

Fiscal Services

2015 - 2016



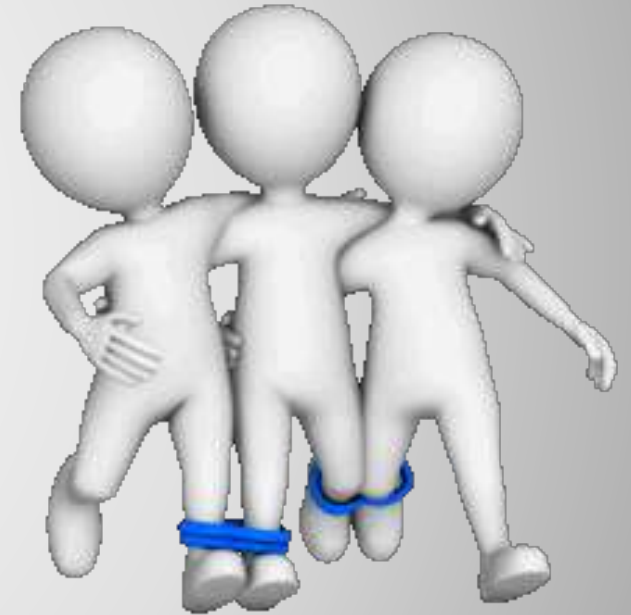
New Administrator Workshop

- Payroll
- Budget
- Expenditures
- Cash
- ASB
- Attendance



Business Operating Systems

- Financial 2000
 - Budget Transfers
 - Accounts Lookup
 - EduReports
- BEST NET (Employee Self-Service System)
- ELTS (Electronic Leave Tracking System)
- Smarte (PSRs)





TIMECARDS

What to look for when signing a timecard.



- From and To time = number of hours worked
- Mgmt 5000 = name of absent employee/vacancy
- Mgmt XXXX (school site) = PSR number

Be sure to sign each line or that your signature is on a diagonal line that touches all entries that you are approving.

Remember:

Your signature is approving that the employee has authorization to work for the number of hours listed on his/her timecard.

RIALTO UNIFIED SCHOOL DISTRICT
CLASSIFIED CONTRACT EXTRA HOURS TIME CARD

**** SEE REVERSE FOR IMPORTANT INSTRUCTIONS ****

Sally Mae

XXX-XX-1234

EMPLOYEE NAME (PLEASE PRINT LAST, FIRST)

SOCIAL SECURITY NUMBER

MONTH August

DATE	TIME		HRS x.xx	NAME OF ABSENT EMPLOYEE SITE/JOB TITLE OR PSR #	ACCOUNT NUMBER								ADMIN.
	FROM	TO			FND	RES	YR	GOAL	FUNC	OBJ	SCH	MGMT	SIGNATURE
					XX	XXXX	X	XXXX	XXXX	XXXX	XXX	XXXX	(NO INITIALS)
1	8:00	11:00	3	Jane Smith, CHS, IAll	01	6500	0	5750	1110	2140	400	5000	<i>Signature</i>
2	1:00	4:00	3	PSR 150292	01	6500	0	5750	1110	2120	400	0660	
3													
4													
5													
6	1:00	4:00	3	Todd Jones, KuMS, IAll	01	6500	0	5750	1110	2140	330	5000	<i>Signature</i>

ELTS

Employee Leave Tracking System

What to look for when signing an affidavit.



- The bank the leave is being charged to
- The employee's bank balances

**BEST NET CONSORTIUM
Affidavit Absence Report**

74 Rialto Unified School District

EIN

EMPLOYEE NAME

CLASSIFICATION

LOCATION

CERTIFICATION FOR

Affidavit	Rev	Status	Leave Type Description	Bank	From	To	Hours	Limit Remaining
	0		PERSONAL NECESSITY	SICK LEAVE	8/10/2015	8/10/2015	-8.0000	0.0000 Days
	0		VACATION LEAVE	VACATION LEAVE	8/17/2015	8/17/2015	-8.0000	70.5000 Hours
	0		VACATION LEAVE	VACATION LEAVE	8/18/2015	8/18/2015	-8.0000	62.5000 Hours
Transaction Note/Incident:								
	0		PERSONAL NECESSITY	EXCESS USE	8/20/2015	8/20/2015	8.0000	0.0000 Days
	0		PERSONAL NECESSITY	EXCESS USE	8/21/2015	8/21/2015	8.0000	0.0000 Days

BANK BALANCES AS OF DATE REPORT PRINTED

SICK	VACATION	NON-DUTY	EXCESS USE
0.0000	62.5000	0	16.0000

What's the big fuss about AFFIDAVITS?



1. When is an affidavit required?

Whenever an employee is absent from work other than for school business or on an approved leave of absence.

2. How often should affidavits be sent up to Payroll?

Weekly

3. If an employee needs to change an affidavit that has already been submitted to Payroll, what should the employee do?

- Obtain a copy of his/her original affidavit
- Make changes as needed
- Write “Revised” on the top of the affidavit
- Submit to his/her administrator for approval
- Forward to Payroll for change(s) to be made

4. Will Payroll accept an affidavit without an employee’s signature?

Yes, when the dates are covered by an acceptable doctor’s off work order (including Industrial Injury) and when an employee has been absent for an extended period. “Signature Unavailable” must be written on the “Signature of Employee” line.





5. Why is it important for the employee and the administrator to date their affidavit when signing it?

Dating the affidavit provides important back up documentation for the employee, the administrator, and the site when issues occur.

6. What happens when affidavits are not sent to Payroll in a timely manner?

- Employee complaints
- Overpayment

Employee Monthly Report

74 Rialto Unified School District

BEST NET CONSORTIUM Pending Affidavits

EIN	EMPLOYEE NAME	Affidavit	Start Date	End Date	Total Hours	Status	Entered	Printed	Received	Days Outstanding
Position	Location									
	ELEMENTARY	30639	07/14/2015	07/14/2015	3.5000	PENDING	07/15/2015		No	34
	ELEMENTARY	30994	07/21/2015	07/21/2015	7.0000	PENDING	07/22/2015		No	27
	ELEMENTARY	31368	07/23/2015	07/23/2015	7.0000	PENDING	07/24/2015		No	25
	ELEMENTARY	31573	07/27/2015	07/28/2015	10.5000	PENDING	07/28/2015		No	21
	ELEMENTARY	31782	07/30/2015	07/30/2015	7.0000	PENDING	07/31/2015		No	18
	ELEMENTARY	29914	07/01/2015	07/02/2015	8.0000	EXCEPTIO N	07/02/2015		No	47
	ELEMENTARY	30159	07/06/2015	07/06/2015	4.0000	EXCEPTIO N	07/07/2015		No	42
	ELEMENTARY	30694	07/15/2015	07/15/2015	4.0000	PENDING	07/17/2015		No	33
	ELEMENTARY	31759	07/30/2015	07/31/2015	8.0000	PENDING	07/31/2015		No	18
	ELEMENTARY	32930	08/06/2015	08/07/2015	8.0000	PENDING	08/07/2015		No	11

Attach all affidavits listed on your report, sign and submit to Fiscal Services by the 15th of each month.

PERSONNEL SERVICES REQUEST (PSR)

What is the purpose of a PSR and when should one be completed?



- A **PSR** is the official way for you to request approval for staffing changes at your site.
- A **PSR** allows for proper budget alignment of your staffing expenses.
- A **PSR** is required for both temporary changes (extra hours, substitutes) and long-term changes, such as an increase or decrease in staffing needs.

PSR – REQUEST FOR POSITION

When does a *REQUEST FOR POSITION* PSR need to be completed?

Anytime there is **any** change to a position at your site...



A new position is being requested

A vacant position needs to be filled

Hours increase for a position

Hours decrease for a position

A position is eliminated

Position funding changes

PSR - OTHER

Used for:

- Certificated Extra-Duty
- Certificated Substitute
- Classified Extra Hours
- Classified Substitute
- Other



Local Control Funding Formula (LCFF)

- Replaces the Revenue Limit funding model
- Emphasis on local decision making and stakeholder involvement
- Additional resources for economically disadvantaged, English learners, and foster youth students
- Increased accountability, transparency, and alignment of budget with local plan
- Eight years for full implementation
- Requires Local Control Accountability Plan (LCAP)



How do I Impact LCAP & the LCFF

- Your students' needs drive the LCAP
- Alignment of school site plans to LCAP
- Your students' economic condition affect our funding
 - Free & Reduced Lunch Applications
- Your students' EL or Foster Youth designation generates additional funding
 - Synergy data



Budget

Site Discretionary – aka Resource 0011

- Based on CBEDS enrollment from prior year, includes regular and special education
- Budget expenses where they will be spent
- Use EduReports to review history
- Plan future purchases
- Cover negatives
- Do not move budget between different funding sources (ex. Site discretionary to Step Up)



Commonly Misunderstood Fiscal Policies



- Student Rewards
- Adult Rewards
- Food/Snacks
- Travel & Conference

RIALTO UNIFIED SCHOOL DISTRICT
Fiscal Services
182 E. Walnut Avenue
Rialto, CA 92376
(909) 820-7700



Rewards Justification Form

Requisition Number: 2723

Vendor: RUSD Nutrition Services

What is the reward:

Bobcats of the Month- Students are chosen by their teacher for being an outstanding student and get to have pancakes with the principal at the end of the month.
Best of the Best BBQ- Student who have perfect attendance for the month get to have a special lunch BBQ.

Why is the reward given?

Bobcats of the Month (Pancakes with the Principal)- Students who are being exemplary students (chosen by teacher).
Best of the Best BBQ- Perfect Attendance for the month

Who is eligible to receive award?

Bobcats of the Month- All students
Best of the Best BBQ- All students

When will the reward be received?

Bobcats of the Month- Once a month
Best of the Best BBQ- Once a month

How will the reward be tracked to verify only eligible recipients receive the reward?

A list of the eligible students will be generated by the office.
The information will be given to the teachers and a list will provided to the Cafeteria.

Note- All reward invoices must be accompanied by this form and supporting documentation for recipients (list of the recipients with their initials for elementary students or signatures for secondary students and staff members).

Administrator Approval

Cecilia Cardenas Date 10/7/14

Expenditures

- Review what you are signing. Is it compliant? Is it reasonable? Is it a direct benefit to the students?
- If you don't agree, **VOID** the requisition!
- When out for extended time, turn on the work flow forwarding.
- Allow two weeks for approval routing.
- Once the invoice is received in Fiscal, it can take up to three weeks to clear audit at SBCSS District Financial Services and receive a check.

PLAN ACCORDINGLY!!

- Please remember that you are **NOT** allowed to approve your own personal expenses.
- A supervisor's signature **MUST** be obtained for:
 - ✓ PSRs
 - ✓ Timecards
 - ✓ Travel Expense Reimbursements
 - ✓ Other Employee Reimbursements

APPROVALS/SIGNATURES



CASH

- Ensure all cash is properly safeguarded.
- Every principal should verify a safe is used and the combination is functional. Principals should restrict who has access to the combination.
- Elementary schools must take bank deposits to the bank.
- Secondary schools have armored pick-up services.
- Deposit should be made weekly or anytime the site holds more than \$500.
- BU-100 form must be completed weekly. As an administrator you are signing this document to acknowledge the cash activities occurring at your site or the lack of cash collection for the week.





BU-100 REPORT OF SCHOOL DISTRICT'S RECEIPTS

(Do not include ASB money in District Deposit)

Site: _____ Receipt Numbers Used: From: _____ To: _____

Deposit in the amount of \$ _____ was made on _____ to the District's clearing account.

Textbooks	01-0000-0-0000-0000-8699-	-	0000	\$		
Library Books	01-0000-0-0000-0000-8699-	-	0000	\$		
Other Books	01-0000-0-0000-0000-8699-	-	0000	\$		
Other Books	01-0000-0-0000-0000-8699-	-	0000	\$		
Current year ID Cards/Lanyards	01-1100-0-1110-1000-4393-	-		\$		PO# _____
Prior year ID Cards/Lanyards	01-0000-0-0000-0000-8699-	-	0000	\$		
PSAT Test Fees	01-0000-0-1110-1000-5881-	-		\$		
Transcripts	01-0000-0-0000-0000-8699-	-	0000	\$		
AP Test Fees	01-0000-0-1913-1000-5881-	-		\$		
PE Clothes	01-1100-0-1110-1000-4310-	-		\$		
PE Locks	01-0000-0-0000-0000-8699-800-0000			\$		
Bus Passes	01-7230-0-0000-3600-4385-	-		\$		
Miscellaneous	_____			\$		
Miscellaneous	_____			\$		
Miscellaneous	_____			\$		
TOTAL ABATEMENT				\$		

Prepared By: _____ Approved By: _____

Signature
Date
Administrator/Principal's Signature
Date

If no monies are received during the week, please complete this CERTIFICATION OF NON-RECEIPT OF MONIES:
 I hereby certify that no District monies have been received by this site/department during the week.
 Administrator/Principal's Signature: _____ Date: _____

Print Form

CASH



- Monitor your site's activities.
 - 2 people should be counting
 - Admin should be counting before signing BU 100
- If money is collected:
 - Review receipts
 - Review site deposits
 - Review bank deposits
 - Look at the dates
 - Look in closets, drawers, filing cabinets, everywhere!

CASH IS RISKY... DO NOT HOLD IT AT YOUR SITE!

Purchasing Deadlines

- Plan for your purchases
- Purchasing deadline is typically at the end of March
- Goods or Services **MUST** be delivered by June 30
- Money received in the current year does not generally carryover to the new year (exceptions are Step-Up & Donations)

“THIS YEAR’S MONEY FOR THIS YEAR’S KIDS!”

ASB



Accountability

- Activities Director, Club Sponsor, ASB Council, ASB Finance Clerks
- Review monthly statements and bank reconciliations
- Adjustments/Journal Entries must have explanations and approval by the administrator in charge.
- Site Audits

Attendance

- Review monthly attendance reports.
- Ensure staff is verifying absences.
- Is your enrollment reasonable to the bodies at your site?
- Step-Up
- Attendance rates





ANY QUESTIONS?