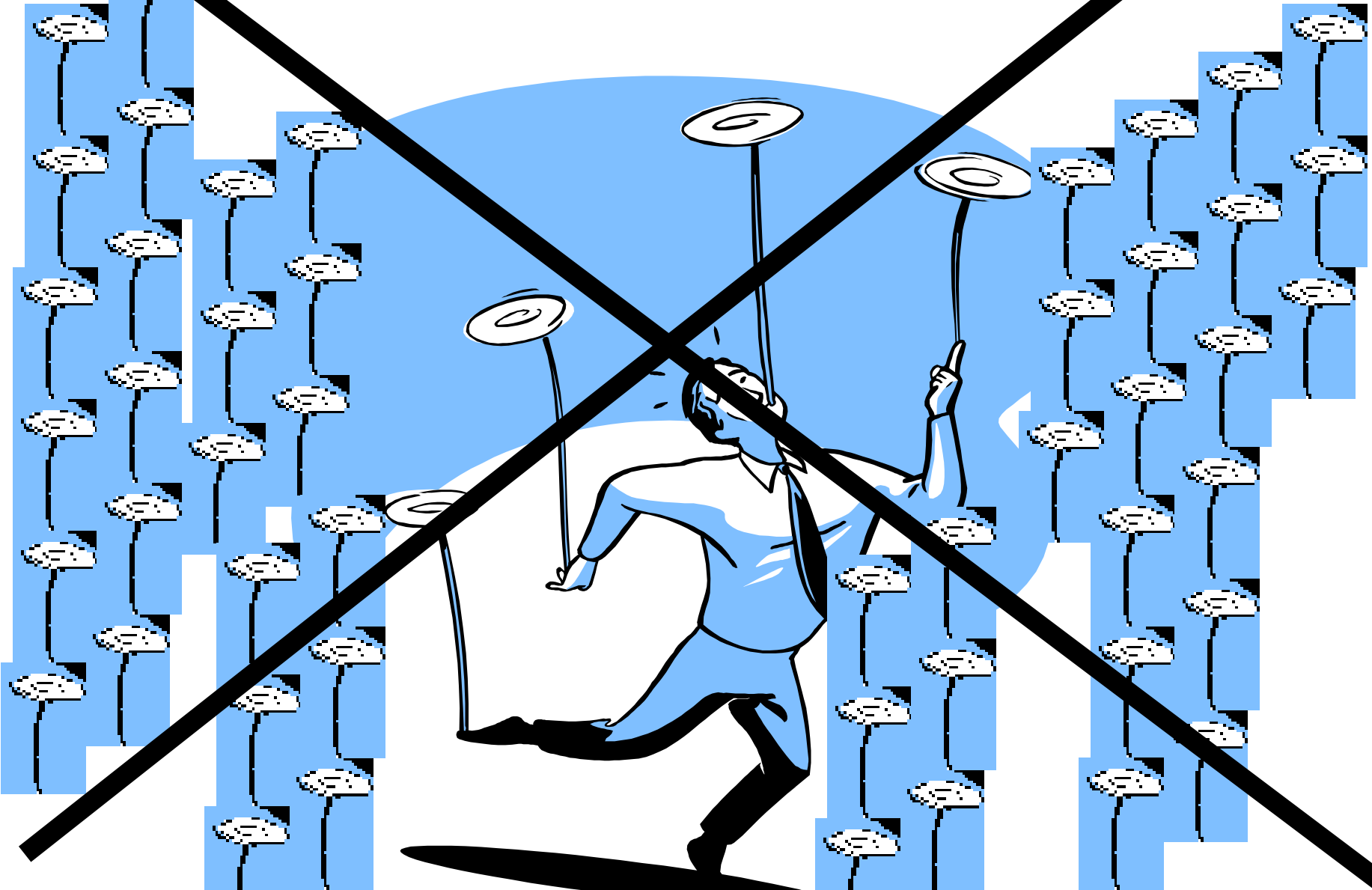
Answer?

One bite at a time...

The checklist gives you your tasks.

Do them one at a time...

A School Business Official is responsible for 100+ different things



**A School Business Official is
responsible for 392
+ different things and growing!**



Questions?

Contact

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