

# Finance

Reports to **Superintendent**

## Our demographics

**CFO:** Tony Walker

**Began position:** 2002    **In district:** 1987    **In education:** 1987

**Staff:** Dawn Robinson, Budget Coordinator

Lynn Funderburk, Fiscal Services Administrator

Rachel Catoe, Accounting Supervisor

Jan Petersen, Procurement Director

**Location:** 300 South Catawba Street, Lancaster, SC

## Our focus

The purpose of the Finance Department is to assist the superintendent and the Board in securing the resources needed for students and teachers to achieve success, to provide integrity in all financial reporting, to assure budgetary compliance for all funds, to safeguard all district assets, and to ensure financial compliance in all areas. We are a service-oriented department dedicated to support the superintendent and staff of the district.

## Our functions

- **Cash management** – Maintain control of all district bank accounts.
- **Budgetary responsibilities** – Establish annual budgets for the general operating fund and the debt service fund, and monitor all funds monthly for budget compliance. It is our responsibility to maximize all funds, including general funds, special revenue, debt service, capital projects, food service and student activity to the benefit of the district as a whole.
- **Audits** – Work with independent external auditors to prepare the district’s annual financial report. Work with state & federal auditors on specific grant audits as required.
- **Debt service** – Manage all debt required to meet the district’s capital needs.
- **Revenues and Expenditures** – Monitor revenues and expenditures monthly to maintain budgetary control and verify allowability of expenditures. Salaries and fringe account for almost 86% of our general operating budget.
- **Financial reporting and operations** – Acquire and maintain adequate financial software to meet all accounting and reporting needs. All reporting, both internal and external, should come from this office to ensure integrity and accuracy.

### Our department strengths

- **Proactive** – If we see an area that needs attention, we will work to meet the need. We maintain a five-year capital funding plan to meet capital needs annually including roofing, lighting, electrical, plumbing, technology, furniture, library books, arts support, etc. This is reviewed and updated annually as part of our budget process.
- **Supportive** – We view ourselves as a support organization. Therefore, it is our responsibility to provide support to all other departments within the district. We provide training for administrators and staff to help them meet their financial responsibilities.
- **Equitable** – Our goal is to maintain equity across the district and, as such, we view the impact of every request from a district-wide perspective.

### Our honors & awards

- **Certificate of Achievement for Excellence in Financial Reporting** for 14 straight years beginning with our June 30, 2004 Comprehensive Annual Financial Report and continuing through 2017 presented to the Finance Department by the Government Finance Officers Association. The GFOA presents this award to those governmental units whose annual financial reports are judged to adhere to program standards and represents the highest award in government financial reporting.