



Purpose and Work Streams 2016-17

Budget, Planning and Accounting

Purpose	
Purpose	Department Manager
The Budget, Planning and Accounting Services Division provides services to the district in the way of accounting, reporting, budgeting, business technology, grant management, auditing, cash/investment management, and school finance planning.	Ross MacPherson, Budget Manager Candie Steffen, Comptroller

Major Work Streams		
Title	Description	Lead
Audit		Candie Steffen, Comptroller
Accounts Payable		Lacy Fatajo, Accounts Payable Lead/Office Manager
Budget Development		Mike Barry, Assistant Superintendent of Business Services Ross MacPherson, Budget Manager, Monica Apodaca, Budget & Staffing Analyst
Budget Allocation Management (BAM)		Monica Apodaca, Budget & Staffing Analyst
General Ledger		Candie Steffen, Comptroller Denise Scott, Financial Specialist
Grant Management		Ruth Schultz, Grant Financial Supervisor
Resource Mgt (Fees and Revenues)		Ruth Schultz, Grant Financial Supervisor, Jim Beilke, School Accountant, Candie Steffen, Comptroller
Risk Management-non employee benefits		Ross MacPherson, Budget Manager, Risk Manager
School Activity Fund Accounting (SAF)		Jim Beilke, School Accountant, Candie Steffen, Comptroller



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Priority Projects 2016-17

COMP Priority Project	Strategic Framework Priority Area	Strategic Framework Priority Area Next Step	Project Lead	Q1 Key Implementation Steps	Q2 Key Implementation Steps	Q3 Key Implementation Steps	Q4 Key Implementation Steps	Metrics for Monitoring Completion and Success
Acceleration of the annual budget process	V: Accountability	At the system level, continue to develop tools and conduct program evaluations to guide programmatic decisions and ensure effective and equitable allocation of resources.	Mike Barry, Assistant Superintendent for Business Services Ross MacPherson, Budget Manager	Develop accelerated budget calendar				
Exploration and migration to an electronic staffing workbook	V: Accountability	At the system level, continue to develop tools and conduct program evaluations to guide programmatic decisions and ensure effective and equitable allocation of resources.	Ross MacPherson, Budget Manager	RFP Development and distribution to vendors	Award successful RFP and begin design work	1) Internal review of allocation resources by departments for staffing workbook. 2) Distribute (new) staffing workbooks	Pending feedback by users, review for future years' use.	1) Increased frequency of workbook labs 2) Constructive design feedback 3) Ultimate goal is implementation of improved workbook process.
Systematic procurement card audit/review	V: Accountability	At the system level, continue to develop tools and conduct program evaluations to guide programmatic decisions and ensure effective and equitable allocation of resources.	Candie Steffen, Comptroller	Document review steps	Develop review schedule and begin implementation of transaction review	Continue transaction review	Continue transaction review	1) Increased understanding of procurement card appropriate use and documentation standards. 2) Increased compliance with procurement card appropriate use and standards.
Improved cash receipt recording - school activity funds	V: Accountability	At the system level, continue to develop tools and conduct program evaluations to guide programmatic decisions and ensure effective and equitable allocation of resources.	Candie Steffen, Comptroller	N/A	Develop potential improvements via working with the district auditor, reviewing Munis capabilities, and reaching out to other school districts.	Begin pilot of improved system at one elementary, one middle, and one high school.	Continue rollout of improved procedures.	1) Increased security over deposits. 2) Improved recordkeeping via a streamlined system. 3) Improved reporting for decision makers (principals).
Building Excellence (Long-Range Facilities Plan) - Overall project management	N/A	N/A	Mike Barry, Assistant Superintendent for Business Services	Coordination of regular work sessions, planning offline work between work sessions, compiling materials for BOE and OWG packets, presenting updates to OWG	Coordination of regular work sessions, planning offline work between work sessions, compiling materials for BOE and OWG packets, presenting updates to OWG	Coordination of regular work sessions, planning offline work between work sessions, compiling materials for BOE and OWG packets, presenting updates to OWG	Coordination of regular work sessions, planning offline work between work sessions, compiling materials for BOE and OWG packets, presenting updates to OWG	Completion of key updates to the Operations Work Group. Delivering final product to BOE by the end of June 2017
Building Excellence (Long-Range Facilities Plan) - Boundary history	N/A	N/A	Mike Barry, Assistant Superintendent for Business Services	Research of historic attendance area boundaries	Compilation of draft findings	Compilation of final documents that include both historical boundary factors and current facility conditions	Presentation of two-page informational papers to OWG for each school that include unique features and historical factors of each attendance area	Delivering final product to BOE by the end of June 2017