

SISKIYOU COUNTY OFFICE OF EDUCATION BUSINESS SERVICES

“Who Do I Call?”

<i>SARAH APPLGATE – ASSOCIATE SUPERINTENDENT BUSINESS SERVICES</i> 842-8424	<i>KATHY HARRIS - BUSINESS TECHNICIAN</i> 842-8463	<i>NADINE HITTSON – BUDGET TECHNICIAN III</i> 842-8411	<i>JAMIE CRAMER – EXECUTIVE ASSISTANT</i> 842-8412
<ul style="list-style-type: none"> • AB1200 Compliance • Fiscal Oversight <ul style="list-style-type: none"> – Hard Coding Issues – Public Disclosure Documents • STRS and PERS Golden Handshakes • SCOE Department Procedures and Oversight • SELPA Fiscal Issues • Audit Coordination • County Office Budget, Interim Reports, Year End Closing • District Local Control Funding Formula and Revenue Projections • In-service Training Staff Development • School Business Personnel Resources • Accounting Assistance • Internal Control Compliance • Northern California Schools Insurance Group Board Member (NCSIG) 	<ul style="list-style-type: none"> • QSS System Questions/Problems/Management/Training • ACH and Deposits received by County Treasury • Direct Deposit of Payroll Checks • Cash in County Treasury • Tax Sheltered Annuities (National Benefit Services) • Northeastern JPA (Worker’s Compensation Insurance) Treasurer • Cash Flow for Payroll/County Office Payroll • Payroll Tax Deposits • Quarterly Payroll Tax Returns • Monthly CDE Apportionment Allocation • Cancel Warrants • Process Outgoing Warrant Files to Court House • Process Year End Forms • Approve Budget Transfers • Golden Eagle Charter School Contact • SCOE Benefit Accounts Payable 	<ul style="list-style-type: none"> • AB1200 Compliance • Fiscal Oversight <ul style="list-style-type: none"> – Hard Coding Issues – Public Disclosure Documents • STRS/PERS Golden Handshakes • Oversight for SCOE Budget, SEHS, and State Preschool Grants • Program Grant Financial Management and Reporting • SCOE Budget Revisions • Journal Entries (SCOE) • Medi-Cal • M.A.A. • Approve and File SCOE Quarterly Sales Tax Reports • Review and Approve Monthly SEHS Policy Council Reports • Reconcile NEJPA Bank Statements 	<ul style="list-style-type: none"> • Associate Superintendent’s Calendar • Contracts/MOU’s/Invoicing to Districts • Bulk Purchase • Correspondence • Audit Finding Preparation • Audit Daily Cash Record • Home to School Transportation Preparation • Time Accounting Coordination • Mandated Cost Coordination • In-service Coordination / Calendaring of Events • Prepare Department Purchase Orders • Prepare Travel and Workshop Registration for Staff • GASB • Purchase Supplies and Materials for Staff • Scan and Organize Files in Laserfiche • Maintain SCOE Forms • Budget/Interims Cover Sheets

<i>ANNEMARIE ZEDIKER</i> <i>BUDGET TECHNICIAN III</i> 842-8453	<i>EMILY LIPKE</i> <i>BUDGET TECHNICIAN I</i> 842-8474	<i>COURTNEY MOORE</i> <i>BUDGET TECHNICIAN I</i> 842-8460	<i>PAM STOCK</i> <i>ACCOUNT TECHNICIAN I</i> <i>530-842-8422</i>	<i>JAN FAHEY</i> <i>ACCOUNT TECHNICIAN I</i> 842-8447	<i>JULIE DICKSON</i> <i>ACCOUNT TECHNICIAN II</i> 842-8422	<i>BETH HAGERMAN</i> <i>INTERNAL BUDGET TECHNICIAN</i> 842-8481
<ul style="list-style-type: none"> • Contract/MOU Review • PO and Invoice Approvals • Program Grant Financial Management and Reporting. • SCOE Fund 01 General Services and Contracts • Contracting Districts: <ul style="list-style-type: none"> – Budget/Interim Reviews and Multi-Year Projections – Financial Information to Independent Auditors – Budget Development Meetings – Year-End Closing • Budget Revisions • Journal Entries • Payroll Tax • ESSA Per Pupil 	<ul style="list-style-type: none"> • Contracting Districts: <ul style="list-style-type: none"> – Budget/Interim Reviews and Multi-Year Projections – Financial Information to Independent Auditors – Budget Development Meetings – Year-End Closing – Balance Sheet Reconciliations • Budget Revisions • Journal Entries • Payroll Tax • ESSA Per Pupil 	<ul style="list-style-type: none"> • District Attendance • Contracting Districts: <ul style="list-style-type: none"> – Budget/Interim Reviews and Multi-Year Projections – Financial Information to Independent Auditors – Budget Development Meetings – Year-End Closing • Budget Revisions • Journal Entries • Balance Sheet Reconciliations 	<ul style="list-style-type: none"> • District P/R and A/P Warrant Auditing • A/P Warrant Processing 	<ul style="list-style-type: none"> • PERS Reporting • District P/R and A/P Warrant Auditing • Vol-Ded Payments • Early Head Start Monthly Reporting • Payroll Warrant Processing • SCOE Accounts Payable • Deposits • Cleared Warrants • Daily Court House Deposits 	<ul style="list-style-type: none"> • District P/R and A/P Warrant Auditing • Bogus and Little Shasta Contracts • Co-Op Approvals • Daily Court House • STRS Reporting • SCOE Invoices 	<ul style="list-style-type: none"> • Attendance • Maintain Records and Files • Journal Entries • Cash In Treasury and Bank Reconciliations • Set Up/Clear Receivables/Payables • Cash Transfers/Journal Entries • Interest Calculations • Special Education Revenue and Billback Clearing • Fixed Asset/Depreciation Sched. • Process A/R and Manual Deposits for SCOE • Audit Monthly SAFE Claims • SCOE Purchase Orders • Balance Cash with County Auditor • Daily Court House Deposits • Early Head Start Inkind • Adult Education • Cash Transfers • Program Grant Financial Management and Reporting

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*File: Business Services: Debbie's Projects; Call List 21.22/jc
3.31.22 DRAFT*

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