

San Bernardino County Superintendent of Schools
DISTRICT FINANCIAL SERVICES
STAFF DIRECTORY
EFFECTIVE: July 13, 2010

Melissa Anderson, Chief Melissa_Anderson@sbcss.k12.ca.us	(909) 777-0701	Oversight of District Financial Services, including Accounting Services, Audit Services and Retirement Services; Electronic Audit; Liaison for County Auditor Controller-Recorder; Review and approve Auditable/Non-Auditable Accounts Payable; Procedures, Practices, Guidelines, & Priorities.
Greg Harikian Office Specialist II Greg_Harikian@sbcss.k12.ca.us	(909) 777-0701	Clerical support for management; Processes E.F.T. corrections; Maintains and updates the DFS webpage; Maintains SharePoint information, etc.

Accounting Services:

Robin Boatman, Financial Services Manager Robin_Boatman@sbcss.k12.ca.us	(909) 777-0715	Management of Accounting Services; Monthly reports; Cash reconciliation; Maintain garnishment master file; Post cash transactions: County Cash Transfers, Funds/Sub funds, Transfers data to County Auditor and Treasurer.
Sandi Cazares, Accounting Technician Sandi_Cazares@sbcss.k12.ca.us	(909) 777-0858	Balance 'S' Accounts; Reconcile district funds; Posts Deposits; Garnishment Processing Transfer; Provide backup for Garnishments and Accounting Manager as needed.
Juan Robledo, Accounting Technician Juan_Robledo@sbcss.k12.ca.us	(909) 777-0716	Post Interfund Transfers; Balance on "S" accounts; Statistical Reporting; Provide backup for Accounting Manager as needed; Negative cash budget; Charter Schools; Verify A/P Reports.
Juliea Carrasco, Senior Fiscal Clerk Juliea_Carrasco@sbcss.k12.ca.us	(909) 777-0859	Classified Contract and Semi-Monthly garnishments; Processes garnishment payments to vendors.
Amy Whitsett, Senior Fiscal Clerk Amy_Whitsett@sbcss.k12.ca.us	(909) 777-0714	Certificated Contract and Hourly/Daily garnishments; Processes garnishment payments to vendors.
Sofia Alba, Intermediate Fiscal Clerk Sofia_Alba@sbcss.k12.ca.us	(909) 777-0719	County Counsel and Registrar of Voters charges; FICA/MC adjustments; Warrant control: stop payments, stale dated warrants, paid warrants, cancellations; warrant searches; Maintains A/P warrant Registers; Warrant printing/folding/sealing machines
Lalane Contreras, Intermediate Fiscal Clerk Lalane_Contreras@sbcss.k12.ca.us	(909) 777-0718	County Counsel and Registrar of Voters charges; FICA/MC adjustments; Warrant control: stop payments, stale dated warrants, paid warrants, cancellations; warrant searches; Maintains A/P warrant Registers; Warrant printing/folding/sealing machines
Shawn Johnson, Reception Desk Shawn_Johnson@sbcss.k12.ca.us	(909) 777-0720	Receive all District Financial Services mail; Prepare all Express mail to districts; Control of NOE's and receipts of warrants to districts.

Accounting Services Fax#: (909) 777-0857

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Audit Services:

<p>Suzanne Retherford, Financial Services Manager</p> <p>Suzanne_Retherford@sbcss.k12.ca.us</p>	<p>(909) 777-0705</p>	<p>Management of Audit Services; Maintains Vol-Ded Master File; Processes EFT rejections and recalls; Responsible for the Unemployment Insurance file submitted to EDD; Process Pay History Adjustments; Void 9000 batches; Order Payroll & Vol-Deds; Maintains vendor exclusions.</p>
<p>Cora Desist, Accounting Technician</p> <p>Cora_Desist@sbcss.k12.ca.us</p>	<p>(909) 777-0717</p>	<p>Audit Interfund Transfers; Maintain Authorized Signature list; Process Audit Exceptions; Process Charter School warrants; Provide backup for Audit Manager and other Audit positions.</p>
<p>Angie Estevene, Accounting Technician</p> <p>Angie_Estevene@sbcss.k12.ca.us</p>	<p>(909) 777-0706</p>	<p>Audits Fast Track contracts and payments, Public Works Progress Payments. Special projects as assigned.</p>
<p>Tricia Wooldridge, Accounting Technician</p> <p>Patricia_Wooldridge@sbcss.k12.ca.us</p>	<p>(909) 777-0708</p>	<p>Audits district construction payments, lease-purchases, COPS, Computer Technology, contract payments.</p>
<p>Lena Young-Gallardo, Accounting Technician</p> <p>Lena_Young-Gallardo@sbcss.k12.ca.us</p>	<p>(909) 777-0712</p>	<p>Audit and prepare the cash deposit; Audit JE's and JV's; Salary Repayments; Assist with Interfund Audit; Provide backup for Audit Manager and other Audit positions.</p>
<p>Christina Araujo, Senior Fiscal Clerk</p> <p>Christina_Araujo@sbcss.k12.ca.us</p>	<p>(909) 777-0702</p>	<p>Audits District Accounts Payable and Payroll; Initiates process of affidavits and warrant cancellations; Processes voluntary deduction corrections; Posts and keys payroll taxes. <u>See attached for specific district assignments.</u></p>
<p>Lisa Laskey, Senior Fiscal Clerk</p> <p>Lisa_Laskey@sbcss.k12.ca.us</p>	<p>(909) 777-0703</p>	<p>Audits District Accounts Payable and Payroll; Initiates process of affidavits and warrant cancellations; Processes voluntary deduction corrections; Posts and keys payroll taxes. <u>See attached for specific district assignments.</u></p>
<p>Kristen Reimer, Senior Fiscal Clerk</p> <p>Kristen_Reimer@sbcss.k12.ca.us</p>	<p>(909) 777-0709</p>	<p>Audits District Accounts Payable and Payroll; Initiates process of affidavits and warrant cancellations; Processes voluntary deduction corrections; Posts and keys payroll taxes. <u>See attached for specific district assignments.</u></p>
<p>Desiree Scott, Senior Fiscal Clerk</p> <p>Desiree_Scott@sbcss.k12.ca.us</p>	<p>(909) 777-0704</p>	<p>Audits District Accounts Payable and Payroll; Initiates process of affidavits and warrant cancellations; Processes voluntary deduction corrections; Posts and keys payroll taxes. <u>See attached for specific district assignments.</u></p>
<p>Shawn Shane, Senior Fiscal Clerk</p> <p>Shawn_Shane@sbcss.k12.ca.us</p>	<p>(909) 777-0707</p>	<p>Audits District Accounts Payable and Payroll; Initiates process of affidavits and warrant cancellations; Processes voluntary deduction corrections; Posts and keys payroll taxes. <u>See attached for specific district assignments.</u></p>

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Retirement Services:

<p>Sue Saputo, Manager, Retirement Services Sue_Saputo@sbcss.k12.ca.us</p>	<p>(909) 777-0969</p>	<p>Management of Retirement Services; Review and approval of processes for employee and employer contributions to CalSTRS and CalPERS retirement systems; Submission of required service credit reports and financial deposits to CalPERS and CalSTRS.</p>
<p>Margaret Mauricio, Office Specialist II Margaret_Mauricio@sbcss.k12.ca.us</p>	<p>(909) 777-0969</p>	<p>Clerical support for Retirement Services</p>
<p>Tammy Terry, Office Specialist I Tammy_Terry@sbcss.k12.ca.us</p>	<p>(909) 777-0970</p>	<p>Clerical support for CalSTRS Regional Counseling Services (RCS)</p>
<p>Letona Abbott, Senior Fiscal Clerk Letona_Abbott@sbcss.k12.ca.us</p>	<p>(909) 777-0971</p>	<p>Audit CalSTRS for assigned districts. Initiate membership; Collect and refund contributions. <u>See attached for specific district assignments</u></p>
<p>Patty Bumbaugh, Senior Fiscal Clerk Patty_Bumbaugh@sbcss.k12.ca.us</p>	<p>(909) 777-0972</p>	<p>Audit CalSTRS for assigned districts. Initiate membership; Collect and refund contributions. <u>See attached for specific district assignments</u></p>
<p>Janet Hare, Senior Fiscal Clerk Janet_Hare@sbcss.k12.ca.us</p>	<p>(909) 777-0973</p>	<p>Initiates PERS and STRS payments, Notice of Charge and Inter-district Transfers; Creates monthly auditing recaps; Processes commercial warrant refunds, deposits for charter districts and charter school billings.</p>
<p>Stacy Hughes, Senior Fiscal Clerk Stacy_Hughes@sbcss.k12.ca.us</p>	<p>(909) 777-0974</p>	<p>Audit CalSTRS for assigned districts. Initiate membership; Collect and refund contributions. <u>See attached for specific district assignments</u></p>
<p>Dolores Lara, Senior Fiscal Clerk Dolores_Lara@sbcss.k12.ca.us</p>	<p>(909) 777-0980</p>	<p>Audit CalSTRS for assigned districts. Initiate membership; Collect and refund contributions. <u>See attached for specific district assignments.</u></p>
<p>Nicole Lavallee, Senior Fiscal Clerk Nicole_Lavallee@sbcss.k12.ca.us</p>	<p>(909) 777-0981</p>	<p>Audit CalPERS for assigned districts. Initiate membership; Collect and refund contributions. <u>See attached for specific district assignments</u></p>
<p>Nita Rindorindo, Senior Fiscal Clerk Nita_Rindorindo@sbcss.k12.ca.us</p>	<p>(909) 777-0982</p>	<p>Audit CalPERS for assigned districts. Initiate membership; Collect and refund contributions. <u>See attached for specific district assignments</u></p>

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Retirement Services (Continued):

Sharyn Carrasco, Benefits Counselor (Riverside)	(909) 777-0999	Trained representative for CalSTRS; Provides retirement benefit information for new and existing CalSTRS members; Conducts pre-retirement workshops.
John Crump, Benefits Counselor (Apple Valley)	(909) 777-0999	Trained representative for CalSTRS; Provides retirement benefit information for new and existing CalSTRS members; Conducts pre-retirement workshops.
Kathy Gilbert, Benefits Counselor (Rancho Cucamonga)	(909) 777-0999	Trained representative for CalSTRS; Provides retirement benefit information for new and existing CalSTRS members; Conducts pre-retirement workshops.
Stephen Lawler, Benefits Counselor (Murrieta)	(909) 777-0999	Trained representative for CalSTRS; Provides retirement benefit information for new and existing CalSTRS members; Conducts pre-retirement workshops.
Ana Monterrosa, Benefits Counselor (Murrieta)	(909) 777-0999	Trained representative for CalSTRS; Provides retirement benefit information for new and existing CalSTRS members; Conducts pre-retirement workshops.
Selden Stone, Benefits Counselor (Colton)	(909) 777-0999	Trained representative for CalSTRS; Provides retirement benefit information for new and existing CalSTRS members; Conducts pre-retirement workshops.
Bill Walker, Benefits Counselor (Colton)	(909) 777-0999	Trained representative for CalSTRS; Provides retirement benefit information for new and existing CalSTRS members; Conducts pre-retirement workshops.

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DISTRICT FINANCIAL SERVICES AUDIT ASSIGNMENTS FY 2010-11

As of July 1, 2010

<i>DISTRICT:</i>	<i>#</i>	<i>A/P and P/R</i>	<i>PERS</i>	<i>STRS</i>
ADELANTO	201	CHRISTINA	NICOLE	PATTY
ALTA LOMA	202	CHRISTINA	NITA	DOLORES
APPLE VALLEY	203	CHRISTINA	NICOLE	DOLORES
BAKER	278	SHAWN	NICOLE	STACY
BALDY VIEW ROP	264	LISA	NITA	LETONA
BARSTOW C.C.	270	SHAWN	NICOLE	STACY
BARSTOW UNIFIED	208	DESIREE	NITA	LETONA
BEAR VALLEY	206	CHRISTINA	NITA	DOLORES
CENTRAL	209	CHRISTINA	NICOLE	DOLORES
CHAFFEY C.C.	271	-	-	PATTY
CHAFFEY HIGH	263	SHAWN	NICOLE	DOLORES
CHINO VALLEY	210	CHRISTINA	NICOLE	PATTY
COLTON	213	CHRISTINA	NICOLE	PATTY
COPPER MT. C.C.	279	LISA	NICOLE	LETONA
CRY-ROP	250	KRISTEN	NICOLE	STACY
CUCAMONGA	215	DESIREE	NITA	LETONA
ETIWANDA	218	DESIREE	NICOLE	LETONA
FONTANA	222	DESIREE	NITA	LETONA
HELENDALE	224	DESIREE	NICOLE	STACY
HESPERIA	228	DESIREE	NICOLE	DOLORES
LUCERNE VALLEY	232	DESIREE	NICOLE	STACY
MORONGO UNIFIED	235	DESIREE	NITA	STACY
MOUNTAIN VIEW	238	DESIREE	NITA	DOLORES
MT. BALDY	236	DESIREE	NITA	DOLORES
NEEDLES UNIFIED	241	LISA	NITA	STACY
ONTARIO-MONTCLAIR	245	LISA	NITA	DOLORES
ORO GRANDE	246	KRISTEN	NICOLE	LETONA
REDLANDS	249	KRISTEN	NITA	PATTY
RIALTO UNIFIED	274	LISA	NITA	STACY
RIM OF THE WORLD	251	LISA	NITA	LETONA
SAN BERN. COMM. COLLEGE	272	KRISTEN	NITA	DOLORES
SAN BERNARDINO CITY UNIFIED	276	SHAWN	NICOLE	LETONA
SBCSS AND JPA' S	283,286,295,298	KRISTEN	NITA	DOLORES
SILVER VALLEY	252	DESIREE	NICOLE	DOLORES
SNOWLINE UNIFIED	254	LISA	NITA	LETONA
TRONA UNIFIED	255	KRISTEN	NICOLE	STACY
UPLAND	259	SHAWN	NITA	PATTY
VICTOR C.C.	273	LISA	NICOLE	LETONA
VICTOR ELEMENTARY	257	SHAWN	NITA	PATTY
VICTOR HIGH	268	LISA	NITA	PATTY
YUCAIPA-CALIMESA	260	SHAWN	NITA	LETONA

<i>CHARTER SCHOOLS:</i>	<i>#</i>	<i>PERS</i>	<i>STRS</i>
ASA	205	NICOLE	PATTY
ADELANTO CHARTER SCHOOL	265	NICOLE	PATTY
CASA RAMONA	220	NICOLE	PATTY
CROSSWALK	227	NICOLE	PATTY
ENCORE HIGH ARTS	219	NICOLE	PATTY
EXCELSIOR	267	NICOLE	PATTY
GROVE SCHOOL	229	NICOLE	PATTY
HIGH DESERT ACADEMY	269	NICOLE	PATTY
INLAND LEADERS	231	***	PATTY
LAVERNE	234	NICOLE	PATTY

<i>CHARTER SCHOOLS:</i>	<i>#</i>	<i>PERS</i>	<i>STRS</i>
LEWIS CENTER	230	NICOLE	PATTY
MIRUS	233	***	PATTY
NEW VISION MIDDLE SCHOOL	211	NICOLE	PATTY
NORTON	243	NICOLE	PATTY
PAL	275	NICOLE	PATTY
PATHWAYS TO COLLEGE	244	NICOLE	PATTY
PUBLIC SAFETY ACADEMY	237	***	PATTY
SKY MOUNTAIN	253	NICOLE	PATTY
SOAR	266	***	PATTY