



WHAT'S THE BUSINESS

CYNTHIA B. CANNON, BUSINESS MANAGER



Business Office Monthly Newsletter

January 2016

What's Going on in The Business Office

- ◆ *The District's Financial Audit will take place January 19-22, 2016 for FY15 School Year*
- ◆ *The Business Office is conducting its semi annual fixed asset s audit for all sites/ departments*
- ◆ *Business Officials of Standing Commission of School Districts Efficiencies released the report of Existing Conditions and Recommendations to MDE(on file in Business Office)*

Important Tidbits to Remember

- ◆ *Weekly Docket is processed every Thursday by 3:00 p.m.*
- ◆ *W-2's will be disbursed on or before February 1, 2016*
- ◆ *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

- ◆ *Martin Luther King Holiday-January 18, 2016 (Observed)*
- ◆ *Payday-January 29, 2016*
- ◆ *MASBO Spring Conference, February 15-18, 2016*

Business Office Staff

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