

## Budget & Finance Responsibilities

<p><b><u>Kyle Ellis, Assistant Director</u></b> <b><u>Budget &amp; Finance</u></b> <i>Ext. 79061</i></p> <ul style="list-style-type: none"> <li>• General Fund SACS</li> <li>• Budget Process Improvement</li> <li>• Audit Report/Coordination</li> <li>• MUNIS Training Manuals</li> <li>• Cash in County (Clear 9999's)</li> <li>• ERMS Workflow</li> <li>• Chart of Accounts</li> <li>• Budget Audits</li> <li>• Position Control Lead</li> <li>• CARES Lead/Coordinator</li> <li>• Audit Report/Coordination</li> <li>• MUNIS Workflow/Security</li> <li>• All Funds Oversight</li> </ul>	<p><b><u>Michael Ward, Coordinator</u></b> <i>Ext. 79065</i></p> <ul style="list-style-type: none"> <li>• Affordable Care Act (ACA)</li> <li>• Benefits Budget</li> <li>• Report Writing</li> <li>• Enrollment</li> <li>• APU Lead</li> </ul>	<p><b><u>Cherie Larson, Sr. Accountant</u></b> <i>Ext. 79062</i></p> <ul style="list-style-type: none"> <li>• Construction &amp; Capital Projects</li> <li>• Deferred Maintenance</li> <li>• Collection of Developer Fees (back-up)</li> <li>• Maintenance &amp; Plant Operations</li> <li>• Facility Use/Rental Fees</li> <li>• Fixed Assets</li> <li>• Bond Budget</li> </ul> <p><b><u>Luke Hicks, Financial Analyst III</u></b> <i>Ext. 79081</i></p> <ul style="list-style-type: none"> <li>• Medi-Cal LEA Billing</li> <li>• Medical Administrative Activities (MAA)</li> <li>• Special Education Department</li> <li>• Nursing Department</li> </ul>	<p><b><u>Larry Corum, Financial Analyst III</u></b> <i>Ext. 79060</i></p> <ul style="list-style-type: none"> <li>• Centers for Advanced Research &amp; Technology (CART)</li> <li>• Ed Tech JPA</li> <li>• CVSS JPA</li> <li>• Ed Services</li> <li>• Sports &amp; Recreation</li> <li>• Clovis Online</li> <li>• Property &amp; Liability</li> <li>• Sierra Outdoor School</li> <li>• SSSA</li> <li>• Police Services</li> <li>• Revenue/Interest County Transaction Postings</li> <li>• American Rescue Plan Homeless Children and Youth (ARP-HCY II)</li> </ul>
<p><b><u>Trudy Hiebert, Financial Analyst II</u></b> <i>Ext. 79116</i></p> <ul style="list-style-type: none"> <li>• CIA Department Budgets</li> <li>• Career Technical Education (CTE) Budget</li> <li>• Career Education/ROP</li> <li>• CAT Scenario</li> <li>• Paraprofessional Program (CI&amp;A) Budget</li> <li>• Induction</li> <li>• Classified Professional Development</li> <li>• Translation Services</li> <li>• Title I/II/III</li> <li>• Migrant Ed. Programs</li> <li>• School Climate Transformation Grant</li> <li>• Perkins Career Tech Ed Secondary Grant</li> <li>• ESSA: School Improvement</li> </ul>	<p><b><u>Irma Roche, Financial Analyst II</u></b> <i>Ext. 79113</i></p> <ul style="list-style-type: none"> <li>• LCAP Budgets (Non-Scenario)</li> <li>• Campus Club</li> <li>• Preschool</li> <li>• Youth Parents</li> <li>• Low Performing Student Block Grant</li> <li>• After School Ed. &amp; Safety (ASES) Grant</li> <li>• Expanded Learning Opportunity Program</li> <li>• Early Education Teacher Development Grant</li> <li>• UPK Planning and Implementation Grant</li> </ul>	<p><b><u>Ida Tiscareno, Financial Analyst II</u></b> <i>Ext. 79483</i></p> <ul style="list-style-type: none"> <li>• Attendance Calendars, Site Support</li> <li>• ADA Reporting (CUSD, COS, CART)</li> <li>• Bell Schedules</li> <li>• Instructional Minutes</li> <li>• Kindergarten Continuation Forms</li> <li>• Benefits Accounting/Expenditures</li> <li>• Parking Fees &amp; HR/Fingerprints</li> <li>• CUSD Today</li> <li>• District Level Reimbursables</li> <li>• District Office Department Budgets</li> <li>• Visual and Performing Arts (VAPA)</li> <li>• Educator Effectiveness Block Grant</li> <li>• Mandate Block Grant</li> <li>• Technology Department</li> </ul>	<p><b><u>Michelle Ortega, Financial Analyst II</u></b> <i>Ext. 70665</i></p> <ul style="list-style-type: none"> <li>• APU's</li> <li>• LCAP (Scenario-Related Accounts)</li> <li>• 34 + 1 Aides</li> <li>• A-G Completion Improvement Grant</li> <li>• Summer School Budget</li> <li>• Air Force Junior ROTC</li> <li>• Ethnic Studies Block Grant</li> <li>• Transportation Department</li> </ul>
<p><b><u>Brittany Cardwell, Financial Analyst I</u></b> <i>Ext. 79063</i></p> <ul style="list-style-type: none"> <li>• Principal's Discretionary Budget &amp; Scenario</li> <li>• Co-Curricular Management System (CCMS)</li> <li>• Smartfind Sub Report</li> <li>• Stipend Budgets</li> <li>• Site Allocations for Discretionary (0500), Library (0102), Lottery (6300), Subs for School Business</li> <li>• Fee Based Programs (Shop Cards, Testing Fees (AP/PSAT)</li> <li>• Local Donations, Fees, Site Grants</li> <li>• Area Superintendent Budgets</li> <li>• State Lottery (1100)</li> <li>• Advancement Via Individual Determination (AVID)</li> <li>• Saturday School Budget</li> <li>• Teacher Center Budget</li> <li>• Site Local Grants (21st Century and ASES for Pinedale and Sierra Vista)</li> <li>• Ag Department (State Grant)</li> </ul>	<p><b><u>Sarina Lopez, Financial Analyst I</u></b> <i>Ext. 79053</i></p> <ul style="list-style-type: none"> <li>• ASB reviews and monthly reconciliations</li> <li>• ASCIP-B (Boosters/Foundation/PTC)</li> <li>• Booster Handbook</li> <li>• Football Concessions</li> <li>• Reimbursables</li> <li>• Brinks Contact</li> <li>• Permission Click</li> <li>• Informed K12</li> <li>• Robotics Grant</li> <li>• Indian Education</li> <li>• CVCB</li> </ul>	<p><b><u>Xee Her, Financial Analyst I</u></b> <i>Ext. 79064</i></p> <ul style="list-style-type: none"> <li>• COVID Relief Funds</li> <li>• In Person Instruction, IPI AB 86 (CARES)</li> <li>• Expanded Learning Opportunities Grant, ELO (CARES)</li> <li>• Expanded Learning Opportunities Grant, ELO Paraprofessionals (CARES)</li> <li>• ESSER Covid Relief Funds</li> <li>• Learning Recovery (Special Education)</li> <li>• Alternative Dispute Resolution (Special Education)</li> <li>• Learning Recovery Emergency Block Grant</li> <li>• Arts, Music, and Instructional Materials Discretionary Block Grant</li> </ul>	<p><b><u>Terrie Ikeda, Financial Analyst I</u></b> <i>Ext. 72859</i></p> <ul style="list-style-type: none"> <li>• Clovis Adult Education Budget</li> </ul> <p><b><u>Kreig Cirrincione, Financial Analyst I</u></b> <i>Ext. 79143</i></p> <ul style="list-style-type: none"> <li>• Campus Catering Budget</li> </ul>