



MJUSD  
Accounting, Budget, Payroll,  
& Benefits  
Department

April 24, 2012

# Our Department Goals

- ***Monitor and Maintain Financial Solvency for the Current and Future Fiscal Years***
- ***Provide Professional, Prompt and Courteous Service and Support to all District Employees and Other Agencies***
- ***Ensure on Time and Accurate Payrolls and Remittance to Vendors and Governmental Agencies***
- ***Develop a well Cross-Trained Staff/Maximize the use of Technology***
- ***Conduct On-Going Analysis of our Efficiencies in the Accounting/Budget/Payroll/Benefits Department***
- ***Make Recommendations & Implement New/Revised Procedures to Improve Processes by Saving Time and/or Money***
- ***Ensure Adequate Controls to protect the District's Assets.***

# Our Staff

- *Nancy Henshaw, Director*
- *Kim Sutherland - Facilities Accounting/Reports*
- *Lynette Abbott – Employee Benefits Admin. Assist.*
- *Julie Brown – Employee Payroll Admin. Assist.*
- *Suzanne Walters - Benefits/Payroll/403(b) Plans*
- *Doug Swift - Categorical/Adult Ed/Child Dev. Pgms.*
- *Nancy Korwin – Billing/Accounts Receivable/ASB*
- *Jennifer Passaglia – Attendance/Payroll/Acctg.*
- *Amy Littlefield - Accounts Payable/Tax Reporting*
- *Jessica Asby - Accounts Payable/Site Donations*

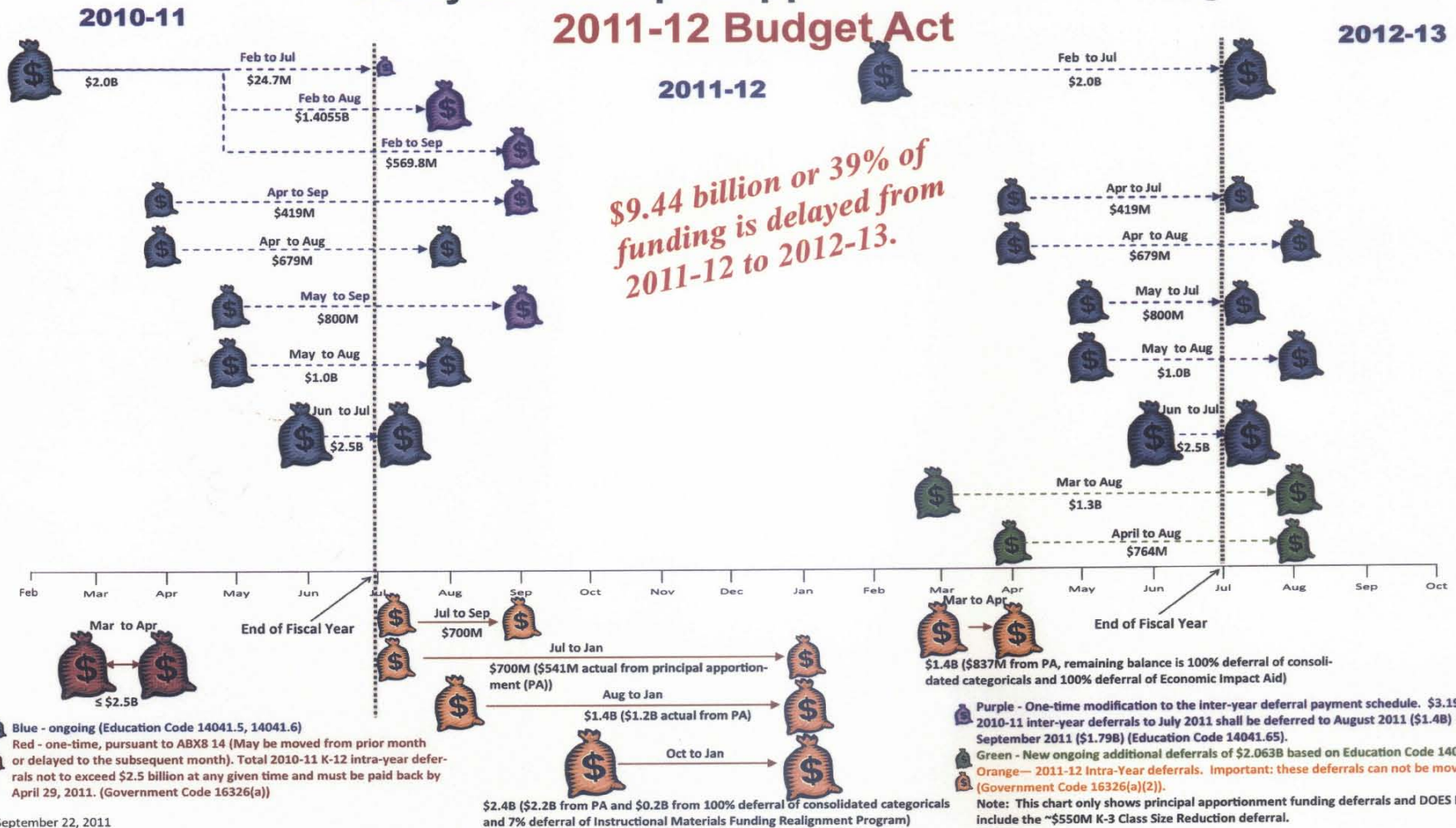
# Accounting & Budget

- Accounting and Budgeting of the General and Special Funds
- Create, Monitor, Balance and Maintain all District Budgets
  - 15 Funds, 70+ Resources, 200+ Programs & 7,000+ Budget Codes
- Calculate Estimated Revenues & Expenditures
  - Total Funds & Programs Exceed \$100.4 Million
- Perform Accounts Payable/Receivable Functions
  - Approximately 15,000 Invoices per Year are Processed
- Invoicing for inter District Departments & Outside Agencies/Prepare and make Deposits to County Treasurer
- Employee Conferences/Reimbursements
- Cash Flow Projections & Cash Management

# Accounting & Budget cont.

ATTACHMENT A

## Delayed Principal Apportionment Funding 2011-12 Budget Act



# Accounting & Budget cont.

## 2010-2011 Independent Auditors' Report

\*No Material Deficiencies or Weakness(es)  
Internal Controls  
Compliance

\*No ASB Audit Findings for 2010-11



# Accounting & Budgeting cont.



- Oversight of ASB Accounting
- Cash Reconciliation to County Treasurers Office
- Attendance Accounting and Related State Reporting
- Mandated Costs Data Collection
- State Required Financial Reporting (SACs Reports)

# Payroll/Benefits

- **Provide Payroll & Benefit Services for 1200+ Employees**
- **Total Payroll Exceeds \$64,150,000**
- **Process 3 Payrolls per Month**
  
- **Process & Maintain PERS and STRS Accounting Records/Reports**
  
- **Complete & File Monthly & Quarterly Taxes**
  
- **Prepare Approx. 1900 W-2 Forms**
  
- **Prepare and Process Multiple Local, State & Federal Reports**





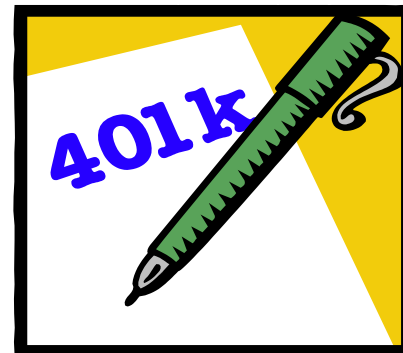
# Payroll/Benefits cont.



- Assist employees & Early Retirees with Benefits and Insurance
- Annual Open Enrollment for Benefit Plans
  - Health Insurance Plans
    - Five Bargaining Units
    - 20 Health Insurance Plans
    - 5 Dental Insurance Plans
    - 6 Vision Insurance Plans
  - Life Insurance Plans
  - Tax Shelter Annuities
    - 403(b)
    - 457 Plans
    - Employee On-Line Access

# Payroll/Benefits cont.

- **Maintain and Keep Up-to-Date Employee Records**
  - **Payroll Deductions**
  - **Address Changes**
  - **Marital Status**
  - **Change in Dependents**
  - **Direct Deposit**
  
- **Balance & Figure Eligibility of each Employee for Benefits and Process Monthly Remittance**
  
- **Process & Remit Employee Wage Garnishments**
  
- **New Hire Employee Benefit Sign-ups**



# Current Projects

- **Escape Online 5 Financial/HR & Payroll System Conversion**
  - 225 Organizations currently use Escape Online 5
  - Districts range in size from 9 ADA to Counties with 135,000 ADA
  - Go Live with new System on July 1, 2012
  - Site and Department Staff Training will commence in May.

## Key Benefits of Online 5:

Integrated System

More Powerful

Grid Technology

Easy Data Export to Excel

Streamlined & Easy to Read Reports

Video Tutorials/On line Manual



# Thank you

*Nancy H.*

*Julie*

*Jennifer*

*Kim*

*Suzanne*

*Doug*

*Amy*

*Lynette*

*Nancy Z.*

*Jessica*