

Board Update

Finance Department

August 2021

1. Committees

- a. Audit: Our audit is in process and we do not anticipate any issues of meeting the November 15 submission deadline.
- b. Finance: held 9/20/21 to review expenditures/budget, as of August 31, 2021 all funds are in compliance.
 - i. Athletics activity account (160700) balance as of 8/31/21 is (\$9,192.79), taking into account outstanding deposits it is (\$3153.46).
- c. Budget: Will begin school/department meetings in early 2022.

2. Misc.

- a. The Finance Department will be offering trainings to the Administrative Assistants on the PD Fridays. On 11/12 we will host three 1-hour classes; Beginner Excel, Intermediate Excel and Visions Tips and Tricks.
- b. Our FY21 Per Pupil Expenditure Report is due 9/21/2021; a copy will be emailed to the board once submitted.
- c. Disposition of AIM High Building: CVCS responded that they were not interested in the building. An RFB for the sale of the building has been issued. Bids will be opened on 9/21/2021 at 2pm. The highest bid will be submitted to the NM State Board of Finance for Approval.
- d. We have been approached by a private citizen to purchase a piece of school property on Michigan Ave (.051 Acres). The individual has gotten an appraisal but not come back in to figure next steps.
- e. The Finance Department will start the process to sale of unused portables throughout the District. We plan to accept sealed bids.
- f. We will be combining property tags in the Fall to continue the clean-up of the District's Fixed Asset List.
- g. Our Department is working to implement a new timecard system that will better integrate with Visions. We are currently looking at the coding on our positions to be able to upload timesheets from the system to Visions.