

Finance

Reports to **Superintendent**

Our demographics

CFO: Jennifer White **Began position:** 2019 **In district:** 2018 **In education:** 2005

Staff: Mary Faile, Director of Finance

Dawn Robinson, Budget Coordinator

Lynn Funderburk, Fiscal Services Administrator

Trevor Hammond, 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 supporting 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 comprehensive annual financial report. Work with state and 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.
- **Financial reporting and operations** – Acquire and maintain adequate financial software to meet all accounting and reporting needs. All internal and external reporting should come from this office to ensure integrity and accuracy.

Our department strengths

- **Proactive** – We look for ways to increase efficiency and effectiveness. We maintain a five-year funding plan to meet capital needs 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** – 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 we view the impact of every request from a district-wide perspective.

Our honors & awards

- **Certificate of Achievement for Excellence in Financial Reporting** – The Government Finance Officers Association 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.