



School Business Advisory (External) Services

SERVICES AND CONTACTS

VACANT

Administrator

Administrator for external oversight of advisory services for district budget reviews, fiscal solvency, auditing, payroll/commercial warrant processing and financial system

LYDIA BARCOS

Accounting Technician

External accounts payable production, stale-dated warrants, stop payments, warrant status requests, NSF processing, external accounts payable auditing, treasury deposits

JOHN DEVOTO

Systems Manager

Escape orientation, user setup and roles matrix, workflow, software testing and implementation, security grids, listservs, help desk, countywide payroll production

AMADA DULAY

Senior Administrative Asst.

Administrative support, SBO and SBAS meeting/workshop preparation, governing board organizational meetings, authorized signatures, elections support, County Counsel legal opinions, County Committee support and inventory, archive records

KAYLYN FIERRO

Accounting Technician

External accounts payable production, stale-dated warrants, stop payments, warrant status requests, NSF processing, external accounts payable auditing, treasury deposits

REBECCA HOLMES

District Financial Advisor

LCAP, LCFF, AB 1200 oversight, district budget analysis and risk management. Provide support to Finance team supervisor for county-wide processing coordination

VACANT

Finance Systems Supervisor

Financial services team oversight, apportionments, bond interest/redemption, property taxes, system setup, bidding requirements, attendance reporting, accounts payable audit and processing

STACI HUNTER

Payroll Specialist

External payroll support, reconciliation and reporting of CalPERS transactions, deposits of employee and employer contributions, adjustments, payroll manual and cancel warrants

MAKENZIE JOHNS

District Financial Advisor

LCAP, LCFF, AB 1200 oversight, district budget analysis and risk management. Provide support to Payroll team supervisor for county-wide payroll processing coordination

DAISY LAZAER

Financial Analyst

General ledger and journal entries, apportionment and interest distribution, deposits, cash reconciliations, property tax distribution, commercial warrant audits, 1099 reporting

MYRON PORTER

Payroll Systems Supervisor

External payroll support, county-wide payroll production, reconciliation and reporting of state and federal payroll taxes, ACA and W-2 reporting

CHRIS RHODES

Financial Analyst

General ledger and journal entries, apportionment and interest distribution, deposits, cash reconciliations, property tax distribution, commercial warrant audits, 1099 reporting

DANIELLE SPAHN

District Financial Advisor

LCAP, LCFF, AB 1200 oversight, district budget analysis and risk management. Provide support Payroll team supervisor for PERS/STRS processing, reconciliation, reporting, etc.

RICHARD WEGER

Payroll Specialist

External payroll support, wage garnishment, generate basic county-wide payroll crystal reports, and direct deposit processing

JENELLE WILLIAMS

District Financial Advisor

LCAP, LCFF, AB 1200 oversight, district budget analysis and risk management; lead department improvement projects with staff

SHENG XIONG

Payroll Specialist

External payroll support, reconciliation and reporting of CalSTRS Defined Benefit and Defined Benefit Supplement transactions, deposits of contributions, penalties, and interest

The School Business and Advisory Services department works with each school district to assist them in complying with legal mandates by the California Education Code and to provide quality services and support in all areas of school business administration and finance. In addition to mandated services, our department also provides services designed to enhance fiscal management in the school districts in Santa Barbara County. Our primary goal is to promote sound fiscal management practices for twenty districts, community colleges, and charter schools through responsive technical and financial advisory services in the following areas:

- **AUDITING ACCOUNTS PAYABLE** *Process and audit accounts payable payments for all districts, including 1099 reporting.*
- **ATTENDANCE REPORTING** *Provides county-wide submission of attendance for districts.*
- **ADVISORY SERVICES, BUDGET DEVELOPMENT AND MONITORING** *AB 1200 oversight monitoring and assessing district budgets for fiscal solvency.*
- **COUNTY COMMITTEE** *Support the county committee with school boundary information, territory transfers, unification, trustee areas.*
- **ELECTIONS** *Liaison between districts and election offices in Santa Barbara and adjoining counties, monitor board vacancies, appointments, and orders of election, provides instruction on annual governing board meeting requirements.*
- **FINANCIAL ACCOUNTING PROCESSING AND SERVICES** *Apportionment and property tax distribution, deposits, month-end and year-end close, cash reconciliations, attendance, bidding requirements, facilities, ERAF, RDA, LCAP, LCFF, GASB, restricted programs, special education, student body accounting.*
- **PAYROLL PROCESSING, TAX AND RETIREMENT REPORTING** *County-wide production of payroll and benefit payments for employees and vendors, payroll tax reconciliations, reporting and depositing of federal and state taxes and contributions, W-2 and ACA reporting, CalPERS and CalSTRS reconciliations, reporting and depositing of employee and employer retirement contributions.*

In addition, the department provides the K-12 School Districts in Santa Barbara County with a comprehensive centralized financial services management business system. This system includes general ledger, budgeting, purchasing, personnel, fixed asset and inventory, accounts payable, payroll, and stores subsystems. An Employee Portal (county-wide) provides all employees access to view their benefits, leaves, paychecks, W-2s, etc. The primary role of our department’s support teams is to provide direct support to our districts in the day-to-day use of the centralized business systems.

Please use 1-805-964-4711 plus extension to reach the individual

Vacant – ext. 5237.....
 Lydia Barcos – ext. 5357lbarcos@sbceo.org
 John De Voto – ext. 5241johnd@sbceo.org
 Amada Dulay – ext. 5201.....adulay@sbceo.org
 Kaylyn Fierro – ext. 5260.....kfierro@sbceo.org
 Rebecca Holmes – ext. 5271.....rholmes@sbceo.org
 Vacant – ext. 5372.....
 Staci Hunter – ext. 5254shunter@sbceo.org

Makenzie Johns – ext. 5259.....mjohns@sbceo.org
 Daisy Lazaer – ext. 5295dlazaer@sbceo.org
 Myron Porter – ext. 5280mporter@sbceo.org
 Chris Rhodes – ext. 5226crhodes@sbceo.org
 Danielle Spahn – ext. 5273dspahn@sbceo.org
 Richard Weger – ext.5242rweger@sbceo.org
 Jenelle Williams – ext. 5221.....jwilliams@sbceo.org
 Sheng Xiong – ext. 5252.....sxiong@sbceo.org