

## Finance Contact List and Duties

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|--|--|--|--|
| Internal Review  | Grants   | Print Purchase Orders  | Grants   |
| Student Accident Claims  | Process Transportation Payments  | Certificate of Insurance   | Non-Resident School Tuition  |
| Certificate of Record Destruction  | P-Card Review  | Accounts Payable-LCS & School Nutrition  | Medicaid Cost Report   |
| General Ledger Account   | Accounts Receivable  | 1099s  | P-card Review  |
| Insurance Claims   | CIP's  |  | Fixed Assets-Titles, etc   |

| <b>Angel Randolph</b><br><b>(434) 515-5006</b><br><a href="mailto:randolphae@lcsedu.net">randolphae@lcsedu.net</a> | <b>Holly Haddox</b><br><b>(434) 515-5007</b><br><a href="mailto:haddoxha@lcsedu.net">haddoxha@lcsedu.net</a> | <b>Darlene Jackson</b><br><b>(434) 515-5014</b><br><a href="mailto:jacksondd@lcsedu.net">jacksondd@lcsedu.net</a> | <b>Lakrisha Young</b><br><b>(434) 515-5089</b><br><a href="mailto:younglm@lcsedu.net">younglm@lcsedu.net</a> |
|--|--|---|--|
| Process Payroll to Bank  | Prepare VEC requests   | Prepare VEC requests  | Employee Benefits  |
| KRONOS Administration  | Activate Employee Badges into KRONOS   | Activate Employee Badges into KRONOS  | Workmen's Comp   |
| IRS, State, & Local Compliance   | Enter all Banking and Withholding information  | Enter all Banking and Withholding information   | <b>Krista King</b><br><b>(434) 515-5008</b><br><a href="mailto:kingkc@lcsedu.net">kingkc@lcsedu.net</a>      |
| Supervise Payroll Operations   | Issue pay stubs and W2 copies request  | Issue pay stub and W2 copies request  |  |
| Research Employee Concerns   | Maintain Employee Files  | Process Garnishments  |  |
|  | Process all Misc. Payroll, Substitute, and T-Sub Payroll   | Process all Misc. Payroll, Substitute, and School Nutrition Payroll   | Employee Benefits  |
| Prepare and Process W2   |  | Maintain Employee Files   | Workmen's Comp   |

| <b>Anthony Beckles</b><br><b>(434) 515-5002</b><br><a href="mailto:becklesae@lcsedu.net">becklesae@lcsedu.net</a> | <b>Manée Davis</b><br><b>(434) 515-5002</b><br><a href="mailto:davisms@lcsedu.net">davisms@lcsedu.net</a> | <b>Brian Sisk</b><br><b>(434) 515-5088</b><br><a href="mailto:siskrb@lcsedu.net">siskrb@lcsedu.net</a> | <b>Kathie Sprinkle</b><br><b>(434) 515-5001</b><br><a href="mailto:sprinklemk@lcsedu.net">sprinklemk@lcsedu.net</a> |
|---|---|--|---|
| Budget  | Disposition of Surplus  | EPES Accounting  | W-9   |
| Contracts   | New Vendor  | Internal Review  | Tax Exemption (ST12)  |
| Sole Source   | Employee Reimbursement  | My School Bucks  | P-Card Review   |
|   | P-Card Review   | Purchasing Card Administrator  |   |

**Tom Tyree**  
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Xerox  
Duplication Requests