

FINANCE TRAINING 2018-2019

BUSINESS OFFICE PRESENTATION

JANUARY 7, 2019



EXTERNAL AUDIT

- Auditors were here early December
- The final Annual Financial report is scheduled to be presented to the School Board on Tuesday, January 15, 2019

AFTER THE FACT PURCHASE ORDERS/DISTRICT POLICIES

- CH (Local)
 - The Board shall not be responsible for debts incurred by persons or organizations not directly under Board control. Persons making unauthorized purchases shall assume full responsibility for all such debts.

MANUALS

- Located on Business Office website.

BUSINESS OFFICE WEBPAGE/FORMS

- Located on the Business Office website.

PURCHASING BIDS

- Educational Consultant Bid
- General Merchandise Bid

PURCHASING COOPERATIVES

- Buyboard – *District username and password will be provided on the website when we receive it from the Buyboard.*
 - TCPN/national IPA
 - Department of Information Resources (DIR)
 - Region One Purchasing Cooperative
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- **Note: Cooperative name and contract number must be referenced on the requisition**

QUOTES

- Verbal - \$0.00 - \$3,500.00
- Written - \$3,500.01 - \$49,999.99
- **Note: The quotes must be attached to the purchase order and invoice when submitting for payment.**

Requisition Process



Proper Planning is REQUIRED.

DIFFERENT TYPES OF REQUISITIONS

- **Supplies/materials**
- **Hotel reservations**
- **Mileage reimbursements**
- **Per diem meals**
- **Professional services**

MUST ANSWER THE FOLLOWING:



Who?

Who is this for? Who will be utilizing these items?



What?

What items do you need? What services will be provided?



Where? Where will these items be utilized? Where will you be purchasing these items from? Co-op or approved vendor?

Where are you going? Where are you staying?



When? When will you be utilizing these items?

When will you leave? When will you be back?



Why?

Why do you need to go? Why do you need these items?

Requisitions for Supplies/Materials:



- Reference Co-op name and bid #'s
- Reference CIP Goal and Objective
- Price quotes for technology items will have to be given to you by the technology department before any requisitions are inputted.
 - Email the technology department items you are requesting quotes for.
 - Ex. Computers, laptops, printers, toner, cameras, scanners, etc.

• **BE AS DETAILED AS POSSIBLE ON REQUISITIONS**



Requisitions for Hotel Reservations:

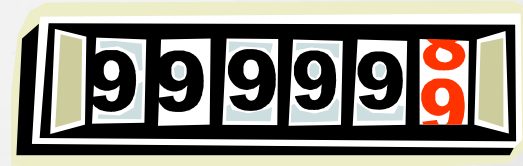
- ❖ Name of employee
- ❖ Name of conference/training
- ❖ Dates of conference/training
- ❖ Location of conference/training
- ❖ Room rate
 - ❖ GSA Rates
 - ❖ City tax % only. **Note: the district does not pay state tax.**
- ❖ Campuses also include the CIP Goal & Objective.



● **BE AS DETAILED AS POSSIBLE ON REQUISITIONS**

Requisitions for Mileage:

- ❖ Name of employee
 - ❖ Name of conference/training
 - ❖ Dates of conference/training
 - ❖ Location of conference/training
 - ❖ Miles traveled
 - ❖ District mileage rate .48
 - ❖ *Note: Use an Electronic Mapping Source. Example – MapQuest or Bing*
- Campuses also include the CIP Goal and Objective.



● **BE AS DETAILED AS POSSIBLE ON REQUISITIONS**

Requisitions for Meals:

- ❖ Name of employee
- ❖ Name of conference/training
- ❖ Dates of conference/training
- ❖ Location of conference/training
- ❖ Number of meals requesting
 - ❖ Overnight trips: Based on GSA Website
- ❖ *Campuses also include the CIP Goal & Objective.*



- **BE AS DETAILED AS POSSIBLE ON REQUISITIONS**

Requisitions for Professional Services:

- ❖ Staff development instructors and presenters
 - ❖ Name of presenter
 - ❖ Date of presentation/instruction
 - ❖ Reason for bringing this individual to the district
 - ❖ The district requires a criminal background check placed for all individuals coming in to the district that will have interaction with students.
 - ❖ Must be done before the presentation or other professional services take place.
 - ❖ Who is this presenters audience?
 - ❖ Amount of estimated cost? Did you request quotes?
- ❖ Campuses also include the CIP Goal and Objective.



• **BE AS DETAILED AS POSSIBLE ON REQUISITIONS**

ACCOUNTS PAYABLE

- Checks will be processed once a week on Thursdays
 - All purchase orders with original invoice submitted by Monday 10:00 am will be processed Thursday.

PAYROLL DEADLINES

- Timesheets must be at the Payroll Office on Monday's at 10:00 a.m. on a weekly basis.
- Please reference the payroll schedules for pay dates.

STUDENT ACTIVITY

- Student Activity monthly reports are due to the Business Office by the 10th of every month for the prior month.

QUESTIONS?