

Ingham Impact Episode 19 – Business and Finance Video Transcript

The Business Office is a part of the Business Unit, which also includes

Facilities and Transportation.

We also, within the Business Office, have sub-departments or teams that focus on

certain financial areas, such as purchasing, grants, business services, special ed finance,

and things of that nature.

We also provide business services to two public school academies, and we work

together with Payroll and HR to provide business services to two local districts.

So, everything we do, we do five times over, for Ingham ISD and the four districts

that we serve.

We take in all the incoming funds, and that's the accounts receivable part of it; we take

in the funds and we have to allocate them

correctly, so that they are in the places

where the different departments can use
them. And then, on the accounts payable side,

that's the money going back out; we process
over 7,000 checks in a fiscal year,

for all five districts. It's basically
taking the money in, getting it to where

it needs to be, and then sending it back
out to pay for all of the supplies for students,

benefits, employee reimbursements; basically,
covering what needs to be paid to take care

of everything but payroll.

Purchasing Specialist, probably the big
thing is requisitions and purchase orders.

So, we do that for Ingham Intermediate
School District, as well as our local school

districts that we perform business
services for.

Departments will enter requisitions and
then it's a check on my end to make sure

vendors are compliant, that orders are complete, pricing is good, budgets are

being handled appropriately and spent in the correct way; so we're looking for

several things across the board when we're processing these to flip them over to

purchase orders, to send to the vendors.

The important factors in the people that do this kind of work is to make sure that, not

only are we staying state compliant, federally compliant, that we're following

all school board policies, and any regulations that come with each individual order

or project as it will be, just to make sure that everything is where it's supposed

to be and aligned.

Really, none of it can be done without--we affectionately named the fishbowl the area

there behind the glass walls--but the

finance techs and our administrative

support team; they really are the foundation to provide accurate information. They make

sure every transaction is supported, they make sure that the accountants and budget

administrators and budget support staff are able to focus on their jobs, because we

know the details are being taken care of.

So, we all work as a team.

The changes with technology have really changed a lot of how the Business Office

handles funds coming and out. Direct deposit, a lot of things done through the computer

and through the technology side of things;

it makes it a lot nicer, it can also make

it more complicated.

We try to keep up on the technology, and our district is great at that;

we're constantly having to be updated and be trained and try to stay with technology,

so at the end of the day, that we are able
to provide what is needed on the compliance

end of things, so that our principals,
superintendents and teachers can do their

job which is our students, and that is why
we are here;

though we don't get to work directly with
students, we still always keep that at the

forefront of why we are here, and why we
do what we do.

Everything we do is ultimately for the 44,000
students in Ingham County; we're not here

to make ourselves look good, or anything else.

Our goal is to make sure that the decisions

we make and the information we provide
assist with informed decision making.

Maybe at the end of the day, there's extra
money at a local school district that

touches a student because we were able to
provide services through our transportation

consortium, or our sub calling system, or
a cooperative purchase, and we're all parents,

we're grandparents, we're aunts, uncles,
and when you're looking over the top of a

mound of paper work, it would be easy to
lose sight of what we're here for, but like

I said, we all can connect with a student,
and we realize that's our purpose and that's

why we're here.

It's just a group effort, and at the end
of the day, we undergo five audits at the

end of the year; we're going through that
process now, and our annual work is

summarized into a report about a half an
inch thick, and the two words we're looking

for are "No Findings"; that's our ultimate
goal, and we pride ourselves on the

work that we do.

END OF VIDEO