



January 16, 2023

Board of Trustees,

Please see below for an update since the December board meeting:

- **Payroll transition** – the payroll transition will be complete as of Tuesday, January 17th. Convergence will be handling the 1/20/23 pay cycle. All items outside of providing the employees' hours worked report for each pay cycle has been automated going forward.
- **Month-end Invoicing** – worked with Lara to complete invoicing for contracted services and over & above invoices for January 1st. I will be updating QBO to automate the contracted service invoices for February and forward. We also discussed with Daniel the over & above invoice process so he can add another layer of clarification to ensure the invoicing process is done as efficiently and accurately as possible going forward.
- **Month-end Reporting** – went through the month-end processes with Lara. Lara worked to complete items for December month-end with transition of these duties to Convergence this month.
- **Evaluating Current Accounting Function** – I'm continuing to evaluate the current processes within BCRSD accounting function as we go. We consider this part of the assessment process before we recommend additional changes. This will continue to evolve as a better understanding of the current system is obtained and learning more about a potential hire and their skillset for the open Finance Manager position.
- **Convergence Involvement** – to this point, I have prioritized my time at BCRSD to align with Lara's availability to make the most of learning from her. Now, I believe she intends to reduce her availability to questions and an "as needed" basis. I plan to arrange my schedule to be at the district multiple times throughout the week to ensure oversight over the accounting function. I'm envisioning 2hr windows 2-3 days per week until a new hire has started. Being present and informed on current issues is the most important aspect to ensure continuity of the accounting function.

Please let me know if you have any questions.

Jason Vann, CPA