



2005-2006 Key Accomplishments and Areas for Improvement Summary Report

FINANCE DEPARTMENT

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KEY ACCOMPLISHMENTS in 2005-06

BUDGET

Budget Development

- Developed a collaborative process (which included the establishment of the Budget Review Committee and constant interaction with stakeholders) emphasizing the funding of the major budget goals:
 - To maintain and improve the academic program and student achievement in this period of growth
 - Remain competitive in employee compensation in order to attract and retain qualified staff
 - Adequately budget for expenses

After months of hard work, the end result is that the school system will receive the necessary funding that it will need in the next fiscal year to offer excellent educational programming (nearly full funding of WJCC Public Schools' request).

Budget Development (technical)

- Developed professional, informative, and comprehensive budget/financial documents (the Fiscal Year 2006/2007 Budget Book), which includes comprehensive information including five years of data:
 - “Budget Introduction” Section includes: Executive Summary, Budget Development Information, Directory Information, etc.
 - “Budget Summaries” Section includes: Operating and other funds, budget summaries which presents data in various formats. Object reports (items being budgeted - salaries, supplies, etc.) and Function (purpose that budget supports – student instruction, transportation, etc.)
 - “Revenue” Section includes: Sources of budget revenue
 - “Function Budget” Section includes: Breakdown of expenditures by Functional Area with narrative description
 - “Cost Center Budget” Section includes: Breakdown of expenditures by Cost Centers (schools/departments/locations)
 - “Supplemental” Section includes: Proposed salary information and stipend information
 - “Statistical Information” Section includes: Per pupil expenditures and City/County statistics
 - “Enrollment/Staffing” Section includes: Proposed teacher allocations, 10-year projections, and enrollment information
 - “Miscellaneous” Section includes: Copy of proposed CIP (subject to revision) and 2006 Strategic Plan status report
- As part of budget, produced 10-year budget projection for new facility and related staffing costs based on projected enrollment to foster long-term forecasting

- Budget aligned with main work of district - teaching and learning - significant funding of instructional improvements
- Exceptionally responsive to customers needs as evidenced by customer feedback – collaborative problem solving approach.
- Effective teacher salary scales developed in collaboration with employee association (WJCEA)

FISCAL CONTROL AND ACCOUNTING

- Fiscal management of +\$90M in funds
- Improved School Board reporting, e.g., Financial Highlights
- Prepared the FY2005 CAFR (Comprehensive Annual Financial Report)
- Received Certificate of Excellence in Financial Reporting for the year ended June 30, 2005 from GFOA.
- Prepared Annual School Report and other Federal, State, and Local reports
- Managed grant reimbursements, CIP billing, and other receivables
- Provided a staff development workshop for the school bookkeepers in conjunction with auditing firm (KPMG). First one in 5 years.
- Selected a new software program for the schools to use with their Student Activity Funds (more up to date, windows-based, customer oriented company)
- Collected over \$870 (through March 2006) from employees that took time off for Jury Duty
- Tracked out-of-district tuition to make sure that we are receiving proper tuition

ACCOUNTS PAYABLE

- No negative Accounts Payable Comments on the Efficiency Review
- Initiated P-Card Payment Process
- Processed 105 check runs from July 1, 2005 to May 2, 2006
- From July 1, 2005 to May 2, 2006: 8,375 checks have been processed totaling \$37,531,409
- Tracking the number of entries began in December 2005. From December 1, 2005 to May 2, 2006: 9,503 entries were keyed.
- Processed 52 1099's

PAYROLL

- Processed FYTD (July 2005 thru April 2006)
 - 54 Payrolls
 - 9,656 checks
 - 12,630 direct deposits
 - 65 voided checks (majority being lost in the mail)
 - \$51,300,640 gross pay
- Processed VRS contributions fiscal YTD (reconciling monthly) for two groups (professional and non-professional employees)
 - Approximately 1,350 employees
 - \$5,421,410
- Processed 2,343 W2s
- Trained Accounting Associate to run a supplemental payroll in the Payroll Specialist's absence (to reach goal of reduced overtime in Payroll Section)
- Trained Transportation Payroll Clerk to key Operations and Transportation payroll (to reach goal of reduced overtime in Payroll Section)
- Payroll Specialist took Certified Payroll Professional Exam Preparation class – not just to take the exam but to learn about the areas that WJCC needs to change to be compliant with FLSA, etc.

- Prepared Quarterly Virginia Employment Commission (VEC) Report, 941 (Federal quarterly report), VA-16 (Virginia State quarterly report) and Multi-Site reports (State requirement).
- Exploring how other school divisions capture sub payroll information to cut down on processing time (from three days to one day) – so we can offer direct deposit and reduce overtime in Payroll.
- Started sending Direct Deposit by On-Line Transfer without the assistance of the Technology Department (this is the first time that Finance has done this). It will be done by Finance from now on.
- Began working with the local APA (American Payroll Association) chapter that was just created in January 2006, which makes it possible to network with other payroll professionals and find innovative ideas to be more efficient.
- Accounting Associate's ability to work independently on supplemental payroll process.
- Accounting Associate now helping with processing of monthly payroll
- Accounting Associate had reduced time spent preparing checks/direct deposits (utilizing folding and stuffing machine)

RISK MANAGEMENT

- Met with insurance agents, consultants and third party administrators to assure that we all had the same mission for our programs. Reviewed insurance policies: Worker's Compensation, General Liability, Vehicle, Property, Flood, Tank Guard, Crime, Wrongful Acts, Boiler and Machinery, Excess Liability, etc.
- Met several times with James City County Risk Manager to discuss Shared Services
- Processed in excess of 300 claims in FY2006 (through May 2006)
 - 150+ student injuries
 - 114+ workers comp claims
 - 21+ vehicle accident reports
 - 5 non-student accident reports
 - 12+ property damage and theft claims

PURCHASING

- Bid, awarded, and managed contracts for Districts goods and services
- Completed training for Certified Public Purchasing Buyer certification
- Established Purchasing Card program with a trial group
- Updated Purchasing policy and procedures
- P-Card transactions of \$19,324 in two months with only ten cardholders using, saved processing 87 individual transactions in Finance
- Purchase orders processed from July 1, 2005 through April 30, 2006 total 1,622 for a total dollar value of \$57,043,004
- Tasked outside vendor to perform physical inventory at school division sites to update fixed assets and controllable assets inventories.
- Received training on system upgrade to manage fixed and controllable assets.

DUPLICATING

- 1.4 million copies from July 2005 through April 2006
- Scanning documents. This also leads to burning CDs, which cuts down on paper use.
- Use of digital copy machine - able to receive links with large documents to be printed and the small printers do not struggle through making one original. We are also able to store items copier that allows us to easily re-run jobs. Trained customers so that they are also able to retrieve and run documents on their own.
- Trained others on the use of the CD burner and the postage machine.

OTHER

- Prepared yearly enrollment and enrollment projection reports
- Prepared differential funding report
- Helped secure adequate Third High School construction funding
- Conducted Business Process Review (BPR) of business processes
- Processed an average of 1,158 employee Leave Reports each month
 - This includes an average of 2,778 entries per month
 - Average of 2.4 entries per employee
 - This includes separate worksheets and/or programs for Leave without Pay, Jury Duty, FMLA, etc.
- Updated “No Employee Left Behind” book and gave class during August Orientation.

The Finance Department is extremely customer-focused and offers high quality service to the entire district.

AREAS for IMPROVEMENT in 2006-07

FISCAL CONTROL AND ACCOUNTING

- Implement financial system upgrade to allow better service to our customers. An example of this includes providing online access to cost center managers to review their accounts and produce their own reports.
- Begin using the Fixed Assets module in IFAS for tracking fixed assets which will facilitate the preparation of the fixed asset schedules for the annual audit.
- Begin having at least one, possibly two, workshop/meetings with the school bookkeepers each year to discuss issues/provide additional training, etc.

ACCOUNTS PAYABLE

- Reduce number of voided checks
- Start site visits to schools/locations
- Implement software upgrade
- Initiate electronic payments
- Expand P-Card Payment Process to all locations

PAYROLL

- Take Certified Payroll Professional Exam
- Train Accounting Assoc to print W2s (to reach goal of no overtime in Payroll Section)
- Train Accounting Assoc to run monthly payroll in the Payroll Spec's absence
- Train the Accounting Assoc to do Position Calendars (to reach goal of limited/no overtime in Payroll Section)
- Streamline substitute payroll by using Sub Finder/Subpay module
- Work on mandating Direct Deposit for all employees
- Reduce time spent processing supplemental payroll
- Accounting Associate to help reduce work load for Payroll Specialist
- Continue to train Accounting Associate on monthly payroll functions

RISK MANAGEMENT

- Explore avenues to use Workers Compensation module in IFAS and confirm that it complies with Virginia laws
- Continue to work with James City County on Shared Services
- Institute training packages for employees as related to job safety for the purpose of reducing claims
- Send monthly e-mail notices to employees giving safety tips, etc. to make them "aware".

PURCHASING

- Implement financial system upgrade to allow better service to our customers.
- Test for certification and use knowledge gained to take on more responsibilities
- Improve expediting of orders
- Use P-cards for more small purchases and distribute to all locations in division

OTHER

- Explore avenues to better utilize IFAS and interface with HR (example: Leave Reports, time off, etc.)
- Work with other departments to improve policies/procedures/practices to encourage equity, efficiency, and consistency
- Work on central office space issues to increase efficiency