

Division of Business and Finance

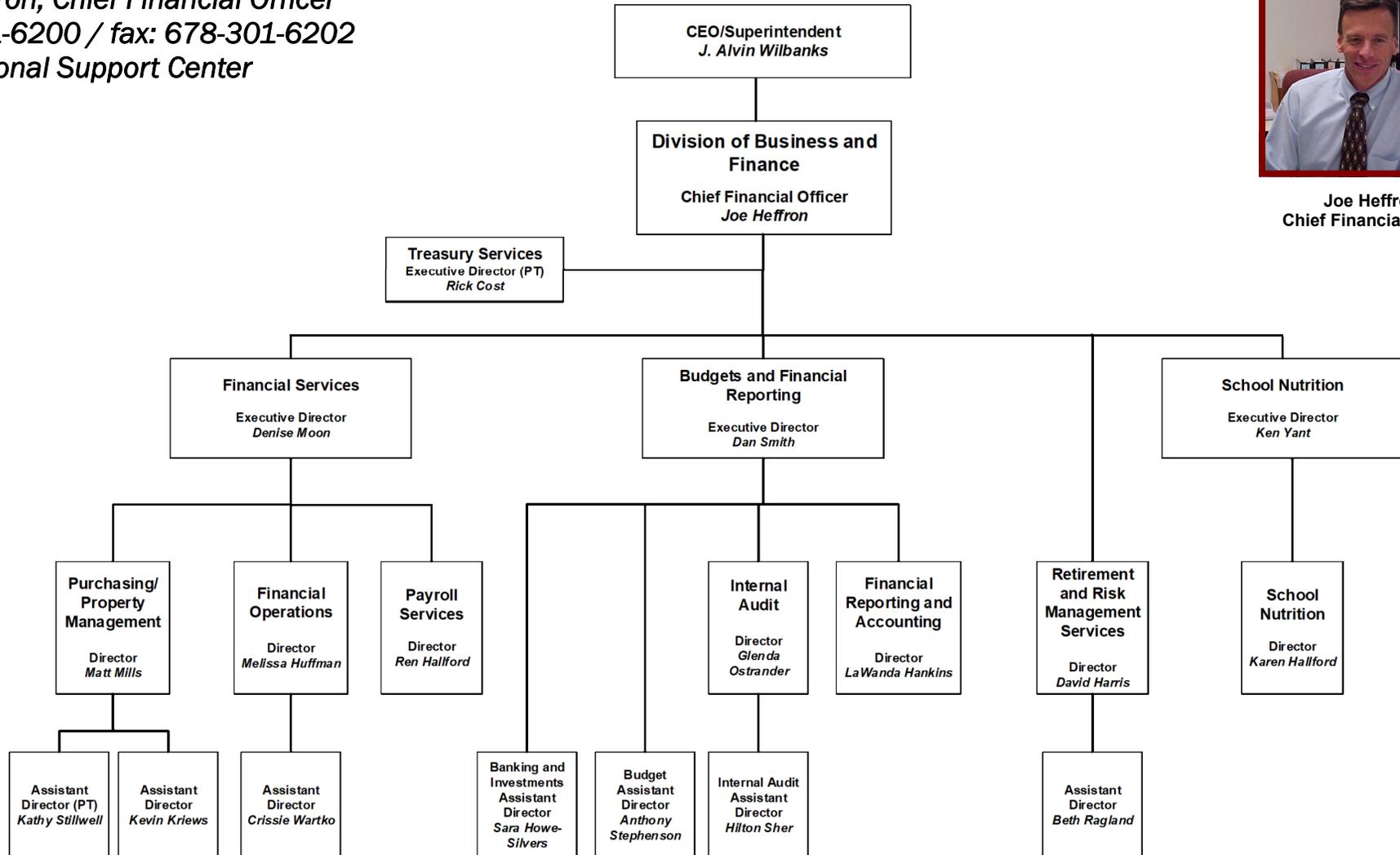
Joe Heffron, Chief Financial Officer

678-301-6200 / fax: 678-301-6202

Instructional Support Center



Joe Heffron,
Chief Financial Officer



Strategic Objectives

1. Allocate all available resources to best support world-class teaching and learning.
2. Ensure that all resources are budgeted and accounted for in accordance with the Board's adopted annual budget, the multi-year capital plan, the long-range strategic financial forecast, and debt service requirements.
3. Ensure the school district maintains an exemplary level of public confidence in all areas of business and financial management operations.



Office of Treasury Services
Rick Cost, Executive Director (Part-Time)
678-301-7067
(Instructional Support Center)

The **Office of Treasury Services** is responsible for managing the school district's investment portfolio, coordinating the district's external funding requirements, and serving as the district's fiscal policy advocate with the Governor's office and the state legislature.



Retirement and Risk Management Services
David Harris, Director
678-301-6267 / fax 678-301-6275

The **Office of Retirement and Risk Management Services** provides day-to-day management and administration of the Gwinnett County Board of Education's employee retirement plans and risk management activities. Our Retirement staff operates the Gwinnett Retirement System as well as the Board's 403(b) and 457(b) retirement savings plans. They also provide information and coordination regarding all state retirement and health benefit plans. Our Risk Management staff helps manage the impact of loss or other uncertainty to the organization, including liability claims from members of the public and injured employees' workers' compensation claims. They partner with staff in schools and other departments to answer insurance questions, investigate accidents and make safety recommendations to create the safest possible learning and working environment for our students and staff.



Budgets and Financial Reporting
Dan Smith, Executive Director
678-301-6210 / fax: 678-301-6205

The Department of Budgets and Financial Reporting is committed to the financial stewardship of funds by managing the financial resources through a transparent management system that meets or exceeds the highest standards in accounting and financial reporting. We will utilize proven business practices and ensure compliance with policies and procedures to meet the highest standards for accountability and trust. This office is responsible for the effective management and coordination within the areas of budget development and management, internal audit, financial reporting and accounting, and cash management.



Financial Reporting and Accounting
Lawanda Hankins, Director
678-301-6210 / fax: 678-301-6205

The **Office of Financial Reporting and Accounting** is responsible for facilitating the school system's annual audit process to include preparation of the Comprehensive Annual Financial Report and the Georgia Department of Education Financial Analysis reports. The office also maintains the PeopleSoft chart of accounts and provides fiscal support to central office staff and local schools in the management of the school system's federal, state, and local grant programs.



Internal Audit
Glenda Ostrander, Director
678-301-6233 / fax: 678-301-6230

The **Office of Internal Audit** is an independent appraisal function that examines and evaluates the effectiveness, efficiency and economy of the school district's operations. The office's objective is to assist all levels of school district management in the effective execution of their responsibilities by conducting a broad range of financial, compliance and operational audits throughout the district. Additionally, there are special investigations for fraud and special scope reviews conducted when required.



Financial Operations
Denise Moon, Executive Director
678-301-6210 / fax: 678-301-6205

The **Department of Financial Services** ensures the school system utilizes proven business practices and procedures while also identifying and developing continuous improvement processes for the business and financial functions of the school district. The office is responsible for providing leadership in the areas of financial operations, payroll, and purchasing/property management.



Financial Operations
Melissa Huffman, Director
678-301-6210 / fax: 678-301-6205

The **Office of Financial Operations** is responsible for providing support for the school district in various operational areas of finance and accounting. Major operations include: maintenance of accounting systems and processes, processing vendor and employee expense payments, and providing training and support to local school bookkeepers and central office support staff. The office is also responsible for maintaining GCPS records retention schedules and insuring that student records as well as other system records are maintained and archived in compliance with federal and state laws.



Purchasing/Property Management
Matt Mills, Director
678-301-6390 / fax: 678-301-6284

The **Office of Purchasing/Property Management** provides support to the local schools and central office staff in the procurement of supplies, materials, furniture, equipment, and services through the issuance of phone quotes, written bids, requests for proposals, State of Georgia contracts, and other local and federal agency contracts. All purchases are based on sound business practices as established by Board-approved policies and procedures and the National Institute of Governmental Purchasing standards. The Property Management Office also is responsible for maintaining the capital asset inventories for each location within the school district, as well as for performing physical inventories at each location.



Payroll Services
Ren Hallford, Director
678-301-6260 / fax: 678-301-6310

The **Office of Payroll Services** provides leadership and support in the process of issuing timely salary payments, benefit deductions, and leave accruals for all GCPS employees. In addition, Payroll has the fiscal responsibility for reporting to Federal and State agencies. This office also exists to serve employees, by providing answers to payroll-related questions or counseling regarding individual payroll issues.



School Nutrition
Ken Yant, Executive Director
678-301-6246 / fax: 678-301-6308
(Instructional Support Center)

The **School Nutrition Department** offers a healthy, well balanced breakfast and lunch to students, while teaching them about nutrition and wellness. Menus are planned according to the nutrition standards set by the United States Department of Agriculture (USDA) for the National School Lunch and Breakfast Programs. Research has shown that students who are well nourished and not hungry perform better academically, have fewer behavior problems and better attendance. School Nutrition works with the local schools to make the café an extension of the classroom by providing nutrient dense foods that kids enjoy and nutrition education via the Nutrition Education and Training Project.



Karen Hallford, Director
678-301-6245 / fax: 678-301-6308