

Name: _____ Year : _____

**CARBON COUNTY SCHOOL DISTRICT NO. 2
EVALUATION OF
BUSINESS MANAGER**

(1 – Satisfactory - consistently performed at a competent level; 2 - Not Satisfactory - serious deficiencies exist in this area; N/A – Not Applicable)		
1.	Acts as advisor to the Superintendent on all questions relating to the business and financial affairs of the district.	1__ 2__ N/A__
2.	Assists the Superintendent in the preparation of the annual budget.	1__ 2__ N/A__
3.	Assists the Superintendent in his duties as Budget Officer of the Board.	1__ 2__ N/A__
4.	Supervises and maintains financial accounting and reporting for all programs.	1__ 2__ N/A__
5.	Supervises and prepares reports to the administrators concerning status of accounts, guards against over spending and prepares monthly budget control reports for the Superintendent and Board.	1__ 2__ N/A__
6.	Supervises monthly payroll, prepares retirement, social security and insurance reports.	1__ 2__ N/A__
7.	Reconciles all bank accounts maintained by the Board.	1__ 2__ N/A__
8.	Assists and advises the School Board Treasurer in management and investments of School District funds.	1__ 2__ N/A__
9.	Supervises accounting of receipt and disbursement of all school district funds.	1__ 2__ N/A__
10.	Manages the District's insurance program and advises the Superintendent and Board of any changes needed.	1__ 2__ N/A__
11.	Acts as purchasing agent, processing all purchase orders in keeping with the budget and district policy.	1__ 2__ N/A__
12.	Coordinates all feasible district purchases to take advantage of quantity discounts.	1__ 2__ N/A__
13.	Assumes responsibility for the development and operation of perpetual inventory systems and central warehousing operations.	1__ 2__ N/A__
14.	Assists in supervision of district transportation department and vehicle fleet management.	1__ 2__ N/A__
15.	Assists in supervision of food service program, account management and free/reduced school lunch application compliance with federal regulations.	1__ 2__ N/A__
16.	Supervises maintenance of a complete and accurate set of bookkeeping records for all federal and state grants to meet federal and state requirements.	1__ 2__ N/A__
17.	Manages district scholarship accounts.	1__ 2__ N/A__
Comments:		

Each of the undersigned has reviewed this evaluation. Each understands that each item will become part of the personnel record. It is further understood, that refusal to sign does not prevent the inclusion of this document in the personnel file.

Date: _____ Signature of Business Manager

Signature of Superintendent