



**FINANCE DEPARTMENT
FY2006-2007 ACCOMPLISHMENTS
and
FY2007-2008 AREAS for IMPROVEMENT**

BUDGET

BUDGET DEVELOPMENT

- Conducted 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
 - To implement Phase I of a multi-year technology plan

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 open two new schools and continue to offer excellent educational programming (Operating Budget of \$110,904,051 – an increase of \$12,191,705 – or 12.4%).

BUDGET DEVELOPMENT: Technical

- Developed professional, informative, and comprehensive budget/financial documents (the Fiscal Year 2007/2008 Budget Book), which includes comprehensive information, including five years of data.
 - Improved function and cost center reporting by breaking out costs to better reflect expenses.
 - Continued to improve budget format and provided additional financial and statistical information
- Received Distinguished Budget Presentation Award for the FY 2006/2007 budget from GFOA
- Integrated detailed CIP budget into budget presentation
- As part of budget, produced 5-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
- Teacher and other salary scales developed

FISCAL CONTROL and ACCOUNTING

- Fiscal management of +\$135,000,000 in funds
- Prepared the FY2006 CAFR (Comprehensive Annual Financial Report), applied for awards from GFOA and ASBO
- Received the GFOA Certificate of Achievement for Excellence in Financial Reporting for FY2005
- Received the ASBO Certificate for Excellence in Financial Reporting for FY2005
- Managed grant reimbursements, CIP billing, and other receivables
- Provided two staff development workshops for the school bookkeepers, one in conjunction with the state office for unclaimed property
- Researched unclaimed property laws and developed and implemented procedures for identifying and reporting unclaimed property to the state.
- Implemented a new software program for the schools to use with their Student Activity Funds (more up to date, windows-based, customer oriented company)
- Issued reports, requested grant reimbursements, and responded to system inquiries more expeditiously
- Set up the Fixed Assets module in IFAS

AREAS for IMPROVEMENT in 2007-08: FISCAL CONTROL and ACCOUNTING

- Continue having at least one, possibly two, workshop/meetings with the school bookkeepers each year to discuss issues/provide additional training, etc.
- Implement the upload capability of the activity fund software so that information may be received in a timelier manner from the schools and to achieve consolidated reporting for the activity funds
- Work closely with grant administrators to insure that all funds are expended in a timely manner and in accordance with grant guidelines
- 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. (Due to delays on Bi-Tech's end, this did not happen during FY2007)
- 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

ACCOUNTS PAYABLE

- For FY2007 (July 1, 2006 to June 29, 2007):
 - Processed 116 check runs
 - \$85.1 million
 - \$36.3 million General Fund and \$48.8 million Capital Improvements Fund
 - 8,670 checks
 - 25,129 entries
- Processed 46 1099's
- Accounts Payable Specialist passed certification examination and is an Accredited Payables Specialist through the Institute of Management and Administration/The Accounts Payable Network

AREAS for IMPROVEMENT in 2007-08: ACCOUNTS PAYABLE

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

OFFICE of the ASSISTANT SUPERINTENDENT/CFO

- Processed an average of 947 employee Leave Reports each month
 - Average of 2,524 entries per month
 - Average of 2.7 entries per employee
 - This includes separate worksheets/programs for LWOP, Jury Duty, FMLA, etc.
 - Collected \$940 from employees that were excused for jury duty
- Updated “No Employee Left Behind” book and distributed on 7-01-07
- Issued monthly “Safety Tips” to WJCC employees, and received positive feedback
- Instrumental in revising Military Leave policy, as employees were receiving dual paychecks
- Reorganized office files for a more orderly system
- Continuous updates to Emergency Phone Tree (for risk management/crisis committee purposes)
- Explore avenues to better utilize IFAS and interface with Human Resources (example: leave reports, time off, etc.)
- Work with other departments to improve policies/procedures/practices to encourage equity, efficiency, and consistency

RISK MANAGEMENT

- Processed more than 334 claims in FY2007
 - 157 student injuries
 - 149 workers comp claims
 - 12 vehicle accident reports
 - 5 non-student accident reports
 - 11 property damage and theft claims
- Met with insurance agents, consultants and third party administrators to assure that we all had the same mission for our programs. Reviewed and fine-tuned policies with insurance agent to get all policies on WJCC’s fiscal year policy year and payment plan: Worker’s Compensation, General Liability, Vehicle, Property, Flood, Tank Guard, Crime, Wrongful Acts, Boiler and Machinery, Excess Liability, etc.
- Utilized IFAS program for FY2007 WC files for improved OSHA tracking and reporting
- Worked with James City County Risk Manager to seek advice on Risk Management from a Shared Services perspective.
- Attended VML Seminar, which included Risk Management as well as WC issues
- Attended VRS Seminar
- Spoke on behalf of WJCC Schools at WC hearings
- Met with WC insurance adjustors to discuss procedures, brainstorm, and streamline work.

PURCHASING

- 1,677 purchase orders processed in FY2007 for a total dollar value of \$46,930,305
- 3,883 individual P-Card transactions made in FY2007 for a total of \$981,801
- Bid, awarded, renewed and managed contracts for Districts goods and services
- FY07 Purchasing staff were Certified Public Purchasing Buyers
- Completed implementation of Purchasing Card (P-Card) program and trained all users
- Updated Purchasing policy and procedures
- Upgrade of purchasing module in IFAS
- Issued twenty-three bids, awarded, and managed contracts for opening of new high school and new elementary school.

PAYROLL

- Processed FY2007 (July 2006 through June 2007)
 - 54 Payrolls
 - 6,755 checks
 - 21,008 direct deposits
 - 41 voided checks (major reason: checks lost in the mail)
 - \$66,212,505 gross pay
- Processed VRS contributions (reconciling monthly) for professional and non-professional employees
 - Approximately 1,425 employees
 - \$9,630,000 (approximately)
- Processed 2,425 W-2's
- Trained Finance Payroll Clerk to key Supplemental payroll (to reach goal of reduced overtime)
- Created Summer School electronic absence reports to pay by to streamline paperwork and processing time for summer school lead teachers and payroll. Met with summer school staff to train.
- Created Multicultural After-School Program electronic timesheet to streamline paperwork and processing time for multicultural teachers, office and payroll staff each month. Met with staff to train.
- Prepared Quarterly Virginia Employment Commission (VEC) Report, 941 (Federal quarterly report), VA-16 (Virginia State quarterly report) and Multi-Site reports (State requirement) with only one discrepancy as compared to four or five discrepancies in previous years.
- Still exploring how other school divisions capture sub-payroll information to cut down on processing time (from three days to one day) – to reduce overtime in Payroll.
- Have begun implementation of Sub Finder sub pay.
- Started sending Direct Deposit for supplemental payroll for the first time in WJCC history!
- Payroll Coordinator elected as Vice President of the local APA (American Payroll Association) chapter, which makes it possible to network with other payroll professionals and find innovative ideas to be more efficient. Payroll Specialist is also now a local chapter member.
- Payroll Specialist able to work independently on supplemental payroll process.
- Payroll Specialist now helping with processing of monthly payroll.
- Payroll Coordinator office relocated and workspace was reconfigured in one location to increase efficiency.

- Payroll Specialist ran W-2's with Payroll Coordinator's assistance.
- Payroll Specialist entered benefit table update for the first time.
- Payroll Specialist entered calendar definition for the first time.
- Payroll Specialist started ordering savings bonds every payroll.
- Payroll Specialist now completing all employee verifications.

AREAS for IMPROVEMENT in 2007-08: PAYROLL

- Payroll Coordinator to take Certified Payroll Professional Exam
- Implement Payroll Staff Meetings for time management
- Continue to train Payroll Specialist to print W-2's (to reach goal of no overtime in Payroll Section)
- Continue to train Payroll Specialist to run monthly payroll in the Payroll Coordinator's absence
- Streamline substitute payroll by using Sub Finder/Sub pay module to reduce overtime spent processing by school staff and payroll
- Goal of 95% mandating Direct Deposit for all payrolls (FY2006 had a 57% direct deposit rate and FY2007 had 75% direct deposit on all payrolls)
- Payroll Specialist to help reduce work load for Payroll Coordinator by continuous cross-training of monthly payroll functions
- Create more electronic timesheets for support personnel to reduce time spent on processing.
- Discuss with cost center managers paying "stipend" or one payment per activity instead of an hourly rate.

DUPLICATING

- 3.3 million copies made in FY2007. The advent of benchmark testing increased our volume.
- Continue to burn CDs in large numbers including 400 for the project with Jamestown Historical Park.
- Now have two high volume digital copiers which makes the workload flow smoother
- Receiving more jobs through e-mail either as attachments or links to an internet site such as VDOE
- Installed account codes on the large machines and every office is being charged for their own copying
- 168 outbound UPS Packages in FY2007
- 21,296 pieces incoming mail from 11-03-06 to 6-28-07
- 698 packages through here to CEO