

**PASADENA UNIFIED SCHOOL DISTRICT
BUSINESS DIVISION 2018-19 ANNUAL PLAN**

DIVISION	Business Services Division
DIVISION STATEMENT OF PURPOSE <i>Insert statement describing what your Division does and its purpose</i>	Business Services Division provides financial and operational support to school, staff and community, ensuring appropriate use of resources, collaborative communication, clear and understandable processes, accountability and innovative use of technology to further the District’s strategic directives.
DIVISION THEORY OF ACTION (TOA) <i>Your TOA provides a road map for what needs to happen and what Division needs to do to achieve desired outcome(s) for students. Can be an IF...AND...THEN statement.</i>	IF, Business Services Division provides exemplary public service as expert leaders in fiscal and operational fields, AND provides outstanding services in the support of schools, staff and departments, AND assists staff in making informed financial decisions in our concerted efforts to support the delivery of our services and goals, THEN the Pasadena Unified School District will provide quality education for all its students.
DIVISION ORGANIZATIONAL CHART	SEE ATTACHED ORGANIZATIONAL CHART
LIST OF SERVICES	Units and Functions within Business Services (see page 3 for specific services of each unit) Budget, Payroll, Benefits Management, Accounts Receivable, Accounts Payable, General Ledger, General Accounting, Mail Services, Procurement, Warehouse and Food & Nutrition Services
DIVISION LEADER	Eva Lueck, Chief Business Officer
DIVISION/DEPARTMENT CONTACTS	Ersilia Xocoy, Division Executive Secretary xocoy.ersilia@pusd.us (636)396-3600 ext. 88151 Kingsley Udo, Fiscal Services Director udo.kingsley@pusd.us Errol Brandford, Budget Supervisor brandford.errol@pusd.us

DEPARTMENT GOALS & ACTIONS

1. Department Goals (Outcomes) 2018-19 (B) <i>What outcomes do you want to see? For who?</i> <i>Are they aligned to Strategic, LCAP, other plans?</i>	Metrics (C) <i>How will you measure impact?</i>	Targets (D) <i>Include baseline level, if available</i>
<ol style="list-style-type: none"> 1. Reduce budget deficit 2. Reduce time spent on and time taken to process financial transactions 3. Provide training & retraining for budget development process and monitoring 	<p>LCAP Goal 5 Operational KPIs:</p> <p>Financial reporting - 1st and 2nd Interim Budget reports</p> <p>Transaction processing time.</p> <p>% of budget managers or designees trained</p>	<p>Meet state reserve requirement</p> <p>Reduce accounts payable turnaround time within staffing limitations.</p> <p>100%</p>

2. Department Actions for 2018/19 <i>What will we do in 18-19 to achieve our goals and meet our targets?</i>	Will this take additional resources to do in 18/19 ? Yes/No
<p>See list of core business services/functions on next page</p> <p>Process improvement and training to achieve above goals.</p>	<p>Yes, additional resources for training and supplementary services are needed to build sustainability for meeting student outcome goals (LCAP).</p>

BUSINESS SERVICES DIVISION

CORE FUNCTIONS AND SERVICES

Functional Unit	Services/Functions Required to Operate District
Overall Business and Finance	<p>All Financial reporting</p> <ul style="list-style-type: none"> - 1st & 2nd Interim budget - Unaudited actuals - Budget Management reports - Year End closing <p>Fiscal Consulting & Reporting for:</p> <ul style="list-style-type: none"> - Student Support (Categorical) Programs and Grants - financial oversight and reporting - Charter Schools - Board, Executive Leadership Team, Associated Student Body (ASB) - Los Angeles County and State of California Departments of Education (LACOE & CDE) - Legal and other district-wide services
Budget	<p>Average Daily Attendance (ADA) tracking and reporting (which impacts budget and operations)</p> <p>Budget Development</p> <p>Budget Monitoring</p> <ul style="list-style-type: none"> - Position Control - Realignment - Process Personnel Requisitions - Process Purchase Requisitions - Internal and External reporting
Accounts Receivable	<p>Associated Student Body (ASB) accounting</p> <p>Developer Fees</p> <p>Program/Department/Other Receipts</p> <p>Civic Center Permits</p>
Accounting	<p>Balance sheet reconciliation</p> <p>Categorical accounting</p> <p>General School Accounting and Reconciliation</p>

<p>Accounts Payable</p>	<p>Payments to Vendors and Employees Invoicing Contracts Audits Retiree benefits Sales Tax Reporting 1099 Reporting Legal/Liability payments</p>
<p>Payroll</p>	<p>Process Payroll (Certificated/Classified/Other) Benefits Management (including enrollment, accounting, reconciliation, reporting and advisement) State/Federal taxes Timesheets Vacation/Sick Time tracking and reporting Census reporting Record retention/reporting ACA Compliance reporting Other</p>
<p>Procurement</p>	<p>Ensures compliance with applicable laws for procurement; district policies and procedures.</p> <ol style="list-style-type: none"> 1. Requisitions 2. Purchase orders 3. Contracts 4. Equipment/fixed assets/surplus equipment 5. Insurance certificates 6. Contractor database
<p>Food Services</p>	<p>Support students and families providing nutritious meals daily. Ensure compliance with federal, state and local laws and regulations.</p>
<p>Mail Services</p>	<p>Provide District MMail Services:</p> <ol style="list-style-type: none"> 1. U.S. Postal services 2. District Internal mail services
<p>Warehouse</p>	<p>Maintain central stock of supplies, materials and equipment. Receiving & delivery</p>

Division Chief	(All)
Fund	01.0
SiteType	Department
DivisionGroup	Business Services

Row Labels	2016-17 Actuals	2017-18 Second Interim	2017-18 Unaudited Actuals	2018-19 Adopted Budget	Variance 18-19 Budget to 17-18 Actual
106 - Business Division	1,302,170	394,650	437,683	725,712	288,029
00000.0 - Unrestricted Resource	1,302,170	394,650	437,683	725,712	288,029
Classified Salaries	250,976	258,103	293,744	254,136	(39,608)
Employee Benefits	97,421	104,033	108,494	103,576	(4,918)
Materials and Supplies	8,928	10,287	10,360	14,500	4,140
Contracted Services	944,845	22,227	25,086	353,500	328,414
60100.0 - ASES: After School Ed & Safety	0	0	0	0	0
Contracted Services	0	0	0	0	0
111 - Receipts from Property Tax JPA	(646,158)	0	(680,749)	0	680,749
00000.0 - Unrestricted Resource	(646,158)	0	(680,749)	0	680,749
LCFF Revenues	(646,158)	0	(680,749)	0	680,749
161 - Fiscal Services	1,377,387	1,555,028	1,359,928	1,854,826	494,898
00000.0 - Unrestricted Resource	1,357,464	1,534,861	1,339,704	1,834,207	494,503
Certificated Salaries	0	0	0	0	0
Classified Salaries	895,210	1,072,702	907,490	1,113,816	206,326
Employee Benefits	371,615	448,792	410,267	543,891	133,624
Materials and Supplies	26,166	1,764	2,229	36,800	34,571
Contracted Services	64,472	11,603	19,718	139,700	119,982
60100.0 - ASES: After School Ed & Safety	19,915	20,167	20,224	20,619	395
Classified Salaries	14,482	14,482	14,482	14,482	0
Employee Benefits	5,434	5,685	5,743	6,137	394
65000.0 - Special Education: AB 602	8	0	0	0	0
Classified Salaries	0	0	0	0	0
Employee Benefits	8	0	0	0	0
177 - Food Services	0	0	0	0	0
53100.0 - Child Nutrition-School Progr	0	0	0	0	0
Classified Salaries	0	0	0	0	0
213 - Mail Service	349,034	297,753	295,108	329,929	34,821
00000.0 - Unrestricted Resource	349,034	297,753	295,108	329,929	34,821
Classified Salaries	94,521	97,595	96,251	96,975	724
Employee Benefits	67,697	71,498	70,881	74,154	3,273
Materials and Supplies	4,643	3,929	3,603	5,000	1,397
Contracted Services	182,173	124,731	124,373	153,800	29,427
Capital Outlay	0	0	0	0	0
219 - Purchasing	449,539	456,629	458,888	474,608	15,720
00000.0 - Unrestricted Resource	449,539	456,629	458,888	474,608	15,720
Classified Salaries	306,213	313,894	313,423	317,108	3,685
Employee Benefits	131,836	132,258	132,670	141,600	8,930
Materials and Supplies	5,824	4,992	7,737	8,000	263
Contracted Services	5,666	5,485	5,058	7,900	2,842
221 - Warehouse	263,783	193,306	182,131	199,832	17,701

00000.0 - Unrestricted Resource	263,783	193,306	182,131	199,832	17,701
Classified Salaries	110,892	114,312	113,680	112,883	(797)
Employee Benefits	63,613	67,879	66,533	70,474	3,941
Materials and Supplies	(6,645)	4,875	(1,389)	4,375	5,764
Contracted Services	16,178	6,240	3,308	7,100	3,792
Capital Outlay	79,746	0	0	5,000	5,000
222 - Payments to Property Tax JPA	777,137	0	801,367	0	(801,367)
00000.0 - Unrestricted Resource	777,137	0	801,367	0	(801,367)
LCFF Revenues	777,137	0	801,367	0	(801,367)
Grand Total	3,872,892	2,897,366	2,854,356	3,584,907	730,551