

Business Manager Report

-I have been working with Kim and Brandt on getting web grants submitted that are coming close to the deadline of 9/30/24

-Payroll this week took me 3 days and I was rushed. The cut off day was on Monday so I started payroll on Tuesday right away and I was still back up at the school working on it Thursday evening at 6 till after 7. I honestly feel rushed and I also feel like that is how mistakes are made. I did have a few but I called Kim and she helped me pin point them as I didn't exactly have the time I would have liked since I had to have it in to the bank Friday morning for payroll on Monday. Everyone who gets salary is easy, it's the hourly employees where I have to count their hours, extra circular activities hours, school board etc.

-All Credit cards the school had with Matts name, Christines name and Petes have been shredded as there is now new credit cards with my name on them.