

DATE: December 19, 2022

TO: Board of Trustees

FROM:  Tom Ratermann

SUBJECT: Finance and Administration

The current hourly rate paid to the Finance and Administration Manager (FAM) is \$35.55. The rate with benefits is \$47.87 per hour.

As of December 19<sup>th</sup>, 2022, I have authorized the FAM to change to a temporary part-time employee of the BCRSD at an hourly rate of \$40.00 without benefits. I will hold weekly or biweekly progress meetings with the FAM to facilitate an organized timely transition.

I propose that Convergence Accounting provide the following four services at \$150 per hour.

- 1. SRF Administration** – Track monthly payments, update payment spreadsheet when schedule is received by UMB.
- 2. Bank Account Administration** - Make sure funds will cover all outstanding and upcoming payments due. Transfer excess funds to Money Market account as needed.
- 3. End of Month** – See attached checklist for specifics. Temporarily, this will be a mix of Convergence Accounting and the part-time FAM. It should be noted that the Administrative Assistant will be responsible for Accounts Payable entries and tracking in Quick Books.
- 4. Payroll** – The Office Manager will handle Phase I. Phase 2 and 3 will take access to tax, Nationwide, Anthem & Principal portals. I propose Convergence Accounting have access to tax, Nationwide, Anthem and Principal portals, and that Convergence

Accounting update retirement and benefit spreadsheets with new staff and any changes.

- End of Quarter Taxes – I propose that Convergence Accounting manage this function.
- End of Year Taxes – I propose that Convergence Accounting manage this function.
- W2's and 1099's – I propose that Convergence Accounting manage this function.

**Hiring Paperwork** – If there is a new hire at BCRSD, then the Office Manager will on-board the new employee.

**Accounts Payable** – The Administrative Assistant will enter all Accounts Payable into Quick Books. Uncommon invoices, such as insurance and engineering, will need additional steps. Checks will still need to be printed and signed by two authorized individuals. I propose that the Project Manager and the General Manager be responsible for signing checks. Temporarily, the part-time FAM will print checks. Typically, checks will be printed twice per month.

**Accounts Receivable** – This function will probably remain internal to the BCRSD. Temporarily, the part-time FAM will get January invoices out. Convergence Accounting may be a candidate for this function. There is a fair amount of customer interaction with this process, as it involves interacting with the customers, such as Hartsburg, Sturgeon and Renick.

**Daily Deposits** – The Office Manager will be doing the daily deposits and entering checks in Quick Books.

**End of Year** – The part-time FAM will assist. See attached checklist.

**Audit** – The part-time FAM will assist Convergence Accounting to get the needed information to Gerding, Korte and Chitwood, the BCRSD's auditor.

**Website Administration** – The Office Manager takes care of the meeting/packet page updates. Updates to the page need to be done, but is not urgent at this time.

The above functions are the most time sensitive. The FAM Duties spreadsheet has the full listing and is attached.

Attachment

C: File

## Finance & Administration Manager (FAM)

### Responsibility Going To:

TASK	Temporarily	Long Term	How To/Notes File Location
Payroll - Biweekly (Tax, Retirement, Updates as needed)	Lara/Sandi	FAM	L:\DOCS\Administration\FINANCE\2022 FAM How To LF\2022 Payroll Process.docx
QuickBooks Admin & Maintenance of software	Convergence	FAM/Convergence	L:\DOCS\Administration\FINANCE\2022 FAM How To LF\AP Step 2-7 FAM 2022.docx
Accounts Payable	Lara	FAM	L:\DOCS\Administration\FINANCE\2022 FAM How To LF\AP Step 1 Admin Asst 2022.docx
Accounts Receivable	Lara	FAM	
BEC Deposits/Check Deposits/Manual Bank Deposits	Sandi	FAM	
All HR related issues/questions internal & external	Tom/Virgil	FAM	
Administrator all loans (SRF, Lease Purch, all others)	Lara	FAM	
SRF Payments <b>Needs to be updated for 2023</b>	L:\DOCS\Administration\FINANCE\SRF\SRF Payments Schedules	SRF Monthly Payment 2022.xlsx	L:\DOCS\Administration\FINANCE\SRF\SRF Payments Schedules\SRF Monthly Payment 2022.xlsx
Lease Purchase Amortization	L:\DOCS\Administration\FINANCE\SRF\SRF Amortization Schedules	Boone Co SRF DS Schedules Revised 6-2022.xlsx	L:\DOCS\Administration\FINANCE\SRF\SRF Amortization Schedules\Boone Co SRF DS Schedules Revised 6-2022.xlsx
Savings Tracker for Budget Stabilization Fund	L:\DOCS\Administration\FINANCE\SRF\SRF Payments Schedules	SRF Refinance Savings Tracker 10-2022.xlsx	L:\DOCS\Administration\FINANCE\SRF\SRF Payments Schedules\SRF Refinance Savings Tracker 10-2022.xlsx
New Hires - Indeed, BEC, Ins, Mid Mo Drug, DOT etc.	Sandi/Lara	FAM	L:\DOCS\Administration\Personnel\1 EMP New Hire Packet
Maintain Personell Files and Info.	Sandi/Lara/Tom	FAM	
Back up for Office Administrator /Customer Service	Sandi/Meg	Sandi/FAM	
Track Not To Exceed Agreement Amounts	Tom/Lara	FAM	L:\DOCS\Administration\LF Facility Systems & Tracking
Administer all Contracted Services	Tom/Lara	FAM	Red folders in file cabinet next to FAM desk (black two drawer)
Facility & Systems Files (paper & digital)	Lara/Daniel/Meg	Daniel	
Website Admin & Design - share updates with OA	Lara/Sandi	Sandi	
Maintain contracts with AT&T(FirstNet) and CenturyLink/Lumen	Tom	FAM	
Digital Newsletter - Share with OA (hoping to start soon)	Sandi	Sandi/Meg	Through Mailchimp
Track Maintain Depreciation Schedule <b>Needs to be updated for 2023</b>	Lara/Convergence	FAM/Convergence	L:\DOCS\Administration\FINANCE\Depreciation\Depreciation 9-2022.xlsx
Board of Trustees Asst. Secretary & Treasurer	FAM	FAM	
Track Maintain pump purchases Schedule	Covergence/Daniel	FAM/Daniel	
Inventory - Pump and Float with Labor for Service Call Tracking	Daniel/Lara	Daniel	L:\DOCS\O & M\Pressure Service Call Report & Inventory DRAFT 2.xlsx
Ashland Daily Log - Jason	Daniel/Lara	Daniel	L:\DOCS\O & M\SERVICE CONTRACTS\ASHLAND\Ashland O&A Worksheets\Ashland Daily Log September 2022.xlsx
Advertise public notices per regulations and policy	Daniel	Daniel	
MASD Treasurer, Secretary & Bookkeeper	Lara	Possibly Lara	
FEMA SEMA - Coordinator/BCRSD Admin Contact (As Needed)	FAM	FAM	"L:\DOCS\O & M\FEMA SEMA"
<b>DAILY</b>			
Deposit from BEC - save spreadsheet and add to QB	Sandi	Sandi/FAM	

Balance in Checking, money to be transferred to or from MMKT?	Tom/Lara	FAM	
AP emails - Print invoices add to accordian file.	Meg	Meg	
Deposit payments made for connection/inspection fees (weekly)	Sandi	FAM	
<b>MONTHLY</b>			
Calculate/Mail Invoices (Service Contracts)	Lara/Convergence	FAM	
MO State Tax Payment Payroll	Lara/Convergence	FAM	See Payroll How To
Monthly Board Reports	Convergence	FAM	
Ops Meeting Minutes - Attendance, Minutes etc.	Tom	Tom	Ops Meeting Folder (Blue Binder) / shared Drive under BOARD
Keep track of Board meeting schedule of things to do or present. Update as needed and be sure to check it before the Pre Board staff meeting each month.	Tom/Sandi	FAM/Sandi	L:\DOCS\Administration\BOARD\Annual Board Agenda Calendar 2022.docx
Calculate Wholesale Rate - City	Sandi/Daniel?	FAM	L:\DOCS\Administration\FINANCE\MONTHLY\2022 M\10-2022 BCRSD Wholesale Report Corrected.pdf
Calculate/Mail Invoices (Reimbursables)	Lara/Convergence	FAM	
Calculate/Mail Payments to Hartsburg & Rocheport	Lara/Convergence	FAM	
Ensure IVUE & QuickBooks Match at End of Month	Lara/Convergence	FAM	
Checking & MMKT Reconciliations	Lara/Convergence	FAM	
SRF Bank Accounts Reconciliations	Lara/Convergence	FAM	
SRF Payment Tracking	Lara/Convergence	FAM	
Update Pumps Float inventory spreadsheet	Daniel	FAM	
Customer Counts - Update rate sheet monthly if possible. There is a running total and comparisons. Notes have been added to the spreadsheet in comments to help. Be sure to read the comments when running reports and updated spreadsheet. Save as for the month you update in.	Sandi	Sandi/FAM	L:\DOCS\Administration\Customer Service\Customer Counts, Rate Schedules & Tables\12-2022 Rate Table with Customer Counts.xlsx
New Customers for above: This spread sheet come via email from BEC on the 1st of each month. It is needed to update the Customer Counts Spread sheet for comparisons. They often are not exact, with customer accounts updated or changed often, it won't be exactly the same each time you count.	Sandi	Sandi/FAM	L:\DOCS\Administration\FINANCE\MONTHLY\2022 M\New-BCRSD Type SO's Per Month-12-01-2022_07_00.pdf
<b>QUARTERLY</b>			
Quarterly Payroll Tax Reports	Lara/Convergence	FAM	
Quarterly Board Report	Convergence	Convergence/FAM	
Calculate Wholesale Rate - Silvercreek	Lara	FAM	
Quarterly Vacation Report to Virgil	Lara	FAM	L:\DOCS\Administration\FINANCE\PAYROLL\2022 P\PR 2022 Vacation Accrual.xlsx
<b>ANNUALLY</b>			

**Budget - Multi month project	FAM/Convergence	FAM/Convergence	FAM/Convergence	Budget Folder (White Binder)
** Audit - Multi month project	Lara/Sandi/Conv.	Lara/Sandi/Conv.	FAM/Convergence	L:\DOCS\Administration\End of Year Checklists\End of Year 2022.xlsx
** End of Year Checklist	Lara/Sandi/Conv.	Lara/Sandi/Conv.	FAM/Convergence	L:\DOCS\Administration\FINANCE\Insurance\Worker's Comp Audit Increase as of July 1st, BEC must be given 2-3 month notice and then check in as it gets closer. In 2021, even with notice it did not go smoothly.
Workers Comp Audit			FAM	See Payroll How To
Rate Increase Processes	Sandi	Sandi	FAM/Sandi	
Yearly Payroll Tax Reports (BCRSD & MASD)	Lara/Convergence	Lara/Convergence	FAM/Convergence	
Track multiple yearly renewals (SAM, MEC Etc.)	Daniel	Daniel	Daniel/FAM	
Missouri Ethic Commission Budget Submittal (MEC)			Daniel	
Lease Purchase Payments	Done for 2022	Done for 2022	FAM	Track and include in budget, Due December
EIERA Checklist	Done for 2022	Done for 2022	FAM	"L:\DOCS\Administration\FINANCE\Lease Purchases"
Insurance Renewal	Done for 2022	Done for 2022		Done in November
liability, vehicle, equipment, facility, cyber, crime				Have ready for November Board meeting
Workers Comp, Health, Dental, LTD				Contact: Naught-Naught AKA Assured Partners
Distribute Anthem Rebate	Done for 2022	Done for 2022	FAM	August or September
Distribute new Employee Health Benefit contribution rates	Done for 2022	Done for 2022	FAM	"L:\DOCS\Administration\FINANCE\PAYROLL\2022 P\Anthem Refund Worksheet 2022.xlsx"
				L:\DOCS\Administration\Personnel\Personnel Insurance\2022-2023 Personnel Insurance.xlsx