



# Issue Paper

**DATE:**

May 28, 2021

**AGENDA ITEM (ACTION ITEM):**

Consider/Approve an Additional 10 workdays for 7 Finance Dept. staff members

**APPLICABLE BOARD POLICY:**

03.221 Salaries

**HISTORY/BACKGROUND:**

The Finance Department will be assisting the school administrators and bookkeepers with implementation of their school's budgeting and spending plans. The current staff is trained to review budget reports, explain requirements and provide on-site support to school principals and bookkeepers through this process. Current Finance staff is also trained to explain and assist principals and bookkeepers in planning and recording school activity fund transactions as well as conduct additional training and internal audits throughout the year. It is more efficient and effective to utilize the current staff for the support, training and reviews given their knowledge and experience with the regulations/requirements. The additional workdays will provide the resources needed to provide this needed support during fiscal year 2022 and will be scheduled as needed. The Finance Dept. staff's current work schedule is 230 days.

**FISCAL/BUDGETARY IMPACT:**

\$ 18,000.00 General Fund Indirect Cost Revenue from ESSER II funds

**RECOMMENDATION:**


Approval of up to an additional 10 workdays for 7 Finance Dept. staff members in FY 2022.

**CONTACT PERSON:**

Susan Bentle, Exec. Director Finance

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Principal

  
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District Administrator

  
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Superintendent