

**Valley Mills
Independent School
District**



**Business Office
Procedure Manual**

Valley Mills Independent School District Business Office Procedure Manual

Introduction

This handbook is designed to provide information about Valley Mills Independent School District's business office procedures. You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee.

No employee handbook can anticipate every circumstance or question regarding policy. As VMISD continues to grow and adapt to change, the need may arise and the District reserves the right to supplement or revise any policy or portion of this handbook as it deems appropriate.

The purpose of this handbook is to provide an explanation of the business office procedures of the District. This is strictly a procedure manual and as such is not adopted as policy. **The policy manual is the legal authority for all District policy.**

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The Budget

Every spring, each campus and department prepares a budget for the upcoming school year. All projected expenditures should be included in the spending plan. All of the submitted budgets are combined at the Business Office. These combined budget plans are reviewed by the Business Manager and the Superintendent, and then presented to the Board of Trustees for final approval.

A budget amendment/transfer is needed when funds in a specific line item in the budget are not sufficient to allow a necessary expense. A budget amendment/transfer must be requested of the Business Manager. All budget amendments or transfers must have the approval of the Superintendent.

A budget transfer is necessary:

- ✓ To move funds within the same function

A budget amendment is necessary:

- ✓ To move funds from one function to another function
- ✓ If prior transfers between object categories exceed 25 percent of the total budget and the transfer is to a federal or state fund, unless otherwise stated in the grant award

Budget amendments must receive Board approval prior to expensing or encumbering funds.

Monthly budget reports are distributed to the administration and to the Board of Trustees for review.

Budget Terms

Fund

How and when the expenditure is financed

Governmental fund types for Texas school districts consist of four governmental fund groups (General, Special Revenue, Capital Projects and Debt Service) that account for the acquisition, use and balances of expendable financial resources and related liabilities as required by law or rule.

The General fund is the District's principal fund, accounting for the majority of current operating expenditures. Recorded in the General Fund are transactions encompassing the approved current operating budget, related revenues, expenditures, assets, liabilities and fund balance. Financial transactions of the District are recorded in detail in the general ledger by objects and functions within projects and programs. This fund has often been described as an operation or current fund and includes revenue from ad valorem local maintenance tax, state funding and other sources such as investment earnings.

The Special Revenue Fund accounts for all designated-purpose monies received in the form of federal, state or local grants. These grants, referred to as projects, are awarded to the Valley Mills Independent School District for the purpose of accomplishing specified education tasks; therefore, revenues and expenditures are recorded by project or similar groups of projects related to funding to accomplish the purpose of accounting for each grant.

The Debt Service Fund is used to account for the District's annual long-term debt repayment of principal and interest.

The Capital Projects Fund must be used to account for projects financed by the proceeds from bond issues or for other capital projects otherwise legally mandated to be so accounted.

Function

How the funds are used

Function 11 – Instruction

This function is used for activities dealing directly with classroom instruction.

Function 12 – Instruction Resources and Media Services

This function is used primarily for libraries for preparing, maintaining, and distributing resources and media used to support instruction.

Function 13 – Curriculum and Instructional Staff Development

This function is used for activities related directly to and exclusively for in-service training and other staff development involving instructional or instructional related personnel.

Function 21 – Instructional Leadership

This function is used to account for district-wide activities which have as their purpose managing, directing, and supervising the instructional program, and improving the quality of instruction and the curriculum.

Function 23 – School Leadership

This function is used for activities which have as their purpose directing, managing and supervising a school campus. (Principal's office)

Function 31 – Guidance, Counseling and Evaluation Services

This function is used for activities which have as their purpose assessing and testing pupils' abilities, aptitudes and interests, counseling pupils with respect to career and educational opportunities, and helping them establish realistic goals. It also includes psychological services, identification of individual characteristics, testing and counseling (educational and occupational).

Function 32 – Social Work Services

This function is used for activities related to promoting and improving school attendance, including the promotion of positive student and parent attitudes toward attendance.

Function 33 – Health Services

This function is used for activities related to providing physical health services to students. It includes the cost of medical, dental and nursing services.

Function 34 – Pupil Transportation

This function is used for activities related to transporting students to and from school.

Function 35 – Food Services

This function is used for food service operation expenditures including the cost of food, labor and other expenses necessary to provide food to students and staff.

Function 36 – Co-Curricular/extracurricular Activities

This function is used for activities which are student and curricular related, but which are not necessary to the regular instructional services. Included are such activities as athletics, student organizations and special interest activities.

Function 41 – General Administration

This function is used for expenditures that are for the purposes of managing or governing the school district as an overall entity. It includes such areas as the board of directors, superintendent's office, personnel and support services, business office, tax administration, and other general administrative services.

Function 51 – Plant Maintenance and Operation

This function is used for those activities concerned with keeping the physical plant open, comfortable, and safe for use, and keeping the grounds, buildings, and equipment in effective working condition and state of repair, and insured.

Function 52 – Security and Monitoring

This function is used for those activities concerned with the security of all facilities.

Function 53 – Data Processing

This function includes all activities associated with the administrative operational use of computers. Services such as student scheduling, grade reporting, student attendance, personnel and payroll processing, and finance processing are included in this function. It does not include instructional computing.

Function 71 – Debt Service

This function covers bond principal and interest, and principal and interest on lease purchases.

Function 81- Facilities Acquisition and Construction

This function includes activities concerned with the acquisition of land and buildings, the remodeling and construction of buildings and additions to buildings, initial installation or extension of service systems and other built-in equipment, and improvement to sites.

Function 93 – Payments to Fiscal Agents/Member Districts of Shared Service Arrangements

This function is used for expenditures that are for payments from a member district to a fiscal agent of a shared service arrangement, or payments from a fiscal agent to a member district of a shared services arrangement.

Object

What is to be purchased

6100 Payroll Cost –

The gross salaries and benefits costs for employee services. Among the items included in benefits costs are social security, medicare tax, teacher retirement, group health and life insurance and workers' compensation insurance.

6200 Professional and Contracted Services –

Expenditures for services rendered to the school system by firms, individuals, or other organizations, which are independent of the system. Included are utility costs, audit and legal services, education service center services, rentals and contracted maintenance and repair services.

6300 Supplies and Materials –

All expenditures for consumable supplies and materials.

6400 Other Operating Expenses –

Expenditures for expenses other than payroll, professional and contracted services, materials and supplies, debt service, and capital equipment necessary to the operation of the school system. Included are travel, insurance (except employee health, life and accident), election expenses, fees, dues and awards.

6500 Debt Service –

Principal and interest on all borrowings, including bonded debt.

6600 Capital Outlay –

Expenditures for all capital assets including land, buildings and equipment.

Organization

Identifies the location making the expenditure

The Organization Code is an identification number for each campus/department. For example, the Organization Code for the High School is 001, the Junior High is 041 and the Elementary is 101.

Program Intent

Designates major educational program area

11 – Basic Education Services

The costs incurred to provide the basic services for education/instruction to students in PK-12. Basic educational services include the costs to evaluate, place, and provide educational services to students in honors, college preparatory and advanced placement courses.

21 – Gifted and Talented

The costs incurred to assess students for program placement and provide instructional services (which are guided by the state plan) beyond the basic educational program and that are designed to meet the needs of students in gifted and talented programs.

22 – Career and Technology

Career and Technology refers to those programs, approved by the Texas Education Agency, that are designated to prepare pupils for gainful employment, advanced technical training, or homemaking. This may include apprenticeship or job training activities.

23 – Services to Students with Disabilities (Special Education)

Special education refers to programs, approved by the Texas Education Agency, that are designated for pupils with special needs incorporating distinctive techniques, materials, and arrangements suited to their learning needs.

24 – Accelerated Education

Accelerated education refers to programs that provide special assistance to at-risk pupils by increasing the amount and quality of instructional time.

25 – Bilingual Education and Special Language Programs

The costs incurred to evaluate, place and provide educational and/or other services that are intended to make the students proficient in the English language, primary language literacy, composition and academic language related to required courses. These services include the bilingual basic program of instruction and special assistance to increase cognitive academic language proficiencies in English.

91 – Athletics and Related Activities

The costs incurred to provide for participation in competitive athletic activities such as football, basketball, track, etc. This includes costs associated with coaching as well as sponsors for drill team, cheerleaders, pep squad or any other organized activity to support athletics. However, this does not include band.

99 – Undistributed

All charges which are not readily distributed to program intent codes are classified here. Program intent code 99 may be used when recording substitute teachers and on-behalf teacher retirement payments in all function codes. This code may be used for costs not clearly attributable to a specific program intent.

Purchasing

The overall mission of purchasing is to use available fiscal resources to obtain the maximum product or service for the resources expended.

PURCHASING AUTHORITY

The Board delegates to the Superintendent or designee the authority to make budgeted purchases for goods or services. However, any single, budgeted purchase of goods or services that costs \$50,000 or more, regardless of whether the goods or services are competitively purchased, shall require Board approval before a transaction may take place.

COMPETITIVE BIDDING

If competitive bidding is chosen as the purchasing method, the Superintendent or designee shall prepare bid specifications. All bids shall be submitted in sealed envelopes, plainly marked with the name of the bidder and the time of opening. Any bid may be withdrawn prior to the scheduled time for opening. Bids received after the specified time shall not be considered. The only exceptions to competitive purchasing through bids or proposals are when we are purchasing from another governmental entity in Texas or other agencies that have already bid groups of items. (i.e. BuyBoard)

The District may reject any and all bids.

COMPETITIVE SEALED PROPOSALS

If competitive sealed proposals are chosen as the purchasing method, the Superintendent or designee shall prepare the request for proposals and/or specifications for items to be

purchased. All proposals shall be submitted in sealed envelopes, plainly marked with the name of the proposer and the time of opening. Proposals received after the specified time shall not be considered. Proposals shall be opened at the time specified, and all proposers shall be invited to attend the proposal opening. Proposals may be withdrawn prior to the scheduled time of opening. Changes in the content of the proposal, and in prices, may be negotiated after proposals are opened.

The District may reject any and all proposals.

PERSONAL PURCHASES

District employees shall not be permitted to purchase supplies, services or equipment for personal use through the District's business office.

PURCHASING AND ACQUISITION: VENDOR RELATIONS

Solicitors, vendors, collectors, or salespersons shall not be permitted to confer with students or employees during school hours without the prior approval of the Superintendent.

Under no circumstances shall such persons be permitted to interrupt classes or conduct personal business with employees.

When circumstances allow, please purchase from an approved vendor that has been established in the District's system. When it becomes necessary to establish a relationship with a new vendor, please be sure that the Business Office has the complete name of the vendor, address and telephone number.

- ✓ Vendors will be verified by the Business Office.
- ✓ The Administrative Assistant or Business Manager will post the vendor information into RSCCC system.
- ✓ A W-9 will be mailed to the vendor for verification and tax identification numbers.
- ✓ When a W-9 is returned to VMISD, the information will be compared to the original data and filed in the Business Office.

REQUISITIONS/PURCHASE ORDERS

All purchases of state and educational entities are required to be encumbered. The District uses **requisitions/purchase orders** to fulfill this requirement. Requisitions will be entered at the campus level into RSCCC and electronically submitted to the Business Office. Before submitting to the campus secretary for entry, a requisition must:

- ✓ Be properly completed, dated and signed. Special attention should be given to

the following:

- ♦ **Vendor** – Include the complete name of the company, complete address with zip code, and telephone number. If the purchase order will be sent to the attention of a specific person, the attention line should be the second line in the address.
- ♦ **Ship To** – Include the campus or department to which the purchase should be shipped.
- ♦ **Prepared by** – This name should be the person to whom the order will be delivered after being received at the campus or department. Include the initials of the staff member preparing the purchase order and the date.
- ♦ **Budget Code** – Insert the complete budget number code that is in the budget for the item being ordered. This code may not be changed at a later date unless initialed by the campus principal/supervisor. The invoice will be paid from this code.
- ♦ **Encumbrance Amount** – Total the amount of the purchase order, indicate the items to be charged to each budget code and the encumbrance amount for each different budget code.
- ♦ Budget codes from different fiscal years cannot be on the same purchase order.
- ✓ Be used for all expenses incurred by the district for goods and services in which the total amount of the purchase will exceed \$15.
- ✓ Include the actual amount if known. If not, an estimated amount must be included that does not exceed the actual amount.
- ✓ Be issued to approved vendors only.
- ✓ Include ten percent (10%) for freight/shipping/handling charges in the total amount of the purchase order unless the amount is known or the vendor does not charge freight/shipping/handling.

The only exceptions to requisitions/purchase orders are travel, stipends/substitutes and emergencies.

Submit all completed requisitions to the campus secretary. The secretary will enter the information into the RSCCC system for transmittal to principal and business office for approval. All requisitions require initial approval from the campus principal or supervisor. Then they are sent to the Business Manager for approval. Final approval on all purchase requisitions **MUST** come from the Superintendent.

Important: The goal of the Business Office is to provide a 48-hour turnaround time on requisition approvals.

Order Completion

The white copy of the purchase order will be returned to the requestor. This copy should be retained by the requestor until the order is complete. Upon completion of the order, the white copy, with all packing slips attached, will be forwarded to the business office

for payment processing. Some businesses may request and may keep the white copy of the purchase order. A yellow copy is kept in the business office for record of the purchase. Invoices will be matched to purchase orders.

Back Orders

Sufficient time needs to be allowed for delivery of supplies and materials within the school year. The employee is responsible for notifying the vendor concerning back orders and reordering. The Business Office must be notified immediately of any cancelled orders in order to void the requisition.

Purchase Allowances

Charges to approved local vendors are allowed for the purchase of fuel for school vehicles and for Career and Technical education teachers for classroom supplies.

Receipts

It is the responsibility of the employee to forward/return receipts for all charge purchases the next day after such purchases to the Business Office. If applicable, the receipts should be clearly marked with the reason for the purchase. Charges can only be made if pre-approved and the appropriate paperwork filed.

Payment Policy

Payment procedures will be as follows:

1. Vendors will be paid for goods purchased by the District only after the business office has received a proper invoice, all pertinent receipts and/or packing slips and the order is complete.
2. All payments will be approved by the Superintendent.
3. Upon receipt of all the necessary paperwork, the business office will move requisitions to the PA or PO portion of the software system for checks to be processed. Support personnel keys in all invoices for payment.
4. The Business Manager subsequently verifies the validity of all expenses.
5. The Business Manager will print checks after the necessary signatures have been encrypted. Two signatures are required on all checks with separate passwords for each signature.
6. The Business Manager will give the signed checks to office staff to be matched to the approved invoices to be mailed.
7. Finance runs are done 2 to 3 times a month depending on the volume of invoices. All invoices are paid within a 10 day period. There is no aging of accounts payables. All payments are submitted to the Board for review at the next regular board meeting.

Payment Request

A **Payment Request** is utilized only for those expenditures being paid out of Student Activity Funds. Payment requests must be submitted to the Business Office to the Administrative Assistant completed and signed along with a valid reason for the purchase. An original invoice or registration form must be attached to the request.

Payment requests are reviewed for completeness, availability of funds and given final approval by the Superintendent. Payment requests will be returned to the requestor if an original invoice or proper documentation is not attached, if the form is not properly completed and signed, or the funds are not available. Checks are handwritten by support staff and require two signatures. Authorized signatures are the Administrative Assistant, the Assistant Superintendent and the Superintendent. The Business Manager is not on the signature card but reviews all disbursements and receipts upon receipt of the Student Activity Bank Statement.

Travel Policy and Procedures

All travel must be pre-approved by the employee's principal or supervisor. Attendance to workshops/conferences must have approval of the campus principal or supervisor. All travel at the school's expense must be job related and expenses incurred for the employee only. At no time will expenses for spouses or children be allowed at the district's expense.

Hotel – A requisition/purchase order must be requested for hotel accommodations. Each campus or department is responsible for reserving its own hotel accommodations. The maximum allowable expenditure for a hotel room is \$85.00 per night plus city tax only. Employees are responsible for presenting a Texas Hotel Occupancy Tax Exemption Certificate to the hotel upon arrival to claim exemption from state taxes. Hotel receipts must be submitted to the Business office immediately upon returning from the trip.

Mileage – Personal car mileage is reimbursed only if school vehicles are unavailable for use. Mileage is reimbursed at the approved state rate.

Meals – Reimbursement for meals are reimbursed up to \$36 per day when travel requires an overnight stay. Receipts are required for verification and must be returned to the business office attached to a completed travel form. The complete itemized receipts are required. **Please do not turn in the receipt that only shows the total of the meal. The receipts must show each food item purchased.** Meals for trips that are not overnight must have prior permission from an administrator.

Other – Reimbursement is made for taxi, shuttle service, parking only when supported by appropriate receipts or documentation. Valet parking is permitted only when no other parking is available or when special circumstances prohibit standard parking. An explanation of the valet parking must be included.

Travel Reimbursement Form Completion – Reimbursement forms must be fully completed and received in the Business Office within one week after completion of travel. All receipts must be attached to be considered for reimbursement. The form must be signed by the employee and his/her supervisor.

Exclusions for Travel Reimbursement – Reimbursement will not be allowed for alcoholic beverages, spouse’s travel expenses, non district-related travel, non district-related telephone calls, valet parking (see exceptions) or entertainment.

Travel Forms – For all travel or meals paid with school funds, the receipts should be attached to a completed travel form.

Important: The District’s fiscal year ends on August 31 of each year. All travel reimbursements must be submitted prior to the fiscal year end. If travel is conducted on August 31, reimbursement must be submitted on the first workday after the trip. Once the fiscal year has been closed, reimbursement will **NOT** be paid.

Student Travel

The district may purchase meals for students/student groups only when traveling out of town on school sponsored events. School personnel must get prior approval from administration and funds must be available in the budget. The coach or teacher should provide the restaurant with a Tax Exemption Certificate to allow the purchase of these meals to be tax free. These forms are available from the Business Office. When purchasing meals for a student or group of students, an itemized invoice from the restaurant is required. The receipt must be marked with the student’s name or group. Receipts for student travel should be attached to a completed travel form. These forms are available in the Business Office.

Grant Applications

All grants must be approved by the Superintendent prior to submission to the funding agency. If financial information is required, a copy of the application must be submitted to the Business Office to review and complete the financial section of the application. The completed application must be submitted to the Business Office for final approval. The Superintendent’s signature will be secured. The Business Office will maintain the

original grant and approval for all programs. Grants that require periodic submissions for financial reimbursements will be assigned to the Business Manager or Administrative Assistant. Final authority on all grants must be signed by the Superintendent. The Business Manager will review all grants periodically to assure that all required forms are submitted. Grant applications and submissions will be reviewed annually by the auditor.

Contracts

No staff members are authorized to enter a contractual agreement on behalf of the District. All contracts must be submitted to the Superintendent's office and approved by the Superintendent. The Superintendent will secure approval from the Board of Trustees when policy requires for he/she to do so.

Capital Assets

Capital assets are items defined by TEA as physical items of equipment or property having an expected life longer than one year; are of a significant value at purchase (\$5,000); and may be reasonably identified and controlled through an inventory system. The District may also include some low-cost items for insurance purposes and because of the risk of theft as inventory in the capital asset system. Equipment and property having a per-unit cost of \$5,000 or more must be coded as a capital asset.

Purchasing Capital Assets – Capital assets and inventory items are acquired through purchase and donation. Donated property must be identified, tagged, maintained, and disposed of in accordance with the state property regulations. Follow normal purchasing procedures for ordering capital asset/inventory items.

Capital Asset Inventory Tags – When capital asset items are received by the Business Office, a temporary inventory tag with an identification number and bar code will be attached to the item prior to delivery to the appropriate department. Replacement tags should be requested when needed. A fixed asset inventory is performed annually by an outside source and permanent inventory tags are attached. The contracted company will reconcile the fixed asset inventory and notify the District of any missing assets. The District will investigate and/or locate missing assets.

Disposal of Property – The disposal methods available to the district are trade-in, sale or deletion. Disposal of property by any other method is strictly forbidden. The disposal of all property will be handled through administration.

The district may offer property as a trade-in on new property of the same general type when such exchange is in the best interest of the district. Property may be considered for sale when items are identified as surplus property and have no useful purpose to the district as present or in the foreseeable future.

Property may be removed from the capital asset records when it no longer fulfills a useful function. Property is deleted when it is lost, stolen, sold by the district, or declared “salvage”. Salvage property is an asset that through use, time, or accident is so depleted, worn out, used, or consumed that it has no value for the purpose for which it was originally intended.

Transfer of Equipment – Anytime fixed assets are transferred from one location to another, the Business Office must be notified. The transfer of assets will be dated and logged for inventory purposes.

Equipment purchased with Federal Funds – According to the Code of Federal Regulations, equipment shall be used by the grantee in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by federal funds. When no longer needed for the original program or project, the equipment may be used in other activities currently or previously supported by a federal agency. Equipment purchased with federal funds must be disposed of according to federal regulations.

Cash Receipts

Proper controls must be used when collecting money. Use the following guidelines when collecting money for tuition, library fines and fees, lost books/textbooks, any type of reimbursements/revenue, or any other campus cash transactions:

- √ All receipts should be counted by the sponsor or campus administrator immediately upon receipt and recounted by a second individual to verify the amount.
- √ All receipts should be turned into the Business Office the next day following the sporting event or fundraiser. Un-deposited receipts should **NEVER** be used to make purchases. At no time will the Business Manager handle cash receipts.
- √ The Administrative Assistant will verify the amount and prepare the deposit slip. The Administrative Assistant or Superintendent’s secretary will take the deposit to the bank.
- √ The Business Manager will post the cash receipts to the general ledger.
- √ Any discrepancies in the cash receipts shall be immediately discussed with the sponsor or campus administrator.
- √ Never commingle District money with money for another organization or with personal funds.
- √ Cash Receipts for lunch/breakfast sales should be submitted to the Business Office on a daily basis. These receipts will be reconciled by business office staff to the computer transaction logs.
- √ All checks received should be made payable to Valley Mills ISD or the organization involved. Checks should never be made payable to an individual. (i.e. employee/sponsor)

Gate Receipts

The following guidelines should be followed when collecting gate receipts:

- ✓ Pick up the beginning cash from the Business Office the day of the activity. Along with the cash, prenumbered tickets will issued for use at the gate.
- ✓ Beginning cash must be counted in the presence of the business office staff to verify the amount and the proper form signed.
- ✓ Gatekeepers (at least 2) must count the gate receipts before handing over to the administrator on duty. They will return any unsold tickets.
- ✓ The Administrator must count the money and verify the amount and initial the cash form.
- ✓ The Administrator will return the gate receipts and unsold tickets to the Business Office the next day following the sporting event.
- ✓ Someone from the Business Office must count the money in the presence of the Administrator and sign the proper form.
- ✓ The Business Office will reconcile the number of tickets sold to the cash receipts and deposit the funds.
- ✓ The deposit slip will be attached to the cash form for verification.

Credit Cards

Credit cards may be checked out from the Business Office for student trips and other approved transactions. The employee must complete a requisition/purchase order prior to checking out the card. Only when a purchase order is secured, can the employee acquire a credit card by checking it out from the Business Office. Once travel or the transaction is complete, the credit card must immediately be checked back into the Business Office. All itemized receipts must be returned immediately to the Business Office to be matched to an approved purchase order. The employee is responsible for the security of the credit card and the transactions made with it. If these guidelines are not followed when using a credit card, the employee could receive disciplinary action, be forbidden from future use of a District credit card, or be terminated. Credit cards cannot be used for payment of student scholarships or student activity fund transactions.

Bank Reconciliations

Bank statements will be mailed directly from the bank to the Education Service Center – Region 12. The Service Center has been contracted to prepare the bank reconciliations for internal control purposes. Upon completion of the bank reconciliations, the original bank statements will be forwarded to the District along with copies of the bank reconciliations. Upon receipt of the bank reconciliations, the Business Manager will review them and verify the validity of the transactions. The Business Manager will also review the transactions in the bank statements.

Payroll Procedures

Payroll checks will be issued on the 25th day of each month unless the 25th falls on a week end or during a school holiday. In that case, payroll checks will be issued on the last working day prior to the 25th or holiday break.

The annual pay cycles will be as follows:

Professional Personnel, Para-professional, and all others

12-month employees	July – June
11-month employees	August – July
10-month employees	September – August

Enrollment

Enrollment for payroll deductions occurs as follows:

Health insurance has an open enrollment period for current employees during the month of May. Changes can be made up until August 31st. New employees can sign up for health insurance while doing their new hire paperwork through August 31.

The District has a third party administrator for our cafeteria plan. Generally there is an enrollment period in August when a representative is here to make changes effective September 1. Contact the business office for details on contacting the representative.

The District has a third party administrator to handle all other benefits, including but not limited to annuities, life insurance, cancer insurance, disability insurance and any other benefit for which the employee is enrolled.

The proper paperwork must be submitted for any other deductions requested by an employee to the Business Office.

Employee Tax Information

Employees will complete a new W-4 when they begin employment with the District. A change may be made at any time during the year. New W-4 forms will be due by the cut-off day of any month in which changes need to occur.

Direct Deposit of Paychecks

The District offers direct deposit of District paychecks. A voided check must be submitted to the Business Office along with a signed and completed authorization form to have an employee's paycheck directly deposited to the employee's bank account. Submission should be by the cut-off day of any month in which direct depositing of the paycheck is to occur.

Time Cards

All paraprofessionals will complete a time card to be turned into the campus principal or supervisor weekly. Employees cannot work over their approved work schedule without prior approval of the campus principal/supervisor. The campus administrator/supervisor will submit those time sheets to the Business Manager for final approval. Employees will not receive their paycheck if all time sheets have not been submitted for approval.

Processing of Paychecks

The Administrative Assistant will gather all payroll information to prepare for the processing of payroll. All time cards and supplemental payroll will be posted to RSCCC by the Administrative Assistant. All new employees will be assigned an employee number and entered into the system by the Business Manager. Once the pay file has been completed by the Administrative Assistant, the Business Manager will complete the payroll process.

- ✓ All information in the pay file is verified by the Business Manager.
- ✓ Paychecks will be printed using two signatures that are encrypted with separate passwords.
- ✓ Paychecks will be given to a business office associate for distribution.
- ✓ All payroll reports are printed and kept in the Business Office.

Online Banking

Different levels of online access to bank accounts have been established with the Superintendent, Assistant Superintendent, Administrative Assistant and Business Manager.

For purposes of internal control, the Business Manager has online viewing rights only and has no access to place or remove funds. It is the role of the Business Manager to monitor bank funds and to insure that adequate funds are in the accounts needed for

disbursements. The Business Manager will also monitor accounts to insure that excess funds are placed in the most beneficial accounts to earn the most return for the District. If the Business Manager determines that funds need to be transferred from one account to another, he/she will notify appropriate office personnel.

The Administrative Assistant has access to make online transfers for the District. Upon notification from the Business Manager and only with that approval, the Administrative Assistant will transfer the necessary funds that have been requested. Upon receipt from the banking entity of the bank transaction, the Administrative Assistant will give the transfer notice to the Business Manager for posting to the general ledger.

The Business Manager will prepare a report for Administration and the Board of Trustees to show all activity made from investment accounts.

Data Backup

The following measures will be taken to insure the recovery of financial data in case of disaster or equipment failure.

- ✓ The Business Manager will do a database backup at the end of each work day to the G drive (server).
- ✓ The Technology Director will create the Backup File from RSCCC on a weekly basis to the 3 Server. (different server than Business Manager)
- ✓ The PEIMS Administrator will copy the database from the server to a CD/flash drive.
- ✓ The backup CD/flash drive will be removed from the campus by the PEIMS Administrator on a daily basis.
- ✓ The Technology Director will backup all data to an independent firm hired by the District for this purpose.

Tuition Reimbursement

Employees that are eligible for tuition reimbursement must follow the district reimbursement guidelines. Remember that this is a **reimbursement** process and employees receiving other support (grants, scholarships, etc.) are not eligible.

- ✓ Employees must submit to the Business Office a copy of his/her paid tuition receipt showing proof of payment by the employee.
- ✓ Upon completion of class, proof of completion must be submitted to the Business Office.
- ✓ If proof of completion is not received within 30 days of completion of the class, reimbursement must be made to the school district.

Class/Organization Funds

Class sponsors should adhere to the following procedures:

- ✓ All cash receipts will be submitted to the Business Office to be deposited in the bank on the next day following the fundraising event.
- ✓ Cash will be counted by the Administrative Assistant or Superintendent's Secretary in the presence of the sponsor/employee to verify the amount. A prenumbered receipt will be given to the sponsor/employee.
- ✓ Monthly printouts will be given to the class sponsor/employee showing all deposits and disbursements for verification. Any discrepancies should be reported to the Business Office immediately.

Federal Programs

- A. The District will meet the requirements mandated under federal and state programs for Time and Effort to insure the accuracy of the distribution of payroll expenditures.
- B. The Business Manager will verify with campus administrators the coding of staff salaries.
- C. The Business Manager and Administrative Assistant will work jointly to gather data to be used for draw downs and grant submissions.
- D. The Administrative Assistant will electronically submit the required submissions.
- E. The Superintendent is the final signature authority on all submissions.

Transportation Use

If you intend to use district transportation you must submit a request for transportation form a minimum of seven days prior to the date the vehicle is needed. The request form is available in the Business Office. This will insure the availability of the requested vehicle plus it will allow district personnel to be sure that the necessary maintenance has been performed. Keys can be picked up in the Business Office. It is the responsibility of the school employee using the vehicle to make sure all trash has been removed, the vehicle is properly locked and the keys are returned to the business office after use of the requested vehicle. Failure to comply to these rules can result in denial of future use.

VALLEY MILLS INDEPENDENT SCHOOL DISTRICT
“Soaring to Excellence”

ORGANIZATIONAL CHART
(Financial Responsibilities Only)

1. Superintendent’s Secretary

- ✓ Receives mail and distributes to proper personnel.
- ✓ Matches charge receipts to invoices.
- ✓ Matches invoices to purchase orders for payment.
- ✓ Prepares board packets to be mailed to trustees.
- ✓ Gathers payroll forms from district employees.

2. Administrative Assistant

- ✓ Inputs purchase orders/invoices for payment.
- ✓ Inputs time sheets/supplemental pay/sick leave into payroll system for payroll processing.
- ✓ Gathers payroll forms from district employees.
- ✓ Makes bank deposits and online transfers.
- ✓ Help compile budget information.
- ✓ Purchases office supplies.
- ✓ Reviews financial transactions made by Business Manager.
- ✓ Mails checks (financial and payroll)
- ✓ Matches receipts to invoices (contacts vendor if discrepancy occurs)
- ✓ Prepares Student Activity Funds checks after Supt. approval.
- ✓ Inputs financial and reimbursement information on all Grant Applications.
- ✓ Prepares employee contracts.

3. Business Manager

- ✓ Responsible for overall preparation of financial data.
- ✓ Initial approval of all requisitions.
- ✓ Verification of invoices/purchase orders and printing of finance checks.
- ✓ Verification of payroll data, completing payroll process and printing of payroll checks.
- ✓ Verifies bank deposits and posts to G/L.
- ✓ Monitors bank transactions online.
- ✓ Prepares budget.
- ✓ Reviews all transactions made by other district personnel.
- ✓ Reviews grant applications and submissions.

- ✓ Reviews bank reconciliations and other reports received from outside sources.
- ✓ Prepares data for competitive bidding.
- ✓ Prepares bank depository contracts.
- ✓ Insures that data backup occurs.
- ✓ Submits Fall and Mid Year PEIMS.
- ✓ Prepares all financial reports for Administration and Board of Trustees.
- ✓ Prepares all data needed for annual audit to be performed.
- ✓ Calculates and submits all payroll tax and TRS deposits.
- ✓ Prepares and submits all monthly, quarterly and annual payroll reports.

4. Assistant Superintendent

- ✓ Has access to online financial data including but not limited to Grant Applications and banking information.
- ✓ Has signature authorization on limited bank accounts.
- ✓ Has limited authority in the absence of Superintendent.
- ✓ Helps in the preparation of the annual budget.

5. Superintendent

- ✓ Has final administrative authority over all financial data.
- ✓ Responsible for communication with Board of Trustees over all financial matters.
- ✓ Responsible for delegation of duties to financial staff and the implementation of internal controls to insure the integrity of financial information.
- ✓ Approves all requisitions, purchase orders and payments made by staff.
- ✓ Has final approval on all reports submitted to state and federal organizations.
- ✓ Monitors and verifies the integrity of financial data prepared by support staff.
- ✓ Compiles, verifies and submits the final budget to the Board of Trustees.