



**MJUSD**  
**Accounting, Budget, Payroll,**  
**& Benefits**  
**Department**

**January 11, 2011**

# Accounting, Budget, Payroll & Benefits Department

- Nancy Henshaw, Director
  - Kim Sutherland, Facilities Accounting Specialist
  - Lynette Abbott, Administrative Assistant I
  - Julie Brown, Administrative Assistant I
  - Suzanne Walters, Financial Bookkeeper II
  - Nancy Korwin, Accounting Technician
  - Jennifer Passaglia, Account Technician
  - Amy Littlefield, Accounts Payable Clerk
  - Jessica Asby, Accounts Payable Clerk

# Goals



- **Monitor and Maintain Financial Solvency for the Current and Future Fiscal Years**
- **Provide Professional, Prompt and Courteous Business Services and Support to All School Sites, Departments and Other Agencies**
- **Build Strong and Positive Working Relationships with All District Employees and Outside Agencies**
- **Conduct On-Going Analysis of our Efficiencies in the Business Services 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.**

# Accounting & Budgeting

- Accounting and Budgeting of the General and Special Funds
- Balance, Monitor and Update all District Budgets
- Maintain/Monitor Position Control
- Perform Accounts Payable/Receivable
- Invoicing Agencies and Employee Reimbursements



# Accounting & Budgeting cont.



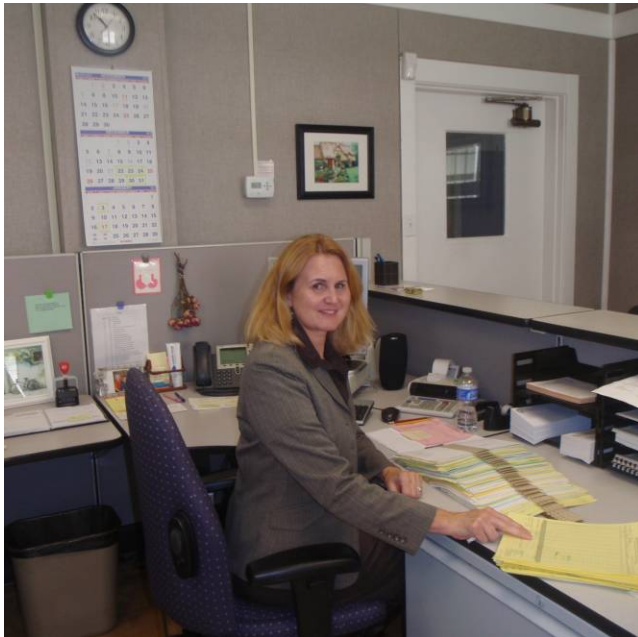
- Oversight of ASB Accounting
- Cash Reconciliation to County Treasurers Office
- Attendance Accounting and Related State Reporting
- Mandated Costs Data Collection
- State Financial Reporting (SACs Reports)

# Payroll

- **Provide Payroll & Benefit Services**
- **New Hire Set-Ups**
- **Maintain and Keep Up-to-Date Employee Records**
  - **Process Change of:**
    - **Addresses**
    - **Direct Deposit**
- **Process 3 Separate Payrolls per Month**
- **Maintain PERS and STRS**
  - **Records**
  - **Accounts**
  - **Reports**
- **Complete Quarterly Taxes**
- **Prepare Approx 1900 W-2 Forms**



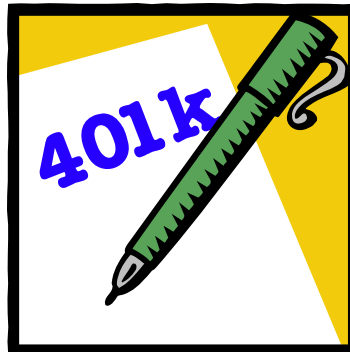
# Benefits cont.



- Assist employees & Early Retirees with Benefits and/or Problems
- Be Aware of Changes and Notify Employees
- Health Insurance Plans
  - Five Bargaining Units
  - 20 Health Insurance Plans
  - 5 Dental Insurance Plans
  - 6 Vision Insurance Plans
- Life Insurance
- Tax Shelter Annuities
  - 403(b)
  - 457 Plans
  - Employee On-Line Access

# Benefits

- **Make all Changes to Employee's Records for Payroll Deductions**
- **Open Enrollment (Employees Changing Plans, Add or Delete Dependents)**
- **Figure, Notify and Process Numerous Wage Garnishments on Employees**
- **Balance & Figure Eligibility of each Employee for Benefits and Process to Pay each Month**
- **Employee Benefit Sign-ups**
  - **Explain all aspects of the Health, Dental, Vision, Life Insurance/Income Protection and other Miscellaneous**
  - **Assist Employees in Filling out all Enrollment Forms Properly**





# Accomplishments

- **Streamlined Attendance for School Sites**
- **Implement Scanning invoices, Payments and Back-up Documentation**
- **School Site Capability of Requesting Budget Transfers On-Line**
- **Facilities Project Accounting**
  - **2009/10 Facilities Payments \$42,331,443**
  - **64 Construction Projects – Tracking & Reporting**
- **Assumed the Accounting of the MHS ASB Scholarship Accounts**



# Accomplishments CONT.

- Improved Communication, Trust and Relationships
- Researched and Cleared STRS Exceptions Dating Back to 1970





**Thank You**