

ACCOUNTING MANAGERS MEETING

January 11, 2018
9:00 a.m. – 1:30 p.m.
Mono Room

Attendees: Carlene Feichter, Rebecca Rock, Sonia Huckabay, Christine Morales, Cathi Jacob, Tracy Blakemore

Guest: Ivan Medina

AGENDA

9:00 a.m. Updates on outstanding issues and assignments

- Introductions
- Staffing
 - District Office
- Audits FY17 status
- Travel Refunds
- Student Travel Form - Athletics
- Mailing vs. interoffice delivery of AP checks and Athletic Checks
- Classification of Furniture for Classrooms

10:30 am Student Refund Processing (Guest Ivan Medina) – Time approximate

- Current Process and reports
- Third Party Processing

11:30am Lunch

12:00pm 1098 and 1099 Processing
(Projects discussion as have time)

1:30pm Closure

Projects to complete

- Purchasing Manual
- Grant Manual
- Banner 9 testing
- Sample Travel Forms
- Inventory Tracking
- EAD Reporting
- Business Continuity
- Electronic Deposits
- Parent Loan Refund Processing
- VA Refunds
- Collection Agency and procedures
- Foundation Grants and Donation Documentation