# ***Notes from the Business Office, July 2011:***

- *Michelle and I had a phone conference with Brad Colton to discuss our Perkins plan. We are hoping to meet with the career tech teachers to review and amend the plan before school starts.*

- *I submitted all of the insurance applications and changes to Mercer and ISEBA and have been working with them to get everyone on the correct plans, cards, etc. Although this has been time consuming it has went relatively smoothly so far.*

- *Vendor Orchard. Com presented at our Regional IASBO meeting in June. This is a website that may be useful in finding vendors that have good reviews from other school districts as well as help us when we are trying to obtain bids. This is free to school districts and I am in the process of getting us signed up for it.*

- *Submitted the Medicaid Reimbursement forms for the second semester.*

- *Began working on special ed billings and entries for the 2010-11 year.*

- *I entered all of the insurance changes into the system and ran all of the June payrolls to pay out all salaries for the year. Have begun the process of writing journal entries to close out the year.*

- *Have entered new salaries into system for those that will be paid in July.*

- *Will be sending out Purchase orders for the 2011-12 school year in the next week.*

- *Have continued with the bi-weekly meetings with OPN and Garling regarding the gym/weight room project.*

- *Prepared the Shared Visions year end report, quarterly payroll reports, Title II report and the quarterly ARRA reports.*

- *We have had Sarah Fischer and Marissa Kaufman doing some volunteer filing in the office the last few months. They have continued this as needed in the summer and this has been a big help!*