

WHAT'S THE BUSINESS

CYNTHIA B. CANNON, BUSINESS MANAGER



Business Office Monthly Newsletter

December 2015

What's Going on in The Business Office

- ◆ *The Business Office attended a ACA Training with Courage Technologies regarding the reporting and the 1094 and 1095C Forms for Employees that is required by law to submit to employees for the 2016 calendar year*
- ◆ *The District's Financial Audit is forthcoming January 19-22, 2016 for FY15 School Year*

Important Tidbits to Remember

- ◆ *Weekly Docket is processed every Thursday by 3:00 p.m.*
- ◆ *All Travel Requisitions must have G/L Code, documentation, and signatures in place in order to be processed and MUST be submitted 3 weeks in advance*
- ◆ *The Business Office Booklet is your guide for any forms, procedures, or guidelines that are in place*
- ◆ *If a District Employee collects money for any reason, it should be submitted to the Business Office on a transmittal report for tracking and auditing purposes*

Dates To Remember

- ◆ *Christmas/New Year's Break -December 21, 2015- January 4, 2016*
- ◆ *Payday-December 18, 2015*
- ◆ *Superintendent's Christmas Party –December 18, 2015 @ 11:45 am.*

Business Office Staff

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

