



Anna Sandness

Support Staff Spotlight

NAME: Anna Sandness

POSITION: Fiscal Assistant

School: Business Office

YEARS IN DISTRICT: 11 years

Q. What is your role in the Business Office?

A. My main responsibilities are processing travel for employees and accounts receivable. I also support grants management and claims. I work closely with secretaries to maintain and monitor budget reports. It's a busy office.

Q. How does the district budget cycle impact your job responsibilities?

A. Honestly, it is very hectic. This time of year we are busy with our final closeout of the last school year and we are also starting up a new school year budget cycle. There is a lot of overlap and trying to keep those separate can be challenging. The Business Office works as a team on this process and our monthly budget reviews are especially helpful at this time of the year as most issues have already been resolved.

Q. How do you track the various budgets you help manage?

A. We continually monitor budgets and rely on our building secretaries and department staff to help us keep track of the information. We also ask them to review budget reports thoroughly each month and, if they find errors to let us know so we can make the corrections. If there is something in question, we look it up, research it and make sure it is accounted for in the correct place.

Q. What does the district do to ensure it has sound fiscal integrity?

A. We have a very good record of having sound audits. The audits are a way for us to prove that we are keeping track of district funds and that they are being used as designated. We are very insistent in the Business Office that we keep everything in line and have the documentation to get a clean audit every year.

Over 

NOTES:

We make an effort in our office to get out to schools to make face-to-face contacts with staff and students.



Highlights Anna Sandness

We support our schools by going to games and school activities. This year I volunteered to attend Big Blue Weekend.



I am finishing my bachelor's degree in accounting and spend a lot of time studying. I have two grown boys who were raised in Waitsburg.

I grew up in Seattle and graduated from Tye HS.