

# ABERDEEN SCHOOL DISTRICT

## ACCOUNTING OFFICE PROCEDURES MANUAL

LaTasha Straughter-Campbell, Chief Financial Officer

LaTosha Williams, Assistant School Business Administrator

ZaNarrious Graham, Accounts Receivable/Accounting Assistant

Chasity Gettis, Accounts Payable/Fixed Assets Clerk

Michelle Lowe, Payroll/SBAC Coordinator

## **PURPOSE**

The purpose of this manual is to provide a better understanding of budgets, the purchasing process, the bill paying process, payroll procedures, the accountability of fixed assets, and other fund policies, procedures and requirements. This manual is to ensure that proper accounting principles are being applied, that similar transactions are treated consistently, and the financial reports are produced in the form desired by management. This manual will also aid in the new training of employees and will assist management in delegating and segregating duties. See attachments for forms and relevant documents referenced throughout this manual.

The Office of Accounting is consistently striving to improve current fiscal policies and procedures. Information provided in this manual is reviewed and revised annually; therefore, some procedures, forms, etc. may become obsolete as new procedures or systems are put into place. As new policies and procedures are established or changed, the Accounting Office will alert responsible staff of such as it occurs.

Although this manual describes certain processes and procedures set forth, the Accounting Office staff is available to answer questions or clarify procedures that may not be clear.

## **TABLE OF CONTENTS**

<b>ACCOUNT CODING.....</b>	<b>4</b>
<b>MAINTAINING RECORDS.....</b>	<b>19</b>
<b>BUDGET AMENDMENTS.....</b>	<b>20</b>
<b>PURCHASING / ACCOUNTS PAYABLE.....</b>	<b>23</b>
<b>PAYROLL/HUMAN RESOURCE.....</b>	<b>33</b>
<b>FIXED ASSETS.....</b>	<b>39</b>
<b>ACTIVITY FUNDS.....</b>	<b>43</b>
<b>ATHLETIC ACTIVITY FUNDS.....</b>	<b>48</b>

## **ACCOUNT CODING**

It is the duty of the Superintendent and School Board to limit the expenditure of school funds during the fiscal year to the amounts set forth in the respective school budgets as reflected in the board minutes, unless such school fund budgets are revised in the manner prescribed by law. It shall be unlawful for any school district to budget expenditures from a fund in excess of the resources available for such purposes for such fiscal year. Any member of the school board, superintendent of schools, or other school official, who shall knowingly enter into any contract, incur any obligation, or make any expenditure in excess of the amount available for that purpose for the fiscal year shall be personally liable for the amount of such excess.

### **DESCRIPTION**

Every school district in the state of Mississippi must use an accounting code for each financial transaction. The accounting code is prescribed by the Mississippi Department of Education.

The accounting code is designed to provide a way for school districts to effectively manage their finances. The use of the prescribed accounting code also provides the Mississippi Department of Education, as well as other state agencies and the Legislature, the ability to gather and report information in a manner common and consistent to all school districts. Therefore, it is very important that the correct accounting code is used with each financial transaction.

The accounting code consists of 19 digits aligned in the format of xxxx-xxx-xxxx-xxx-xxx-xx. The format consists of the following codes and descriptions.

<b>XXXX</b>	<b>Fund Number</b>	<b>There are approximately 20 funds in the district.</b>
<b>XXX</b>	<b>General Ledger Code</b>	<b>This code represents an asset, liability, revenue code (800) or expenditure code (900).</b>
<b>XXXX</b>	<b>Function Code</b>	<b>This code represents either a revenue or an expenditure function.</b>
<b>XXX</b>	<b>Program Code</b>	<b>Optional code (used very seldom by the district)</b>
<b>XXX</b>	<b>Object Code</b>	<b>This code is used with expenditures and indicates the purpose of the expenditure.</b>
<b>XX</b>	<b>Location Code</b>	<b>This code represents the school location.</b>

Listed in the following sections are the accounting codes that the Aberdeen School District uses for most transactions.

### **FUND NUMBER CODE**

The first element of the account code is the fund number code. This code is the four digit code that begins the budget string.

1120	District Maintenance Fund
1130	Special Education Fund
1140	Alternative School Fund
1145	At Risk Fund
1152	Aberdeen Elementary Activity Fund
1155	Belle – Shivers Middle Activity Fund 4 <sup>th</sup> – 6 <sup>th</sup>
1156	Alternative School Activity Fund
1157	Belle-Shivers Middle Activity Fund 7 <sup>th</sup> – 8 <sup>th</sup>
1158	High School Activity Fund
1159	Band Activity Fund
1160	Football Activity Fund (General Admission, Supplies, etc)
1162	AHS Beauty Review Activity Fund
1163	AHS Yearbook Activity Fund
1164	Mentor Student Incentives Activity Fund
1166	AHS Boys Basketball Activity Fund (Fundraiser Account)
1167	SMS Athletic Activity Fund (Football & Basketball)
1168	AHS Dance Team Activity Fund

1169	Prom
1170	AHS Cheerleader
1171	AHS ROTC Unit Fund Activity
1172	AHS Girls Basketball Activity Fund (Fundraiser Account)
1173	Football Activity Fund (Fundraiser Account)
1174	Softball Activity Fund
1177	Gifted Art Activity Fund
1178	Baseball Activity Fund
1179	Volleyball Activity Fund
1180	Track Activity Fund
1181	Summer Literacy Camp
1182	Girls & Boys Basketball Activity Fund (General Admission, Supplies, Dues & Fees, Etc.)
1183	Tennis Activity
1184	SMS Band Activity
2020	School Recognition Program
2090	Extended School Year (ESY)
2110	School Food Service
2112	School Food Fruit & Vegetable Program
2120	Summer Food Program
2211	Title I
2213	Title I – 1003(a) School Improvement

2219	Title I FY19 (Report as 2211)
2220	Title I FY20 (Report as 2211)
2221	Title I FY21 (Report as 2211)
2222	Title I FY22 (Report as 2211)
2311	Title VI – Rural and Low – Income
2318	Title V Rural and Low (Report as 2311)
2319	Title V Rural and Low (Report as 2311)
2410	EEF – Building and Buses Fund
2511	Title II –Improve Teacher
2610	IDEA Part B (Sped Use Only)
2619	FY19 IDEA Part B (Report as 2610)
2630	FY20 IDEA Part B (Report as 2610)
2631	FY21 IDEA Part B (Report as 2610)
2632	FY22 IDEA Part B (Report as 2610)
2620	FY20 Preschool (Sped Use Only)
2629	FY19 Preschool (Report as 2620)
2621	FY21 Preschool (Sped Use Only, Report as 2620)
2622	FY22 Preschool (Report as 2620)
2594	ESSER II
2598	ESSER III
2711	Career and Technical (Vocational)

2812	21 <sup>st</sup> Century Program
2901	K-3 Universal Screeners
2902	Educable Child
2904	Positive Behavior
2905	School Health Mini Grant (Food Service)
2911	McFarlane Grant
2915	Technology E-Rate
2920	Miscellaneous Grant
2924	Create Foundation (ART)
2925	Create Foundation (Teacher/Employee Incentive)
2926	Carpenter Foundation Grant



### **GENERAL LEDGER CODE**

The second element of the account code is the balance sheet or the general ledger code. This code is the three digit code that follows the fund code. The balance sheet code represents assets, liabilities or fund equity. The general ledger code represents revenues (800) or expenditures (900). The general ledger codes that the district uses for most transactions are as follows:

<b><u>CODE</u></b>	<b><u>DESCRIPTION</u></b>
101	Cash (asset)
104	Change Fund (Athletic)
105	Petty cash (asset)
436	Due to Student Clubs (liability)
800	Revenues
900	Expenditures

### **FUNCTION CODE**

The third element of the account code is the function code. This code is a four digit code and may be a revenue function or an expenditure function. The revenue codes that the district uses for most transactions are as follows:

<b><u>REVENUE CODE</u></b>	<b><u>DESCRIPTION - Food Service</u></b>
1611	Daily Sales Lunch
1612	Daily Sales Breakfast
1613	Daily Sales Special Milk Program
1621	Daily Sales Adults
1622	Daily Sales Extra Food
1630	Special Functions (Athletic, School, Prom, etc.)

<b><u>REVENUE CODE</u></b>	<b><u>DESCRIPTION - Athletic/Schools</u></b>
1710	Admissions
1711	Baseball Admissions
1712	Basketball Admissions
1713	Football Admissions
1714	Track Admissions
1715	Softball Admissions
1716	Volleyball Admissions
1719	Other Admissions
1720	Bookstore Sales
1730	Fees
1731	Extracurricular Fees
1732	Student Insurance
1733	Supplies
1734	Senior Diplomas
1735	Locker Fees
1739	Student Activity Fees
1741	Blue Seats
1791	Annual Fees & ADS
1792	School Pictures
1793	Fundraisers

1794	Graduation Fees
1795	Prom Fees
1796	Vending Machine Sales
1797	Concession Sales
1798	Field & Class Trips
1799	Misc Student Revenue
1910	Rentals
1920	Contributions and Donations
1946	Library Book Fines
1947	Textbook Fines
1949	Band Fees
1999	Miscellaneous
<b>Note: If a revenue code above does not apply to a specific revenue item, please contact the Chief Financial Officer as there are many additional codes that may be used.</b>	

The expenditure codes that the district uses for most transactions are as follows:

<b><u>EXPENDITURE CODE</u></b>	<b><u>DESCRIPTION</u></b>
1105	Pre-Kindergarten Programs
1110	Kindergarten Programs
1120	Elementary Programs
1130	Middle School Programs
1140	High School Programs
1142	Vocational Programs
1210	Gifted Education Programs
1220	Special Education Programs
1230	Alternative School Programs
1260	Special Programs – After School
1270	Extended School Year
1290	Other Special Programs
1910	Athletic Activities
1920	Student Activities
2110	Attendance Services (Data Management)
2120	Guidance Services (Counseling)
2134	Health Services (Nursing)
2140	Psychological Services (Testing)
2150	Speech Pathology Services

2160	SRO -School Resource Officers
2210	Instruction Improvement Services (Staff Development)
2220	Education Media Services (Library)
2290	Other Instructional Staff Services
2310	Board of Education
2321	Office of Superintendent
2330	Special Area Administration Services
2410	Office of the Principal Services
2510	Fiscal Services (Accounting)
2520	Purchasing Services
2620	Operating Building Services
2630	Care and Upkeep of Grounds Services
2660	Security Services
2690	Other Maintenance of Plant Services
2720	Vehicle Operation Services (Transportation)
2730	Bus Monitoring Services
2820	Information Services (Public Information)
2830	Staff Services (Human Resources)
2840	Data Processing Services (ITD)
3100	Food Service Operations
3900	Other Non-instructional Services (Frontiers)
7110	Indirect Cost Transfers Out
7120	Other Transfers Out
<b>Note: If an expenditure code above does not apply to a specific expenditure, please contact the Chief Financial Officer as there are additional codes that may be used.</b>	

## **PROGRAM CODE**

The fourth element of the account code is the program code. This code is an optional code and is currently not used by the district except in a few instances as determined by the business manager. For the federal funds, it is used to indicate the year of the project.

<b><u>PROGRAM CODE</u></b>	<b><u>DESCRIPTION</u></b>
016	FY 2016
017	FY 2017
018	FY 2018
019	FY 2019
020	FY 2020
021	FY 2021
022	FY 2022
301	Baseball
302	Basketball – Boys & Girls
303	Football
304	Track
305	Softball
307	Powerlifting
309	Cheerleader
310	Tennis
312	Volleyball
313	Basketball-Girls
315	Softball-Fastpitch

317	Playoff/State Championship
401	Band
406	21 <sup>st</sup> Century
409	Art
412	Family Consumer Science
414	ICT I & II
725	Dual Enrollment Students

### **OBJECT CODE**

The fifth element of the account code is the object code. The district currently does not use object codes for revenues. However, expenditure object codes are required with each expenditure function. The object code should be assigned based on the description that best fits the item or service being purchased. The expenditure object codes that the district uses for most transactions are as follows:

<b><u>OBJECT CODE</u></b>	<b><u>DESCRIPTION</u></b>
111	Certified Salaries
112	Assistant Teacher Salaries
113	Non Certified Salaries
114 to 119	Other Salaries (Maintenance)
121	Substitutes
122	Part-time Personnel
131	Overtime Wages
151	Compensated Absences Payments
210	Group Health Insurance
215	Group Life Insurance
220	Matching FICA

230	Matching Retirement
240	Unemployment Compensation
260	Workers' Compensation
305	Ball Officials
320	Professional Services
330	Other Professional Services
340	Technical Services
411	Water
412	Electricity
413	Natural Gas
414	Telephone
415	Sanitation
416	Cell Phones
420	Cleaning Services (CONTRACTUAL)
430	Repairs & Maintenance
440	Rentals
450	Construction Services
490	Other Purchased Property Services
510	Student Transportation Services
520	Insurance
530	Postage



540	Advertising
550	Printing and Binding
560	Tuition
580	Travel
590	Miscellaneous Purchased Services
610	Supplies
611	Software
622	Tires & Tubes
623	Repair Parts
624	Uniforms
631	Gasoline
633	Lubricants
641	Purchased Food
642	Donated Commodities
643	Food Production Supplies
651	Textbooks
652	Books & Periodicals
660	Resale Items
710	Land
721	Buildings < \$50,000
725	Buildings > \$50,000

728	Building Improvements < \$25,000
729	Building Improvements > \$25,000
731	Computer Equipment < \$5,000
733	Computer Equipment > \$5,000
735	Other Equipment < \$5,000
737	Other Equipment > \$5,000
740	Furniture and Equipment
751	Other Improvements < \$25,000
753	Other Improvements > \$25,000
771	Cars & Trucks < \$5,000
772	Cars & Trucks > \$5,000
773	Buses < \$5,000
774	Buses > \$5,000
775	Other Mobile Equipment < \$5,000
776	Other Mobile Equipment > \$5,000
810	Dues & Fees
830	Interest
840	Redemption of Principal
890	Miscellaneous Expenditures
<b>Note: If an object code above does not apply to a specific expenditure, please contact the Chief Financial Officer as there are additional codes that may be used.</b>	

## **LOCATION CODE**

The sixth element of the account code is the department code. This code represents the school or the location. This code is only used with expenditures. The department codes are as follows:

<b><u>LOCATION CODE</u></b>	<b><u>DESCRIPTION</u></b>
<b>001</b>	<b>Aberdeen School District Central Office</b>
<b>006</b>	<b>Aberdeen Elementary</b>
<b>008</b>	<b>Aberdeen High School</b>
<b>032</b>	<b>Belle-Shivers Middle School</b>
<b>092</b>	<b>Parent Center</b>

## **MAINTAINING RECORDS**

Budgets consist of many funds and funding sources, understanding and tracking budgeted expenditures can be a difficult task. All schools and departments will utilize School Connect to access budgets and generate purchase requisitions.

Why maintain records on a school or departmental level? Schools and departments issue purchase requisitions almost daily. Once purchase requisitions are submitted, they are first reviewed by the Chief Financial Officer, Superintendent, then passed on to Accounts Payable. If there is a question about an item on the requisition, it is then held until the question is resolved. Also, the Accounts Receivable Clerk will issue purchase orders for all schools and departments in the entire district, except for the Federal and Special Education Department. Until the actual purchase order is issued and posted, the purchase requisition will not be reflected on the district's budget report. However, on the School Connect side, a requisition balance is reflected. Maintaining a listing of all purchase requisitions issued and verifying that purchase orders have been issued at the date of the report *is a must*.

## **MONITORING MONTHLY FINANCIAL REPORTS**

Financial reports are usually issued monthly after each accounting function is completed. A Balance Sheet Report is provided to principals and directors managing projects that include student activity. This report is issued on or before the 10<sup>th</sup> of each month. The purpose of the balance sheet report is to monitor and ensure that only approved expenditures and deposits are made from that activity fund. The report is issued at this point such that any necessary adjustments may be addressed.

## **BUDGET AMENDMENT**

Budget changes should be submitted on the budget amendment form and submitted by the Principal/Director for approval. Budget amendment requests are reviewed daily by the Chief Financial Officer. Funds can only be transferred between line items in the same fund. Due to the accreditation standards, the budget for some expense categories must remain the same. The system will not allow funds to be moved that will exceed the budget balance (expenditures, encumbrances and requisition balances).

### **Local, State, and Federal Source Revenue**

The District's local, state, and federal source revenues derive from these various sources:

1. Personal Hand-Delivery
2. Checks through the postal mail
3. Electronic Fund Transfers (EFT)
4. Interest/Investment Income

**Local Source Revenues** are used to offset various expenditures associated with student activities, transportation costs, tuition costs, professional development, etc. Some local revenues include: Ad Valorem, Child Nutrition Daily Sales, Student Tuition, Investment/Interest Earnings, and other local revenues. These funds are generally received through hand-delivery or the postal mail and recorded in function codes 1000-1999.

**State Source Revenues** are used to pay for instructional staff that includes instruction for: alternative, general, gifted, special needs, and vocational. State sources also reach at-risk programs, transportation costs, etc. State source revenues include: Mississippi Adequate Education Program (MAEP) funds, Education Enhancement Funds (EEF), Gifted Programs, Special Education Funding, Vocational Funding, etc. These funds are generally received through electronic fund transfers directly from the State of Mississippi through the Paymode program and recorded in function codes 3000- 3999.

**Federal Source Revenue** is generally awarded with a specific plan for expenditures. Some federal source revenues include: Child Nutrition Federal Reimbursement, Tennessee Valley Authority (TVA) funds, and Federal Grants-In-Aid funds. These funds are generally received through electronic fund transfers through the Paymode program and recorded in function codes 4000-4999.

Child Nutrition Federal Reimbursement is based on the Child Nutrition Claim in the Mississippi Child Nutrition Management System submitted by the Child Nutrition Director each month, which reports the total number of free and reduced meals served. A copy of the claim is submitted to the Chief Financial Officer who then gives it to the Accounts Payable Clerk to be receipted. The Accounts Payable Clerk then gives it to Asst. School Business Administrator for coding on the Revenue Coding Spreadsheet. After the coding is placed Asst. School Business Administrators give the form to Accounts Receivable to be receipted

into the accounting software.

Most federal grants, such as Title Grants, IDEA- Part B, and Preschool are reimbursed based on the Request for Funds application in the Mississippi Comprehensive Automated Performance-Based System (MCAPS) entered by the Assistant School Business Administrator and submitted by the Chief Financial Officer by the 12th each month. This request is calculated by the Chief Financial Officer using negative cash from the Trail Balance reconciled to the Revenue/Expenditure Budget Reports. The Federal and Special Program Directors will review and sign or initial the request each month.

No matter the revenue source, payment received through hand-delivery or the postal mail must follow the procedures below.

Secretaries are responsible for issuing a receipt for funds that belong to their location and sending those to the Accounting Office. All receipts will be made in a 3-part receipt book. All revenue will be receipted in the Accounting Office by the Accounts Receivable Clerk. Each school/department is responsible for submitting monthly reports to reconcile receipts to deposits.

The Accounts Receivable Clerk will retain all deposit slips in their office for District, Debt, Child Nutrition, Activity, Athletic, and Club funds. All deposits will be entered into Integrity Accounting Software by the Accounts Receivable Clerk through a receipt journal entry. No matter the revenue source, payment received through electronic fund transfers or interest/investments must follow the procedures below.

The Chief Financial Officer or designee will verify the receipt of funds through Paymode or the Bank Statement and give to the Accounts Payable Clerk to issue a receipt that is at least 3-parts: one part will be retained in the receipt book and the other will be attached to the receipt journal entry that is recorded in Integrity by the Accounts Receivable Clerk. The Chief Financial Officer is responsible for completing and reporting the State and Federal YearEnd Revenue Reconciliation to the Mississippi Department of Education through SharePoint.

### **Child Nutrition Revenue**

Child Nutrition receives local, state, and federal source revenues. Their local sources consist of daily breakfast, lunch, adult, extra food sales, and other special function revenue. Daily sales are collected by the cafeteria cashiers. At the end of service, the cashiers generate their “End of Day” report and count their cash drawers. Once counted and notated, they withhold the beginning of the year change cash to retain in each drawer for the next day’s startup money. All other money is given to the Cafeteria Managers along with the daily report to process.

The manager and food service worker meet in the manager office to count the money and complete a deposit slip. Each manager has to take the deposit to the bank daily and the Child

Nutrition Secretary takes it the remaining day. All deposits and reports are submitted to the Child Nutrition Director for reconciliation. The Director will collect deposits and reports for the month to generate one monthly revenue report. This revenue report, along with all monthly deposit slips, Breakfast and Lunch Combined report, and the Heartland Electronic transaction report, is submitted to the Chief Financial Officer each month to record the receipt journal entry. The steps to request and receipt Federal Child Nutrition Funds were addressed in the Federal Source Revenue section on the previous page.

### **Indirect Cost**

The Aberdeen School District may choose to charge Indirect Cost for eligible funds following a prescribed method and rate to Child Nutrition, Title Funds, IDEA, Part B and Preschool Funds, or other grants where Indirect Cost is an acceptable expenditure

## **PURCHASING / ACCOUNTS PAYABLE**

### **DESCRIPTION**

One of the most important aspects of controls over expenditures is an efficient and effective system of purchasing. The objectives of an effective purchasing system are to buy materials, supplies, commodities and services that are of the right quality, quantity, price, and from the right source with delivery being at the right place. These objectives should be accomplished in accordance with applicable state and federal purchasing laws and in accordance with the district's purchasing policies. The Aberdeen School District has established a purchasing system which meets these objectives.

The district's purchasing system includes the following documentation:

1. **Purchase requisitions** – Documents completed and approved by management personnel requesting the issuance of a purchase order for the purchase of goods or services. Requisitions are keyed in electronically throughout School Connect. Purchase Requisitions are required to be in the Accounting Office two weeks prior to purchasing. The Chief Financial Officer will approve all requisitions electronically through Integrity.
2. **Purchase orders** – Documents authorizing the delivery of specified merchandise or the rendering of certain services and the making of a charge for them. The purchase order gives the vendor authority to ship the requested items and binds the district for payment. Acceptance of a purchase order by the vendor establishes a legally binding contract. All purchase orders will be issued from the Accounting Office.
3. **Documentation of receiving goods or services** – Indication of an individual's signature and the date of the receipt on the invoice to verify the fact that the items ordered were actually received. The district has a centralized purchasing system. All items and/or goods MUST be sent to the Central Office (1100 West Commerce Street).
4. **An invoice or other supporting documentation** – In order for a payment to be made for a purchase, the district must have an invoice or other supporting documentation from the vendor.
5. **Check request**- Document completed and approved by management personnel requesting purchases for hotels, registrations, gasoline, and reimbursement. Check requests are required to be in the Accounting Office two weeks prior to purchasing. Check requests are only processed on Wednesday of each week.

## **REQUISITIONS**

Requisitions should be keyed by a bookkeeper at the school or department. After keying in a requisition, it is electronically submitted to the Principal/Director. After the Principal/Director electronically approves the requisition, it is submitted up the line of authority (as established by the Chief Financial Officer) until it reaches the accounts payable department. Please do not forward athletics purchase requisition until it has been authorized by the principal and the athletics director.

A description of the item(s) being purchased must be keyed on the requisition screen. Other items that must be listed on the requisition (if applicable) include:

- State contract number
- Express Products List (EPL) number (in reference to computer equipment)
- Reference to “quotes attached” (the quotes must also be attached to the purchase order when it is submitted for payment)
- Indication of emergency approval by the Chief Financial Officer and date
- Fax number or email address to the vendor

Items that must be electronically attached as an attachment include:

- Quotes (for purchases of more than \$5,000)
- EPL number
- Book lists for federal funds or textbooks
- Student names and sizes for athletic uniform purchase

Once a requisition is submitted electronically to the accounting office, the requisition will be reviewed for accuracy and compliance with applicable purchasing laws. If requisition is acceptable, it is submitted to the Superintendent. Once the Superintendent approves it, a purchase order is printed.

Please allow up to 3 days for processing of all purchase requisitions.

The purchase order is then distributed. The **White** copy goes to the vendor or obtained by the Accounts Receivable Clerk. The **Yellow** copies are returned to the schools. The **Pink** copy is retained by the Accounts Payable Clerk. Departments receive all copies of the purchase orders with the exception of the **Pink** copy, which is maintained by the Accounting Office. The **White** copy should be mailed or faxed to the vendor.

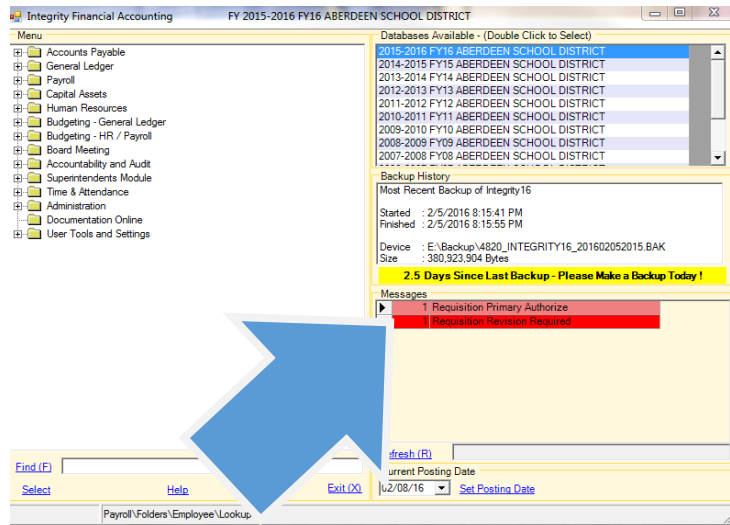
The Accounts Receivable Clerk is the only district employee that can place the orders with vendors for the district. The purchase orders will not be given out to employees. Once the order has been placed the school or department will be notified.



Federal Programs, Special Education and Food Service will place their own department purchases. Any purchases made without a purchase order will be the responsibility of the person that placed the order.

Any additional items called into the vendor without a purchase order being amended will be the responsibility of the person that called in the additional items.

**PLEASE CHECK SCHOOL CONNECT MESSAGE CENTER ON A DAILY BASIS FOR POSSIBLE QUESTIONS REGARDING PURCHASE REQUISITIONS.**



Revisions and messages will show up in **RED** on the School Connect home screen.

**PLEASE NOTE THAT THE PURCHASE ORDER IS NOT VALID UNTIL YOU RECEIVE THE PURCHASE ORDER SIGNED BY THE CONSERVATOR.**

## **EMERGENCY PURCHASING**

### **DEFINITION OF AN EMERGENCY**

"Emergency" means any circumstances caused by fire, flood, explosion, storm, earthquake, epidemic, riot, insurrection or caused by any inherent defect due to defective construction, or when the immediate preservation of order or of public health is necessary by reason of unforeseen emergency, or when the immediate restoration of a condition of usefulness of any public building, equipment, road or bridge appears advisable, or in the case of a public utility when there is a failure of any machine or other thing used and useful in the generation, production or distribution of electricity, water or natural gas, or in the transportation or treatment of sewage; or when the delay incident to obtaining competitive bids could cause adverse impact upon the governing authorities or agency, its employees or its citizens; or in the case of a public airport, when the delay incident to publishing an advertisement for competitive bids would endanger public safety in a specific (not general) manner, result in or perpetuate a specific breach of airport security, or prevent the airport from providing specific air transportation services.

If an emergency exists, you may key a requisition into the system to obtain a requisition number. You must then immediately notify the Chief Financial Officer by email or telephone call of the emergency and the requisition number. The Superintendent/Conservator must approve the emergency purchase before the vendor is contacted.

### **EQUIPMENT REQUISITIONS**

When furniture and/or equipment items with a cost of \$1,000.00 or more or walkable items (see attached listing) are purchased, the object code should be "700 range". These items are considered fixed assets and should be placed on the district inventory. The requisition form must identify the school, location, individual and room number that the item is being purchased for. Any requisition omitting this information will be returned for correction. Immediately after the inventory item is received, please notify the Fixed Asset Clerk and Technology Department.

### **PURCHASES FROM SPECIAL PROJECTS**

When purchases are made from Special Projects (Title 1, Sped, Technology etc.), after approval by the principal, the paper requisition should be submitted directly to the Project Director for the entering and issuance of a purchase requisition via School Connect. When items are received, packing slips and invoices should also be submitted to the Project Director. Additional federal requirements applicable to purchasing, contracts and inventory will be met by the district.

Federal Purchasing that involves an expenditure of more than Five Thousand dollars (\$5,001), exclusive of freight and shipping charges, may be made from the lowest and best quote without publishing or posting advertisement for bids provided at least two written competitive quotes have been obtained. Quotes must be on company letterhead, signed, and dated.

Please refer to the Federal Procurement Manual for more guidance on federal purchases.

### **ILLEGAL PURCHASES**

A purchase order grants authorization to make a purchase, thereby binding the district for payment. When purchases are made without the issuance of a purchase order, the individual making the purchase is legally responsible for that purchase.

Splitting purchase orders or breaking up requisitions into smaller amounts in order to circumvent the bid requirements is illegal.

It is the opinion of the attorney general that school districts, in an effort to achieve a particular goal or perform a particular function which has been imposed upon them by legislative enactments, may lawfully purchase coffee, coffee supplies, and soft drinks to be consumed by the participants in a meeting, seminar, workshops, or similar events.

A sign-in sheet and agenda must be submitted with the invoice when food and drinks are served at a meeting or workshop.

### **BACKORDERS**

The school district does not accept backorders. It will be the responsibility of the originator of the purchase to issue a new requisition and reorder any items out of stock.

### **AGREEMENTS**

All contractual agreements must be approved by the Superintendent/School Board. All contractual agreements must include terms stating that the Aberdeen School District reserves the right to terminate the contract, as well as, the other party with a written 30-day notice.

### **THE ACCOUNTS PAYABLE PROCESS**

1. As original invoices are received, they are date stamped, and emailed to departments and schools.

2. Upon receipt of invoices, departments/schools should compare the invoice to the packing slip to ensure that all items have been received. Compare pricing to the purchase order and make any necessary adjustments on the purchase order. If the pricing increased, check the source; if purchases were made from quotes or a current catalog, ***the district is not liable for any price increases other than shipping.***
3. When items are not received in an order, a backorder is indicated, the vendor must be notified by the school or department to request an anticipated date of shipment. If the items will not be in stock until after thirty (30) days, the items will need to be reordered.
4. If the order is complete, sign that goods and/or services received, attach packing slips with invoices and emailed to Accounts Payable at [accountspayable@asdms.us](mailto:accountspayable@asdms.us). Completed orders should be submitted to the accounts payable department on a daily basis.

### **CUT-OFF DATES/DUE DATES**

Bills are paid upon the approval of the school board. The school board meets the third Monday of each month. Cut-off dates are established to offer guidance as to when to stop and start processing completed purchase orders to be submitted for payment. The ***due in Accounts Payable Office date*** is established to allow processing time before the Claim Docket (a listing of all bills to be paid) is due to the school board.

### **END OF THE YEAR PROCESS**

The cutoff date for purchase orders will be April 30th of each year. Purchase orders that will be allowed after the cutoff date will be emergency purchases, maintenance repairs, summer feeding, ESY, and any federal request to meet obligations. All Purchase Orders will be reviewed for outstanding invoices. If any items are on backorder the purchase order will be closed and the items cancelled. All purchase orders will be closed except for summer programs and summer feeding.

### **TIMELY PAYMENTS TO VENDORS**

If payment of an invoice is not mailed or otherwise delivered within forty-five (45) days after the receipt of the invoice, and approval of the goods and services, the district shall be liable to the vendor, in addition to the amount of the invoice, for interest at a rate of one and one-half percent (1 1/2%) per month until the check is mailed or otherwise delivered. (MS Code§ 31-7-301(et. seq))

The use of open purchase orders to vendors is allowable. Open purchase orders must be used according to school board policy and in compliance with state law.

### **VENDORS**

To add a new vendor, you must first obtain a W-9 form for any vendor that is not an Aberdeen School District employee. Please contact the Accounting Office for more information.

### **TECHNOLOGY PURCHASES**

All purchases of computer equipment must go through the Technology Department. Requisitions for computer equipment must be approved by the Technology Department before a purchase order may be issued.

Every effort should be made to make sure all invoices dated in May and June are paid in June of the current fiscal year. In order for bills to be paid in the current fiscal year, the completed purchase order and invoice must be submitted for payment by the third Wednesday of June (see “accounting calendar” for exact date). Because of potential delays in shipping, equipment purchases after May are discouraged.

### **EEF Card Purchases**

EEF Card Purchases will be the sole responsibility of the staff member assigned to the card. It is the responsibility of the Chief Financial Officer to request from MDE enough cards for all eligible staff. Eligible staff includes all certified staff, excluding administrators, and excluding federally funded certified staff members.

Once cards are received, the Chief Financial Officer or assigned designee will assign cards to specific staff members and distribute the cards to the school locations. All staff members must check out their cards by signing the sign-in/out list provided by the Accounting Office. By signing the form, the staff member is assuming full responsibility for the card and stating that all backup documentation for the EEF Cards has been provided to the staff member that includes, but is not limited to: Teacher Agreement Form, EEF Procurement Card FAQs, Online Account Usage Instructions, and the Dept. of Revenue Letter Ruling (State Tax Exemption Form).

Once the staff member has their card, they are responsible to follow all instructions provided and to retain all receipts for a minimum of five (5) years. It is the recommendation of the Chief Financial Officer to keep your receipt copies electronically because the ink will fade over time. The Chief Financial Officer will set a deadline date for spending, normally around the middle of March each year, and all cards must be signed back in on the sign-in/out form.

Lost or stolen cards must be reported to the State, using the telephone number included in the directions, and also to the Chief Financial Officer.

Any equipment purchased with EEF Cards must have a Fixed Asset Acquisition Form completed and submitted to the Business Administrator to be recognized as a donated item from the State by the Board of Education. Equipment purchases made with EEF Cards, but not reported, will result in disciplinary action for the staff member.

### **Travel Cards, Wal-Mart, Purchasing Card, & Fuelman**

All staff members must check out cards by signing the sign-in/out list provided by the Accounting Office. Cards are only to be signed out by bonded employees.

Travel Card and Purchasing Cards will only be used on an as needed basis. With the approval of the Superintendent and Chief Financial Officer. All requests should be submitted on a check request form or purchase requisition with all the proper documentation.

Wal-Mart Card/Sam's requests must be accompanied by purchase order. Once the purchase order is upgraded to PO the accounting office will notify the school or department to sign out the card.

Any public officer or employee handling or having the custody of public funds, by virtue of his or her office or employment, shall give an individual bond or be covered by a blanket bond. The amount of such bonds shall not be less than \$25,000.00 for each public officer or employee, unless a specific amount is otherwise required by law. This shall not apply to any public officer or employee whose activity of handling or having custody of public funds is incidental to his or her employment or job duties.

### **TRAVEL REIMBURSEMENTS**

Travel is reimbursed based on daily allowance. Mileage is reimbursed at point .56 cents per mile and the cost of hotel (lodging) is at actual cost, assuming the best and most reasonable rate is acquired. Airfare shall be at the tourist rate or the most reasonable rate acquired.

Before attending school related activities, employees must complete a *Leave Request through TimeTrust* and submit a Blue Pre- Authorization to Travel For and acquire the approval of the principal or director, Chief Financial Officer, and Superintendent. When requesting meals reimbursement agenda/itinerary must be attached to the Blue Travel Reimbursement Request Form after returning.

Aberdeen School District uses Google Maps mileage verification.

DFA updates the mileage rate every year around January 1st. Once the board adopts the rate the Accounting Office will send out a Memo.

### **TRAVEL ADVANCES**

In accordance with Section 25-3-41 of the MS Code, employees may receive funds prior to required travel in the performance of his/her official duties at the discretion of the administrative head. Travel advances will be issued for a minimum of \$100.00. In order for employees of the Aberdeen School District to receive a travel advance, compliance with the following is required:

- Complete a Leave Request through TimeTrust and acquire approval of the principal/director and Superintendent;
- Complete a *Travel Advance Request* and acquire the approval of the CFO and Superintendent..
- Complete a check request indicating the proper account codes that may legally

make expenditures for the purpose of the official travel; and

- Submit the check request, a copy of the approved travel advance request, and documents to the business office at least seven (7) working days prior to the anticipated travel date.
- The superintendent ONLY is authorized to approve travel advances.
- The superintendent shall comply with all rules and regulations of the Mississippi Department of Audit regarding travel advances.
- The superintendent shall comply with the Mississippi Department of Finance and Administration daily limits on expenditures for meals.
- All official travel must be pre approved.
- Persons receiving advances must be officers or employees of the school district.
- Travel advances may not be used for personal expenses or for any purpose other than the actual expenses of the authorized travel.
- Accounting for any travel advance shall be made within five (5) working days after the end of the month in which the official travel was made.
- Any money not used for travel related expenses shall be repaid to the school district at this time.
- The district's reimbursement form prescribed by the Mississippi Department of Finance and Administration shall be completed and submitted at this time for all money not refunded to the school district.

Travel checks for hotels are issued on Wednesday prior to departure. Travel reimbursements are checks are issued the Wednesday after you return.

Failure to return funds in excess of actual expenses, or attend the function for which the funds were advanced or failure to properly document actual expenses will result in said sum being deducted from employee's payroll check.

Travel expenses such as hotel, mileage, and meals can only be reimbursed to district personnel.

No hotel reimbursement is allowed without an invoice.

An employee cannot be reimbursed for paying for another employee's dinner, hotel, etc.

Meal reimburses up to \$46 with itemized receipt but in some areas it is \$51 with itemized receipt. Just depends on what has been adopted in the board policy.

**Meals can only be reimbursed if the employee stays overnight. No meals for day trips.**

Employees cannot be reimbursed for items purchased at a seminar such as a book, tapes, etc. These require a purchase order.

Out of the state of Mississippi trips the district will pay the high cost area amount per the primary destination.

The Aberdeen School District will issue 1099s by January 31st each year to all vendors

meeting the following two criteria: identified as an Individual/Sole Proprietor, Single-Member LLC, Partnership, or LLC Partnership and was paid \$600.00 or more during the previous calendar year. The Chief Financial Officer or designee will reconcile, print, distribute, report, and file all 1099s prior to the state and federal deadline dates.



## **PAYROLL/HUMAN RESOURCE**

All Aberdeen School District employees shall be paid through a single monthly payroll with electronic settlement of payroll checks secured through direct deposit of net pay on the last operating day of the month.

The standard contract for school district employees prescribed by the State Board of Education shall provide that school district employees shall earn a salary payable in equal monthly installments beginning in the first month of employment, regardless of the number of days worked in any particular month by the employee.

Any employee failing to complete the contractual obligation of service, and who receives payment in excess of the monthly installment for the period which such employee ceases employment with the school district, shall become liable immediately to the board of trustees of the Aberdeen School District for the sum of all amounts received in payment less the corresponding amount of any compensation paid for which service has been rendered, plus interest accruing at the current Stafford Loan rate at the time the person discontinues his or her service.

Any school employee whose employment ends during a school term, regardless of the reason(s) the employment ended, shall be paid salary or wages only for that portion of the school term the employee actually worked. Nothing in this policy shall be construed to entitle any employee to payment of salary or wages when zero work has been performed. 37-9-39

Payroll, like all other areas of accounting, is governed by cut-off dates. Employees' leave days are recorded and posted up to the cut-off date.

### **DESCRIPTION**

Payroll and the related employee benefits (FICA tax, retirement contributions, group health insurance and group life insurance paid by the district) account for approximately 80% of the district's total budget. There are many federal laws as well as state laws that apply to payroll which require wages to be paid accurately and timely. Because payroll must be 100% accurate and must be paid on pay day (not the day after), it is imperative that accurate payroll information is submitted to the payroll department on a timely basis.

The major concepts related to payroll include:

- Before an employee may be paid, he/she must be approved by the school board.
- An employee must be paid for all time worked.
- An employee may not be paid for days or time not worked.

## **BOARD POLICIES**

All school board policies relating to payroll and personnel must be followed. “Section G” of the **School Board Policy Manual** addresses personnel policies of the district. Some of the specific policies relating to payroll include:

<b><u>Policy #</u></b>	<b><u>Description</u></b>
GBRI	Certified/Classified Staff Leave
GC	Classified Staff Overtime Pay
	Classified Staff – Time Clock Rules
	Classified Staff Leave

Section G-Personnel is a must read for all absence from duty.

## **DOCUMENTS DUE BY PAYROLL CUTOFF DATE**

### **Payroll Dates**

Each year the Accounting Office will create a payroll calendar, which lists the date ranges reflected in each month’s payroll. The building level secretary will have a copy of this calendar. These dates are important for extended day/year programs, and hourly employees who are paid by the time worked in a specific period and not a regular monthly installment. Leave time will also be deducted based on these payroll date ranges.

Should an employee receive discipline in the form of suspension without pay, the dates of the suspension will be docked accordingly with the payroll calendar date ranges

## **EMPLOYEES TIME EDIT/ LEAVE REPORT AND TIMESHEETS**

Employee leave should be submitted in the TimeTrust system. The Timetrust will send out a daily email to the administrator to report who is clock-in, absent, clock-in late, and need a time edit and leave request. It is the responsibility of the administrator to remind the employee to submit leave when they return to work or have a mispunch. It is required for all employees to submit leave before timesheets are printed.

The Payroll Clerk will send out Thrillshare messages the week (Monday, Wednesday, and Thursday) before timesheets are printed. At this time it is expected for all employees to check their time for missed days and mispunches to submit time edits/leave before timesheets are printed.

All timesheets will be emailed to the building/department secretaries. Timesheets should be reviewed for completeness and approved by the principal or school administrator. The

timesheet becomes a legal document once it is signed by the employee and immediate supervisor.

### **PERSONAL, PROFESSIONAL, SICK, AND VACATION LEAVE**

Leave should be submitted throughout the month as days are taken.

Notwithstanding the restrictions on the use of personal leave prescribed under paragraph (a) of this subsection, a licensed employee may use personal leave as follows:

- (i) Personal leave may be taken on the first day of the school term, the last day of the school term, on a day previous to a holiday or a day after a holiday if, on the applicable day, an immediate family member of the employee is being deployed for military service.
- (ii) Personal leave may be taken on a day previous to a holiday or a day after a holiday if an employee of a school district has either a minimum of ten (10) years of experience *as an employee of that school district or a minimum of thirty (30) days of unused accumulated leave that has been earned while employed in that school district.*
- (iii) Personal leave may be taken on the first day of the school term, the last day of the school term, on a day previous to a holiday or a day after a holiday if, on the applicable day, the employee has been summoned to appear for jury duty or as a witness in court.

### **LEAVE REQUEST**

All employees are required to submit a leave request, if an employee did not work his/her full schedule hours. If an employee does not want his/her pay to be docked, they must submit an approved leave request through TimeTrust. This must be done for sick, personal, vacation, and professional leave. If an approved leave request is not submitted when timesheets are printed and the employee is short of time for the day or week, the employee's pay will be docked.

### **OVERTIME TIME RECORD**

Overtime should be pre-approved by the Superintendent; the approved form should be submitted to payroll in order to record overtime hours.

### **OTHER COMPENSATIONS (STIPENDS, AFTER SCHOOL, ETC.)**

To be reimbursed for stipends, submit a personnel action form for all of the employees to be paid, the purpose of the stipend, amount to be paid, dates the stipends were earned, and the account code to be charged. All others that are paid based on a rate, submit time sheets

reflecting the date/s worked, time in and time out, the account code to be charged, and the signature of the employee and supervisor.

### **CLOCK IN AND CLOCK OUT**

All employees are required to clock in and out daily. Non-certified staff who are over-time eligible are required to clock in and out for lunch daily. No employee will be manually clock in or clock out.

### **PAYROLL CHANGES**

All changes (demographics, deductions, direct deposits, and etc.) should be submitted to the Accounting Office/Payroll Clerk by the 15<sup>th</sup> of the month.

### **DIRECT DEPOSITS**

All employees will be required to participate in direct deposit. This requirement is the result of the approval of Senate Bill 2761 that will modify 37-151-103 which states: "All school districts shall process a single monthly payroll with electronic settlement of payroll checks secured through direct deposit of net pay for all school district employees."

All direct deposit corrections will be made the following pay period. Bank changes should be submitted to the Payroll Clerk by the 15<sup>th</sup> of the month.

Refer to policy GBRI Absence from duty policy for payroll information

### **EMPLOYEE CONNECT**

All check stubs and W2's will be available through Employee Connect. You will be able to view and print your check stubs. They will no longer be mailed or sent through school mail. Below are the instructions for utilizing this tool.

1. The User ID's are the first 3 digits of last name and last 4 of SSN. Example aar6419
2. The Passwords are first initial, last initial, last 4 of SSN, the @ symbol, 4 digit DOB year. Example ta6419@1968
3. The Browser settings will need to allow popups for the site. Also recommend the browser setting that opens pop ups in a new tab.

If a user tries to login 5 times within 5 minutes using the wrong password their account will be locked. The message "Account is Locked! Contact the Central Office" will be displayed. This message may be customized to direct unlock requests to a specific person (phone or email). Also the failed attempts and time interval may be customized.

Chief Financial Officer and Payroll Clerk will be responsible for unlocking accounts

W-2s are issued by January 31st each year to all employees paid through payroll during the previous calendar year. The Payroll Clerk or Chief Financial Officer Designee will reconcile,

print, distribute, report, and file all W-2s by prescribed state and federal due dates.

## **PERSONNEL**

### **NEW EMPLOYEES**

New employees must come to the district office with their completed paperwork for processing, fingerprinting, obtaining their ID badge and enrolling in the timekeeping system. The process may require 30 minutes or more depending on the completeness of the paperwork.

A new employee **must** be approved by the school board before he/she may be paid. The school board meets on the third Monday of each month. An employee's paperwork must be submitted to the Accounting Office according to their cutoff schedule.

**Mandatory Payroll Forms/Actions – Must be completed and received by the Accounting Office before the employee is allowed to report for work.**

1. ASD Application (completed online through Talent-Ed)
2. ASD Personnel Action Form
3. Board Approval, E-Verification, Background Check, and/or Drug Screening Test
4. Federal Tax Withholding Form
5. Mississippi State Tax Withholding Form
6. Direct Deposit Form
7. Retirement Plan Participation Forms
8. State of Mississippi State and School Employee Health Insurance Application
9. State and School Employees' Life Insurance Plan

All new employees recommended for 80 hours or more per month must complete a health insurance enrollment form, a life insurance enrollment form and PERS Forms 1 (Enrollment) & 1B (Beneficiary). Participation in PERS (retirement) is mandatory for all full-time employees. Participation in health/life is not mandatory; however, if a new employee does not want health and/or life insurance, he/she must still complete the form and sign the waiver in the appropriate place to waive coverage on the form.

All new employees who work less than 80 hours per month must complete a PERS Form 4A - Non-covered Employment Acknowledgement Form.

**All employees must sign a "Declaration of Retirement Status Form."**

## **FMLA**

The Family Medical Leave Act (FMLA) allows an employee twelve work weeks ( 60 work days) during any twelve month period for certain medical leave. This leave is to be used concurrently with their paid leave. If foreseeable, an employee should provide the district with an advance notice of at least 30 days before FMLA leave is to begin. If a medical emergency shall take place, the employee must give notice as soon as is practicable or at least verbally within one or two working days when the need for leave becomes known. All requests for FMLA leave must be submitted to the Accounting/Personnel Office. Board Policy GBRIA addresses FMLA and its requirements. Please contact the Accounting/Personnel Office for more information.

## **RESIGNATIONS**

If a person resigns, a resignation form must be completed. As soon as you receive the form, send it to the Accounting/Personnel Office. By promptly notifying the Accounting/Personnel Office of a resignation, overpayments to employees and to insurance companies can be avoided.

The Aberdeen School District has implemented a fixed asset system of accountability that complies with the standards established by the Mississippi Office of the State Auditor for the verification of fixed assets and the auditing of fixed assets records. MS 37-17-6(16)

The responsibility for the physical custody of the fixed assets will be assigned to the principal at each school location and to the department head of each department for buildings other than schools. Any employee having custody and responsibility of any fixed assets will exercise due professional care in managing, maintaining and controlling fixed assets. If an employee is negligent in this duty, then he/she may be held personally liable for any fixed asset that is broken or missing.

Employee training is the responsibility of the principal/supervisor. The Chief Financial Officer has explained policies and procedures to principals and other support staff at training meetings and through written materials. All administrators have been given a copy of the Accounting/Personnel Office Policy and Procedure Manual.

State law governing capital assets requires that the person responsible for the asset be monetarily responsible for any missing assets. Responsibility for district assets shall rest with the principal of the school or the supervisor of the department where the asset is located. In addition, staff members (teachers, librarians, etc.) shall be responsible for assets assigned to their rooms. Assets that have been checked out for use shall be the responsibility of the person who has checked out the asset. The Superintendent and Chief Financial Officer will be responsible for procedures and forms for maintaining the system and keeping it current. It is the policy of the Aberdeen School District that the teacher/staff member, have no locked cabinets or closets containing capital assets unless the principal has approved and has a key in the office. As part of the annual physical inventory audit, the principal, department supervisor, or teacher who is responsible for the district assets will be required to attest to the inventory listing and any changes thereto.

### **DEFINITION OF FIXED ASSET**

Any equipment purchased with a useful life of more than one year is considered a fixed asset. There are two categories of equipment: inventoried and non-inventoried equipment.

### **DEFINITION OF EQUIPMENT**

**Inventoried equipment** consists of all fixed assets that have a purchased value of \$1,000.00 or more and items determined by the district as highly walkable items regardless of value. These items should be coded to "**700 range**" object code. (Examples of capitalized equipment include: computers, televisions, lawn maintenance equipment, etc.)

See complete listing of highly walkable items.

**Non-Inventoried equipment** consists of fixed assets with a value of less than \$1,000.00 excluding highly walkable items. These items should be coded to a **"740 or 741"** object code. (Examples of non-inventoried equipment include: tables, desks, chairs, etc.)

### **DONATED EQUIPMENT**

Property or equipment that is donated to the school district having a value of \$1,000 or more as well as items considered highly walkable are included in the district's fixed asset records. If the value of the donation is unknown, the items are valued at their fair market value at the time of the donation.

### **ASSIGNMENT OF INVENTORY NUMBERS**

All inventoried equipment should be assigned an Aberdeen School District inventory number and placed on the district's fixed asset inventory listing.

Upon issuance of purchase orders with "700 range" object code; the Fixed Asset Clerk will send an additional inventory asset record form. Immediately upon receipt of the goods, the inventory form should be completed and submitted to the Fixed Asset Clerk within 5 working days.

The equipment will then be assigned an inventory number and properly tagged within a reasonable period of time. The person receiving the item of equipment will sign and date the asset record form, thereby acknowledging receipt of the item and assuming responsibility of the same.

### **PROPERTY INVENTORY OF COMPUTER EQUIPMENT**

Computers are sold as complete units: a CPU, a monitor, and a keyboard. The CPU is the main unit; therefore the model and serial numbers from the CPU are recorded. The monitor is given the same inventory number as the CPU. External devices such as the keyboard, modem, mouse and other light pen devices whose costs are under \$1,000 do not require an inventory number. If the monitor or keyboard is replaced, they should be coded as either a supply or repair part. The inventory number of the CPU will be placed on the replacement parts. If the CPU is replaced, it will be coded to "731" and would require a new inventory number. The old CPU would be tagged for disposal and removed from inventory upon Superintendent/School Board approval.

### **INVENTORY CONTROL**



At the beginning of the school year or date of employment, each employee should complete within five (5) working days an inventory control form. By completing this form, the employee is accepting financial responsibility for the equipment. Upon separation from the district, the principal/director/school fixed asset coordinator should ensure that all equipment is accounted for or a claim is asserted against the employee for any missing items.

The Fixed Asset Clerk will take a physical inventory twice a year. However, an inventory may be conducted at other times in addition to the annual inventory.

### **TRANSFER OF EQUIPMENT**

Equipment should be accounted for at all times. The principal/director or his/her appointee should complete a transfer of asset form and submit it to the Fixed Asset Clerk for updating in the system. Under no circumstances should equipment be permanently transferred from one place to another without the approval of the principal/director.

### **DETERMINING FEASIBILITY FOR A REPAIR**

Repair of smaller items (i.e. TV, VCR, etc.) - If the cost of repair does not exceed half the value of the item, then it is feasible to repair rather than replace.

Repair of larger items (i.e. Copiers) - Prior approval is required. A written detailed estimate of cost to repair must be submitted to the Accounting Office.

### **DISPOSAL OF EQUIPMENT**

Any equipment determined to be obsolete, beyond repair, or too costly for repair should be properly disposed of. The principal/director or an appointee should complete an equipment disposal form and return it to the Fixed Asset Clerk. After receipt of the disposal form, the equipment will be inspected by a district technician who will certify that disposal is needed.

The Chief Financial Officer will then request approval from the Superintendent/School Board to dispose of the equipment. Once approval is granted, the Fixed Asset Clerk will send written notice that the item may now be disposed of to the School Fixed Assets Coordinators. No later than five days after board approval all disposed equipment will be picked up from the assigned school location by the maintenance department.

### **STOLEN OR MISSING EQUIPMENT**

If equipment is reported stolen or missing, the principal/director should contact the police immediately and file a report. A copy of the police report should be forwarded to the Accounting Office in order to request removal of the equipment from inventory upon Superintendent/School Board approval.

**ABERDEEN SCHOOL DISTRICT  
FIXED ASSETS POLICY  
HIGHLY WALKABLE ITEMS**

Air Compressors  
Audiometer AvCart/Table Band Instruments (Trumpet, Drum, Etc.)  
Camcorder (greater than or equal to \$250)  
Cameras and Camera Equipment (greater than or equal to \$250)  
Cellular Telephones  
Chain Saws Compact Disc Player  
Computer and Computer Equipment (greater than or equal to \$250)  
DVD Player Generators Laminator Lawn  
Maintenance Equipment  
Lettering Machine  
Megaphone Microwave Oven  
Motorized Vehicles  
Printer-Computer  
Projector-Opaque  
Projector-Overhead  
Projectors-16MM, Filmstrip, Etc.  
Projector-Slide  
Public Address System  
Scanner-Portable/Tabletop  
Screens-Projector  
Speakers  
Televisions (greater than or equal to \$250)  
Tools (Small, Large) (saw,etc.)  
TV/VCR Combination (greater than or equal to \$250)  
Typewriter  
Video Cassette Recorder (VCR)  
Video Disc Player  
Walkie Talkie (Two way radio equipment)  
Weapons  
Welding Machines

**LEGAL REF. Miss Code Section 37-17-9**

## **ACTIVITY FUNDS**

"Activity Funds" shall mean all funds received by local school officials, paid or collected, to participate in any school activity, such activity being part of the school program and partially financed with public funds or supplemented by public funds. The term "activity funds" shall not include any funds raised and/or expended by any organization unless deposited with existing activity funds, regardless of whether the funds were raised using school facilities. ***School activity funds shall be expended in such a way as to benefit those students currently in school who have the opportunity to contribute to the accumulation of such funds.***

Activity funds at the local school will be classified either as a General Fund or an Agency Fund. Those funds that are established to account for the financial affairs of school sponsored clubs are classified as Agency Funds and all others are accounted for as General Fund.

School sponsored clubs must receive Superintendent/School Board approval each school year. A list of the officers, club members and sponsors must be submitted to the Accounting Office. School sponsored clubs must follow the fundraiser requirements established by the district.

## **EXPENDITURES/PURCHASING**

Activity funds shall be spent in accordance with Section 37-7-301, Mississippi Code. Activity funds may only be expended for necessary expenses or travel costs incurred by students and their chaperones in attending any in-state or out-of-state school related programs, conventions or seminars and/or any commodities, equipment, travel expenses, contractual services or school supplies that the Board of Trustees, in its discretion, shall deem beneficial to the official or extracurricular programs of the district. Local school activity funds cannot be used to compensate school employees. Personal items such as athletic apparel, shoes, t-shirts, jackets, trophies, etc., purchased with activity funds, will subsequently become the personal property of individuals. For this purpose, individuals shall mean **students**.

**School activity funds shall not be used to purchase items of clothing for employees of the district.**

## **RECEIPTS**

When collecting monies from students, teachers must document all funds collected. At a minimum, teachers are required to indicate the event or activity for which monies are

being collected, list students' name and amount paid. A copy of the list and funds must be submitted to the principal's office daily as monies are collected. The principal's office should issue a receipt to the teacher and maintain other copies for school records and the business office. The principal's office should cross reference the students' list to monies received and receipted.

**Deposits should be made on the same date for which funds were received and receipted.** All monies collected should be receipted and deposited timely. A copy of the receipt and deposit ticket should be submitted to the Accounting Office daily with the daily cash receipt report.

All receipts should be used in numerical order, including voided receipts. A written explanation for any missing receipts should be submitted with the transmittal report

### **DISBURSEMENTS**

All purchases made with activity funds must comply with state purchasing laws. Checks will be issued through accounts payable. All disbursement requests will be reviewed and approved by the Superintendent/School Board via a claim docket. Accounts payable and purchasing procedures, as well as activity fund regulations, will apply.

**Refer to the Purchasing Section.**

### **REPORTING REQUIREMENTS**

- The “Transmittal Cover Sheet”, the “Receipt Transmittal”, and the “Local School Check Listing”, each signed by the principal, must be submitted to the Accounting Office by the fifth working day of each month. Copies of deposit slips, copies of invoices attached to the green copy of the purchase orders, and school event receipt forms for the month must also be submitted to the central office by the fifth working day of the month. Please see the Accounting Calendar for due dates.
- Athletic Games Reporting — funds generated via an athletic event (ticket or concession) must be deposited immediately following the event. An overnight deposit box will be used. **For no reason should funds be kept in building overnight.** Events should be followed by a ticket report which should be submitted to the Business Office timely following the actual event.
- The transmittal report received from the school will be used to reconcile bank statements. After the statements are reconciled, a *Monthly Financial Report on Activities Fund* will be submitted to the Superintendent/School Board for approval and shall be acknowledged in the board's minutes.

### **DONATIONS AND CONTRIBUTIONS**

All donations and contributions are considered public funds and will be accounted as public funds. Donations and/or contributions should be formally submitted to the

Superintendent/School Board for acknowledgement and acceptance. It is not permissible for a donation or contribution to be receipted by the local school. The school will receipt the donation once it has been acknowledged and accepted by the Superintendent/School Board .

### **AUDITING OF ACTIVITY FUNDS**

The Chief Financial Officer will periodically review activity fund procedures. Notable discrepancies will be cited and reported to the Superintendent/School Board .

#### **Specific Audit Issues:**

- Charging for a fee that is not board approved.
- No checks to PTO's, PTA's, or Boosters.
- No employee may be on the checking account for PTO's, PTA's, or Boosters.
- Do not send out letters that say CASH ONLY. The auditor sees that as a sign of potential fraud.
- No hotel rooms can be reimbursed without invoices.
- No payments for meals for day trips. This is an IRS regulation.
- **NO CASHING CHECKS FOR EMPLOYEES!!!!**
- School stores must be a general account. Auditors look for stores that are not running the funds through the activity fund.
- Secretaries are required to keep a PO log. This is so at the end of each month when the Accounts Payable Clerk closes PO's after claims being paid, she will know what is still outstanding. Also, by April 1<sup>st</sup> we will check to see what PO's are still open. If the PO's have not been used we will close and reissue the next year.

### **FUNDRAISER REQUIREMENTS**

The Superintendent shall permit fund raising activities that are deemed appropriate or beneficial to the official or extracurricular programs of the district. The Board authorizes the Superintendent or his designee to approve all fundraising activities. All fund raising activities shall be treated as activity funds (Policy DK). When a school, an

activity, or a club sponsors a fundraiser, the following procedures must be followed:

1. Whether initiated by the school, PTO, or any other organization, fundraisers require the Superintendent's approval via a Fundraiser Request Form.
2. The activity/club sponsor shall complete the proposal (Request to Raise Funds Form) and submit it to the Superintendent for approval.
3. The activity/club sponsor will be assigned the responsibility of supervising the fundraiser and reporting the results.
4. Funds may be spent only for the sole purpose intended and stated on the fundraiser request form.
5. After the fundraiser activity is completed, a report of funds raised/profit should be reported.

Fundraising activities conducted or authorized by the Superintendent for school pictures, the rental of caps and gowns or the sale of graduation invitations for which the school receives a commission, rebate, or a fee shall contain a disclosure statement advising that a portion of the proceeds of the sale or rental shall be contributed to the student activity fund. At a minimum, the statement must read **"NOTICE: This sale is being conducted as a fundraising event. A portion of the sale price will be contributed to the local Activity Fund."**

### **CASH IN SCHOOL BUILDINGS**

No money except Petty Cash shall be left in the school building overnight, whether in classrooms or in the Principal's office. A daily deposit is necessary. A bank (night) depository shall be utilized on all occasions where the deposit cannot be made during regular banking hours.

## **NIGHT DEPOSITORY**

A night depository may be established with the bank, the district's depository for checking accounts, at no cost to the school. A bank bag and one key will be issued if the bank is to count the money and prepare the deposit. A bank bag and two keys will be issued if the bag is to be picked up and the depository prepared by the school. If the school is preparing the depository:

The Chief Financial Officer shall designate, by signature card with the bank, individuals to pick up the bank bag; The individual picking up the bag should not have access to the key; The bag should be turned over to the employee responsible for preparing the deposit; and money should be counted by two individuals and reconciled to the School Event Receipt form. Discrepancies should be noted on the School Event form.

## **Athletic Activity Fund**

Athletic Funds are received for the athletic programs at all school locations. These programs consist of all sporting activities, such as: football, baseball, basketball, cheerleading, soccer, track, etc. Funds are generated based on game admissions, admissions to other activities, fundraisers, concessions, contributions and donations, and other athletic activities.

Athletic funds are used to pay officials, repairs and maintenance, fundraisers, equipment rental, travel to sporting events, food purchases, supplies, dues and fees, concession items, etc. Funds collected from students, parents, sponsors, etc. should always be receipted by the Coach/Sponsor of the sport the funds will support. The receipt will be from a pre-numbered 3-part receipt book. One copy should go to the student/parent, one to the Accounting Office along with the funds for deposit, and one will be retained by the Coach/Sponsor.

Funds collected from gate admissions are reported separately for each game and a Ticket Report must be completed for each gate. The ticket report will also be used for any event at the Aberdeen School District where tickets are sold for admission. This form indicates: the school, date, event, employee name, window/gate number, startup cash amount, tickets checked out, tickets sold, tickets returned, the breakdown of ticket sales, receipt information, and authorizing signatures.

The School Secretary will complete the top two sections of the Ticket Report Form given that they are knowledgeable of the Employee Name and Window Number assignment(s). The Staff Member picking up the cash bag from the School Secretary must initial the form and Athletic Cash Log to verify the cash amount in the bag. Once the admission gate is closed, the staff member responsible for selling tickets must complete the bottom two (2) sections of the ticket report form in its entirety. This form will be placed in the money bag/box and everything will be given to the Athletic Director or their designee for depositing in the bank depository on game night.

Only the Athletic Director, Principals, and the Chief Financial Officer may pick up the deposit from the bank and bring it back to the School Secretary where a receipt will be issued and the ticket report will be reconciled to the cash deposit. Unless there is a reported extraordinary event, any significant discrepancy will be the responsibility of the staff member in charge of selling tickets.

The monthly activity report for Athletics will be prepared by the School Secretary and submitted to the Accounting Office to record a receipt journal entry. The Chief Financial Officer or designee will reconcile bank statements and complete a monthly Balance Sheet or Detail Trial Balance to show the monthly breakdown of activity by sport. This report is given to the Athletic Director, High School Principal, and middle school principal each month.

An Athletic Official Form is required of all paid officials and must be completed in its entirety. This form may be sealed in the bank bag with the Ticket Report Form or may be stored in the cash box and returned to the Accounting Office the next business day after a sporting event. Officials are paid the amount per game prescribed by the Mississippi High School Athletic Association (MHSAA) through the RefPay/Arbiter Pay system. The Aberdeen School District has opted to have 1099s for the Game Assignors and Officials generated and issued by Arbiter Sports.



**See District Website for Accounting/Personnel Office Forms.**