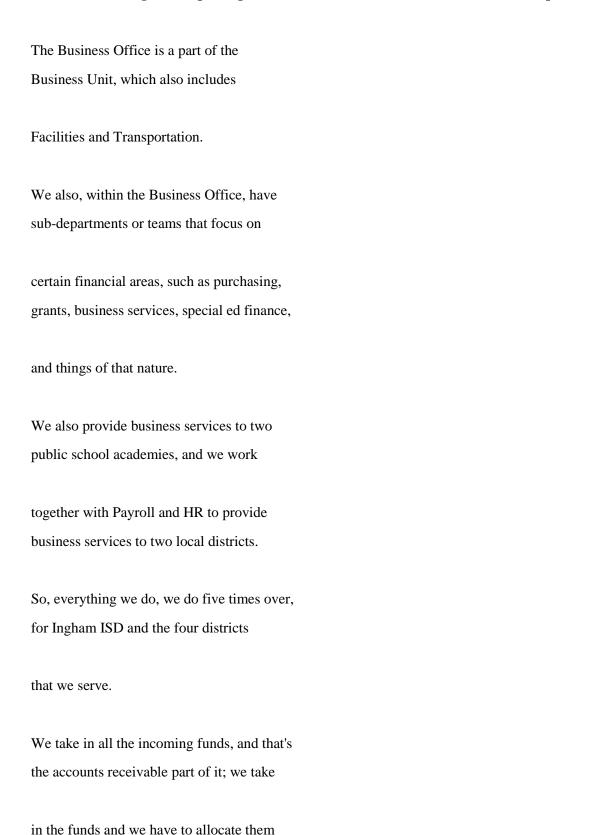
Ingham Impact Episode 19 - Business and Finance Video Transcript



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