

ESUCC Monthly Budget Meetings
David Ludwig, Dan Schnoes, Priscilla Quintana, Deb Hericks

[Link to 2016 Minutes](#)

[Link to 2017 Minutes](#)

[Link to 2018 Minutes](#)

[September 4, 2018](#)

[November 8, 2018](#)

[January 10, 2019](#)

[March 5, 2019](#)

[April 1, 2019](#)

May 2, 2019

Goal: Review monthly budget reports

Standing Agenda:

Revenue - reviewed and discussed revenue report and what we still need to invoice for this year

Expenses

Budgets Exceeded - reviewed this budget report

Budget Control Status - reviewed the budget control status - should be at 50% budget at this time of year

Fiscal Management Goals

[ESUCC Contract Management](#) -

Deb added ESUCC Contracts to ION Wave in December 2015 - IMAT contracts still need to be entered. Coop Currently working on their contracts.

Audit:

Policy/Procedures - [ESUCC Policies and Governing Manual](#)

[Procedures to write](#)

[Payment Procedures](#) - review

[Segregation of Duties](#) - review

[Staff Time/Pay Splits Procedure](#) - draft

[Password Security](#) - draft

[Fixed Asset Policy](#) - draft

[Inventory Procedure](#) draft

[Copyrights and Patents](#) - draft

[Bidding Procedure](#) - draft

[Personally Identifiable Student Data Items Maintained for School Services](#) - draft

[Personally Identifiable Student Record \(FERPA/HIPAA\)](#) - draft

[Procurement_Suspension_Debarment_Policy](#) - draft

[Sale or Disposal of ESUCC Property](#) - draft

[Inventory Listing](#) -

[ESUCC Timeline](#)

Budgets

[2016-2017](#)

[2017-2018](#)

[2018-2019](#)

[Innovative Grant Budget](#)

May 2, 2019 Agenda:

Revenue -

[Budgets Adjusted](#) - reviewed report

[Budget Control Status](#) - reviewed report

[Budget Summary](#) - reviewed report

[Revenue Status](#) - reviewed report

April 1, 2019 Agenda:

Revenue -

[Budgets Adjusted](#) - reviewed report

[Budget Control Status](#) - reviewed report

[Budget Summary](#) - reviewed report

[Revenue Status](#) - reviewed report

March 5, 2019 Agenda:

Revenue -

[Budgets Adjusted](#) - reviewed report

[Budget Control Status](#) - reviewed report

[Budget Summary](#) - reviewed report

[Revenue Status](#) - reviewed report

Discussed the Audit Findings:

Incorrect Income Tax - this was found in the last audit and corrected but they are dinging since error occurred in this audit year.

Segregation of duties - we will always have this one because of lack of staff and located throughout the state. Continue to try and improve procedures.

Payroll allocation - Deb/Priscilla were looked at this year. Continue to try and align the work where the money is located.

Fixed Asset Tag - #370 - Nancy's iPad - no tag - we have no clue what happened to that asset tag but we did match it up with the serial number. Do I assign a new asset tag? Yes

Suggest to have an annual/periodic inventory to keep inventory up to date and current. We did not do an entire inventory last year because we did not the complete inventory the summer prior, it took us until January to complete because of server racks in Lincoln. Dan Schnoes did do an inventory of Ainsworth last summer, just need to document better.

January 10, 2019 Agenda:

Revenue -

[Budgets Adjusted](#) - reviewed report

[Budget Control Status](#) - reviewed report

[Budget Summary](#) - reviewed report

[Revenue Status](#) - reviewed report

Discussed the Coop budget at length.

November 8, 2018 Agenda:

Revenue -

[Budgets Adjusted](#) - reviewed report

[Budget Control Status](#) - reviewed report

[Budget Summary](#) - reviewed report

[Revenue Status](#) - reviewed report

September 4, 2018 Agenda:

Revenue -

[Budgets Adjusted](#) - reviewed report

[Budget Control Status](#) - reviewed report

[Budget Summary](#) - reviewed report

[Revenue Status](#) - reviewed report

[Budget Overview 18-19](#)

[Budget Overview w/carryover](#)

[Changes in Budget 2018-2019](#)

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[Personally Identifiable Student Record \(FERPA/HIPAA\)](#) - draft

[Procurement Suspension Debarment Policy](#) - draft

[Sale or Disposal of ESUCC Property](#) - draft

[Inventory Listing](#) - [Inventory disposal October 17](#)

[ESUCC Timeline](#)