

BAFOG Update  
September 23, 2004

Quick Notes:

1. Audit update: Sofar, so good. There will be some work to be done on WIP and the 320 report at Skyline.
2. Grants & contracts: Kathy distributed a draft of a powerpoint presentation she and Jim Butterfield will be presenting at Cañada on Oct. 5. Many comments and additions were made. Kathy asked the Business Officers to put together opportunities at their campuses for Kathy & Jim to present. Kathy will check with Harry Joel as well for a managers' forum presentation.
3. Banner Finance Training: Barbara reminded us that the training was upcoming and that there were still slots open. We were encouraged to invite other non-managers who might benefit from the training.
4. Processing of child care providers: Rick asked the Business Officers to make sure the paperwork was complete before forwarding on to Accounts Payable, paying special attention to the SSN or Fed Tax ID #.
5. Incident Reports: Jim Keller asked everyone to work on making sure a report is generated when the district suffers damage. Although the security dept has a large responsibility to see that the reports are filed, everyone needs to assist. Rick offered to work with the security officers to standardize incident report forms and place them on the web.
6. Updates: Everyone contributed a bit of what they are up to.

Next meeting: Can we adjust the NSF checking to not include the new activity codes that Swinerton is using?