



WHAT'S THE BUSINESS

CYNTHIA B. CANNON, BUSINESS MANAGER

Business Office Monthly Newsletter

April 2016

What's Going on in The Business Office

- ◆ *Contracts have been submitted to certified employees*
- ◆ *Governor had issued a \$110,500 budget cut for the remainder of FY16*
- ◆ *Financial Audit for FY15 is complete and submitted to OSA*
- ◆ *Vacancy: Assistant Business Manager*

Important Tidbits to Remember

- ◆ *Transmittal Reports are due on or before the 5th of each month*
- ◆ *No money should be sent in the Pony*
- ◆ *In order to have travel and athletics paid on the weekly docket, there must be a Purchase Order 7 to 10 days in advance*
- ◆ *Contact the Business Manager for any duties or requests you would like the Business Office to complete*

Dates To Remember

- ◆ *No Budget Revisions after April 30, 2016 for all sites and departments*
- ◆ *There will be no Purchase Orders generated from any of the sites after May 5, 2016*
- ◆ *Fixed Assets Audit for Middle & High School in May (dates forthcoming)*
- ◆ *Holiday: Non Work Day– Friday May 6, 2016*

Business Office Staff

*Linda Burke
NaTasha Clark
Mechelle Jones
Mary R. Winters
Jocelyn M. Hart*

