



Finance Department

Ed Gillaspie
Director
1562 Dairy Road

Phone: 434-245-2948

Email: ed.gillaspie@ccs.k12.va.us

Describe what your department/program does. The Finance Department serves the school division by maintaining efficient, easy to use processes that allow staff, students, parents, and decision makers to obtain the information necessary to accomplish their goals. From budgeting to bill paying, risk management to record keeping, every activity that takes place in the school division depends on these processes to run smoothly. The school system serves approximately 3,900 students, employs over 1,000 people, operates 13 facilities, and has an operating budget of just under \$70 million dollars.

Key Activities or Events:

Budgeting: The budget process takes place annually and engages all stakeholders across the community in discussions regarding programs and staffing all of which affect the quality of education provided to our students. These discussions are guided by the Strategic Plan.

Payroll and Accounting: The payroll and accounting process ensures the accurate and timely payment of staff and vendors who participate in the many activities that serve our students. Accuracy of gathering and coding information in this area is critical for many reasons, one of which is to allow decision makers to have high confidence in the information they receive as they make decisions that affect services to our students.

Risk Management: Risk management encompasses all activities that anticipate or insure against loss of some kind. Records retention, asset tracking and maintenance, internal controls, procurement of business insurance, disaster planning are all examples of this important area of service.



Awards/Statistics/Signs of Success:

- Annually process over 20,000 pay checks, 15,000 invoices, track over 200 different revenue sources and report and manage 50 + grants.
- Produce 3 major reports each year: Annual Operating Budget, Consolidated Annual Financial Report (audit), and the Department of Education's Superintendents Annual School Report.
- Provide procedural documents and individual support to every school and every department to ensure that the many policies and legal requirements in effect are adhered to in a way that least impacts direct instruction to students.