

Business Office Pitfalls

CESA's 5, 8, & 9

Summary

- Topics
 - Policy
 - Employee Handbook
 - State Statute
 - Ethics / Conflict of Interest
 - Reporting Deadlines

Overview - Role Play

Scenarios

1. Ignoring the IRS notice
2. The battle around paying officials
3. Board meeting drama (community member)
4. Employee wanting to change there direct deposit
5. FMLA scereno (employee vs business office)

Audience

1. Good / bad answer
2. What could have been done better?

IRS Notice

Ignoring the IRS Notice

The district didn't pay any June federal payroll taxes due to a staffing change in the middle of the month. Business office has just received a second notice from the IRS saying the district owes \$55,000 in penalties.

Performers

- Hilary (Payroll) / Mike (Superintendent)

IRS Notice

Possible Answers / Things to Think About

- Review policy
- Develop talking points

Paying Officials

The battle to pay an official

An official shows up in the business office mad because they didn't get paid before the game started last night.

- Mike (Official) / Hilary (Account Payable)
- Business office staff and official

Paying Officials

Possible Answers / Things to Think About

- Review policy
- Develop talking points

Board Meeting

Board Meeting Drama

That community member that shows up to every board meeting is up to it again. They don't sign up to participate in the public comment, but they do comment on every item in new business. Here we go....

Performers

- Hilary (Super) / Jarrett (Community Member) / Mike (Board President)

Board Meeting

Possible Answers / Things to Think About

- Let's discuss
- Limit community comments to public comment only

Security Issues

Cyber Security

A change in an employees direct deposit account was requested through email

Performers

- Mike / Hilary / Jarrett
- Two business office staff members and employees

Security Issues

Possible Answers / Things to Think About

- Review policy
- Develop talking points

FMLA Situation

FMLA

The business office sent an FMLA form for the employee to fill out a month ago. After 5 reminders, you still haven't heard back. Three days into the leave, the employee lets you know they are "out on leave" and "what do I need to do?"

Performers

- Hilary / Mike (Employee)

FMLA Situation

Possible Answers / Things to Think About

- Review policy and procedures

Employee Handbook

Use of Leave

Employee takes sick leave and payroll person knows that employee is on a vacation to Hawaii

Performers

- Hilary / Mike
- Business office staff members (payroll person and superintendent)

Employee Handbook

Possible Answers / Things to Think About

- Review policy
- Develop talking points



Questions?

Thanks for coming to our presentation!