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GLOUCESTER COUNTY SCHOOL BOARD
The Thomas Calhoun Walker Education Center
6099 T.C. Walker Road Gloucester, Virginia 23061

SCHOOL BOARD AGENDA ITEM

MEETING DATE: December 12, 2023

AGENDA ITEM: Budget and Finance Report

ATTACHMENTS: Budget and Finance Monthly Report

TYPE OF AGENDA ITEM:

<input type="checkbox"/>	CONSENT
<input type="checkbox"/>	REGULAR
<input checked="" type="checkbox"/>	DEPARTMENTAL REPORT/PRESENTATION

<input type="checkbox"/>	INFORMATION ONLY – NO DISCUSSION
<input checked="" type="checkbox"/>	INFORMATION ONLY – DISCUSSION
<input type="checkbox"/>	ACTION

BACKGROUND / SUMMARY:

The Office of Budget and Finance monthly report contains information of the department's normal day-to-day activities as well highlights of any special projects/activities/initiatives that are taking place.

REQUESTED ACTION:

No action requested; this report is submitted to the School Board for informational purposes only.

FOR MORE INFORMATION, CONTACT PRESENTER:

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Chief Financial Officer

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GLOUCESTER COUNTY PUBLIC SCHOOLS

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Budget and Finance Department

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BUDGET AND FINANCE DEPARTMENT UPDATE As of November 30, 2023

In addition to the routine daily tasks, Budget and Finance Staff have completed or are working on the following projects:

PROJECTS COMPLETED

Payroll

1. Monthly payroll processing and benefit bill balancing and payment (ongoing).
2. Hold weekly meetings with HR to review current FMLA cases (ongoing).
3. Provided short-term disability and FMLA consultations for employees (ongoing).
4. Provided orientation for new hires (ongoing).
5. Provided retirement consultations for employees (ongoing).

Family and Medical Leave Summary:

Family and Medical Leave	2023-2024	2022-2023	2021-2022	2020-2021
Future Events	8	8	5	10
Current Events	13	15	16	11
Closed Approved Events	26	42	36	69
Did Not Qualify Events	3	16	25	26
Total	50	81	82	116

Budget

1. Attended weekly Executive Leadership Team/Cabinet meetings on Wednesday mornings.
2. Participated in the Middle Peninsula Regional Board meeting on November 1.
3. Participated in the Program of Studies meeting for GHS on December 2.
4. Facilitated the VASBO Fall Conference for Regions I, II & III here at TCWEC on November 3.
5. Participated in the County Leadership meeting on November 8.
6. Met with the newly elected board members on November 13 & 14.
7. Participated in Assistant Principal meeting on November 15
8. Participated in the DLT & Principal's meeting on November 16.
9. Met on the GHS renovation project November 20.
10. Met to discuss the award of the School Security Equipment Grant on November 30.
11. Worked on the upcoming Special Education audit that is due in December.
12. Participated in bi-weekly School Finance Officer discussion meetings via zoom.

FUTURE PROJECTS

Budget

1. DLT & Principals' meeting –December 7.
2. Attending the Reverse Vendor Fair held by Gloucester County at the Main Street Library on December 12.
3. Budget Review meetings – December 14 & 15.
4. Parent Advisory meeting – December 1.
5. Teacher Advisory meeting – December 11.
6. Complete FY24 Budget Book
7. Prepare for FY25 budget season.