



Finance Effectiveness Report

11.10.2020



Executive Summary

The Finance Department develops and monitors the District's budget, records revenues and expenditures, and prepares all financial reports and statements. Finance staff also coordinate the annual audit, monitor compliance with state and federal regulations and reports pertaining to the fiscal operations of the District.

To ensure a quality fiscal environment, we strive to provide:

- excellent customer service between school sites and departments
- function as the liaison between sites and outside vendors
- provide for the audit report
- accurate and timely financial reporting, including an unmodified audit opinion on our financial statements
- controls to safeguard District assets



District Finance Team

The District's Finance Team is comprised of 5 sub departments:

- Treasury: Receipt of all income, banking, bidding and risk management;
- Payroll: Paying, balancing and reconciling payroll data, teacher retirement reporting, depositing and reporting taxes;
- Accounts Payable: Payment of debts owed by the District to creditors and vendors, ensure all purchase orders and expenses are coded correctly per Oklahoma Cost Accounting System (OCAS);
- Activity Funds: Manages all school activity fund sub accounts, all sub account fund raising activities, and all purposes for which the monies collected in each sub account can be expended.
- Grants: After grant application and initial budget are approved, manages budget, prepares Purchase Orders and files claims.



Staff and Structure

Division of Financial Services

Chief Financial Officer

John Little

Director of Accounting

David Chester, CPA

Treasurer

Mika Barton

Accounts Payable/Encumbrances

Cynthia Adkins

Gloria Byrd

Payroll

Kathy Rigney

Activity Fund

Rhonda Harder

Grants

Samantha Morton

Kendall Haddock



Funds in School Finance

- General Fund - Used for all school operations, (*less buildings, repairs, construction, debt*) salaries, department budgets, etc.
- Building Fund - Special revenue fund consisting of monies from property taxes levied for the purpose of creating, remodeling or repairing buildings and for purchasing furniture and equipment.
- Child Nutrition Fund - Special revenue fund used to account for the operations of the child nutrition programs. Revenue comes from Federal and State grants for free and reduced meals and interest earned from investments.
- Bond Fund - Proceeds from bond sales to be used exclusively for the acquisition of school sites, constructing and equipping new school facilities, renovating existing facilities and acquiring transportation equipment.
- Sinking Fund - Used to account for the accumulation of financial resources for the payment of bond principal and interest from Bond sales and judgements and interest.
- Activity Fund - Utilized to account for assets that the District holds on behalf of others as their agent and does not involve the measurement of operations.



Budgets

General Fund	\$46,904,655
Building Fund	\$1,392,474
Child Nutrition Fund	\$2,440,172
Bond Fund	\$328,000
Sinking Funds	\$6,642,916
Activity Funds	\$458,366
TOTAL FUNDS	\$61,166,583



Successes

- Manage fund balance - General Fund
 - 6-30-2016 fund balance was \$1,198,251
 - 6-30-2017 fund balance was \$2,184,542
 - 6-30-2018 fund balance was \$3,354,908
 - 6-30-2019 fund balance was \$2,719,662
 - 6-30-2020 fund balance was \$812,315
- Processed approximately 5,500 purchase orders during FY 20
- Issued approximately 10,300 payroll checks last year
- Issued 5,029 Accounts Payable checks last year
- Issued 79 E-Payables



Challenges

- State funding is based on student membership (Average District Membership - ADM)
- ADM has been decreasing for the last fifty years
- Until 2017, the losses have been gradual
 - 15 to 30 students per year
 - 2018 - loss of 184
 - 2019 - loss of 182
 - Loss of 182 equates to approximately a loss of state aid of \$1,050,000
 - That loss will take effect in the 2021 school year
 - 2020 loss was 353
 - That loss will take effect in 2022 and would approximate \$2,000,000
 - 2021 loss was 603
 - That loss will take effect in 2023 will approximate \$3,400,000
- Valuation will decrease for FY 22 due to Covid 19 closing area businesses in our District, hopefully writedowns will be temporary



Future Vision

- Stop and reverse the loss of students
- Through a coordinated effort with the City of Muskogee, City Foundation and Muskogee Public Schools we are working to revitalize our schools, build new housing and invest in new jobs
- Restoration of budgets that support cleanliness and preventive maintenance of buildings and equipment
- Lowering of class sizes and raising the salaries of all staff
- Increase Fund Balance for all Funds



Data & Technology as Business Tools

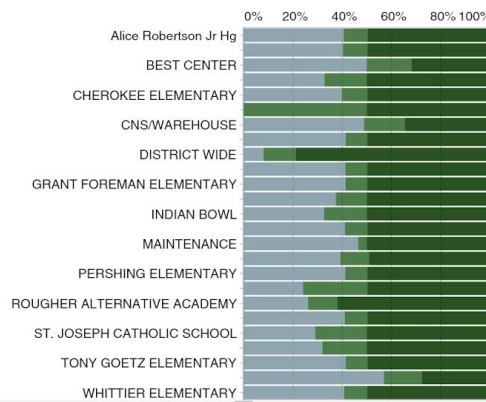


Finance - All Funds

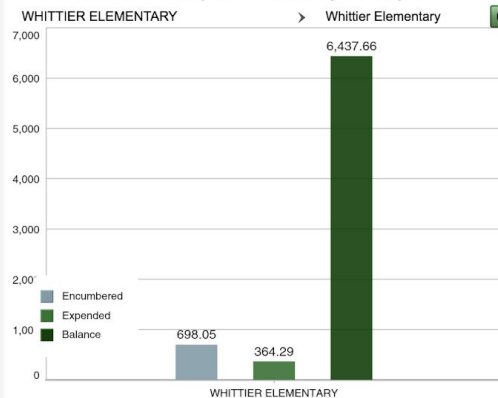
Encumbered/Expended/Balance by Site

Site	Encumbered	Expended
Alice Robertson Jr Hg	\$3,468,647.66	\$830,041.
BEN FRANKLIN SCIENCE ACADEMY	\$1,941,402.32	\$478,903.
BEST CENTER	\$798,811.16	\$293,040.
CAMP BENNETT	\$3,342.28	\$1,745.
CHEROKEE ELEMENTARY	\$1,517,779.81	\$392,906.
CHILD NUTRITION SERVICES	\$0.00	\$42.
CNS/WAREHOUSE	\$1,064,428.87	\$359,570.
CREEK ELEMENTARY	\$1,818,473.25	\$385,387.
DISTRICT WIDE	\$4,173,343.46	\$6,779,031.
EARLY CHILDHOOD CENTER	\$1,523,157.90	\$328,151.
GRANT FOREMAN ELEMENTARY	\$1,497,699.17	\$327,291.
HARRIS JOBE ELEMENTARY	\$10,897.17	\$3,633.
INDIAN BOWL	\$21,815.58	\$11,574.
IRVING ELEMENTARY	\$1,516,232.75	\$337,188.
MAINTENANCE	\$545,506.24	\$40,704.
MUSKOGEE HIGH SCHOOL	\$8,239,863.27	\$2,443,991.
PERSHING ELEMENTARY	\$1,689,216.12	\$368,711.
PROFESSIONAL DEVELOPMENT CE...	\$8,171.16	\$8,739.
ROUGHER ALTERNATIVE ACADEMY	\$49,449.93	\$22,549.
SADLER ARTS ACADEMY	\$1,398,119.29	\$323,103.
ST. JOSEPH CATHOLIC SCHOOL	\$2,549.95	\$1,831.
TECHNOLOGY BAYS	\$122,458.08	\$68,923.
TONY GOETZ ELEMENTARY	\$1,347,291.65	\$288,546.
TRANSPORTATION	\$1,082,621.71	\$294,427.
WHITTIER ELEMENTARY	\$1,283,129.99	\$298,164.
Totals	\$35,124,408.78	\$14,688,202.

Encumbered/Expended/Balance by Site Ratio



Encumbered/Expended/Balance by Site/Project



Project Descriptions

Project	WHITTIER ELEMENTARY	
	Encumbered	Expended
Central Services	150.00	0.00
Central Services	12,301.29	1,761.28
City Foundation-One Team One ...	1,193.58	85.67
CNS / Warehouse	0.00	20.00
CNS Breakfasts	39,724.57	11,325.99
Contractual Services	15,193.57	0.00
Custodial Services	0.00	226.07
Ed FBA Cert - HI	86,400.50	16,580.87
ED FBA Cert - Pay in Lieu	9,297.17	1,796.84
Ed FBA Spt - HI	29,134.70	6,540.82
Ed FBA Spt - Pay in Lieu	6,253.34	1,506.69
Electric	0.00	8,123.74
Elementary Music	201.30	295.45
ESL - Local	0.00	464.93
Flooring	0.00	16,400.00
FLOW THRU IDEA - PART B	106,393.71	19,676.00
Food Supplies & Delivery	0.00	166.50
FRESH FRUIT/VEGETABLE PR...	0.00	5,250.49
Garbage Collection	2,705.89	808.41
Grounds	2,225.00	1,025.00
JOHNSON-O MALLEY THREE ...	35.69	0.00
Library Books	2,500.00	0.00
LUNCHES	12,558.99	5,610.41
Maint Major Projects	417.28	82.72
Maintenance Operations	538.00	1,483.81
Natural Gas	0.00	314.60
Noncategorical	0.00	0.00
PR - Administrative	79,301.38	16,028.07
PR - Laborer	39,958.74	13,464.91
PR - Office/Clerical	25,547.55	5,305.24
PR - Substitutes Athletics	0.00	74.80
PR - Substitutes Sick Leave	0.00	802.11
Totals	477,136.18	138,185.42

Questions?

