

Business Services UPDATE:

Finance Plus

Position Control training occurred August 25, 2009 for Human Resources and Accounting as a precursor to setting up the module and integrating with the Personnel Budgeting Module.

Once the Banking conversion is completed we will begin the process of upgrading Finance Plus to version 4.3 which includes enhanced features. This project is extremely significant in nature and will require ensuring that all Cognos reporting and custom modifications work properly in the upgraded version. This process will require significant testing and validation. Additional server space may be required.

Sungard Pentamotion technical services modified check writing Optio and Micr in Fin Plus to accommodate the Northwest routing and account numbers for both Accounts Payable and Payroll.

A New Drop down prompt created to select alternate checking accounts:

- General Fund Checking
- Payroll Checking
- Food Service Checking
- Athletic Fund Checking
- Holding Account Checking
- Petty Cash Checking
- Capital Reserve Checking
- Trust Checking

This functionality will eliminate preparing checks manually for

- Food Service
- Holding Account
- Petty Cash
- Capital Reserve
- Trust Checking
- Payroll Voluntary and involuntary deductions

The result will be a more efficient and effective use of resources. Since currently the manual checks have to be prepared and then recorded, the new process will allow for recording and printing at the same time. This will also enhance internal control. In addition this will allow accounting to record accounting by fund in a more efficient manner issuing checks by fund reducing the need for adjusting journal entries to reallocate expenditures remitted from the General Fund on behalf of the Athletic Fund, Food Service Fund, and Holding Accounts. Compensation will continue to be remitted from the General Fund

Banking

All Northwest Savings Bank Documents and agreements have been reviewed by our solicitor and executed.

The Following Accounts have been set up:

- General Fund Checking
- General Fund Sweep
- Payroll Checking Zero Balance Account
- Food Service Checking
- Athletic Fund Checking
- Holding Account Checking
- Petty Cash Checking
- Capital Reserve Checking
- Capital Reserve Sweep
- Trust Checking

In coordination with Sungard Pentamation technical support:

- Testing has been successfully completed Tuesday September 1, 2009
 - For Printing Checks to all Northwest Accounts
 - This required multiple tests for correct results
 - Prenote File to Northwest to test Direct Deposit
 - This required running a “fake” payroll with slight modification to the file to meet Northwest’s file parameters this should be complete by Wednesday September 3, 2009

Express Deposit is in the process of being set up.

- This allows us to deposit checks remotely in central office as we have been doing with National City

We have received from Northwest for the above accounts:

- Manual Checks
- Deposit Slips
- Sealable night deposit bags for Food Service for the above accounts.

Training and setup for:

- On-line Banking occurred today 9/1/2009
- Direct Deposit for Payroll occurred 9/1/2009
- Online Banking security

Audit

- Initial Audit Planning Field Work was conducted by our Audit Firm this past week
- Additional Field work will occur within the next couple of weeks.