

Budget Analysis: Part 2

Shawn M. Weisser

Longwood University

PEDU 625

Dr. Maurice Carter

SMART Goals: Athletics Funding

Based on my previous budget analysis of the Huguenot High School (HHS) Sports Program, the essential need addressing the school level is the management and reporting of the School Activity (SA) Account. Currently, the Activities Director (AD) is responsible for collecting activity funds from students, staff, parents, and the community either in school or at the various activities held at the school. This process includes all fundraising, club dues, and sporting events held throughout the year. All staff sponsors collect and receipt the cash-only funds for their groups, turn in the funds to the bookkeeper, who must receipt the funds from the teacher, and then the bookkeeper must transport all funds to the bank each day. The AD keeps a spreadsheet of all activity funds received from the bookkeeper. He does not have access to the bookkeeper's program to view the accounts or the bank account to see the bank statements or account activities. The activity funds are deposited into the school account, and the bookkeeper keeps track in a spreadsheet and a budget book for the different school accounts.

There are numerous issues with this process. First, students are bringing cash into the building. Second, they are giving the money to teachers. Both student and teacher can lose the cash or have it stolen before it arrives safely at the bookkeeping office and documented as received. A student cannot prove they had the cash or that the cash was stolen. A teacher who leaves the money in his or her room is liable for any lost funds once received and receipted. Some dues or activities require large sums of cash to be moving around the school throughout the day. The third issue is receiving money after school hours. The AD must take control over any funds generated by after-school activities, count, receipt, and deposit the funds without oversight. The fourth problem is when the community wishes to purchase tickets to an event. They must either come directly to the school or have someone else buy for them at the school. The final problem is when students attempt to pay and do not have exact change. For example, fines for lost textbooks or library books are not rounded numbers. No change is left in the building to do this, and either the student must wait for funds to be made available or over-pay their fine.

The goal is to purchase software before August 2021 to allow students, staff, parents, and community members to pay for activities, fundraisers, or fines online, which will enable the AD print-off reports to manage the amounts deposited into the SAA. The software will allow the purchaser to choose the club or activity they are paying or the type of fine paid. The AD will also print a report for each club, activity, or fine category to share with the bookkeeper and principal.

Distributed Leadership

Over the last four years, I have had numerous conversations with students, parents, and staff about paying fines, dues, fundraisers, and activities with exact cash. I have felt their frustration as we move to a more electronic society where many of us do not carry more than a few dollars in cash. In speaking with Mr. Richard Farquharson, Activities Director (AD) at Huguenot, he has had a similar conversation with the same people (Personal communication, Farquharson, R.). As a result of these conversations, Mr. Farquharson will purchase an online subscription to a school bookkeeping website to access software that will provide for electronic payments and record keeping. At the beginning of the school year, the AD will hold a training session for the administration, bookkeeper, department chairs, and office staff before teachers are back in the building. The department chairs, AD, and any available office or administrative staff will conduct professional development to train teachers on the software to teach the students.

Financial Accountability Plan

The goal is to have students, parents, staff, and community members make payments online safely from their homes or businesses and receive an immediate receipt. The users will receive an emailed receipt that they can show at either school events, when retrieving purchases, or to prove membership in organizations. This new process eliminates the majority of cash entering the building, held in the building, and making staff accountable for the cash. This program also protects those who make purchases by providing a receipt that cannot be lost and eliminates the probability of losing money or having it stolen. The program also offers electronic accountability for all activity funds. The AD, bookkeeper, and

administration will have access to the web-based program to review reports. The AD can provide sponsors, coaches, and teachers with reports showing which purchases or payments have been paid and by whom. The bookkeeper can include the reports in the audit during or at the end of the school year. This process provides safety and accountability measures.

Community Resources

The webmaster will work with the AD to create a parent/student/community document to roll out and provide instruction to anyone who has electronic access to the school website. The AD and webmaster will also create printed training information for our community in English and Spanish with directions to the website. Printed documents will be shared in the face-to-face format in the Fall during homeroom the first week of school; the office staff will keep copies in the office for parents, community, and staff. The RPS websites are translatable into numerous languages via Google Translate and have an icon on the website that links the RPS websites to Online ADA, which prompts the user to create an account and load the ADA-compliant toolbar to use with any website (Online ADA, n.d.). The school Instructional Technology Resource Teacher, Lead Librarian, or the district Outreach Liaison will present a training session to staff on the Google Translation, and Online ADA functions on our website.

The administration, AD, parent liaison, and district Outreach Liaison will create a message in ParentLink, the call-out software we use in RPS, to call all student homes with translatable messages into many languages. And finally, the administration will send an email to all district-based student and staff emails with the pertinent information included. The AD and all group sponsors will contact their community resources and train them on using the web-based software and answering any questions they have.

Bibliography

Interview with High School Activities Director [Personal Interview]. (2021, March 5)

Online ADA. (n.d.). *Online ADA*. Online ADA. Retrieved April 5, 2021, from

<https://adatoolbar.com/>

Longwood Honor Creed:

“We shall not lie, cheat, or steal, nor tolerate those who do.”

Academic Pledge:

“I have neither given nor received help on this work, nor am I aware of any infraction of the Honor Code.”

Honor Pledge:

“I, Shawn Weisser, having a clear understanding of the basis and spirit of the Honor Code created and accepted by the student body of Longwood University, shall at all times govern my university life according to its standards and actively work to support its principles, thereby thoughtfully accepting my responsibility for preserving the honor and integrity of all past, present and future members of the Longwood University community of scholars. I will not lie, cheat, or steal, nor tolerate those who do.”