

## **Shared Business Official: Overview**

This service provides participating school districts with shared access to centralized School Business Officials employed by DCMO's Central Business Office. These Business Officials will provide a broad range of financial managerial services in a team-based approach as outlined below, under the supervision of CBO's Controller.

### **Cost Methodology**

The service fee is assessed upon the full-time equivalent of assigned staff.

### **Location**

The shared Business Officials are located in offices proximate to other CBO staff in DCMO's Support Services Center.

### **Communication**

The use of email, telephone, electronic documents (OnBase), and the daily courier will be the primary means by which business is conducted. It is expected that periodic meetings will supplement the other modes in order to facilitate and maintain a healthy dialogue.

### **Scope of services:**

Grants – submission of budgets (FS-10); IDEA 611 & 619 requests

Accounts Payable – oversight of Purchase Order creation and coding of invoices; review BOCES contracts and billing; authorize disposition of outstanding checks; monitor scheduling and payment of BANS and bonds; signature of sales tax submissions

Insurance – oversight of Student Accident, Health, Dental, Life, etc. contracts

Payroll – oversight of maintenance of Standard Hours for ERS/TRS reporting; sign Civil Service report; direct payment of ERS billing; sign payroll tax forms (i.e. -941)

Budget – preparation and transfers; fund balance projections; cash flow projections; publication of legal notices; review impact of Executive and Legislative state aid reports

Capital Projects – oversight of SA-139, Final Cost Report, etc. submissions; support of 5 yr. capital planning

Extra Classroom Activity Fund – oversight of internal controls and financial reporting

Audit – enforcement of internal controls; primary point of contact for external audit staff; submission of annual State Aid Claim form

Accounts Receivable – billing of tuition for non-residents; E-Rate application & review; billing for use of facilities and transportation

Property taxes – coordinate creation of tax warrant and collections; creation of Property Tax Report Card; tax cap compliance reporting to OSC

Data reporting – submission of BEDS, STAC, etc. as applicable