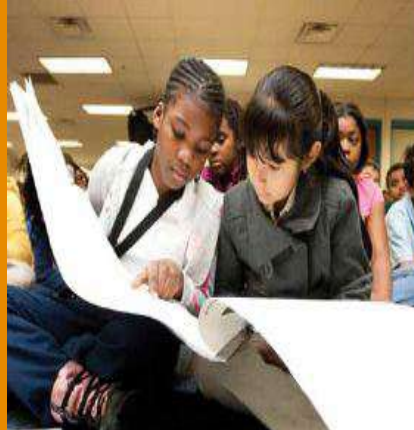


Financial Management Training 2016-2017



Position Control

Benefits

Budget

Procurement

Accounts Payable

Payroll

Travel

Purchase Card

AGENDA



Welcome to the Financial Management

Introduction/Purpose

10 Minutes

Resource Accounting Services & Reporting

How to report on budget usage/impact

55 Minutes

- Accounts Payable
- Travel
- Purchase Card
- Cash Management & Banking
- SABO & OSP
- General Ledger
- Year End
- Reporting

Resource Planning

- Title I

15 Minutes

Break

5 Minutes

Resource Planning

How to plan your budget

- Budget Development
- Position Control

25 Minutes

Resource Payment Processing

How to pay for the resources

- Payroll
- Benefits/Workers' Compensation/Risk Management

25 Minutes

Resource Acquisition

How to acquire resources (goods and services)

- Procurement

40 Minutes

Wrap-Up and Closing

5 Minutes

Norms/Mission/Vision



7 Core Norms of Central Administration

District Mission

With a caring culture of trust and collaboration, every student will graduate ready for college and career.

District Vision

A high performing school district where students love to learn, educators inspire, families engage and the community trust the system.

Introduction and Purpose

Chief Financial Officer



Mr. Robert Morales

Accounting Services



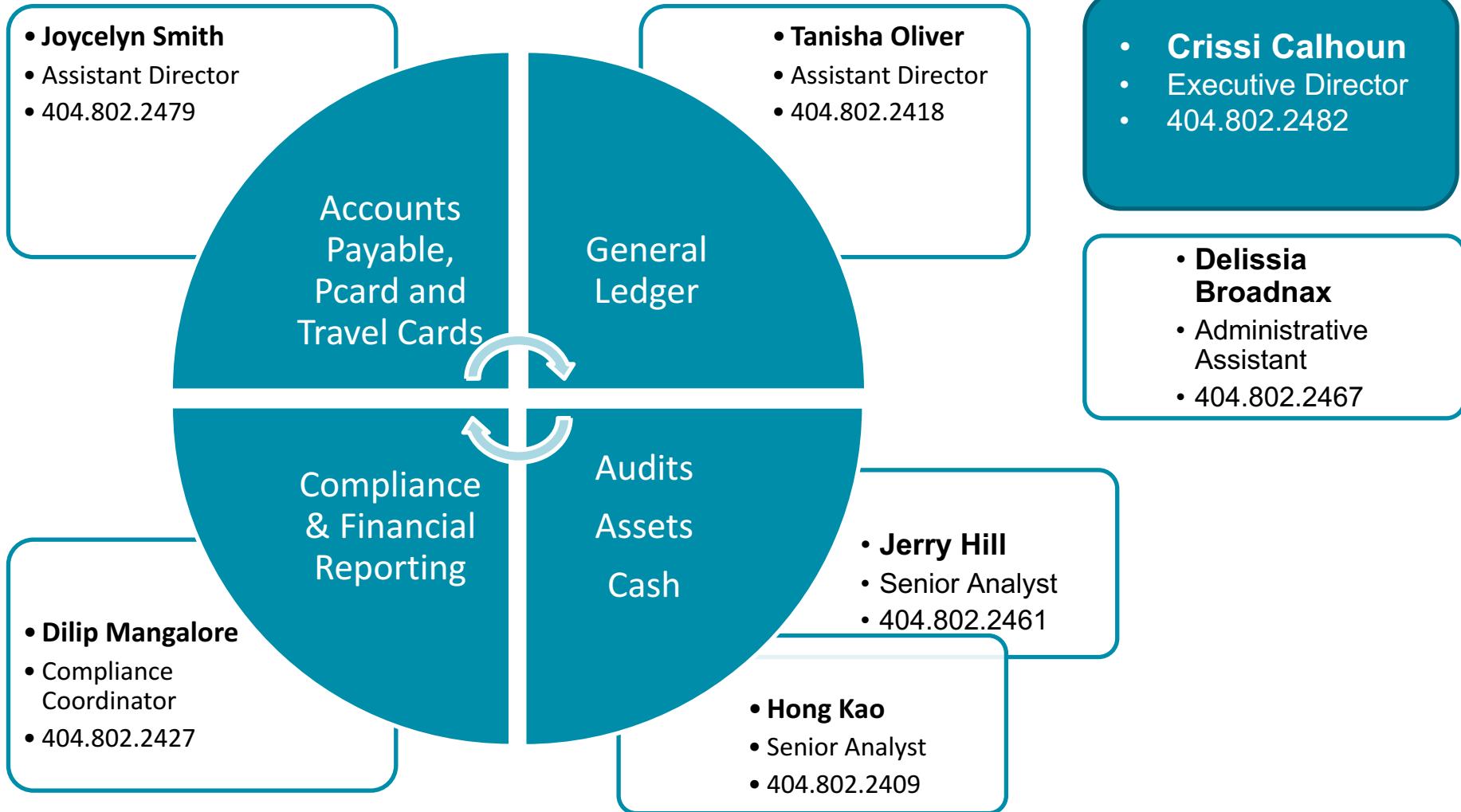
- Accounts Payable
 - Vendor Payments
 - Purchasing Cards
 - Travel
- Assets
- Cash Management & Banking
 - Deposits
 - Wires
 - Account Setup/Termination
- SABO & OSP
- General Ledger
 - General Fund
 - Capital Projects/SPLOST
 - Special Revenue
- Year End Meetings
- Annual Audits
 - SPLOST
 - Financial Audit
 - Single Audit
- Financial Reporting

If, while managing your budget with your GL 298, you determine that expenditures are in the wrong place.....



We can help you get the expenditure to the right place, because having it in the right place is important for a lot of reasons

Accounting Services



Accounting Services



Accounts Payable, Purchase Card Services, and Travel Services

- **Robert Ryan**
- **P-Card Coordinator**
- 404.802.2491

- **Joycelyn Smith**
- **Assistant Director**
- 404.802.2479

- **Carlos Shannon**
- **AP Analyst**
- 404.802.2443

- **Marcia Edmonson**
- **AP Associate**
- 404.802.2441

- **Lynn Lewis**
- **AP Associate**
- 404.802.2448

- **Patricia Smith**
- **AP Associate**
- 404.802.2447

Accounting Services-Accounts Payable



Responsible for making timely and accurate payments to vendors for goods and services, and to employees for approved activities including travel and reimbursements.

**Invoices are classified
as “Service” or
“Special”**

“Service” type invoices are for services that have been rendered.

- All *service* invoices must have a valid purchase order and a signed authorization by the Budget Center Manager for payment to be processed.

“Special” type invoices are for goods or products that have been received.

- All *special* invoices must have a valid purchase order and receipt confirmation in Lawson for payment to be processed.

All invoices must be mailed to the following address:

**Atlanta Public Schools
c/o Accounts Payables Department
P. O. Box 4659
Atlanta, Georgia 30302**

*If invoices are received at your location, please make a copy and forward the original invoice to the Accounts Payable Department located on the 4th floor of the CLL building.

Accounting Services-Accounts Payable

Formula for Timely Payments



Purchase
order

+



Acknowledgement
of receipt

+



Valid invoice

=



Payment

It is imperative that receipts are entered in Lawson when requested goods have arrived at your location or when requested services have been completed. (Note: Services are not received in Lawson; invoices must be signed by the requesting owner to authorize payment then submit the invoice to Accounts Payable.)

Without a receipt in Lawson, there will be no payment.

Expense Check Request

The “Expense Check Request” form is used to process reimbursement for services provided to APS or for miscellaneous expenses incurred.

For example:

- **Conference Registration**
- **Field Trip**
- **Parent Involvement**
- **External Interview Candidate**

In order to expedite reimbursement, all ***original*** receipts and related supporting documentation must be attached to the check request, along with an approved vendor number from Procurement Services.

Accounting Services - Travel



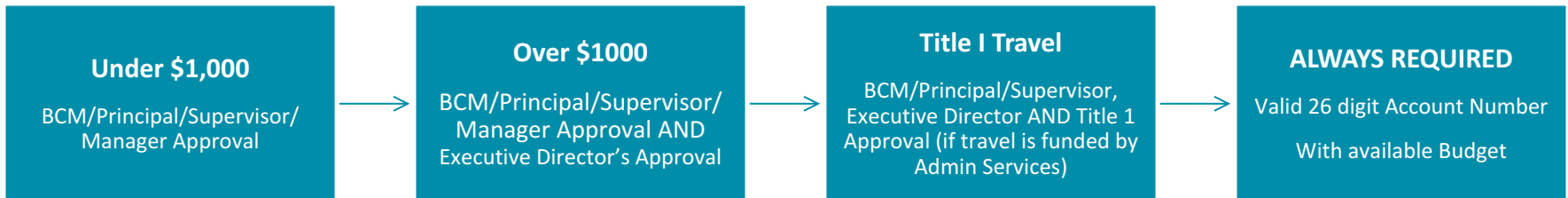
Atlanta Public Schools employees who travel for business on behalf of the district are eligible to receive an APS Travel Card. To obtain a travel card, APS employees must submit both of the following **within 30 to 45 days prior** to the initial trip. Currently, all out of state travel must be approved by the division Chief and the Superintendent. The Travel department will obtain the Superintendent's approval.

Original completed and approved Travel Card Request & Agreement Form **and**
Original Travel Authorization Activation Form

Forms are in Lawson. Go to "myAPS" (Employee Resource Center), under Travel Resources

<http://www.atlanta.k12.ga.us/site/default.aspx?PageID=1>

All Travel Authorization Activation forms must have the following:



Very Important: You will be notified once the cards are loaded. All travel cards have a \$2,000 limit per transaction. Budget Center Managers must ensure there are sufficient funds in the budget before approving the "Travel Authorization Activation" form. Supporting documentation is required if total estimated funds exceed \$3,000.

Note: Ongoing training – My PLC

Accounting Services - Travel



Your travel card can be used for:

- Conference Registration Fees (travel related)
- Airfare
- Lodging
- Ground Transportation
- Parking
- Meals (per diem rate at <http://www.gsa.gov/mie>)

Your travel card can not be used for:

- Local Conference Registration Fees
- Gas or any transaction at a gas station
- Unauthorized car rental
- Entertainment
- Office supplies
- Personal expenses
- Tips
- In proxy of another employee
- Meals if your trip is funded by Title 1

NOTE: Travel cards are deactivated once travel is complete.

Submitting an Expense Report

- ✓ Expense reports should be approved and forwarded to Accounts Payable within 10 days after travel.
- ✓ Title-I funded travel must be submitted to the Title I Department within two (2) business days of trip completion.
- ✓ All travel and expense reports must be accompanied by a copy of the travel authorization activation form.

Receipts required with Travel & Expense reports include but are not limited to:

- Airfare
- **Boarding Pass**
- Luggage
- Car rental
- Parking
- Ground transportation
- Conference registration fees
- Itemized hotel receipt with a \$0 balance
- Travel Authorization Activation Form (Title I only)
- **Proof of attendance***

It is the employee's responsibility to ensure they obtain a receipt for all transactions. Employees failing to submit their expense report within 10 business days will lose their Travel Card privileges.

* Ex: Conference badge, certificate of completion or certificate of attendance completed and signed by an authorized host of the event

The Purchase Card (P-Card) program is a payment mechanism used to obtain low dollar goods and services quickly in response to the needs of Atlanta Public Schools. Use of the card reduces processing time and cost while enabling the cardholders to select contracted vendors that provide the best value of goods and services to support school/department within established guidelines.

- ✓ *To obtain a P-Card, contact the P-Card Administrator to request a copy of the Purchase Card Application. The budget center manager must complete the form in its entirety and submit the form back to the P-Card Administrator for processing. Training is required before a card can be issued.*

Process & Notifications

- To load funds to a purchase card, a requisition must be entered into Lawson
- A requisition must be entered to Load, Increase or Decrease a P-Card
- Once the requisition is completed, normal process flow takes place
- All errors will be emailed to the requester to make necessary adjustments from process-flow (automated)
- Once all levels of process flow have completed, the requestor will receive a final email from process-flow with their purchase order number
- The requestor should allow 2-3 business days for the funds to be loaded to the card

RESTRICTED P-CARD ACCOUNTS:

3000- Purchased Professional and Technical Services

4420- Copier Contracts

5800- Travel

5950-Other Services

Accounting Services – P-Card

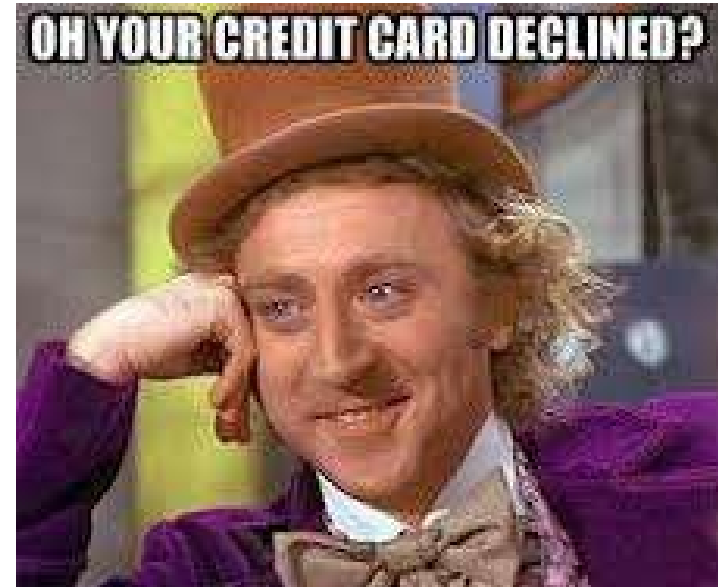
- APS purchase only
- \$2,000.00 Transaction Limit – **For Schools**
- \$3,000.00 Transaction Limit (Title I) – **For Schools**
- MCC (Merchant Category Codes) restrictions
- Do not split payments
- No Personal Use – results in reimbursement and disciplinary action



Accounting Services – P-Card

P-Cards are not allowed for any of the following purchases:

- Food
- Water
- Electronics, including iPads, iPods and iPhones
- Computers
- Cash Advances
- Contracted Services
- A more complete list is available via the Atlanta Public Schools Purchase Card Manual





<http://www.wsbtv.com/news/news/local/dekalb-co-suspend-use-p-cards-following-allegation/nmYcP/>

Key Reminders

Atlanta Public Schools Purchasing Card

- Tasks to perform
<https://payment2.works.com/works/wpm/bookmark>

Cardholders will log into Bank of America Works each Tuesday by the close of business and sign off on transactions.



Accounting Services – P-Card



Bank of America

KAREN EVANS
 ATLANTA BOARD OF ED
 XXXX-XXXX-XXXX-8636
 January 01, 2012 - January 31, 2012

Purchasing Card

Cardholder Activity

Account Information	Payment Information	Account Summary
Mail Billing Inquiries to: BANKCARD CENTER PO BOX 992238 EL PASO, TX 79998-2238 Customer Service: 1.888.449.2273 24 Hours TTY Hearing Impaired: 1.800.222.7363 24 Hours Outside the U.S.: 1.509.353.6856 24 Hours For Lost or Stolen Card: 1.888.449.2273 24 Hours	Statement Date 01/31/12 Credit Limit \$0,001 Cash Limit \$0 Days in Billing Cycle 31 Total Activity \$1,872.19 THIS IS NOT A BILL - DO NOT PAY	Credits \$0.00 Cash \$0.00 Purchases \$1,872.19 Other Debits \$0.00 Cash Fees \$0.00 Other Fees \$0.00 Total Activity \$1,872.19

Transactions							
Date	Date	Description		Reference Number	MCC	Charge	Credit
01/09	01/07	STAPLS7081202693000001	800-3333330 GA	24164072008105063951016	5111	935.67	
01/09	01/07	STAPLS7081217589000001	800-3333330 GA	24164072008105065234734	5111	665.98	
01/19	01/18	STAPLS7081586239000001	800-3333330 GA	24164072018105170905459	5111	53.80	
01/30	01/27	STAPLS7081958835000001	800-3333330 GA	24164072027105209367525	5111	216.76	

0000000 0000000 0000000 4715675000008636

BANK OF AMERICA
 PO BOX 15731
 WILMINGTON, DE 19886-5731

KAREN EVANS
 ATLANTA BOARD OF ED
 ATTN: KAREN EVANS
 2741 HOWELL MILL RD NW
 ATLANTA, GA 30327-1331

Account Number: XXXX-XXXX-XXXX-8636
 January 01, 2012 - January 31, 2012

Total Activity \$1,872.19

K Evans 2-7-12
 Cardholder Signature Date

 Manager Signature Date

Accounting Services – P-Card



GL Memo Statement

Company Name ATLANTA BOARD OF ED
 Post Date Between 2011-08-01 00:00:00 and 2011-08-31 00:00:00
 Report Owner UNDERDUE, DONELL
 Report Time 2011-12-09 15:07:12
 Transaction Type One of: Cash advance or Misc Credit or Misc Debit or Purchase or Payment

Item GL Combination	Txn Number	Card Last 4 Digits	Post Date	Credit	Debit	Vendor Name
MCC		Item Tax		Item Price	Payment Amount	Item Description
761 100167480109990 2400 6100						
	TXN00130374	8460	08/11/2011	0.00	890.80	STAPLS7076370696000001
	5111	0.00		890.80	0.00	P-Card
	TXN00130492	8460	08/12/2011	0.00	23.20	STAPLS7076370696000005
	5111	0.00		23.20	0.00	P-Card
	TXN00130626	8460	08/15/2011	0.00	112.40	STAPLS7076370696000003
	5111	0.00		112.40	0.00	P-Card
	TXN00130629	8460	08/15/2011	0.00	1,127.94	STAPLS7076051658000001
	5111	0.00		1,127.94	0.00	P-Card
	TXN00130800	8460	08/18/2011	0.00	19.87	STAPLS7076589874000002
	5111	0.00		19.87	0.00	P-Card
	TXN00130801	8460	08/18/2011	0.00	142.89	STAPLS7076589874000001
	5111	0.00		142.89	0.00	P-Card
	TXN00131375	8460	08/26/2011	0.00	24.49	STAPLS7076370696000004
	5111	0.00		24.49	0.00	P-Card
	TXN00131545	8460	08/29/2011	0.00	396.98	STAPLS7076972478000001
	5111	0.00		396.98	0.00	P-Card
count: 8						
		0.00		2,738.57		
report count: 8						
		0.00		2,738.57		

Accounting Services – P-Card



ATLANTA PUBLIC SCHOOLS Purchasing Card Program CARDHOLDER SPECIAL APPROVAL REQUEST FORM

School or Department: _____

Check all appropriate boxes for the type of approval requested and justify purchase below:

- Purchase - \$2,000 or greater Amount _____
- Purchase – Other circumstances (detailed below)

Request Date: _____

Vendor Names(s): _____

Purchase Order Number: _____

Justification detail with attached supporting document:

Cardholder Name:
Card Last 4 Digits:

Signature: _____

Budget Center Manager Name:

Signature: _____

IMPORTANT:

Form will not be considered complete until all required signatures are affixed. Hand Deliver form to:

Purchasing Card Program Administrator
APS Accounts Payable Department
CLL Building
130 Trinity Avenue SW
Fourth Floor
Atlanta, GA 30303-3624

(404) 802-2491 Office

FOR ACCOUNTS PAYABLE OFFICIAL USE ONLY

- Approved Disapproved

Reason:

By: _____

Title: Disbursements Director/Assistant Director of AP

Date: _____

**D
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E**



Purchase Card Logs are due by the 15th of each month



QUESTIONS



Accounting Services



Assets, Cash Management & Banking

- **Jerry Hill**
- **Senior Analyst**
- 404.802.2461

- **Hong Kao**
- **Senior Analyst**
- 404.802.2407

Accounting Services - Assets

Capital Assets

- Tangible or intangible property with a useful life of more than one year
- Cost of at least \$50,000 per unit (examples include land, buses and buildings)
- Recorded as assets in Lawson Asset Management System
- Depreciated periodically depending on type

Trackable Assets

- Tangible property with a useful life of more than one year
- Cost of at least \$5,000 per unit, but less than \$50,000 per unit (examples include smart boards and pianos)
- Recorded as assets in Lawson Asset Management System
- Not depreciated

Other Assets

- Cost of less than \$5,000 per unit (examples include computers and software)
- Not recorded as assets in Lawson Asset Management System
- Managed by Departments and Schools
- Not depreciated

Regulation Reference: DC-R(1)

Accounting Services – Cash Management

Deposits

Name and address Dollar amount

First Last
4321 My Street
Anytown, WA 98111 Date: 1-1-95 1234

PAY TO THE ORDER OF: Business Name \$ 1.00

One and 00/100 Dollars

My Bank
1234 Street
Seattle, WA 98111

memo

⑆322170692⑆ 3234567890 1234

Do not include check number


9 digit routing number Checking account number



Accounting Services – Cash Management



Wire Transfers

 **Atlanta Public Schools**
MARKING A DIFFERENCE

Funds Transfer Request Form (GA Fund 1 SPLOST)

Request Date: 8/22/2016

ALL LINES MUST BE COMPLETED BEFORE PAYMENT CAN BE APPROVED!!!

Recipient Bank: Bank of America

Recipient ABA #: 026641593 *This is a nine-digit field

Recipient Beneficiary (BNF)
Account #: 331234567813

Recipient Account Name: APS Fund

For Further Credit (FFC)
Account #: _____

Additional Instructions Required:

Amount: \$5,000,000.00

APS GL Account #
to be Debited: 761- 0353 - 101- 0016

Reason for Transfer: Transfer from GA Fund 1 SPLOST (LGIP) to SPLOST Funding Disbursement

PLEASE NOTE: Attach ANY AND ALL supporting documentation ordinarily forwarded to Accounts Payable to request a check payment and retain a copy for your records.

Requestor / Approval Section

Requestor: Crissi Calhoun, Executive Director of Accounting Services

Requestor Signature: _____ Date: _____

Signatory Name: Robert A. Morales, Chief Financial Officer

Signatory: _____ Date: _____

DO NOT WRITE BELOW THIS LINE

FOR INTERNAL TREASURY SERVICES USE ONLY: Template: _____

Initiated by: _____ Date: _____

Approved by: _____

Accounting Services – Banking



Bank of America Merrill Lynch		Deposit Account Documentation Signature Card		
I. ACCOUNT INFORMATION				
Select One: <input type="checkbox"/> Update (Add/Delete) Signers (existing accounts only) <input type="checkbox"/> Replace Existing Signature Card with this Signature Card <input type="checkbox"/> New Account				
Account # (If new account, Bank will complete): _____				
Account Holder LEGAL NAME <small>(Must match Federal Income tax return)</small>				State of Formation
<input type="checkbox"/> Owner Business Name of Disregarded Entity (Must match 1st line of WS)				
<input type="checkbox"/> Third Party/Funds Owner (If applicable)				
<input type="checkbox"/> DBA Name (Must provide copy of fictitious filing)				
Optional Descriptive Account Title:				
Statement Address: _____				
City: _____	State: _____	Postal Code: _____		
II. BUSINESS TYPE				
Business Type				
<input type="checkbox"/> Corporation	<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Joint Venture	<input type="checkbox"/> Limited Liability Partnership	
<input type="checkbox"/> General Partnership	<input type="checkbox"/> Limited Partnership	<input type="checkbox"/> Unincorporated Organization or Association		
<input type="checkbox"/> Government Authority Agency	<input type="checkbox"/> Other	(Other Type: _____)		
<input type="checkbox"/> Limited Liability Company:	<input type="checkbox"/> Manager Managed	<input type="checkbox"/> Member Managed	<input type="checkbox"/> Sole Member	
III. Designated Account Signers				
Add or Delete	Printed Name	Title (If signer also on Banking Resolution, Title Must Match)	Signature	Signer Limited to Check Signing ONLY
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
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Accounting Services

School Funds Online SABO

- Official automated record-keeping system for all school activity funds
- Online access to student activity accounts
- Principal and secretary can access data simultaneously for assigned school
- System used to record funds received for deposit, issue receipts, print checks and run reports
- Transparency – more visibility
- Helps ensure compliance and financial controls
- Central Office Administrator can access all school accounts



Accounting Services

School Funds Online (SABO)-Receipting

- School Cash Management Process Flow
- Do not collect any funds without issuing a receipt
 - **Generic** – used by Sponsors when issuing receipts to students and/or parents
 - Ensure all Sponsors are trained prior to collecting any funds (training will be provided by the school personnel)
 - All funds should be delivered to the Secretary on a daily basis
 - Designate a specific collection time
 - **“Official” SABO** – this is the official receipt that’s generated when monies are recorded in the system
 - Verify accuracy of funds
 - Ensure a receipt is provided to all receiptees
- Utilize Online School Payments System



Accounting Services

School-based Grant or Donation

- Answer the four (4) important questions
- Receipt funds via SABO to the Donations or applicable activity account
- Maintain a copy of the check and all supporting documentation in the local school records
- Funds are available for use



Accounting Services

School Funds Online (SABO)-Preparing Deposits

- **Secondary reviewer** should be designated to review all deposits
- Validate of ALL receipts and amounts (currency, coins and checks)
- Secretary and the secondary reviewer should sign the Deposit Analysis Report prior to sealing deposit bag
- Complete the deposit ticket in its entirety
- Store deposit bags in school safe/vault



Accounting Services

School Funds Online (SABO)-Deposit Pickups

Dunbar Armored Car Services is the contracted provider for all schools and central offices.

Scheduled Pickup Day:

- Elementary Schools - Tuesday & Thursday
- Middle Schools - Wednesday & Friday
- High Schools - Monday, Wednesday & Friday

Important Note: ONLY designated APS employees are allowed to deliver deposits to the bank and then under limited circumstances.



Accounting Services

School Funds Online (SABO)-Check Writing

- Conduct business with approved APS Vendors
- All student activity fund purchases should be approved in advance by the Principal
- An invoice is required for all vendor payment
- Original receipt/statement showing amount paid and method of payment is required for all employee reimbursement
 - *The use of personal checks and cash is strongly discouraged as a method of payment. If a personal check is used, a copy of cancelled check must be provided with the reimbursement request form*
- Disbursement Requests must be completed for all disbursements
 - *Requester/Payee completes the form for all reimbursements and refunds*
 - *Secretary completes the form for all vendor payments*



Accounting Services

Check Writing continued...

- All disbursement request forms must be signed by the principal or authorized signer
- Do not disburse cash for any disbursement
- Review your trial balance report before approving any disbursement request
- School Check Writing Limit:
 - *Elementary Schools (\$2,000)*
 - *Middle Schools (\$5,000)*
 - *High Schools (\$10,000)*
- Amounts over these limits and reimbursements to the Principal must be sent to Accounting Services for approval

Important Note: *Principals, Secondary Signers and the CFO are the ONLY authorized signers.*

Accounting Services

School Funds Online (SABO)-System Login



Build 11.1.2013.4.7/2/2015

USER ID

PASSWORD

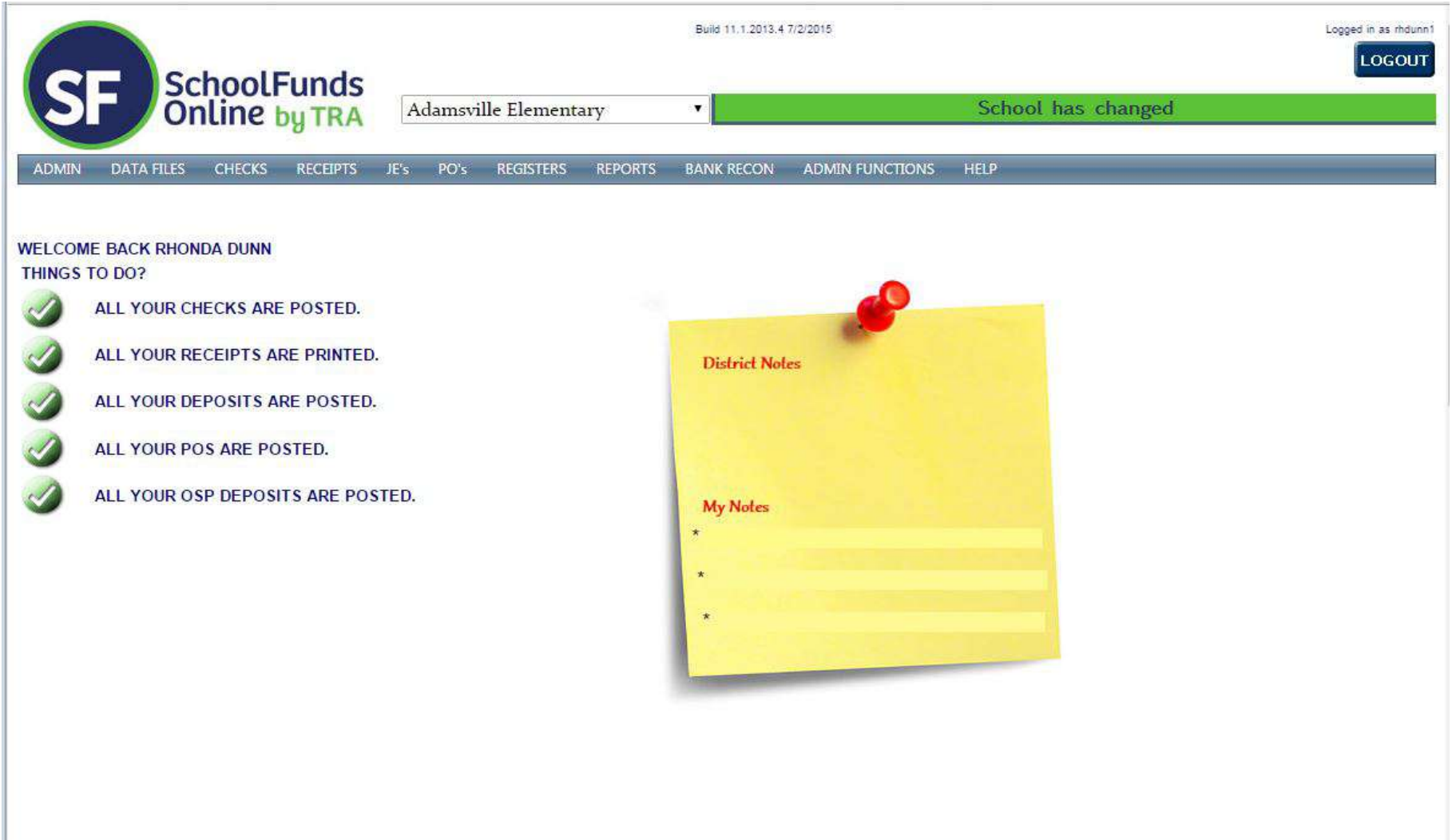
Not Logged in

LOGIN



Accounting Services

School Funds Online (SABO)-Homepage



Build 11.1.2013.4 7/2/2015

Logged in as rhunn1

SF SchoolFunds Online by TRA

Adamsville Elementary

School has changed

ADMIN DATA FILES CHECKS RECEIPTS JE's PO's REGISTERS REPORTS BANK RECON ADMIN FUNCTIONS HELP

WELCOME BACK RHONDA DUNN

THINGS TO DO?

- ✓ ALL YOUR CHECKS ARE POSTED.
- ✓ ALL YOUR RECEIPTS ARE PRINTED.
- ✓ ALL YOUR DEPOSITS ARE POSTED.
- ✓ ALL YOUR POS ARE POSTED.
- ✓ ALL YOUR OSP DEPOSITS ARE POSTED.

District Notes

My Notes

- *
- *
- *



Accounting Services

School Funds Online (SABO)-Functionality Overview

- Adding Vendors
- Posting and Printing Receipts
- Posting Deposits
- Printing Deposit Analysis
- Writing and Printing Checks
- Transferring Funds
- Posting OSP Payments
- Monthly Bank Reconciliations



Accounting Services

School Funds Online (SABO)-Managerial Control Reports

Trial Balance – Displays balance in all activity accounts

Check Register – Displays all checks written from the schools bank account

Receipt Register – Displays all receipts collected

Deposit Summary – Displays all deposits posted, which should match the deposits posted by Bank of America

Account History – Displays all activity per account

Vendor History – Displays a listing of all vendors and the amount paid YTD

Note: The above reports can be found under the “Registers and/or Reports” tab in SABO



Accounting Services

School Funds Online (SABO)-Major Reminders

- Do business with approved APS vendors only
- Do not allow non-APS employees to handle school activity funds
- Do not collect any funds without issuing a generic and/or SABO receipt
- All funds should be collected from sponsors, recorded in SABO and stored in the safe on a daily basis
- Do not approve disbursement requests without adequate supporting documentation
- Do not pay employees out of school activity funds
- Do not take funds to the bank prior to them being deposited in SABO
- Follow all the processes outlined in the financial guidelines manual



QUESTIONS





Accounting Services

Online School Payments (OSP)-Benefits

- Easy shopping experience for Parents
- Credit card payments are automatically deposited into your school's bank account
- Available 24/7 – convenient way to pay student fees from home, office or on-the-go
- Reduces NSF Fees charged to your school's bank account
- School Secretaries can easily set up activities for purchases online
- Secretary/Sponsors receive timely notification of payments via email
- Reduce the amount of cash in the local school






Online School Payments (OSP)-School's Homepage

Select a School... ▾ Translate this page... ▾ Sign In

NORTH ATLANTA HIGH SCHOOL

Today's Date
Monday, June 10, 2013

HOME ABOUT NAHS ACADEMICS ATHLETICS COMMUNITY PROSPECTIVE FAMILIES SCHOOL LIFE CALENDAR



NAHS/APS Links

- ▶ 5/20/13 Important Message Regarding Incident from the Principal
- ▶ Tell Us How We're Doing
- ▶ Back to School
- ▶ Meet the Principal
- ▶ School Registration
- ▶ Bus Routes
- ▶ School Zone Locator
- ▶ Breakfast and Lunch Menus
- ▶ Meal Pay
- ▶ **Pay School Fees Online**
- ▶ Department of Athletics
- ▶ Sign up for Email Blast
- ▶ Contact Us
- ▶ Infinite Campus
- ▶ Parent Resources
- ▶ Homework Help
- ▶ Directions
- ▶ High School Sports Website
- ▶ APS Website
- ▶ Sutton Middle School
- ▶ NAPPS Website
- ▶ Master Field Calendar

Welcome to North Atlanta High School, the home of the Warriors, the oldest International Baccalaureate Diploma program in the Southeast and, most importantly, a community of students, families and teachers known for their warmth, diversity and school pride. Through rigorous academics, well-rounded extra-curricular activities and competitive athletic programs, North Atlanta High School (NAHS) prepares high school students to engage in the wider world that awaits them upon graduation. This site is designed for current and prospective NAHS families. If you cannot find the information you need, then please do not hesitate to contact us. Great things are happening at North Atlanta High School and we want you to know about them.

NAHS News

- Summer Reading List
- NAHS Advanced Placement Contract
- NAHS IB Diploma Program Contract Form

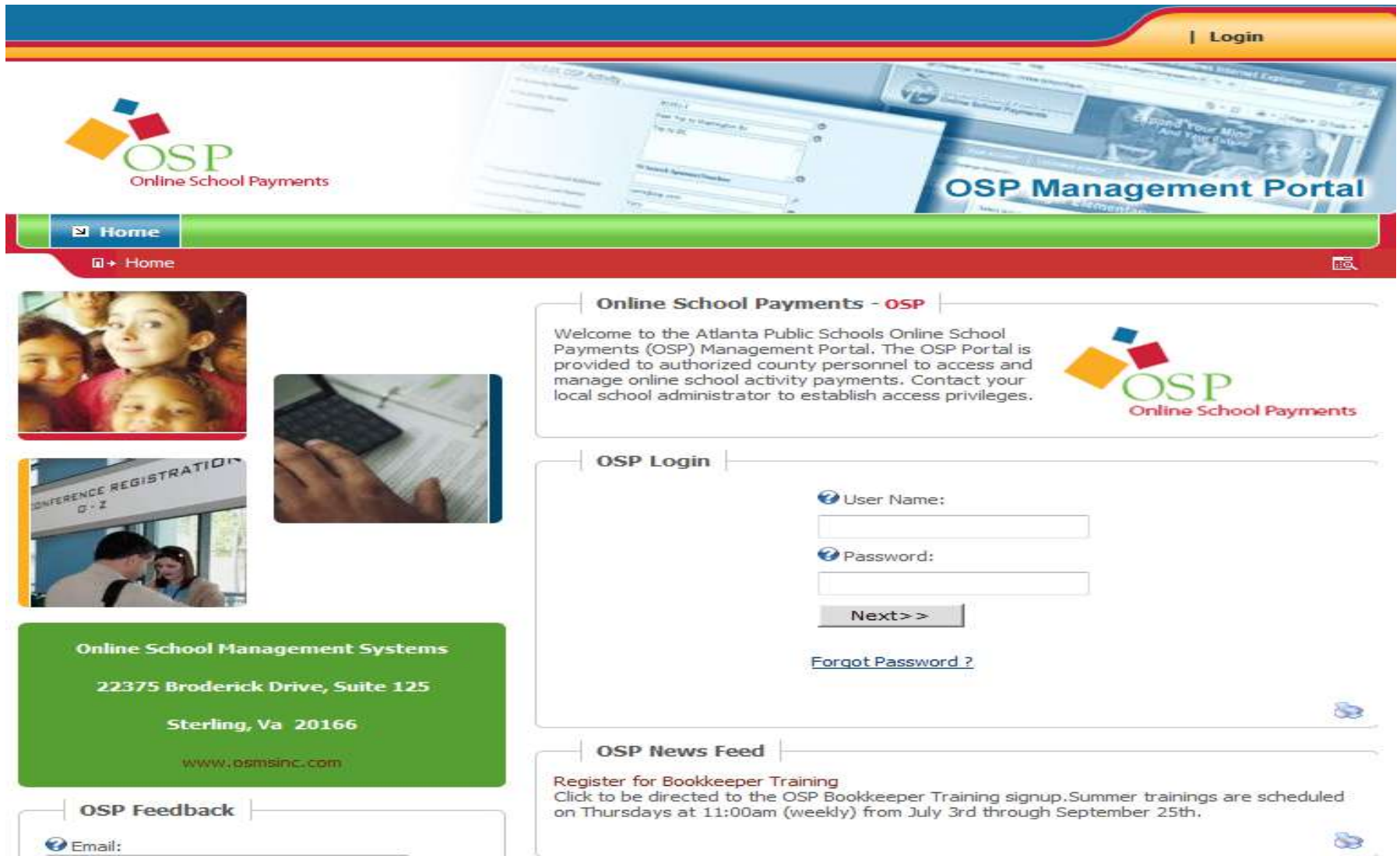
by ATL Public Schools
18 days ago

North Atlanta High School Commencement Exercises

5.22.13

NAHS Video

Online School Payments (OSP)-Portal Access



The screenshot shows the OSP Management Portal interface. At the top right, there is a "Login" button. Below the header is a banner with the OSP logo and the text "Online School Payments" and "OSP Management Portal". A navigation bar contains a "Home" button and a breadcrumb trail "Home". The main content area is divided into several sections:


- Online School Payments - OSP**: A welcome message: "Welcome to the Atlanta Public Schools Online School Payments (OSP) Management Portal. The OSP Portal is provided to authorized county personnel to access and manage online school activity payments. Contact your local school administrator to establish access privileges." To the right is the OSP logo.
- OSP Login**: A login form with fields for "User Name:" and "Password:", a "Next >>" button, and a "Forgot Password ?" link.
- OSP News Feed**: A section titled "Register for Bookkeeper Training" with the text: "Click to be directed to the OSP Bookkeeper Training signup. Summer trainings are scheduled on Thursdays at 11:00am (weekly) from July 3rd through September 25th."
- Online School Management Systems**: A green box containing the address "22375 Broderick Drive, Suite 125 Sterling, Va 20166" and the website "www.osmsinc.com".
- OSP Feedback**: A section with an "Email:" label and a text input field.


On the left side of the main content area, there are three small images: a group of children, a hand using a calculator, and a person at a registration desk.

Online School Payments (OSP)- Parent's Portal



Atlanta Public Schools Online School Payment User Guide





Atlanta Public Schools
Online School Payments

HOME
SIGN IN
PAY OBLIGATION
YOUR ACCOUNT
CUSTOMER SERVICE
SEARCH
VIEW CART

Home :: HIGH SCHOOL :: North Atlanta

Schools

- ELEMENTARY SCHOOL
- MIDDLE SCHOOL
- HIGH SCHOOL
 - Test High School
 - B.E.S.T Academy High School
 - Carver Early College
 - Carver Health Sciences
 - Carver School of Technology
 - Carver School of the Arts
 - Coretta Scott King Acad High
 - Crim High
 - Douglass High
 - Forrest Hill Academy
 - Grady High
 - Maynard Jackson High School
 - Mays High
 - North Atlanta**
 - S. Atlanta CAD
 - S. Atlanta Health
 - S. Atlanta Law

North Atlanta

Select Activity

Activity No.	Activity Name	Teacher / Sponsor	Grade Level	Course / Class	Activity Date	Price
AN130-1	<u>Lost and Damaged Textbooks</u> Lost and Damaged Textbooks	Askew,Bell	N/A	NA	NA	\$0.00
AN130-7	<u>Registration Fees -Evening School</u> Registration Fees -Evening School	Blakey,Dana	All	NA	NA	\$0.00
AN130-13	<u>International Baccalaureate</u> International Baccalaureate	Askew,Bell	N/A	NA	NA	\$0.00
AN130-17	<u>Senior Fees</u> Senior Fees		All	NA	NA	\$0.00
AN130-22	<u>Summer School</u> Summer School	Askew,Bell	All	NA	NA	\$0.00
AN130-24	<u>AP Exam Fees</u> AP Exam Fees	Askew,Bell	All	NA	NA	\$0.00
AN130-25	<u>International Baccalaureate</u> International Baccalaureate	Blakey,Dana	N/A	NA	NA	\$845.00
AN130-26	<u>Senior Fees</u> Senior Fees	Blakey,Dana	All	NA	NA	\$400.00
AN130-27	<u>Summer School</u> Summer School	Blakey,Dana	All	NA	NA	\$200.00

Key Websites to Bookmark



School Activity Banking Online (SABO)

<https://apps.apsk12.org/SFO/Home.aspx>

Online School Payments (OSP) Management Portal

<https://osp.osmsinc.com/AtlantaPortal/default.aspx>

OSP Training Videos

<http://www.osmsinc.com/trainingvideos.html>

School Based Manual – Financial Guidelines

<https://my.apsk12.org/finance/sites/AnalyticsReports/School%20Based%20Manual.pdf>

Vendor Registration Packet

http://www.atlanta.k12.ga.us/cms/lib/GA01000924/Centricity/Domain/28/Vendor%20Registration%20Form_Complete%20102811.pdf

QUESTIONS



Accounting Services – General Ledger



General Fund * Capital Projects/SPLOST * Special Revenue/School Based

- **Armoriana Brown**
- **Accountant**
- 404.802.2409

- **Demitriuss Dekle**
- **Accountant**
- 404.802.2404

- **Tulane Bates**
- **Accountant**
- 404.802.2419

- **Javonn Wright**
- **Accountant**
- 404.802.2403

- **Tanisha Oliver**
- **Assistant Director**
- 404.802.2418

- **Cynthia Howard**
- **Accountant**
- 404.802.2441

- **Yanden Stallings**
- **Accountant**
- 404.802.1495

- **Phyllis Graham**
- **Assistant SBBP**
- 404.802.2422

Accounting - Special Revenue



Responsible for the accounting and reporting of specific revenue sources from federal grants, state grants, private donations or locally funded programs that are restricted to expenditures for specific purposes

Reconcile all of the bank statements for each school activity bank accounts

Work with the Budget Center Managers (BCM) to ensure proper recording and reporting of expenditures for special revenue programs

- Record revenue for reimbursable grants
- Research expenditures
- Prepare analysis of transactions
- Prepare journal entries when modifications are necessary
- Prepare drawdown requests and submit to grantors
- Submit financial reports, including completion reports
- Prepare reconciliations
- Prepare the Schedule of Federal Awards for the audit report
- Coordinate documents requested by the external auditors

Based on
spending
recorded to the
general
ledger...

The Budget Center Manager (BCM) of any Program is responsible for spending the resources in a manner that is allowable and appropriate within the prescribed performance period.

BCMs are accountable for the transactions reflected in the general ledger and compliance with any program specifications and guidelines as defined by the grantor or donor, as applicable.

Based on spending recorded to the general ledger...

Together let's support accurate recording and reporting by:

- Knowing that Lawson is the system of record
- Reviewing the transactions recorded regularly
- Understanding that BCMs are the most familiar with spending in the program and will be most likely to identify any problems
- Asking questions if transactions are unexpected or missing
- Allowing time to research questions and prepare modifications if needed
- Following up with appropriate departments to make changes to address future transactions

Based on spending recorded to the general ledger...

Together let's support accurate recording and reporting by:

- Allowing adequate time for goods and services to be delivered (goods and services must be received on or before the end date of the fiscal year and definitely before the end of the grant)
- Knowing that purchase orders and requisitions are not expenditures
- Understanding that only expenditures (not purchase orders and requisitions) will be reported as spending (GL298 report)

Accounting Services



Manage your budget by running the Lawson GL Commitment Analysis Report (GL298 Report) monthly. This provides a detailed review of your budget activities:

GL Commitment Analysis Report							
GL298 Date 10/22/13 Time 10:10		Company 761 Atlanta Public Schools GL Commitment Analysis Report - Commitment Analysis Periods 1 - 12 Year 2014				USD Page 1	
Acct Unit	100110155639990	GF-Sch Ad-KENNEDY-Misc	Budget	1	FY2014 AMENDED BUDGET		
Account		Expenditures	Encumbrances	Commitments	Total	Budget	Budget Balance
002400 5300		0.00	0.00	0.00	0.00	292.00	292.00
SchlAdm Communication							
002400 5800		0.00	0.00	0.00	0.00	200.00	200.00
SchlAdm Travel Employees							
002400 5420		0.00	958.50	0.00	958.50	438.00	520.50
SchlAdm_Books Not Text & Period							
Acct Unit Totals		0.00	958.50	0.00	958.50	930.00	28.50
Acct Unit	100120055631081	GF-Clsrm Ins-KENNEDY-MS	Budget	1	FY2014 AMENDED BUDGET		
Account		Expenditures	Encumbrances	Commitments	Total	Budget	Budget Balance
001000 4300		0.00	0.00	0.00	0.00	876.00	876.00
Instr_Rep And Mtce Services							
001000 6100		4,210.81	39.50	0.00	4,250.31	4,812.16	561.85
Instr_Supplies							
001000 6150		0.00	0.00	0.00	0.00	1,460.00	1,460.00
Instr_Expendable Equipment							
Acct Unit Totals		4,210.81	39.50	0.00	4,250.31	7,148.16	2,897.85
Acct Unit	100120055639990	GF-Clsrm Ins-KENNEDY-Misc	Budget	1	FY2014 AMENDED BUDGET		
Account		Expenditures	Encumbrances	Commitments	Total	Budget	Budget Balance
002210 3000		0.00	0.00	0.00	0.00	5,000.00	5,000.00
ImpInst_Purch Prof & Tech Svc							
Acct Unit Totals		0.00	0.00	0.00	0.00	5,000.00	5,000.00
Acct Unit	100124855631081	GF-Science-KENNEDY-MS	Budget	1	FY2014 AMENDED BUDGET		
Account		Expenditures	Encumbrances	Commitments	Total	Budget	Budget Balance
001000 6100		0.00	511.00	0.00	511.00	511.00	0.00
Instr_Supplies							
Acct Unit Totals		0.00	511.00	0.00	511.00	511.00	0.00
Acct Unit	100126855631081	GF-Fine Arts-KENNEDY-MS	Budget	1	FY2014 AMENDED BUDGET		
Account		Expenditures	Encumbrances	Commitments	Total	Budget	Budget Balance

Based on spending recorded to the general ledger...

Together let's support accurate recording and reporting by:

- Planning ahead at the beginning and planning for the end
- Communicating with other divisions (Human Resources, Procurement, Operations) as necessary depending on the spending plan
- Knowing that at the end of the day there will be others looking at the transactions, including auditors

All Grants and Donations must be reported to the Office of Administrative Services by completing a Grant Approval Form.

There are two types of Grant Approval forms:

- Awards that exceed \$10,000
- Awards that are \$10,000 or below

The form supports the grant management process and should be completed prior to grant submission. In the event a school or department receives a grant that requires only a letter of acceptance from the district, these forms should still be submitted and sent to the Grant Manager.



Managing Special Revenue Funds

CONGRATULATIONS!!!

Your school or department has just been awarded a Grant or Donation...

What do you do NEXT?

Answer:

Determine where the funds should be held by answering **FOUR (4)** basic questions.



Accounting Services

Special Revenue Questions to Answer

1. Will this grant/donation be used to pay individuals through payroll?
2. Will this grant be used to pay employee travel?
3. Will the total grant award or donation exceed \$10,000?
4. Is the grant award or donation from a government agency?

If you answered YES to ANY of the FOUR questions, the FUNDS “must” be maintained centrally in the Lawson system.

'NOT' in your School Activity Account (SABO)



Accounting Services

Next Steps for Special Revenue

- Send the check and all supporting documentation, including the award letter to Finance located on the 4th floor of the CLL building:
Attention: Accounting Services
- Email a copy of the check and documentation to Budget
- An accounting string will be set up for your grant/donation
- Budget department will send notification when process is complete
- Funds are available for use via Requisition or P-Card



Accounting Services

Monitor Activity

- Review activity/transactions on a regular basis
- Review at least twice a month through available reports found in Lawson and SABO
- When reviewing your Lawson report, keep in mind that encumbered funds are simply purchase orders and not expenditures, which means the funds have technically not been spent
- **‘Not’ an expenditure until items have been received in Lawson and paid by Accounts Payable**



Accounting Services

Helpful Reminders

- Know when your grant period is closing
- Purchase orders are not expenditures
- Goods or services have to be received within the specified grant period
- Before submitting any financial documents to a grantor, work with Accounting Services to prepare and submit any required completion reports or other financial reports
- Financial reports/data must reflect expenditures recorded in the general ledger (Lawson)
- Schools may be required to submit additional programmatic or status documents in order to close a grant
- Grants may be on a reimbursable basis where the school must spend the money first and Accounting Services will seek reimbursement from the grantor

Accounting Services – Financial Reporting



Atlanta Public Schools Revenue and Expenditure - General Fund Period Ending September 30, 2014								
	Current Fiscal Year, 2014-2015				Prior Year			
	Budget FY 2014-15	FY 15 Y-T-D Actual	Y-T-D Variance	Y-T-D % of Budget	FY 14 Total Y-T-D Actual	FY 14 Total Actual **	Y-T-D Variance	FY 14 Y-T-D % Actual
Revenues/Resources								
Current Year	\$ 457,085,000	\$ 34,701,286	\$ 422,383,714	7.59%	\$ 127,034,634	\$ 413,592,569	\$ (285,957,936)	30.86%
Prior Year	3,000,000	955,396	2,044,604	31.85%	1,728,833	9,051,557	(7,322,724)	19.10%
Intangible Tax	3,000,000	825,933	2,174,067	27.53%	1,016,463	4,659,285	(3,642,822)	21.82%
Real Estate Tax Transfer	2,000,000	470,517	1,529,483	23.53%	440,459	2,085,332	(1,644,873)	21.12%
Interest and Penalties	2,000,000	160,414	1,839,586	8.02%	200,428	2,222,347	(2,021,919)	9.02%
Total Tax Revenue	487,085,000	37,113,546	429,971,454	7.95%	131,020,806	431,611,090	(300,590,284)	30.36%
Other Grants from GADOE	-	642,126	(642,126)	N/A	560,264	3,186,689	(2,606,425)	17.69%
QBE	151,162,248	18,813,943	132,348,305	12.45%	16,533,924	150,113,013	(133,579,089)	11.01%
Total State	151,162,248	19,456,069	131,706,179	12.87%	17,094,188	153,279,702	(136,185,514)	11.15%
Impact Aid	50,000	-	50,000	0.00%	-	-	-	N/A
R.O.T.C	2,000,000	216,335	1,783,665	10.82%	219,510	1,297,846	(1,078,336)	16.91%
Total Federal	2,050,000	216,335	1,833,665	10.55%	219,510	1,297,846	(1,078,336)	16.91%
Tuition	10,000	11,851	(1,851)	118.51%	20,531	26,383	(5,852)	77.82%
Interest on Investments	1,000,000	11,941	988,059	1.19%	13,654	49,168	(35,515)	27.77%
Rent and Leases	1,000,000	332,768	667,232	33.28%	268,365	988,989	(720,625)	27.14%
E-Rate	4,626,664	-	4,626,664	0.00%	356,339	1,680,888	(1,324,549)	21.20%
Sale or Compensation for School Assets	-	65,644	(65,644)	N/A	50,398	174,473	(124,075)	28.89%
Indirect Cost Federal Project	3,500,000	441,032	3,058,968	12.60%	270,638	4,230,530	(3,959,893)	6.40%
Miscellaneous Local	2,157,898	791,034	1,366,864	36.66%	425,096	4,484,678	(4,059,582)	9.48%
Total Other Local	12,294,562	1,654,271	10,640,291	13.46%	1,405,020	11,635,109	(10,230,089)	12.08%
TOTAL REVENUES	632,591,810	58,440,221	574,151,589	9.24%	149,739,524	597,823,746	(448,084,222)	25.05%
FUND BALANCE RESERVE	25,000,000	-	25,000,000	0.00%	-	-	-	0.00%
TOTAL REVENUES / RESOURCES	\$ 657,591,810	\$ 58,440,221	\$ 599,151,589	8.99%	\$ 149,739,524	\$ 597,823,746	\$ (448,084,222)	25.05%
Expenditures								
Salaries	\$ 329,694,892	\$ 62,270,930	\$ 267,423,962	18.89%	\$ 58,013,233	\$ 321,846,535	\$ (263,832,302)	18.03%
Benefits	161,248,268	28,266,056	132,982,212	17.53%	27,564,230	136,483,019	(108,918,790)	20.20%
Professional Services	20,357,345	2,628,300	17,729,046	12.91%	2,118,781	13,101,820	(10,983,038)	16.17%
Purchased Property Services	16,345,604	2,795,168	13,550,436	17.10%	2,411,577	16,754,548	(14,342,971)	14.39%
Other Purchased Services	86,075,676	18,610,736	67,464,940	21.62%	11,751,676	61,571,365	(49,819,689)	19.09%
Supplies and Materials	36,481,367	8,074,769	28,406,598	22.13%	8,234,450	37,525,330	(29,290,880)	21.94%
Property	547,100	1,280	545,820	0.23%	-	3,225,225	(3,225,225)	0.00%
Other	3,950,128	357,235	3,592,893	9.04%	339,520	2,980,190	(2,640,670)	11.39%
	654,700,380	123,004,474	531,695,906	18.79%	110,433,467	593,487,031	(483,053,564)	18.61%
Other Uses	2,891,430	647,034	2,244,396	22.38%	-	1,238,300	(1,238,300)	0.00%
TOTAL EXPENDITURES	\$ 657,591,810	\$ 123,651,508	\$ 533,940,302	18.90%	\$ 110,433,467	\$ 594,725,331	\$ (484,291,864)	18.57%
EXCESS/(DEFICIT) of Revenue over Expenditures	\$ -	\$ (65,211,288)	\$ -	\$ -	\$ 39,306,057	\$ 3,098,414	\$ -	\$ -
Beginning Fund Balance (Current Year)	-	86,785,130	-	-	-	83,886,716	-	-
Current Funds	-	(65,211,288)	-	-	-	3,098,414	-	-
Use of Prior Year Fund Balance	-	-	-	-	-	-	-	-
ENDING FUND BALANCE	\$ -	\$ 21,573,843	\$ -	\$ -	\$ -	\$ 86,785,130	\$ -	\$ -





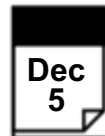

Footnotes: **Unaudited
Rounding may impact some column totals in an insignificant way.

Monthly report of the District's Revenues & Expenditures

Information is provided using Lawson Income Statements (GL293)

Year over year as well as budget to actual comparison

Accounting Services – Financial Reporting

- | | | |
|---|---|--|
| CS1 |  | <ul style="list-style-type: none">▪ Annual Report of Salaries and Travel▪ Includes all salary and travel expenses summarized by employee for the fiscal year |
| DE46 |  | <ul style="list-style-type: none">▪ Financial analysis report of account balances, utilizing fund, location, state program, function and object▪ Submitted to the Georgia Department of Education▪ Used for various calculations including maintenance of effort and indirect cost rate |
| Transparency in Government Act (TIGA) |  | <ul style="list-style-type: none">▪ Annual report including names of each vendor that received payment from APS▪ Includes all payments made to vendors for the purchase of goods and/or services during the Fiscal Year – also includes every transaction in the General Ledger▪ Used by Department of Audits and Accounts (DOAA) for the fiscal year audit |
| Comprehensive Annual Financial Report (CAFR) |  | <ul style="list-style-type: none">▪ Presentation of the District's June 30th fiscal year-end financial statements▪ Presented in accordance with the reporting adopted by the Governmental Accounting Standards Board (GASB) to fulfill the audit requirement prescribed by Georgia Statutes for local boards of education▪ Contains the Introduction, Financial Statements, Notes, Supplementary Information and Statistical sections▪ http://www.atlanta.k12.ga.us/Page/72 |
| Popular Annual Financial Report (PAFR) |  | <ul style="list-style-type: none">▪ Presentation of the District's June 30th fiscal year-end financial statements designed to be easily understandable to the general public and other interested parties without a background in public finance▪ Information is extracted from the CAFR▪ Unaudited |
| Audit Coordination |  | <ul style="list-style-type: none">▪ Coordinate Prepared by Client (PBC) Lists with Auditors▪ Prepare and monitor checklist on required documents, dates, responsible parties, and status▪ Act as liaison between the auditors and the responsible departments▪ Oversee final steps of the audit and any additional requests |

Accounting Services - Year-End



Category	Task	Time	FY2014 Dates
Accounts Payable	Accounts Payable Last check run for year end	Noon	6/30/2014
Accounts Payable	AP136 Discrepancies clear		7/1/2014
Accounts Payable	Expense Reports due 10 days after travel complete		7/16/2014
Audit	Independent Auditors Field Work		9/30/2014
Audit	State Audit Field Work		
Audit	Independent Auditors Preliminary		7/14/14 - 7/16/14
Budget	New Year Budget Available in Lawson		7/1/2014
Budget	One Time Payment Cutoff for 7/15 Payroll - Budget	Noon	6/19/2014
Budget	One Time Payment Cutoff for 7/31 Payroll Including Summer Institute Payments to Budget	Noon	7/3/2014
Budget	One Time Payment Cutoff for 8/15 Payroll Including Summer Institute Payments to Budget	Noon	7/17/2014
Budget	Last day for Budget Adjust		8/11/2014
GL/Treasury	Account 481-0005 must have zero balance before close		7/7/2014
GL/Budget	Roll Encumbrances Forward (GL197)		7/7/2014
GL	Allocation entries (Transportation, Security, Travel, etc.) Information due to Accounting	Noon	7/17/2014
GL	Last Day for Changes to Salaries & Travel (CS1)		7/17/2014
GL	Accrue 6/30 Expenditures		8/1/2014
Interfund	SPLOST Interfund Trans		5/30/2014
Interfund	Nutrition Interfund Trans		5/30/2014
Inventory	Buildings)		
IT Assistance	CS1 - Salaries & Travel		8/15/2014
IT Assistance	DE46 - Revenue and Expenditures		9/30/2014
IT Assistance	SB389 - Transparency in Government Act		12/31/2014
Payroll	One Time Payment Cutoff for 7/15 Payroll to PR (Cycle Dates 6/16/14 - 6/30/14)	Noon	6/24/2014
Payroll	One Time Payment Cutoff for 7/31 Payroll Including Summer Institute Payments to PR (Cycle Dates 07/01/14 - 07/15/2014)	Noon	7/8/2014
Payroll	One Time Payment Cutoff for 8/15 Payroll Including Summer Institute Payments to PR (Cycle Dates 7/16/14 - 7/31/14)	Noon	7/24/2014
PCard	Schools, departments, General Fund and 6/30 Grant Cardholders	4:00pm	6/5/2014

POS	Checklist ID	Category	Document ID	Request	Status	Assigned To: (Owner)	Delegate	Accounting Buddies	Due Date
5	YE Close			A. General Procedures					
10	YE Close			Investments:					
15	YE Close			Accounts Payable:					
20	YE Close		20	Verify that accounts payable reports (List of Open Payables, AP136, etc.) are in balance with GL Accounts Payable accounts by fund as of 06/30/2014.	Complete	Sandra Burgess & Abbie Coker			1-Jul-14
25	YE Close			Accounts Receivable:					
30	YE Close		30	Verify that the available accounts receivable reports are in balance with GL Accounts Receivable accounts by fund as of 06/30/2014. Be prepared to break out by State, Federal, and Local & Other.	In Process	Holly Morales			6-Aug-14
35	YE Close		35	Verify that the available accounts receivable reports are in balance with GL Accounts Payable accounts by fund as of 06/30/2014. Be prepared to break out by State, Federal, and Local & Other.	Complete	Crissi Calhoun			5-Aug-14
39	YE Close			Interfund Accounts:					
45	YE Close		45	Verify that Interfund Accounts Receivable is in balance with interfund Accounts Payable in total for all funds.	Complete	Crissi Calhoun			10-Jul-14
46	YE Close		46	Verify that Interfund Accounts Receivable is in balance with interfund Accounts Payable in total for all funds.	Complete	Crissi Calhoun			6-Aug-14
50	YE Close		50	Process applicable reports to verify that Transfers Out balance with Transfers In for All Funds. If one fund reports a Transfer Out then another fund should report a Transfer In and this is a DE46 error that must be cleared. Errors may be corrected via journal entry.	Complete	Tom Comino			10-Jul-14
51	YE Close		51	Process applicable reports to verify that Transfers Out balance with Transfers In for All Funds. If one fund reports a Transfer Out then another fund should report a Transfer In and this is a DE46 error that must be cleared. Errors may be corrected via journal entry.	Complete	Crissi Calhoun			6-Aug-14
55	YE Close			Employee Payroll Withholding Fund:					
60	YE Close		60	If this activity is recorded in a separate fund, verify that it is in balance as of 06/30/2014. Revenue should equal expenditures and cash should equal payables to keep the fund in balance.	N/A	Crissi Calhoun			10-Jul-14
61	YE Close		61	If this activity is recorded in a separate fund, verify that it is in balance as of 06/30/2014. Revenue should equal expenditures and cash should equal payables to keep the fund in balance.	N/A	Crissi Calhoun			1-Aug-14
65	YE Close		65	Make necessary entries to get the fund in balance. If unable to correct errors within the fiscal year, set up Payables and/or Receivables to applicable Balance Sheet accounts as necessary. Take appropriate action to correct errors in next fiscal year.	Complete	Crissi Calhoun			10-Jul-14
66	YE Close		66	Make necessary entries to get the fund in balance. If unable to correct errors within the fiscal year, set up Payables and/or Receivables to applicable Balance Sheet accounts as necessary. Take appropriate action to correct errors in next fiscal year.	N/A	Crissi Calhoun			1-Aug-14

Year-End Checklist

https://portal.apsk12.org/sites/finance/Year_End/Shared%20Documents/Forms/AllItems.aspx

Year-End Important Dates

QUESTIONS



Director of Title I - Kathleen Yarbrough

Coordinators

Tracy Alladice
Karen Beadles

Dale Butler
Lyndsay (Moses)
Evans

Fiscal Team

Cyrus Tolbert,
Manager
Viola Darrington
Adrienne Gomez

Title I Compliance Analysts

David Butler
Sherry Davis
Adrienne Johnson
Betty Jones
LaDonna Jones
Janay Pulliam
Chadwick Robinson

Title I

Today we are going to review the Budget Report that you receive monthly from your Title I Compliance Analyst. Although this Excel report has four tabs with information we are going to focus this training on the Journal and Dashboard tabs.



Title I Budget Dashboard



A	B	C	D	E	F	G	H	I	J
SCHOOL			FAKE	Total Allocation Remaining					
School Code				Parental involvement Remaining					
Principal		Budget Allocation							
Account Representative									
			Budget per GL	Actual	Encumbered GL	Controlment	Adjusted Journal	Comptrol Available Funds	
I- Instructional Function 1000									
1100	Teacher - FT								
1100	Instructional - FT								
1000	Total Identified - FT								
1000	Total Professional - FT								
3000	Independent Contractors/Consultants - CTR								
4300	Technology Related Repair - TR								
0900	Supplies - Printing - SP								
0100	Materials, Supplies, Printing via P-Card - SP								
0100	Materials, Supplies, Printing via Lawson - SP								
0100	Technology Related - TR								
0100	Computer Software - CS								
0100	Expendable Equipment - EE								
0100	Expendable Equipment Computer - EEC								
0100	Books Other than Textbooks via P-Card - SP								
0100	Books Other than Textbooks via Lawson - SP								
	TOTAL INSTRUCTION ALLOCATION								
II- IMPROVEMENT OF INSTRUCTION (Function 2100)									
1100	Teacher Salaries for Prof. Dev. - TS								
	Paraprofessional Salaries for Prof. Dev. - PS								
1100	Supply Teachers - ST								
1200	Instructional Coach - IC								
1200	Instructional Support Personnel - ISPP								
3000	Independent Contractors/Consultants for PD - CTR								
4300	Technology Related Repair - TR								
0900	Out of State Travel - OT								
0100	Materials, Supplies, Printing for Prof. Dev. via P-Card - SP								
0100	Materials, Supplies, Printing for Prof. Dev. via Lawson - SP								
0100	Supplies - Technology Related - TR								
0100	Computer Software - CS								
0100	Books Other than Text for Prof. Dev. via P-Card - SP								
0100	Books Other than Text for Prof. Dev. via Lawson - SP								
0100	Registration for Local and Out of State Prof. Dev. - R								
	TOTAL IMPROVEMENT OF INSTRUCTION ALLOCATION								
III- STUDENT TRANSPORTATION (2100)									
0100	MAFTR Break Card (Student) - BC								
0900	After school Tutoring - FT								
	TOTAL STUDENT TRANSPORTATION ALLOCATION								
IV- PARENTAL INVOLVEMENT (2100)									
0900	Parent Loans Total (Student) - PL								
0900	Parent Loans (Adult) - PL								
3000	Independent Contractors/Consultants - CTR								
4300	Technology Related Repair - TR								
0900	Postage - PD								
0900	Out of State Travel - OT								
0100	Materials, Supplies, Printing via P-Card - SP								
0100	Materials, Supplies, Printing, and Refreshments via Lawson - SP								
0100	Supplies - Technology Related - TR								
0100	Computer Software - CS								
0100	Expendable Equipment - EEP								
0100	Expendable Equipment Computer - EEC								
0100	Books Other than Text via P-Card - SP								
0100	Books Other than Text via Lawson - SP								
0100	Registration for Local and Out of State Prof. Dev. - R								
	TOTAL PARENTAL INVOLVEMENT ALLOCATION								
	TOTAL								

Title I Budget Dashboard sent via email monthly

Title I Budget Dashboard



School Information

Title I Total Budget Allocation

A	B	C	D	E	F
SCHOOL				PHONE	
School Code					
Principal				FAX	
Assistant Superintendent					Source =
		Budget Allocation			
		\$ 231,995		Budget per GL	Actual
I - Instructional (Function 1000)					
1100	Teacher- T	\$ -		\$ -	\$ -
1400	Paraprofessional - P	\$ -		\$ -	\$ -
1991	Tutor (Certified) - TT	\$ -		\$ -	\$ -
	Tutor (Paraprofessional) - PT	\$ -		\$ -	\$ -
2100 - 2905	Employee Benefits - All	\$ -		\$ -	\$ -
3000	Independent Contractors/Consultants - CON	\$ -		\$ -	\$ -
4320	Technology Related Repair- TR	\$ -		\$ -	\$ -
5950	Student Admissions- SA	\$ -		\$ -	\$ -

Title I Budget Dashboard



Title I Total Budget Allocation

Title I Budget Balance without Parental Involvement Funds

C	D	E	F	G	H	I	J
		PHONE			Total Allocation Remaining		\$ 12,892
		FAX			Parental Involvement Remaining		\$ 429
		Source = GL298				Source = Journal	Computed
		Budget per GL	Actual	Encumbered GL	Commitment	Adjusted Journal	Available Funding
\$	231,995						

Parental Involvement Budget Balance

Title I Budget Dashboard



Title I Total Budget Allocation (SWP budget)

Paid Expenses

Lawson Requisitions

Available Funds

	D	E	F	G	H	I	J
		PHONE				Total Allocation Remaining	\$ 12,892
		FAX				Parental Involvement Remaining	\$ 429
		Source = GL298			Source = Journal		Computed
Budget Allocation		Budget per GL	Actual	Encumbered GL	Commitment	Adjusted Journal	Available Funding
\$ 231,995							

General Ledger Budget Allocation- Should Match Budget Allocation

Purchase Orders

Funds Encumbered in the Journal but not in the General Ledger

Title I Budget Dashboard



Instruction (1000)

Paid Expenses Lawson Requisitions Available Funds Per Line

School Code		Budget Allocation	FAX		Parental Involvement Remaining			
Principal							\$	429
Assistant Superintendent			Source = GL298			Source = Journal	Computed	
		\$ 231,995	Budget per GL	Actual	Encumbered GL	Commitment	Adjusted Journal	Available Funding
I - Instructional (Function 1000)								
1100	Teacher- T	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
1400	Paraprofessional - P	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
1991	Tutor (Certified) - TT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Tutor (Paraprofessional) - PT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2100 - 2800	Employee Benefits - All	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3000	Independent Contractors/Consultants - CON	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4320	Technology Related Repair- TR	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5950	Student Admissions- SA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6100	Materials, Supplies, Printing via P-Card - MP	\$ -	\$ 19,462.79	\$ 2,472.60	\$ -	\$ 4,665.38	\$ -	\$ 12,324.81
	Materials, Supplies, Printing via Lawson - ML	\$ 19,463					\$ -	
6110	Technology Related Supplies-	\$ -						
6120	Computer Software - CS	\$ 5,322	\$ 5,322.00	\$ 5,322.00	\$ -	\$ -	\$ -	\$ -
6150	Expendable Equipment - EE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6160	Expendable Equipment-Computers - EEC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6420	Books Other Than Text/Periodicals via P-Card - BP	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Books Other Than Text/Periodicals via Lawson - BL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL INSTRUCTION ALLOCATION		\$ 24,785	\$ 24,785	\$ 7,795	\$ -	\$ 4,665	\$ -	\$ 12,325

**General Ledger Budget Allocation
Should Match Budget Per GL**

Title I Budget Dashboard



Improvement of Instruction (2210) Student Transportation (2700)

Paid Expenses

Available Funds Per Line

			Budget Allocation	FAX	Parental Involvement Remaining				\$	429
					Source = GL298			Source = Journal	Completed	
				Budget per GL	Actual	Encumbered GL	Commitment	Adjusted Journal	Available Funding	
3	Principal									
4	Assistant Superintendent									
5			\$ 231,995							
24	II. IMPROVEMENT OF INSTRUCTION (Function 2210)									
25	1160	Teacher Stipends for Prof. Dev.- TS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
26		Paraprofessional Stipends for Prof. Dev.- PS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
27	1130	Supply Teachers- ST	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
28	1910	Instructional Coach- IC	\$ 153,438	\$ 153,438.01	\$ 109,091.00	\$ -	\$ -	\$ 44,315.53	\$ 31.48	
29	2100-2400	Employee Benefits	\$ 47,000	\$ 46,999.99	\$ 33,265.05	\$ -	\$ -	\$ 13,628.79	\$ 106.15	
30	3000	Independent Contractors/ Consultants for PD - ICPD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
31	4320	Technology Related Repair - PTR	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
32	5800	Out of Town Travel- OTT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
33	6100	Materials, Supplies, Printing for Prof. Dev. via P-Card- PMP	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
34		Materials, Supplies, Printing for Prof. Dev. via Lawson- PML	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
35	6110	Supplies - Technology Related - (TBD)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
36	6120	Computer Software - CSP	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
37		Books Other Than Text for Prof. Dev. via P-Card- PBP	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
38	6420	Books Other Than Text for Prof. Dev. via Lawson- PBL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
39	8100	Registration for Local and Out of Town Prof. Dev.- R	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
40	TOTAL IMPROVEMENT OF INSTRUCTION ALLOCATION		\$ 200,438	\$200,438.00	\$142,356.05	\$0.00	\$0.00	\$ 5,944.32	\$ 137.63	
41	III. STUDENT TRANSPORTATION (2700)									
42	5190	MARTA Breeze Card (Tutorial)- BC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
43	5950	After-school Tutorial Buses - FT	\$ 2,772	\$ 2,772.00	\$ 2,772.00	\$ -	\$ -	\$ -	\$ -	
44	TOTAL STUDENT TRANSPORTATION ALLOCATION		\$ 2,772	\$ 2,772.00	\$ 2,772.00	\$ -	\$ -	\$ -	\$ -	

General Ledger Budget Allocation
Should Match Budget Per GL

Funds Encumbered
in the Journal but
not in the General
Ledger

Title I Budget Dashboard



Parental Involvement (2100)

Paid Expenses **Purchase Orders**

Available Funds Per Line

School Code	Principal	Assistant Superintendent	Budget Allocation	FAX	Parental Involvement Remaining			Committed
			\$ 231,995		Source = GL298	Source = Journal	Committed Available Funding	
			Budget per GL	Actual	Encumbered GL	Commitment	Adjusted Journal	Committed Available Funding
IV. PARENTAL INVOLVEMENT (2900)								
1990	Parent Liaison Total (Fulltime) - FPL		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
1991	Parent Liaison (Hourly) - HPL		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2100 - 2900	Employee Benefits		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3000	Independent Contractors/Consultants- ICP		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4320	Technology Related Repair - TRP		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5300	Postage - PO		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5800	Out of Town Travel - OTP		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6100	Materials, Supplies, Printing via P-Card - MPP		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Materials, Supplies, Printing, and Refreshments via Lawson - MLP		\$ 4,000	\$ 4,000.00	\$ 458.47	\$ 3,112.21	\$ -	\$ 429.32
6110	Supplies - Technology Related - STP		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6120	Computer Software - PCS		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6150	Expendable Equipment - EEP		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6160	Expendable Equipment Computer - ECP		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6420	Books Other Than Text via P-Card - BPP		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Books Other Than Text via Lawson - BLP		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8100	Registration for Local and Out of Town Prof. Dev.- PR		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL PARENTAL INVOLVEMENT ALLOCATION			\$ 4,000	\$ 4,000.00	\$ 458.47	\$ 3,112.21	\$ -	\$ 429.32

**General Ledger Budget Allocation
Should Match Budget Per GL**

Title I Budget Dashboard



Account	Budget Allocation	Budget per GL	Actual	Encumbered GL	Commitment	Adjusted Journal	Computed Available Funding
Instructional Services (000)	231,995						
1900							
1901							
1902							
1903							
TOTAL INSTRUCTION ALLOCATION	24,762	24,762	7,792	4,665	4,665	13,325	
IMPROVEMENT OF INSTRUCTION (000)							
1900							
1901							
1902							
1903							
TOTAL IMPROVEMENT OF INSTRUCTION ALLOCATION	208,433	208,433.00	143,266.00	90.00	90.00	57,944.32	177.83
STUDENT TRANSPORTATION (000)							
1900							
1901							
TOTAL STUDENT TRANSPORTATION ALLOCATION	2,772	2,772.00	2,772.00	0	0	0	0
PARENTAL INVOLVEMENT (000)							
1900							
1901							
1902							
1903							
1904							
1905							
1906							
1907							
1908							
1909							
1910							
TOTAL PARENTAL INVOLVEMENT ALLOCATION	4,000	4,000.00	483.00	3,112.21	4,665.38	57,944.32	12,891.78



Principal	Assistant Superintendent	Budget Allocation	Budget per GL	Actual	Encumbered GL	Commitment	Adjusted Journal	Computed Available Funding
		\$ 231,995	\$ 231,994.79	\$ 153,381.12	\$ 3,112.21	\$ 4,665.38	\$ 57,944.32	\$ 12,891.78
TOTAL		\$ 231,995	\$ 231,994.79	\$ 153,381.12	\$ 3,112.21	\$ 4,665.38	\$ 57,944.32	\$ 12,891.78

Check Sum Is Ready

Summary of Title I Budget

Title I Budget Journal



Annual Spending Journal - Title 1										
7/10/16										
	Date Received	Date Approved	Date Reconciled	P.O. #	Req. /Invoice#	Vendor/Payee	Description/Comment	Charge Code	Amount Authorized/ <Amount Approved> Reconciles to Encumber or Actual GL	Net Adjustment
1	10/5/15	10/5/15	10/5/15		202823	Edmentum	Study Island	PCS	\$ 5,322.00	\$ -
2	9/30/15	9/30/15	9/30/15		TD-100	APS Transportation	Bus for After-school tutorial	FT	\$ 3,159.00	\$ -
3	9/30/15	9/30/15	9/30/15		TD-100	APS Transportation	Bus for After-school tutorial	FT	\$ 1,638.00	\$ -
4	11/5/15	11/5/15	11/5/15		28765	Staples	presentation boards, sentence strips	MP	\$ 2,908.18	\$ -
5	12/6/16	12/6/16	4/28/16			Salary - Instructional Coaches INSERT NAME	October 2015 - April 2016	IC	\$ 83,767.84	\$ -
6	12/6/16	12/6/16	5/4/16			Salary - Instructional Coaches INSERT NAME	Pay Period: May 15, 2016	IC	\$ 6,330.79	\$ -
7	12/6/16	12/6/16	5/31/16			Salary - Instructional Coaches INSERT NAME	Pay Period: May 31, 2016	IC	\$ 6,330.79	\$ -
8	12/6/16	12/6/16	6/21/16			Salary - Instructional Coaches INSERT NAME	Pay Period: June 15, 2016	IC	\$ 6,330.79	\$ -
9	12/6/16	12/6/16	6/27/16			Salary - Instructional Coaches INSERT NAME	Pay Period: June 30, 2016	IC	\$ 6,330.79	\$ -
10	12/6/16	12/6/16				Salary - Instructional Coaches INSERT NAME	Pay Period: July 15, 2016	IC	\$ 6,330.79	\$ 6,330.79
11	12/6/16	12/6/16				Salary - Instructional Coaches INSERT NAME	Pay Period: July 31, 2016	IC	\$ 6,330.79	\$ 6,330.79
12	12/6/16	12/6/16				Salary - Instructional Coaches INSERT NAME	Pay Period: August 15, 2016	IC	\$ 6,330.79	\$ 6,330.79
13	12/6/16	12/6/16				Salary - Instructional Coaches INSERT NAME	Pay Period: August 30, 2016	IC	\$ 6,330.79	\$ 6,330.79
14	12/6/16	12/6/16				Salary - Instructional Coaches INSERT NAME	Pay Period: September 15, 2016	IC	\$ 6,330.79	\$ 6,330.79
15	12/6/16	12/6/16	4/28/16			Benefits - Instructional Coaches INSERT NAME	October 2015 - April 2016		\$ 25,632.81	\$ -
16	12/6/16	12/6/16	5/4/16			Benefits - Instructional Coaches INSERT NAME	Pay Period: May 15, 2016		\$ 1,946.97	\$ -
17	12/6/16	12/6/16	5/31/16			Benefits - Instructional Coaches INSERT NAME	Pay Period: May 31, 2016		\$ 1,946.97	\$ -
18	12/6/16	12/6/16	6/21/16			Benefits - Instructional Coaches INSERT NAME	Pay Period: June 15, 2016		\$ 1,946.97	\$ -
19	12/6/16	12/6/16	6/27/16			Benefits - Instructional Coaches INSERT NAME	Pay Period: June 30, 2016		\$ 1,946.97	\$ -
20	12/6/16	12/6/16				Benefits - Instructional Coaches INSERT NAME	Pay Period: July 15, 2016		\$ 1,946.97	\$ 1,946.97
21	12/6/16	12/6/16				Benefits - Instructional Coaches INSERT NAME	Pay Period: July 31, 2016		\$ 1,946.97	\$ 1,946.97
22	12/6/16	12/6/16				Benefits - Instructional Coaches INSERT NAME	Pay Period: August 15, 2016		\$ 1,946.97	\$ 1,946.97
23	12/6/16	12/6/16				Benefits - Instructional Coaches INSERT NAME	Pay Period: August 30, 2016		\$ 1,946.97	\$ 1,946.97
24	12/6/16	12/6/16				Benefits - Instructional Coaches INSERT NAME	Pay Period: September 15, 2016		\$ 1,946.97	\$ 1,946.97
25	4/15/16					Carryover and New PPA - New Budget Allocation - \$ 231,954	Increase 2210/1910 by \$ 16,000			\$ -
26	5/5/16					Budget Transfer	Increase 1000/6100 by \$1000 and decrease 1000/6120 by \$1000			\$ -
27	6/1/16	6/1/16				Salary - Instructional Coaches INSERT NAME	Pay Period: September 30, 2016	IC	\$ 6,330.79	\$ 6,330.79
28	6/1/16	6/1/16				Salary - Instructional Coaches INSERT NAME	Pay Period: October 15, 2016	IC	\$ 6,330.79	\$ 6,330.79
29	6/6/16	6/6/16				Benefits - Instructional Coaches INSERT NAME	Pay Period: September 30, 2016		\$ 1,946.97	\$ 1,946.97
30	6/6/16	6/6/16				Benefits - Instructional Coaches INSERT NAME	Pay Period: October 15, 2016		\$ 1,946.97	\$ 1,946.97
31	6/27/16	6/27/16	6/27/16		209332	Brainchild Corp	study buddy	MLP	\$ 907.00	\$ -
32	6/27/16	6/27/16	6/27/16		209345	channing L Bete Co	parent corner stem, act math, help child better reader	MLP	\$ 294.03	\$ -
33	6/27/16	6/27/16	6/27/16		209346	lakeshore	folder games, game library, playing card	MLP	\$ 1,911.18	\$ -
										\$ -

Title I Budget Journal



The Budget Journal page records all transactions to the budget. The journal also encumbers funds that are not able to be encumbered in the General Ledger.

Annual Spending Journal - Title 1										
7/10/16										
	Date Received	Date Approved	Date Reconciled	P.O. #	Req. /Invoice#	VendonPayee	Description/Comment	Charge Code	Amount Authorized/ <Amount Approved> Reconciles to Encumber or Actual GL	Net Adjustment
1	10/5/15	10/5/15	10/5/15		202823	Edmentum	Study Island	PCS	\$ 5,322.00	\$ -
2	9/30/15	9/30/15	9/30/15		TD-100	APS Transportation	Bus for After-school tutorial	FT	\$ 3,159.00	\$ -
3	9/30/15	9/30/15	9/30/15		TD-100	APS Transportation	Bus for After-school tutorial	FT	\$ 1,638.00	\$ -
4	11/5/15	11/5/15	11/5/15		28765	Staples	presentation boards, sentence strips	MP	\$ 2,908.18	\$ -
5	12/6/16	12/6/16	4/28/16			Salary - Instructional Coaches INSERT NAME	October 2015 - April 2016	IC	\$ 83,767.84	\$ -
6	12/6/16	12/6/16	5/4/16			Salary - Instructional Coaches INSERT NAME	Pay Period: May 15, 2016	IC	\$ 6,330.79	\$ -
7	12/6/16	12/6/16	5/31/16			Salary - Instructional Coaches INSERT NAME	Pay Period: May 31, 2016	IC	\$ 6,330.79	\$ -
8	12/6/16	12/6/16	6/21/16			Salary - Instructional Coaches INSERT NAME	Pay Period: June 15, 2016	IC	\$ 6,330.79	\$ -
9	12/6/16	12/6/16	6/27/16			Salary - Instructional Coaches INSERT NAME	Pay Period: June 30, 2016	IC	\$ 6,330.79	\$ -
10	12/6/16	12/6/16				Salary - Instructional Coaches INSERT NAME	Pay Period: July 15, 2016	IC	\$ 6,330.79	\$ 6,330.79
11	12/6/16	12/6/16				Salary - Instructional Coaches INSERT NAME	Pay Period: July 31, 2016	IC	\$ 6,330.79	\$ 6,330.79
12	12/6/16	12/6/16				Salary - Instructional Coaches INSERT NAME	Pay Period: August 15, 2016	IC	\$ 6,330.79	\$ 6,330.79
13	12/6/16	12/6/16				Salary - Instructional Coaches INSERT NAME	Pay Period: August 30, 2016	IC	\$ 6,330.79	\$ 6,330.79
14	12/6/16	12/6/16				Salary - Instructional Coaches INSERT NAME	Pay Period: September 15, 2016	IC	\$ 6,330.79	\$ 6,330.79
15	12/6/16	12/6/16	4/28/16			Benefits - Instructional Coaches INSERT NAME	October 2015 - April 2016		\$ 25,632.81	\$ -
16	12/6/16	12/6/16	5/4/16			Benefits - Instructional Coaches INSERT NAME	Pay Period: May 15, 2016		\$ 1,946.97	\$ -
17	12/6/16	12/6/16	5/31/16			Benefits - Instructional Coaches INSERT NAME	Pay Period: May 31, 2016		\$ 1,946.97	\$ -
18	12/6/16	12/6/16	6/21/16			Benefits - Instructional Coaches INSERT NAME	Pay Period: June 15, 2016		\$ 1,946.97	\$ -
19	12/6/16	12/6/16	6/27/16			Benefits - Instructional Coaches INSERT NAME	Pay Period: June 30, 2016		\$ 1,946.97	\$ -
20	12/6/16	12/6/16				Benefits - Instructional Coaches INSERT NAME	Pay Period: July 15, 2016		\$ 1,946.97	\$ 1,946.97
21	12/6/16	12/6/16				Benefits - Instructional Coaches INSERT NAME	Pay Period: July 31, 2016		\$ 1,946.97	\$ 1,946.97
22	12/6/16	12/6/16				Benefits - Instructional Coaches INSERT NAME	Pay Period: August 15, 2016		\$ 1,946.97	\$ 1,946.97
23	12/6/16	12/6/16				Benefits - Instructional Coaches INSERT NAME	Pay Period: August 30, 2016		\$ 1,946.97	\$ 1,946.97
24	12/6/16	12/6/16				Benefits - Instructional Coaches INSERT NAME	Pay Period: September 15, 2016		\$ 1,946.97	\$ 1,946.97
25	4/15/16					Carryover and New PPA - New Budget Allocation - \$ 231,954	Increase 2210/1910 by \$ 16,000			\$ -
26	5/5/16					Budget Transfer	Increase 1000/6100 by \$1000 and decrease 1000/6120 by \$1000			\$ -

Funds encumbered in the journal that show-up on the dashboard.



Changes to the budget are documented in red font.

QUESTIONS

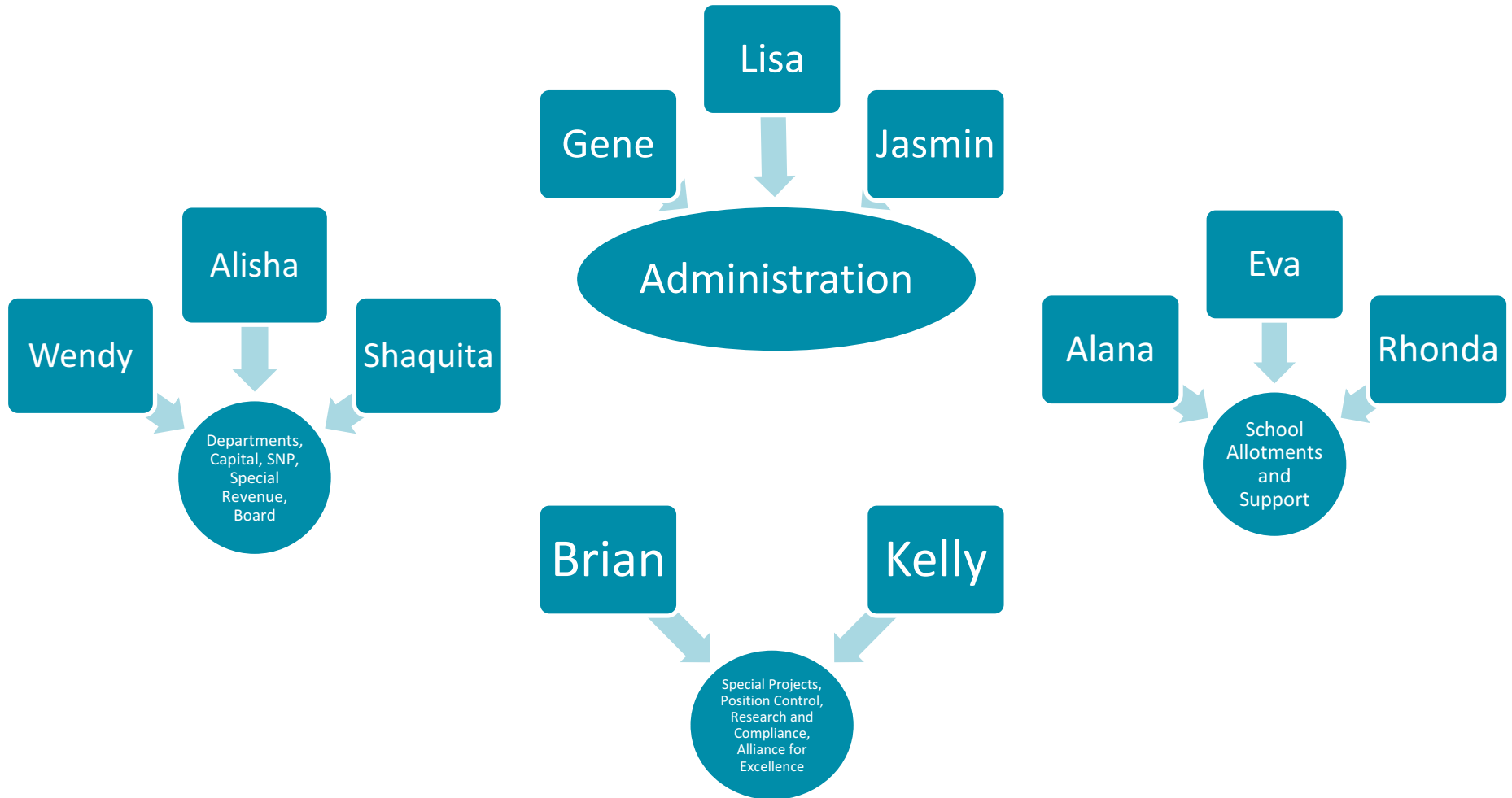


Resource Planning

How to Plan and Manage your Budgets



Budget Organizational Chart



Why Budget?



Budget

What is it and who's it for?

Budgeting is the process of using information to allocate finite resources to prioritize organizational goals. In school districts, budgeting requires using information about school staff, students, and facilities to address student learning needs and goals. Districts ideally should use comprehensive information systems that integrate financial data and student performance measures, to develop data-driven budgets that help ensure the effective use of resources to support and align effective practice across programs and educational departments.



Budget Overview

MAJOR FUND CATEGORIES

General Fund

Used as the District's primary operating fund. It accounts for all financial transactions of the District, except those required to be accounted for in another fund.

Special Revenue Fund

Used to account for the proceeds of specific revenue sources, other than capital projects or debt service, that are restricted or committed to expenditures for specific purposes.

Capital Projects

Used to account for all resources used for acquiring capital sites, buildings, and equipment as specified by the related bond or debt issue. Capital project funds are designated to account for acquisition or construction of capital outlay assets that are not acquired directly by the general fund, special revenue funds, or enterprise funds.

Proprietary Fund

Used to account for activities that are financed and operated like private business enterprises. Proprietary funds distinguish operating revenues and expenses from non-operating items.

Debt Services

Used to finance and account for payment of principal and interest on all long-term general obligation debts. Debt service funds are used to accumulate resources over the outstanding life of the bond issue in an amount equal to the maturity value.

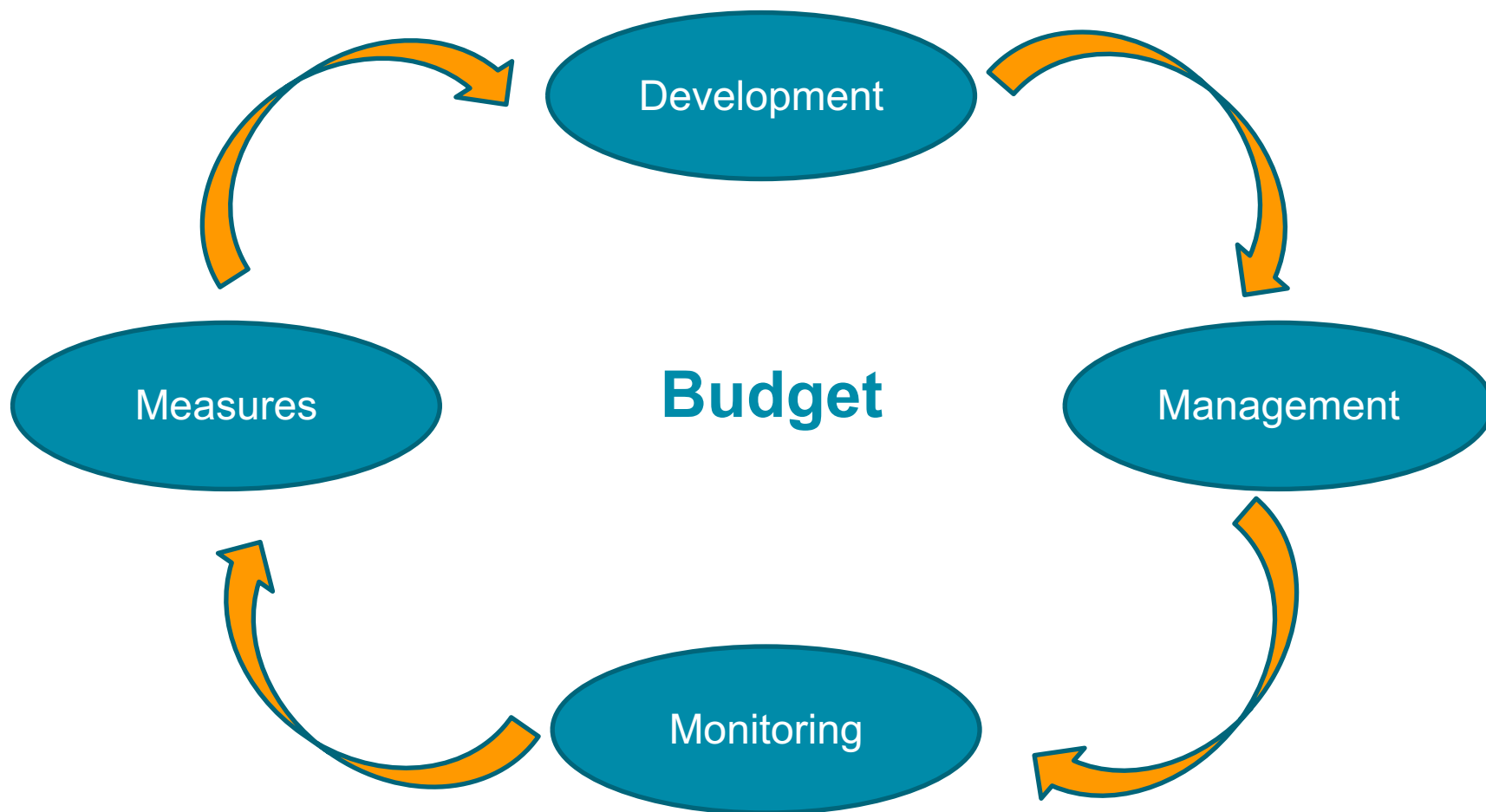
FY2017 Budget Highlights



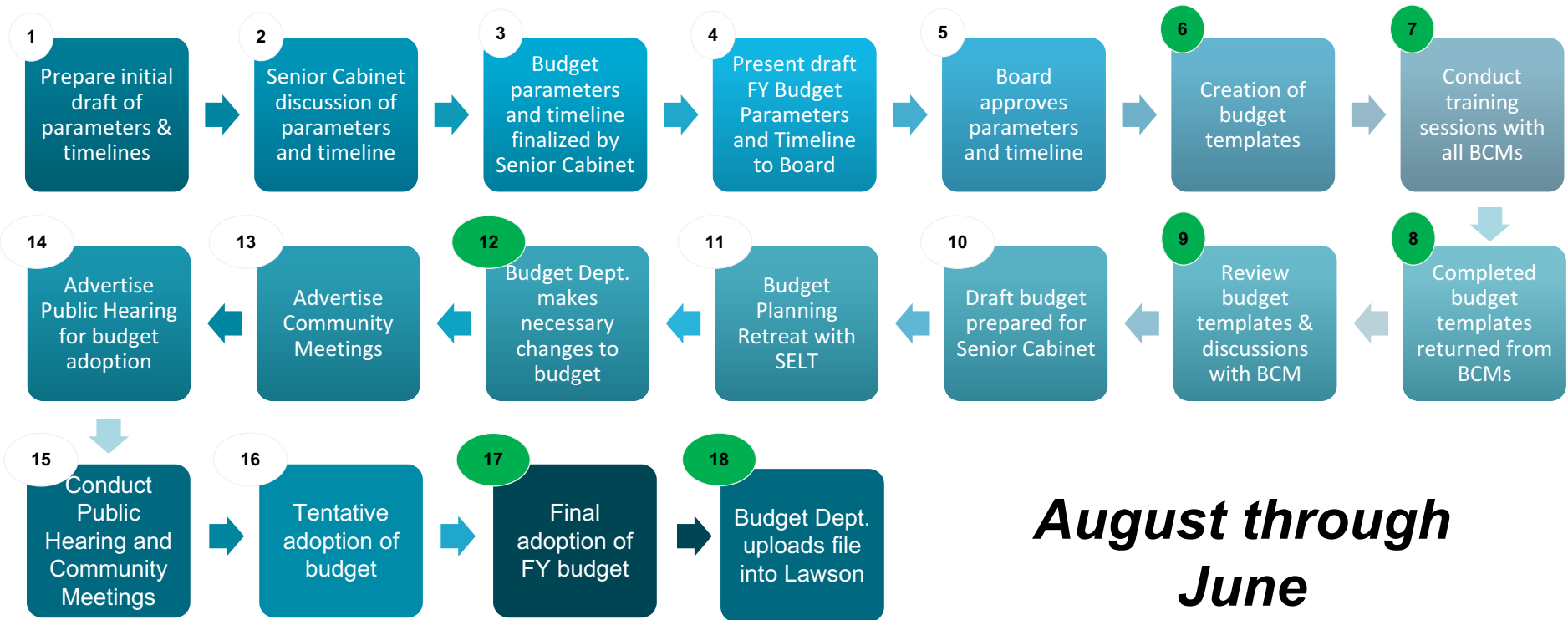
<p><u>Turnaround Strategy</u></p> <p>1. Up from \$5 million in FY16, to invest in a multi-year turnaround strategy that provides additional support and interventions for schools at risk of state take-over</p>	<p>\$23,677,249</p>
<p><u>Charter System Operating Model</u></p> <p><u>School Flex</u>- Created in FY16, this initiative will allow resources for principals to really be able to move their school in a new and unique direction, in alignment with our charter system status (\$9 million)</p> <p>2. <u>Signature Programming</u>- Up from \$1 million in FY16, to support the ongoing implementation of signature programming across all clusters and in support of the cluster model (\$7 million)</p> <p><u>Cluster Funds</u>- Allow cluster-based planning, problem solving, and targeting efforts and resources to cluster-specific challenges and strengths (\$2.5 million)</p>	<p>\$18,500,000</p>
<p><u>Pay Parity</u></p> <p>3. Includes \$4 million to address pay parity for the continued implementation of compensation study; also includes a step increase, a 2% COLA for all teachers, and 1% COLA for all non-teaching employees</p>	<p>\$15,200,000</p>
<p><u>Safety & Security</u></p> <p>4. Toward the safety, security, and well-being of students and staff— including the implementation of our new, in-house safety/security model (the restructuring of this area represents a cost savings of \$200,000 from FY2016)</p>	<p>\$10,600,000</p>
<p><u>Textbook/Resource Adoption</u></p> <p>5. Improvement in student achievement in math, science, and literacy, including a comprehensive materials of instruction strategy (inclusive of textbook adoption and online resources)</p>	<p>\$5,431,530</p>
<p>6. <u>CRCT Remediation</u></p> <p>Ongoing implementation of districts CRCT remediation and enrichment efforts</p>	<p>\$4,015,711</p>
<p>7. <u>Early Childhood Education</u></p> <p>Investment to move our Pre-K teachers to the same salary schedule as all other teachers</p>	<p>\$950,000</p>

ROLES & RESPONSIBILITIES

(Planning, Autonomy, Flexibility)



Budget Development Process



This process follows the District's fiscal cycle.
Proper planning enables effective resource acquisition and timely payment processing.

Budget Development Timeline (1 of 3)



Atlanta Public Schools Fiscal Year 2017 General Fund Budget Development Calendar		
Item #	Item Description	Dates
1	Board/Superintendent workshop - Initial Academic and Operating Goals and Priorities for Budget Parameters	August 27, 2015
2	Senior Executive Leadership Team review of the Fiscal Year 2017 budget planning framework and timeline	September 1, 2015
3	Budget parameters identified and finalized by Senior Executive Leadership Team	September 1, 2015
4	Fiscal Year 2017 Budget Planning Parameters and Timeline presented and approved by the Board	September 8, 2015
5	Expanded Cabinet discusses budget framework, parameters and timeline	September 17, 2015
6	Senior executive leadership team discussion of the budget	October 27, 2015
7	Board reviews/discusses Fiscal Year 2017 budget assumptions, staffing formulas and strategic priorities	November 2, 2015
8	Departments receive Fiscal Year 2017 Budget templates	November 11, 2015
9	Board Budget Commission Meeting to Discuss Multi-year Budgeting Strategy	November 12, 2015
10	Budget and Finance Advisory Committee, initial meeting (CFO only)	November 12, 2015
11	Expanded Cabinet discusses budget approach, options and provides feedback	November 19, 2015
12	Board approves Fiscal Year 2017 budget assumptions, staffing formulas and strategic priorities	December 14, 2015
13	Budget and Finance Advisory Committee, second meeting	December 17, 2015
14	Departments submit completed budgets	January 14, 2016
15	Governor's State of the State Address and Education Budget (OMB)	January 14, 2016
16	Board Budget Commission Meeting to Discuss Multi-year Budgeting Strategy	January 21, 2016
17	Budget and Finance Advisory Committee, third meeting	January 21, 2016
18	Budget Office compiles budget	January 29, 2016
19	Fiscal Year 2015 Mid-Year adjustment	February 1, 2016

Budget Development Timeline (2 of 3)



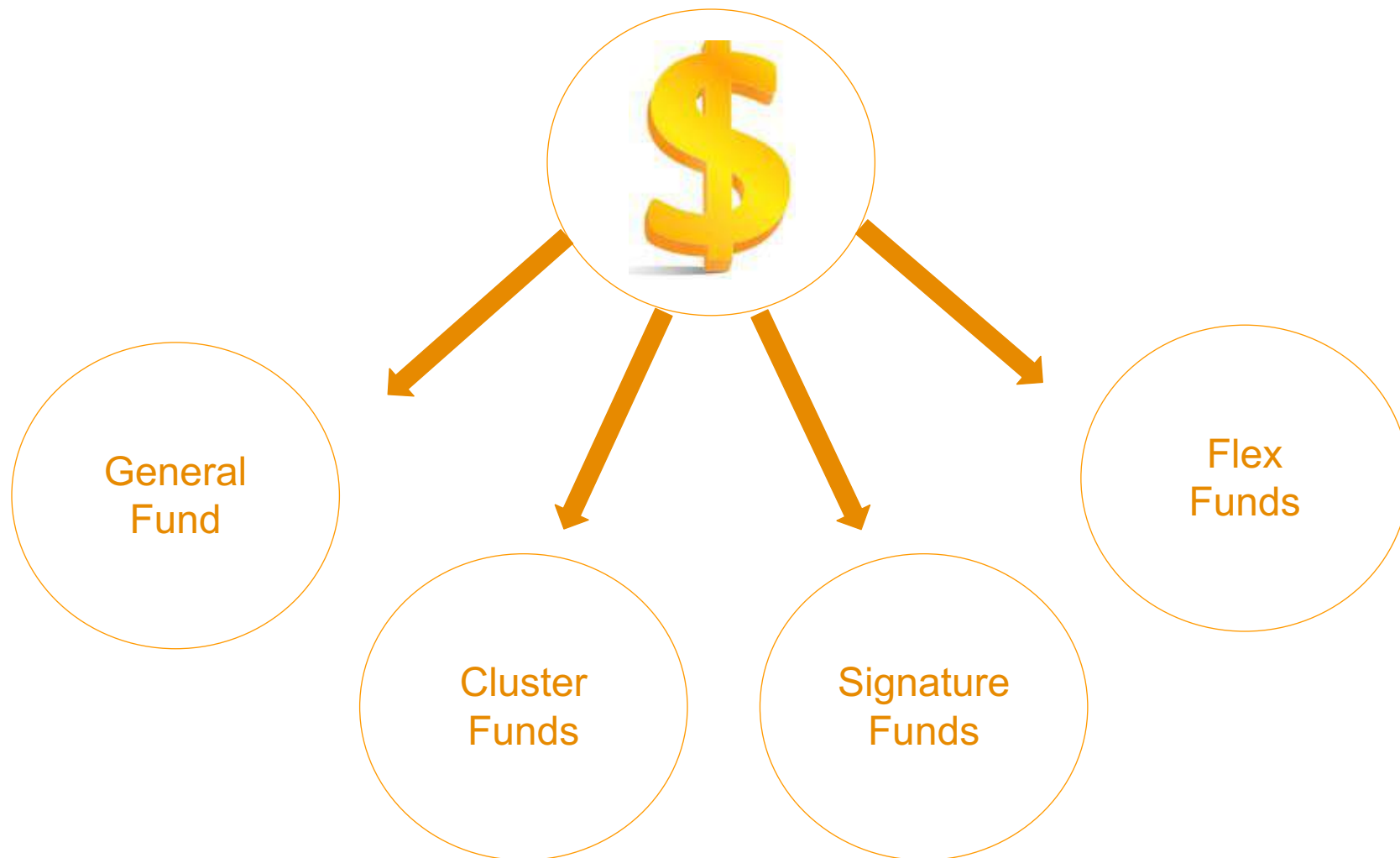
20	Senior Executive Leadership Team budget retreat to complete preliminary budget	February 2, 2016
21	Budget and Finance Advisory Committee, fourth meeting	February 18, 2016
22	Superintendent presents the Fiscal Year 2017 Budget Primer to the Board Budget Commission meeting (at call of Committee chair)	February 18, 2016
23	Board Budget Commission meeting (at call of Committee chair)	February 29, 2016
24	FC Tax Commissioner and FC Chief Assessor Board Presentation	February 29, 2016
25	Superintendent presents the Fiscal Year 2017 Budget Primer to the Board	March 7, 2016
26	Conduct regional public meeting for Fiscal Year 2017 General Fund Budget	March 10, 2016
27	Conduct regional public meeting for Fiscal Year 2017 General Fund Budget	March 17, 2016
28	Board Budget Commission meeting (at call of Committee chair)	March 17, 2016
29	Conduct regional public meeting for Fiscal Year 2017 General Fund Budget	March 24, 2016
30	Conduct regional public meeting for Fiscal Year 2017 General Fund Budget	March 31, 2016
31	Board Budget Commission meeting (at call of Committee chair)	April 15, 2016
32	Budget and Finance Advisory Committee, fifth meeting	April 19, 2016
33	Public budget hearing for Fiscal Year 2017 General Fund Budget	April 20, 2016
34	Superintendent presents the Fiscal Year 2017 Budget to the Board (Tentative adoption)	April 20, 2016
35	First read of the tax Millage rates for Fiscal Year 2017	April 20, 2016
36	Board Budget Commission meeting (at call of Committee chair)	April 28, 2016
37	Salary Hearing #1 (If necessary)	May 5, 2016
38	Tax assessor provides preliminary appraisal values to District	May 6, 2016
39	Salary Hearing #2 (If necessary)	May 12, 2016

Budget Development Timeline (3 of 3)



40	Board Budget Commission meeting (at call of Committee chair)	May 18, 2016
41	Superintendent presents the Fiscal Year 2017 Budget to the Board (Final Adoption)	June 6, 2016
42*	Advertise the tax digest for the five year history Fiscal Years 2011-2016	June 8, 2016
43*	Advertise and publish notice of tax rate and budget	June 8, 2016
44*	Advertise the first and second public hearings for the tax Millage rates	June 8, 2016
45	Board Budget Commission meeting (at call of Committee chair)	June 9, 2016
46*	Advertise the third public hearings for the tax Millage rates (If necessary)	June 10, 2016
47*	Hold the first and second public hearing on the tax Millage rate	June 16, 2016
48*	Hold the third public hearings for the tax Millage rates (If necessary)	June 20, 2016
49*	Final adoption of the tax Millage rates for Fiscal Year 2017 (may require a called Board meeting (public hearings) depending on the county's schedule and millage rollback)	June 20, 2016
50*	Deadline for millage rates to be delivered to Fulton County Tax Commissioner	June 20, 2016
51	Tax assessor provides final appraisal values to the District	August 1, 2016
	*Proposed dates for the millage rate adoption and all related public hearings.	

School Allotments



School and Cluster Flexibility Allocation



Total Resources: \$ 363.6 million:

These funds represent dollars designed to allow flexibility in the management of school and cluster resources.

Allocation Strategy:

- **General Fund Allocations (\$344 million)** – based on both an equal enrollment driven allocation and an equitable distribution to account for specific needs of a schools population. The general fund allocation is formula driven.
- **School Flexibility (\$9.1 million)** - to allow clusters specific allocations to be used for flexibility in meeting the specific needs of individual schools
 - The \$9.1 million was distributed in two phases. The original base amount of \$6.4 million was initially distributed to all schools with an additional \$2.7 million in flex funds allocated at a later date.
 - Funds are allocated to schools based on 50.0% straight line average and 50.0% Free and Reduced Lunch status
 - The floor of \$84,143 has been set to ensure every school has the option to fund at the equivalent of one teacher

School and Cluster Flexibility Allocation



Allocation Strategy (continued):

- **Cluster Flexibility Allocations (\$2.5 million)** - to allow clusters specific allocations to be used for flexibility in meeting the specific needs of individual clusters
 - Allocations are based on even distribution
- **Signature Flexibility Allocations (\$7 million)** - to allow clusters specific allocations to be used for flexibility in meeting the specific needs of the signature programming (International Baccalaureate, STEM, and College and Career Prep) selected by each cluster.
 - Allocations are based on the specific program selected the year of implementation
- **Transition Allocations (\$1 million)** – to ease the transition year for schools impacted by closures and consolidations through the turnaround strategy.
 - Impacted three schools

FY17 School Budget Template



Fund	State Prg	Function	Object	APS Prog	Position Title	Average Cost	FY17 FTE Earnings	FY2017 Request	FY16 Actual as of Dec. 2015	Net Change from FY16 Actual	FY2017 Earnings	Budget Adjustment	Notes (required for increase or decrease)
General Fund Teachers													
100	1011	1000	1100	1200	KINDG TEACHER	\$84,143	3.00	3.00	2.00	1.00	\$ 252,429	\$ -	-
100	1021	1000	1100	1200	CORE TEACHER (1-3)	\$84,143	7.00	7.00	8.00	(1.00)	\$ 589,001	\$ -	-
100	1051	1000	1100	1200	CORE TEACHER (4-5)	\$84,143	4.00	4.00	4.00	-	\$ 336,572	\$ -	-
					EXTENDED CORE	\$84,143	2.80	-	-	-	\$ 235,600	\$ 235,600	-
100	1051	1000	1180	1264	ART TEACHER (1-5)	\$84,143	-	0.50	0.50	-	\$ -	\$ (42,072)	-
100	1051	1000	1180	1267	MUSIC TEACHER (1-5)	\$84,143	-	0.50	0.50	-	\$ -	\$ (42,072)	-
100	1051	1000	1180	1269	BAND TEACHER (1-5)	\$84,143	-	0.50	0.50	-	\$ -	\$ (42,072)	-
100	1051	1000	1180	1270	ORCHESTRA TEACHER (1-5)	\$84,143	-	-	-	-	\$ -	\$ -	-
100	1051	1000	1180	1271	PERFORMING ARTS TEACHER (1-5)	\$84,143	-	-	-	-	\$ -	\$ -	-
100	1051	1000	1180	1235	WORLD LANGUAGE TEACHER (1-5)	\$84,143	-	0.50	0.50	-	\$ -	\$ (42,072)	-
100	1051	1000	1180	1266	PETEAACHER (1-5)	\$84,143	-	1.00	1.00	-	\$ -	\$ (84,143)	-
					EIP	\$84,143	6.00	-	-	-	\$ 504,858	\$ 504,858	-
100	1061	1000	1100	1084	EIP TEACHER (KINDG)	\$84,143	-	-	1.00	(1.00)	\$ -	\$ -	-
100	1071	1000	1100	1084	EIP TEACHER (1-3)	\$84,143	-	2.00	3.00	(1.00)	\$ -	\$ (168,286)	-
100	1091	1000	1100	1084	EIP TEACHER (4-5)	\$84,143	-	3.00	-	3.00	\$ -	\$ (252,429)	-
100	1351	1000	1100	1237	ESOL TEACHER	\$84,143	0.40	0.40	0.80	(0.40)	\$ 33,657	\$ -	-
100	2111	1000	1100	1303	GIFTED TEACHER	\$84,143	1.00	1.00	1.00	-	\$ 84,143	\$ -	-
100	2041	1000	1180	1301	ADAPTIVE PHYSICAL EDUCATION TEACHER	\$84,143	-	-	-	-	\$ -	\$ -	-
100	2041	1000	1100	1301	INTERRELATED TEACHER	\$84,143	1.50	1.50	1.50	-	\$ 126,215	\$ -	-
100	2041	1000	1100	1301	SPECIAL ED LEAD TEACHER	\$84,143	0.30	0.30	0.50	(0.20)	\$ 25,243	\$ -	-
100	2041	1000	1100	1301	SPECIAL ED AUTISM TEACHER	\$84,143	1.00	1.00	1.00	-	\$ 84,143	\$ -	-
100	2051	1000	1100	1301	SPECIAL ED D/HH TEACHER	\$84,143	-	-	-	-	\$ -	\$ -	-
100	2041	1000	1100	1301	SPECIAL ED EBD TEACHER	\$84,143	-	-	-	-	\$ -	\$ -	-
100	2041	1000	1100	1301	SPECIAL ED PRIMARY TEACHER	\$84,143	-	-	-	-	\$ -	\$ -	-
100	2041	1000	1100	1301	SPECIAL ED SID/PID TEACHER	\$84,143	-	-	-	-	\$ -	\$ -	-

As you populate the FY2017 Request column the changes are reflected in the Budget Adjustment column and will affect your Unallocated Balance. Changes can be made throughout the budgeting process as long as the budget balance is "0" when the final draft is submitted.

The purpose of this template is to support the budget development process. School templates are reviewed by the Associate Superintendents to assure that at a minimum, the Standards of Service are being met for all schools prior to final sign-off

FY17 Department Budget Template



Line	Description	Function/ Object	# of Positions	FY2015 Actuals	FY2016 Current Budget	FY2017 Budget Request	Benefits	Type	Justification	Recurrence	Cabinet Adj.	Budget Adj.	FY2017 Budget
Personnel													
1	ADMINISTRATIVE ASSISTANT	22101420	2.00			\$ -	\$ -		Administrative Assistant to the Director and Program Specialists in the Office of Career	Recurring			\$ -
2	COORDINATOR	22101910	1.00			\$ -	\$ -		Coordinator of STEM education and supervisor of CTAE programs for middle and high schools.	Recurring			\$ -
3	DIRECTOR	22101910	1.00			\$ -	\$ -		Director of Career, Tech, and Agr. Education. This is not a new position.	Recurring			\$ -
4	EDUCATION SPECIALIST	22101910	2.00			\$ -	\$ -		Coordinators of Work-based Learning/Move	Recurring			\$ -
5			-			\$ -	\$ -						\$ -
6			-			\$ -	\$ -						\$ -
7			-			\$ -	\$ -						\$ -
Non-Personnel													
8	Cent_Purch Prof & Tech Svc	28003000							Purchased Pro and Tech Services				\$ -
9	Implnst_Dues And Fees	22108100				\$ 20,000			Other Objects				\$ 20,000
10	Implnst_Travel Employees	22105800		\$ 8,248	\$ -	\$ 10,000			Other Purchased Services	Travel expense for mileage, lodging and daily	Recurring		\$ 10,000
11	Instr_Books Not Text & Period	10006420		\$ -	\$ 19,646	\$ 4,000			Supplies	Supplemental books, workbooks and	Recurring		\$ 4,000
12	Instr_Communication	10005300				\$ 4,000			Other Purchased Services	Purchase of stamps, marketing materials (e.g.	Recurring		\$ 4,000
13	Instr_Computer Software	10006120		\$ 3,662	\$ 52,302	\$ 75,000			Supplies	Purchase of software: Adobe Creative Cloud,	Recurring		\$ 75,000
14	Instr_Expend Computer Equip	10006160		\$ 71,497	\$ 12,000	\$ 113,000			Supplies	Purchase of computers (e.g. iMacs, desktops,	Recurring		\$ 113,000
15	Instr_Expendable Equipment	10006150		\$ 84,206	\$ 16,377	\$ 90,000			Supplies	Purchase of equipment for CTAE programs	Recurring		\$ 90,000
16	Instr_Purch Prof & Tech Svc	10003000		\$ 10,912	\$ 10,960	\$ 10,000			Purchased Pro and Tech Services	Service and maintenance of CTAE programs for	Recurring		\$ 10,000
17	Instr_Rental-Land / Buildings	10004410		\$ 4,333	\$ -	\$ 3,000			Purchased Property Services	Rental of off-site facilities for CTAE programs	Recurring		\$ 3,000
18	Instr_Rep And Mtce Services	10004300		\$ 3,650	\$ 6,137	\$ 7,000			Purchased Property Services	Repair and maintenance of CTAE lab	Recurring		\$ 7,000
19	Instr_Supplies	10006100		\$ 177,164	\$ 62,696	\$ 100,000			Supplies	Purchase of consumable supplies for	Recurring		\$ 100,000
20	Instr_Supplies Tech Related	10006110		\$ 1,594	\$ -	\$ 7,500			Supplies	Purchase of computer related supplies (e.g.	Recurring		\$ 7,500
21	Instr_Travel Employees	10005800		\$ 18,808	\$ 12,702	\$ 18,000			Other Purchased Services	Travel expense for mileage, lodging, and daily	Recurring		\$ 18,000
22	StuTran_Other Purchased Services	27005950				\$ 55,000			Other Purchased Services	Transportation cost of APS yellow school buses for CTAE related and exploration	Recurring		\$ 55,000
23	StuTran_Stu Tran Purch Oth Src	27005190				\$ 60,000			Other Purchased Services	Transportation cost of charter buses for CTAE	Recurring		\$ 60,000
24													\$ -
25													\$ -
26													\$ -
27													\$ -
28													\$ -
29													\$ -
30													\$ -
31													\$ -
32													\$ -

Budget Reporting (BAR)



Manage your budget by reviewing the Budget Accountability Report (BAR) monthly. This provides a detailed review of your spending trends, budget activities, number of transfers:

11 May

SCHOOL

- ADAMSVILLE PRIMARY
- BEECHER HILLS ELEMENTARY
- BENTEN ELEMENTARY
- BOLTON ACADEMY
- BOYD ELEMENTARY
- BRANDON ELEMENTARY
- BROWN MIDDLE
- BUNCHE MIDDLE
- BURGESS-PETERSON ACADEMY
- CARVER EARLY COLLEGE
- CASCADE ELEMENTARY
- CLEVELAND AVE. ELEMENTARY
- CONNALLY/VENETIAN MERGE
- CONTINENTAL COLONY ELEMENTARY
- CORETTA SCOTT KING YWLA

School Type

- Elementary
- High
- Middle

Cluster

- Mtys
- Carver
- Douglass
- Grady
- Jackson
- N. Atlanta
- Non Traditional
- S. Atlanta
- Therrell
- Washington

MESSAGE CENTER

- ✔ You are currently within budget.
- ✔ You are spending less than your monthly budgeted allotment.

Update Your Encumbrances

Budget Exceptions	11	31%
(in dollars)	(44,303)	16%
On Pace Accounts	20	56%
Overpaced Accounts	16	44%

Budgeted	273,445	
Remaining	46,431	17%
+/- Monthly Trend	11,678	

# of Accounts	16
# of Subaccounts	36
Unbudgeted Accounts	6

Fund	PROGRAM	Program Name	Act-num	ACCOUNT	SUB-ACCOUNT	Account Description	Budgeted	Actual	Encumbrances	Commitments	Total	Remaining	Pace	+/-Trend	
300	1200	Classroom Instruction		100-1200-0413-1021	1000	6420 Instr_Rentl Of Equip And Veh	14,637	4,874	10,981		15,855	(1,218)	overpaced	(887.56)	
						6100 Instr_Supplies	35,461	40,187	2,063		42,250	(6,790)	overpaced	429.72	
	1505	#N/A		100-1505-0413-1310	2220	6420 Media_Books Not Text & Period	4,634	4,634			4,634		overpaced		
	1895	School Cluster		100-1895-0413-9990	1000	6100 Instr_Supplies	32,086		32,086		32,086		overpaced	(2,916.94)	
						5950 StuTran_Other Purchased Services	1,000	972			972	28	overpaced	(2.55)	
	1696	School Flexibility		100-1696-0413-1021	1000	6100 Instr_Supplies	11,582	1,234	7,406		8,641	2,942	On Pace	(940.75)	
						6150 Instr_Expensible Equipment	5,237	5,237	1,463		6,700	(1,463)	overpaced		
	1697	Signature Programming		100-1697-0413-1210	2210	5800 Implnt_Travel Employees	4,500				3,381	1,119	On Pace	(101.71)	
						8100 Implnt_Dues And Fees	9,680	9,680			9,680		overpaced	(0.05)	
						5950 StuTran_Other Purchased Services	(1)				(1)	1	overpaced	0.05	
402	2400	#N/A		402-2400-0413-1750	1000	6100 Instr_Supplies	14,986	10,081			10,081	4,905	On Pace	(445.89)	
						6120 Instr_Computer Software	5,000				5,000		On Pace	(454.55)	
						6150 Instr_Expensible Equipment	215				215		On Pace	(19.56)	
						6160 Instr_Expensd Computer Equip	1,154	958			958	196	On Pace	(17.82)	
						6420 Instr_Books Not Text & Period	755				755		On Pace	(68.67)	
					2210	5800 Implnt_Travel Employees	21,947	11,348			11,348	10,619	On Pace	(965.40)	
						8100 Implnt_Dues And Fees	2,261				2,261		On Pace	(205.55)	
					2900	6100 Other_Supplies	9				9		On Pace	(0.82)	
	2486	#N/A		402-2486-0413-1750	1000	6100 Instr_Supplies	47,466	8,066	21,023		29,088	18,377	On Pace	(3,581.84)	
						6120 Instr_Computer Software	3,000				3,000		On Pace	(272.73)	
						6150 Instr_Expensible Equipment	8,254		5,280		5,280		On Pace	(750.40)	
						6160 Instr_Expensd Computer Equip	5,237				5,237		On Pace	(476.09)	
						6420 Instr_Books Not Text & Period	1,870	81	1,727		1,808	13	overpaced	(158.17)	
					2210	5800 Implnt_Travel Employees	15,528				15,528		On Pace	(1,411.64)	
						6420 Implnt_Books Not Text & Period	2,180				2,180		On Pace	(108.14)	
						8100 Implnt_Dues And Fees	4,873				4,873		On Pace	(443.00)	
478	6991	#N/A		478-6991-0413-1861	3100	6100 SchNut_Supplies	698	394			394	304	On Pace	(27.67)	
						6300 SchNut_Purchased Food	2,793	4,273			4,273	(1,480)	overpaced	134.58	
	6992	#N/A		478-6992-0413-1861	3100	6100 SchNut_Supplies	3,287				3,287		On Pace	(298.82)	
						6300 SchNut_Purchased Food	13,145	13,924			13,924	(779)	overpaced	70.85	
500	1997	#N/A		500-1997-0413-9990	2100	6100 PlugSrv_Supplies		7,120			7,120	(7,120)	overpaced	647.29	
600	6990	#N/A		600-6990-0413-9990	3100	4100 SchNut_Water Sewer & Cln Sv		720			720		overpaced	65.45	
						4300 SchNut_Reg And Mtce Services		3,300			3,300	(3,300)	overpaced	300.02	
						5950 SchNut_Other Purchased Services		300			300	(300)	overpaced	27.27	
						6350 SchNut_Food Acquisitions Usda		(6,910)			(6,910)	6,910	On Pace	(628.14)	
						6352 SchNut_SN - USDA Lunch Usage		21,131			21,131	(21,131)	overpaced	1,921.01	
Grand Total							273,445	144,965	82,030			227,015	46,431	On Pace	(11,578.18)

Budget Reporting (BAR)



Manage your budget by reviewing the Budget Accountability Report (BAR) monthly. This provides a detailed review of your spending trends, budget activities, number of transfers:

Summary of Budget Accountability

You are currently within budget.

You are spending less than your monthly budgeted allotment.

Update Your Encumbrances

You have 11 accounts that require your attention. These accounts negatively affects 16.2% or \$44,303 of your Total Budget.

55.56% of your accounts are on pace for the year.

44.44% of your accounts are overpaced and in danger of breaking your budget. Refer to your approved budget and compare it your expenditures. This may not be a negative indicator. Spending may be weighted to a specific month(s).

It is May. Update Your Encumbrances

You are spending \$11,678 less than your monthly budgeted allotment.

You have 6 accounts with expenditures and no budgeted funds.

Program Name	Acct-num	ACCOUNT	Sub-Acct	Account Description	Remaining
Classroom Instruction	100120004131021	1000	4420	Instr_Rental Of Equip And Veh	(1,218)
			6100	Instr_Supplies	(6,790)
School Flexibility	100169604131021	1000	6150	Instr_Expendable Equipment	(1,463)
Signature Programming	100169704131210	2700	5950	StuTran_Other Purchased Services	(1)
#N/A	478699104131861	3100	6300	SchNut_Purchased Food	(1,480)
			6300	SchNut_Purchased Food	(779)
			6100	PupSrv_Supplies	(7,120)
			4100	SchNut_Water Sewer & Cln Sv	(720)
			4300	SchNut_Rep And Mtce Services	(3,300)
			5950	SchNut_Other Purchased Services	(300)
	600699004139990	3100	6352	SchNut_SN - USDA Lunch Usage	(21,131)

Position Control



Budget Change Request (What is it?)

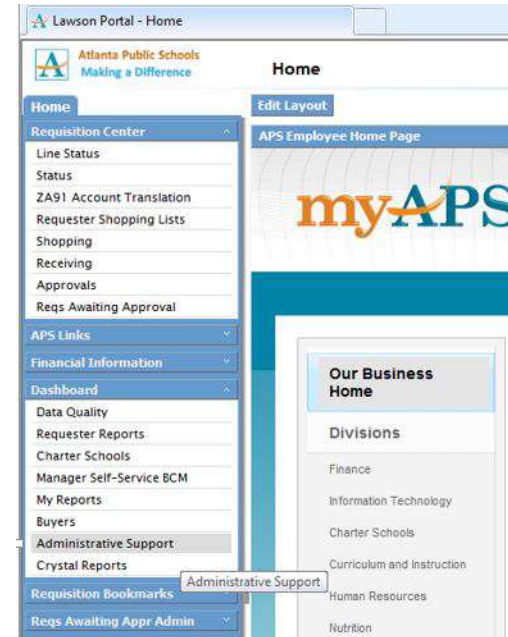


- What is a Budget Change Request?
- When do I submit a Budget Change Request?
- Who can approve a Budget Change Request?
- How do I submit a Budget Change Request?

Budget Change Request

Step 1: Log into LAWSON

Step 2: Click “Dashboard” then “Administrative Support” or “Manager Self-Service BCM”. A new window will open.



Budget Change Request

Step 3: Under Financial Management
Click “Budget Worksheet”



Administrative Support

FINANCIAL MANAGEMENT

- Bank of America Works - PCard
- Budget Boundary Reports
 - [Budget Worksheet](#)
 - Monthly Expenditures by Pgm
 - Monthly Expenditures by Sch
- AP90.1 - Invoice Search_Vendor
- AP90.4 - Invoice Search_PO
- GL298 - Commitment Analysis
- Sharepoint - Finance

PERSONNEL MANAGEMENT

- Attendance Report
- Attendance Report by Employee
- Dept Employee Count

PROCUREMENT SERVICES

- Open PO Balances (Co 761)
- Sharepoint - Procurement

LINKS

- APS - Home
- e-APS
- GA Dept. of Education
- Student Information System

Budget Change Request



Step 4: Complete the Form with the Parameters:

1. Fiscal Year
(Currently 2017)
2. Budget Number
(Always 1)
3. APS Program
(GL298)
4. State Program
(GL298)
5. School Location
Code (GL298)

Press Enter

CONTENT VIEWER

Enter a Value:
2016

Budget Number
This prompt has an Edit Mask: 09.
...
Enter a Value:
1

APS Program
This prompt has an Edit Mask: 0000.
1200

State Program
This prompt has an Edit Mask: 0000.
1041

Location
This prompt has an Edit Mask: 9999.
1410

OK

Budget Change Request

Step 5: LAWSON will process the request and when complete a new window will open

CONTENT VIEWER

Enter a Value:
2016

Budget Number
This prompt has an Edit Mask: 09.
...
Enter a Value:
1

APS Program
This prompt has an Edit Mask: 0000.
1200

State Program
This prompt has an Edit Mask: 0000.
1041

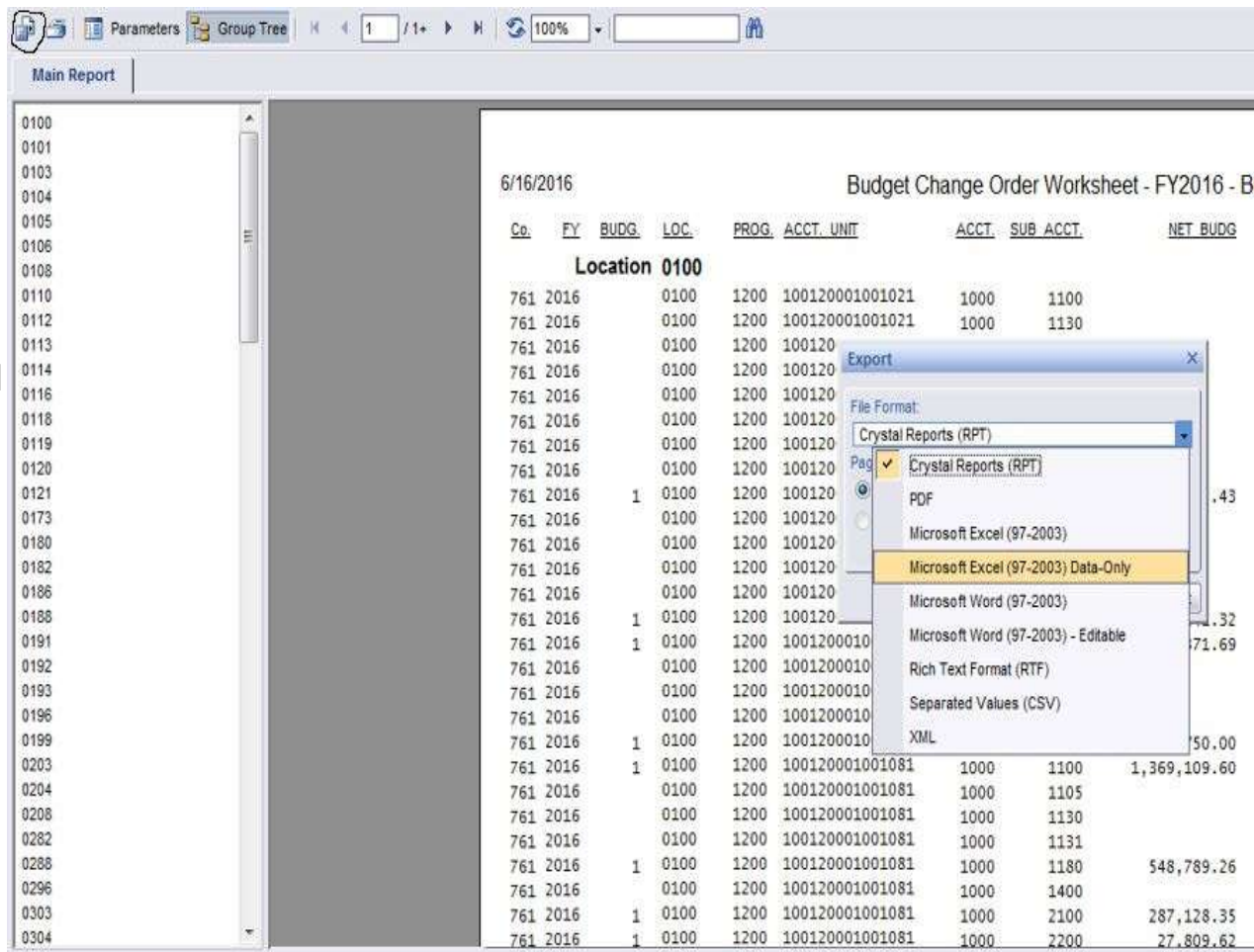
Location
This prompt has an Edit Mask: 9999.
1410

Please wait while the document is being processed.

OK

Budget Change Request

Step 6: Hold down the CTRL key and select the icon in the top left hand corner (circled above). When the "Export" box opens, select Microsoft Excel (97-2003) Data Only (continue to hold the CTRL key) and the Excel spreadsheet opens.



6/16/2016 Budget Change Order Worksheet - FY2016 - B

Co	FY	BUDG	LOC	PROG	ACCT	UNIT	ACCT	SUB ACCT	NET BUDG
Location 0100									
761	2016		0100	1200	100120001001021		1000	1100	
761	2016		0100	1200	100120001001021		1000	1130	
761	2016		0100	1200	1001200				
761	2016		0100	1200	1001200				
761	2016		0100	1200	1001200				
761	2016		0100	1200	1001200				
761	2016		0100	1200	1001200				
761	2016	1	0100	1200	1001200				.43
761	2016		0100	1200	1001200				
761	2016		0100	1200	1001200				
761	2016		0100	1200	1001200				
761	2016	1	0100	1200	1001200010				.32
761	2016	1	0100	1200	1001200010				71.69
761	2016		0100	1200	1001200010				
761	2016		0100	1200	1001200010				
761	2016	1	0100	1200	1001200010				50.00
761	2016	1	0100	1200	100120001001081		1000	1100	1,369,109.60
761	2016		0100	1200	100120001001081		1000	1105	
761	2016		0100	1200	100120001001081		1000	1130	
761	2016		0100	1200	100120001001081		1000	1131	
761	2016	1	0100	1200	100120001001081		1000	1180	548,789.26
761	2016		0100	1200	100120001001081		1000	1400	
761	2016	1	0100	1200	100120001001081		1000	2100	287,128.35
761	2016	1	0100	1200	100120001001081		1000	2200	27,809.62

Budget Change Request

Step 7: Release the CTRL key and press “Open” to access the worksheet in Excel.

CONTENT VIEWER

Parameters Group Tree 1 /1+ 100%

CRYSTAL REPORTS 2008

Main Report

1410

6/16/2016 Budget Change Order Worksheet - FY2016 - Budget 1

Dr.	FY	BUDG.	LOC.	PROG.	ACCT. UNIT	ACCT.	SUB ACCT.	NET_BUDG	ACTUALS	COMMITTS	REM. BALANCE	CHG
Location 1410												
761	2016	1	1410	1200	100120014101041	1000	1100	1,083,416.81	409,352.98		674,063.83	
761	2016	1	1410	1200	100120014101041	1000	1180	486,111.87	316,795.55		169,312.32	
761	2016		1410	1200	100120014101041	1000	1400				0.00	
761	2016	1	1410	1200	100120014101041	1000	2100	245,075.23	113,477.82		131,597.41	
761	2016	1	1410	1200	100120014101041	1000	2200	22,638.09	10,085.80		12,548.29	
761	2016	1	1410	1200	100120014101041	1000	2300	213,750.85	101,656.04		122,094.81	
761	2016	1	1410	1200	100120014101041	1000	2600	3,886.20			3,886.20	
761	2016	1	1410	1200	100120014101041	1000	2904	3,234.50	1,133.62		2,100.88	
761	2016	1	1410	1200	100120014101041	1000	2905	86.70	50.91		35.79	
761	2016	1	1410	1200	100120014101041	1000	4420	24,395.00			24,395.00	
761	2016							34,789.00	29,600.41	5,188.59	0.00	
761	2016							0.00			0.00	
761	2016							2,000.00			2,000.00	
761	2016							13,685.71	503,675.78		-489,990.07	
761	2016								83,786.92		-83,786.92	
761	2016							198.44	6,897.06		-6,698.62	
761	2016							1,950.22	70,668.97		-68,718.75	
761	2016								869.67		-869.67	
761	2016								32.29		-32.29	
761	2016							0.00			0.00	
761	2016										0.00	
Total - L								2,145,218.62	1,648,091.82	5,188.59	491,938.21	

File Download

Do you want to open or save this file?

Name: CrystalReportViewer.xls
 Type: Microsoft Excel 97-2003 Worksheet
 From: aps-ibprodvm.apsk12.org

Open Save Cancel

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What is the risk?](#)

Budget Change Request



Step 8: Select “Enable Editing” to begin, then click the top left corner block (above the “1” and left of the “A”) so the whole worksheet is selected. Double-click any divider between two columns. This will resize all of the columns according to the size of the data in each column and eliminate the ##### that are in the data fields.

CrystalRep

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW ADD-INS

PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	Co.	FY	BUDG.	LOC.	PROG.	ACCT.	ACCT.	SUB_A	NET_B	ACTUAL	COMMI	REM.	E	CHG				
2	Location	1410																
3	761	2016	1	1410	1200	1001200	1000	1100	#####	#####		#####						
4	761	2016	1	1410	1200	1001200	1000	1180	#####	#####		#####						
5	761	2016		1410	1200	1001200	1000	1400				0.00						
6	761	2016	1	1410	1200	1001200	1000	2100	#####	#####		#####						
7	761	2016	1	1410	1200	1001200	1000	2200	#####	#####		#####						
8	761	2016	1	1410	1200	1001200	1000	2300	#####	#####		#####						
9	761	2016	1	1410	1200	1001200	1000	2600	#####	#####		#####						
10	761	2016	1	1410	1200	1001200	1000	2904	#####	#####		#####						
11	761	2016	1	1410	1200	1001200	1000	2905	86.70	50.91		35.79						
12	761	2016	1	1410	1200	1001200	1000	4420	#####	#####		#####						
13	761	2016	1	1410	1200	1001200	1000	6100	#####	#####	#####	0.00						
14	761	2016	1	1410	1200	1001200	1000	6150	0.00			0.00						
15	761	2016	1	1410	1200	1001200	2700	5950	#####	#####		#####						
16	761	2016	1	1410	1200	1001200	1000	1100	#####	#####		#####						
17	761	2016		1410	1200	1001200	1000	2100	#####	#####		#####						
18	761	2016	1	1410	1200	1001200	1000	2200	198.44	#####		#####						
19	761	2016	1	1410	1200	1001200	1000	2300	#####	#####		#####						
20	761	2016		1410	1200	1001200	1000	2904		869.67		-869.67						
21	761	2016		1410	1200	1001200	1000	2905		32.29		-32.29						
22	761	2016	1	1410	1200	1001200	2210	3000	0.00			0.00						
23	761	2016		1410	1200	1001200	2700	5950				0.00						
24	Total - L	1410	#####	#####	#####	#####	#####											
25	Grand T	#####	#####	#####	#####	#####	#####											
26	1																	
27																		
28																		

Budget Change Request



	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Co	FY	BUDG	LOC	PROG	ACCT_UNIT	ACCT	SUB_ACCT	NET_BUDG	ACTUALS	COMMITTS	REM_BALANCE	CHG	
2	Location	1410												
3	751	2016		1410	1200	100120014101041	1000	1100	1,083,416.81	409,352.98		674,063.83		
4	751	2016		1410	1200	100120014101041	1000	1180	486,111.87	316,799.55		169,312.32		
5	751	2016		1410	1200	100120014101041	1000	1400				0.00		
6	751	2016		1410	1200	100120014101041	1000	2100	245,075.23	113,477.82		131,597.41		
7	751	2016		1410	1200	100120014101041	1000	2200	22,638.09	10,089.80		12,548.29		
8	751	2016		1410	1200	100120014101041	1000	2300	223,750.85	101,656.04		122,094.81		
9	751	2016		1410	1200	100120014101041	1000	2600	3,886.20			3,886.20		
10	751	2016		1410	1200	100120014101041	1000	2904	3,234.50	1,133.62		2,100.88		
11	751	2016		1410	1200	100120014101041	1000	2905	86.70	50.91		35.79		
12	751	2016		1410	1200	100120014101041	1000	4420	24,395.00			24,395.00		
13	751	2016		1410	1200	100120014101041	1000	6100	34,789.00	29,600.41	5,188.59	0.00	1,000.00	
14	751	2016		1410	1200	100120014101041	1000	6150	0.00			0.00	1000	
15	751	2016		1410	1200	100120014101041	2700	6950	2,000.00			2,000.00	2000	
16	751	2016		1410	1200	100120014101081	1000	1100	13,685.71	503,675.78		-489,990.07		
17	751	2016		1410	1200	100120014101081	1000	2100		83,786.92		-83,786.92		
18	751	2016		1410	1200	100120014101081	1000	2200	199.44	6,897.06		-6,698.62		
19	751	2016		1410	1200	100120014101081	1000	2300	1,950.22	70,668.97		-68,718.75		
20	751	2016		1410	1200	100120014101081	1000	2904		869.67		-869.67		
21	751	2016		1410	1200	100120014101081	1000	2905		32.29		-32.29		
22	751	2016		1410	1200	100120014109990	2210	3000	0.00			0.00		
23	751	2016		1410	1200	100120014109990	2700	6950				0.00		
24	Total - Location	1410	2,145,218.62	1,648,091.82	5,188.59	491,938.21								
25	Grand Total.		2,145,218.62	1,648,091.82	5,188.59	491,938.21								
26														

Step 9: Use the “Change” Column (Column M) to indicate the amount you would like to move. Use NEGATIVES where you wish to DECREASE the budget and POSITIVES where you wish to INCREASE the budget.

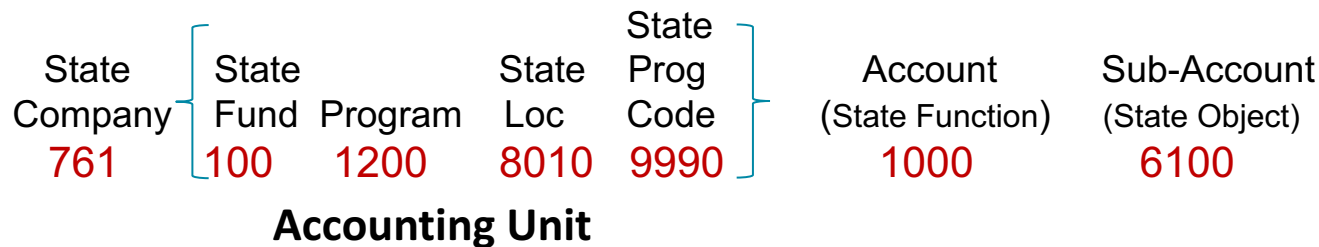
When you have indicated all of the changes you would like to have made, click the Column Letter “M” and review the total at the bottom of the Excel Program, to ensure that the budget is still in balance. If it is not \$0 continue to make changes until it is. This is required to keep the budget in balance.

Step 10: Save and send completed Budget Change Request to your Budget Personnel in the Finance Dept.

Account Structure



Most of the numbers which make up the accounting unit used by Atlanta Public Schools (APS) are those which are required by the State in reporting expenditures. Understanding these numbers will aid in preparing your budget, submitting requisitions/purchase orders and charging expenditures to the proper account.



The above account number has **26 digits** which is the maximum number for an account.

STRUCTURE DEFINITIONS

Company: State entity code assigned to APS (Company – 761)

Fund: The specific financing source; 100 is General Fund, 300 is SPLOST, and 402 is Title I

Program: Assigned by the Budget Department to designate internal programs

Location: Provides the physical location of the expenditure

State Program Code: State component assigned to APS to denote specific program objectives

Account (State) Functions



- 1000 – Instruction - Activities dealing directly with the interaction between teachers and students
- 2100 - Pupil Services – Activities designed to assess and improve the well-being of students and to supplement the teaching process
- 2210 - Improvement of Instructional Services – Activities which are designed primarily for assisting instructional staff in planning, developing, and evaluating the process of providing challenging learning experiences for students
- 2220 - Educational Media Services – Operating educational media centers
- 2230 – Federal Grant Administration - Activities concerned with the demands of Federal Programs grant management
- 2300 - General Administration - Activities performed by superintendent, administrative support personnel and deputy having overall administrative responsibility
- 2400 - School Administration – Activities concerned with overall administrative responsibility for school operations
- 2500 - Support Services Business – Business activities concerned with the fiscal operation of the district
- 2600 - Maintenance and Operations – Activities concerned with keeping the physical plant open, comfortable, and safe for use
- 2700 - Student Transportation Service – Activities include supervision of student transportation, vehicle operation, servicing and maintenance, bus monitoring and traffic direction
- 2800 - Support Services Central – Central office activities other than general administration and business services
- 2900 - All other support services not properly classified elsewhere in the 2000 series

* Source: Department of Education, State Chart of Accounts

Sub-Accounts (State) Objects



- 1XXX – Salaries
- 2XXX – Benefits
- 3XXX – Purchased Professional Services
 - Services with specialization in skills or knowledge (i.e. consultants, lawyers)
- 4XXX – Purchased Property Services
 - Expenditures related to property
- 5XXX – Other Purchased Services
 - Includes student transportation, travel and communication costs
- 6XXX – Supplies
- 7XXX – Property

Company	Fund	Program	Loc	State Prog Code	Account (State Function)	Sub-Account (State Obj)
761	100	1200	8010	9990	1000	6100

Budget Reporting (GL298)



Manage your budget by running the Lawson GL Commitment Analysis Report (GL298 Report) monthly. This provides a detailed review of your budget activities:

GL Commitment Analysis Report

GL298 Date 10/22/13
Time 10:10
Company 761 Atlanta Public Schools
GL Commitment Analysis Report - Commitment Analysis
Periods 1 - 12
Year 2014
USD

Commitments

Requisitions that have not turned into purchase orders

Expenditures

Resources that have been processed and received in the Lawson system

Budget

Dollar amount approved to spend

Budget Balance

Budget minus Total

Encumbrances

Unpaid /partially paid purchase orders

Total

Expenditures
+Encumbrances
+Commitments

55639990 GF-Sch Ad-KENNEDY-Misc		Budget	1	FY2014	AMENDED BUDGET		
Expenditures	Encumbrances	Commitments	Total	Budget	Budget Balance		
0.00	0.00	0.00	0.00	292.00	292.00		
0.00	0.00	0.00	0.00	200.00	200.00		
0.00	958.50	0.00	958.50	4100.00	4100.00		
0.00	958.50	0.00	958.50	9100.00	9100.00		

100120055631081 GF-Clarm Ins-KENNEDY-MS		Budget	1	FY2014	AMENDED BUDGET		
Account	Expenditures	Encumbrances	Commitments	Total	Budget	Budget Balance	
001000 4300	0.00	0.00	0.00	0.00	8100.00	8100.00	
Instr Rep And Mtce Services	4,210.81	39.50	0.00	4,250.31	4,812.16	561.85	
001000 6100	0.00	0.00	0.00	0.00	1,460.00	1,460.00	
Instr Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
001000 6150	0.00	0.00	0.00	0.00	0.00	0.00	
Instr Expendable Equipment	0.00	0.00	0.00	0.00	0.00	0.00	
Acct Unit Totals	4,210.81	39.50	0.00	4,250.31	7,148.16	2,897.85	

100120055639990 GF-Clarm Ins-KENNEDY-Misc		Budget	1	FY2014	AMENDED BUDGET		
Account	Expenditures	Encumbrances	Commitments	Total	Budget	Budget Balance	
002210 3000	0.00	0.00	0.00	0.00	5,000.00	5,000.00	
ImpInst Purch Prof & Tech Svc	0.00	0.00	0.00	0.00	5,000.00	5,000.00	
Acct Unit Totals	0.00	0.00	0.00	0.00	5,000.00	5,000.00	

100124855631081 GF-Science-KENNEDY-MS		Budget	1	FY2014	AMENDED BUDGET		
Account	Expenditures	Encumbrances	Commitments	Total	Budget	Budget Balance	
001000 6160	0.00	511.00	0.00	511.00	511.00	0.00	
Instr Supplies	0.00	511.00	0.00	511.00	511.00	0.00	
Acct Unit Totals	0.00	511.00	0.00	511.00	511.00	0.00	

100126855631081 GF-Fine Arts-KENNEDY-MS		Budget	1	FY2014	AMENDED BUDGET		
Account	Expenditures	Encumbrances	Commitments	Total	Budget	Budget Balance	
001000 6160	0.00	0.00	0.00	0.00	0.00	0.00	
Instr Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
Acct Unit Totals	0.00	0.00	0.00	0.00	0.00	0.00	

How to Run Your Budget Report (GL298)



Online Training Available!

Benefits:

- Reduces time away from your school or office
- Accessible from office, home or on the go
- Just in time training when you need it

School-Based Budget Center Managers



**The course is accessible in MyPLC via Google Chrome (Course #157339)*

We want to hear from you.....

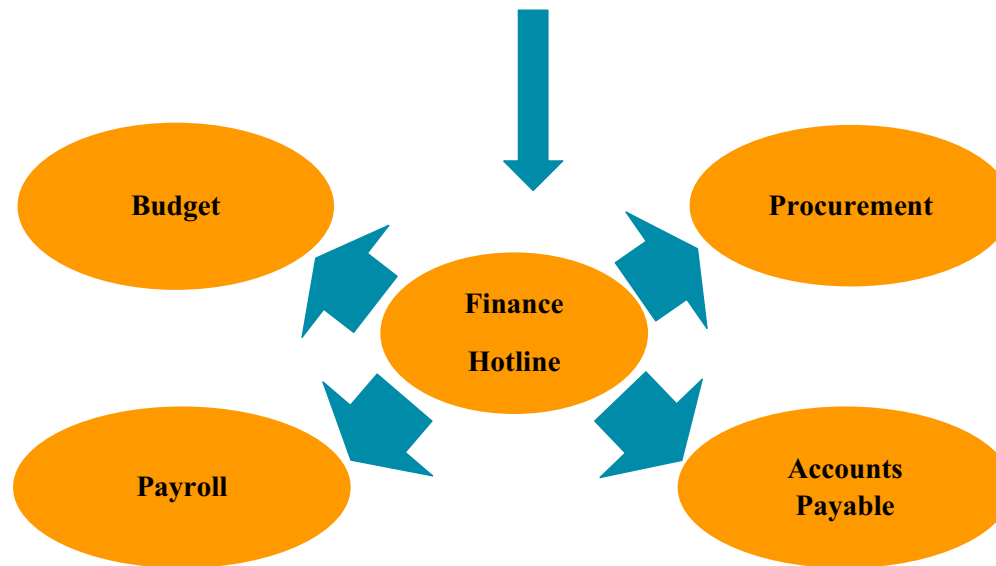
DEBRIEF SESSION

1. What went well? (green index cards!)
2. What didn't go well? (pink index cards!)
3. How can we improve? (yellow index cards!)



Contact us with Questions

QUESTIONS



Call ext. 2458

Payroll



Sandra Burgess
Executive Director
404.802.2212

Gladys Watkins
Assistant Director of Payroll
404.802.2219

**Stephanie
Armstrong**
Payroll Analyst
404.802.2213

Londa Bowers
Payroll Associate
404.802.2217

Sheila Neal
Payroll Associate
404.802.2215

Stacey Dodson
Payroll Analyst
404.802.2218

Monique Craft
Payroll Associate
404.802.2210

Responsible for managing Atlanta Public School's payroll system, to ensure timely payments to employees, liability payments* and to provide payroll information efficiently and accurately

CLOCK IN – CLOCK OUT = GET PAID!

- All employees must be registered on the Kronos clock
- Timekeeper must review and monitor timecards daily to manage incorrect punches or policy abuse
- BCMs must review timecards prior to mandatory signoff to ensure accuracy and timely paychecks
- Exception-based pay system



Payroll Cycle and Pay Date

- Pay Period Cycle (1st - 15th = Pay Date 30th or 31st)
 - Unless it falls on the weekend or holiday then pay date will be on the Friday before.
- Pay Period Cycle (16th - 31st = Pay Date 15th)
 - Unless it falls on the weekend or holiday then pay date will be on the Friday before.

*An obligation that legally binds an individual or company to settle a debt.

KRONOS – Time and Attendance System

- Imperative to clock in and out daily
- View schedule on clock
- View punches on clock
- View leave balances on clock
- Notify Client Support immediately of any clock problems
- Notify Payroll immediately of any system problems
- Training is required for all BCMs/Principals/Supervisors and Timekeepers



Payroll Calendar – emailed and posted on Employee Resource under Finance – Payroll at <https://my.apsk12.org/business>

Lawson Employee Self-Service (ESS)

Employee Self Service can be accessed via the Lawson portal using your employee number and password. You have the ability to review, print and make changes, if applicable for the below items:

- Paystubs
- Leave Balance
- Direct Deposit – Adds/Changes/Deletions
- W4/G4 – Tax Withholding – Adds/Changes
- W2

Non-Annual Duty Employees

Last pay check for FY16 school year: August 15, 2016

Non-Annual Duty Employees

First pay check for FY17 school year: August 31, 2016

One-Time Payments/Stipends

- Approved forms must be received in the Payroll Department by noon, two (2) days before the scheduled close of the pay period
- Excel spreadsheet must be sent to the Payroll Department via softcopy
- Employee should be paid no later than the next pay period once it has been received and processed in Payroll
- Payments for Professional Development and any other one-time service must be made upon the completion of service and should never be held as incentives.

One-Time Payment Form



IN-SERVICE WORKSHOP OR ONE TIME PAYMENT FORM

DIVISION: _____

PROJECT NAME: _____

SCHOOL/PROGRAM: _____

FUND ACCOUNT: _____

PROCESS LEVEL/USER LEVEL: _____

(24 digit account number)

DATE: _____

Name	Lawson #	Beginning Work Date	Ending Work Date	Number of Days To Be Worked	Number of Hours Per Day	HR (only) Hourly Rate	BCM (only) <i>does not need HR approval</i> Stipend Rate	Total Days Worked	Total Hours Worked	Total Amount Due

Initiated by: _____
 Print Name _____ Title _____
 Signature _____ Date _____

Authorized by: _____
 Print Name _____ Budget Center Manager (BCM)
 Signature _____ Date _____

Approved: _____
 Print Name _____ Executive Director/Division Head
 Signature _____ Date _____

***NOTE**
For Employees: This form, scope of services and the accompanying Payroll spreadsheet must be fully completed and attached in order to be processed.

AUTHORIZATIONS:

HR: as to the hourly rate

Print Name _____ Title of HR representative _____
 Signature _____ Date _____

BCM: as to the utilization of funding account

Print Name _____ Title of Budget Center Manager _____
 Signature _____ Date _____

BUDGET: as to the funding confirmation (for payments to employees only)

Print Name _____ Title of Budget Dept. representative _____
 Signature _____ Date _____



QUESTIONS

*For questions regarding Payroll, please contact
Gladys Watkins, Assistant Director of Payroll at (404) 802-2219
Saundra Burgess, Executive Director of Disbursements at (404) 802-2212*

Benefits & Risk Management



Sandra Burgess
Executive Director
404.802.2212

Jeff Thomas
Director
404.802.2323

Rose Jones
Assistant Director
404.802.2336

Dennis White
WC / Unemployment
Manager
404.802.2335

Melanie Mabry
WC / Unemployment
Specialist
404.802.2301

Jane Weir
Health Benefits Specialist
404.802.2327

Mai-lan Williams
Retirement Specialist
404.802.2377

Sylethia Bryant
Health Benefits Specialist
404.802.2334

Benefits & Risk Management



Responsible for providing, maintaining, consulting, and administering benefits to Atlanta Public School's employees. We provide clear well-defined information to employees* to manage their health and wellness. The Risk Management (RM) unit maintains a balance in keeping our employees, students, and the district whole.

Benefits Offered

- Group Health Insurance
- Group Dental Insurance
- Group Vision Insurance
- Group Long-term Disability Insurance
- Group Life Insurance
- Group Cancer Insurance
- Group Short-term Disability Insurance
- Group Long-term Care Insurance
- Dependent Day Care
- Medical Spending

* Employees" or "worker" shall include every person, including minors, working full-time or part-time under a contract of hire, written or implied.

Benefits & Risk Management



Pension

Atlanta Public Schools does not participate in Social Security. Participation in a pension plan is mandatory, which includes:

- Teacher Retirement System (TRS)
- General Employee Pension Plan (GEPP)
- Employee Retirement System of Georgia (ERS)

Annuities

Atlanta Public Schools offers a 403(b) tax sheltered annuity option and a 457 deferred compensation plan whereby earnings may be excluded from your taxable income up to limits as set forth by the Internal Revenue Service. These are voluntary plans and there are no employer contributions.

* Employees” or “worker” shall include every person, including minors, working full-time or part-time under a contract of hire, written or implied.

Benefits & Risk Management



Changes/Updates to Benefits

Requests for any change/update to a benefit due to a qualifying event must be submitted through the Employee Benefits Department. Qualifying events are defined as follows:

- Spouse's New / Loss of Job
- Birth
- Adoption
- Marriage
- Divorce
- Death of Dependent
- Dependent's 26th birthday

To declare a qualifying event...

- Log onto <https://e-aps.apsk12.org/lawson/portal/index.htm>
- Click Employee Self-Service
- Click Life Events

Employee Self Service Portal

Documentation on all benefits offered with Atlanta Public Schools can be found in the Lawson Employee Self Service.

- Log onto <https://e-aps.apsk12.org/lawson/portal/index.htm>
- Click Employee Self-Service
- Click Benefits
- Click Benefit Plan Descriptions

Benefits & Risk Management



Overview of Worker's Compensation (WC)

Claim Reporting (within 48 hours of the injury)

Claims should be reported to the Workers' Compensation and Unemployment team on the day of the injury. A "First Report of Injury" must be completed by the Supervisor or Employee. Some sections should be left blank for the WC team to complete. We are always available to help, just call Ext. 2301 or 2335 for all injuries.

Refer the employee to the panel of physicians to choose a physician

Employees have the right to make the first choice from the panel. If not satisfied with the first physician choice, refer them to RM so they can elect to use their free "one-time change". Caduceus Occupational Medicine and U.S. Healthworks (formerly Choice Care) are available for walk-in visits. There are also six (6) specialty groups available for treatment beyond an occupational medicine clinic.

Provide a copy to the employee

Once the "First Report of Injury" is completed and forwarded to RM via fax or mail, provide a copy to the employee. If sent via email, please be sure to copy the injured worker. Once received, WC will prepare and mail a Claims Packet*.

* Claims Packet which contains the panel of physicians, bill of rights, WC-1, WC-207(Authorization and consent to release medical information), mileage form (currently \$.40/mi.), and Election of Salary or Workers' Compensation Benefits form.
(<https://portal.apsk12.org/sites/hr/Workers%20Compensation%20%20Unemployment/ClaimsPacket.pdf>)

Benefits & Risk Management



Overview of Worker's Compensation (WC)

Election of Salary or Workers' Compensation Benefits Form

- Timekeeper's should use Code 19 for Workers' Compensation to record total disability and time away from work for scheduled medical appointments by the Authorized Treating Physician (ATP). If the ATP is unknown, call the WC team for assistance. Employees should make every effort to schedule appointments around their work day.
- Drug testing-3 hours for alcohol/8 hours drugs post-accident.
- Employees released to return to work with restrictions may be assigned to other positions during the period of recuperation by the employee's supervisor or the Human Resources Division if no appropriate positions are available within their department.
- During an employee's recuperation, keep the employee informed of regular school or department activities so that they can return to work with the knowledge of daily activities and events. Continuous interaction with our injured workers who remain a part of the integral core of our role in serving students is encouraged.
- Employees released to regular or full duty work, are expected to return to their former position. In the event employees are released with permanent medical restrictions, WC will review for job placement in accordance with state and federal laws.



QUESTIONS

*For questions regarding Benefits, please contact
Jeff Thomas, Director of Benefits and Risk Management at (404) 802-2323*

Resource Acquisition

*How to Acquire Resources (goods and services)
within the Allotted Budget*

Procurement



Randall Sellers

Director
404.802.1568

Joyce Carter – Senior Procurement Officer

South Region, Charters
404.802.2593

Marki Dixon – Senior Procurement Officer

East Region
404.802.1564

LaShon Hunt – Senior Contract Specialist

South Region, Charters
404.802.2531

Crystal Moore

Administrative Assistant II/Surplus
404.802.2532

Teresa Adams – Procurement Officer

West Region
404.802.2466

Cheryl Bullock – Procurement Officer

North Region
404.802.2484

Jenel Mcmillian – Procurement Officer

South Region
404.802.2519

HOW TO PROCURE GOODS AND SERVICES

Board Policy DJEA

Vendor Management

Competitive Procedures

Board Action Items

Unauthorized Purchase

Contracts

Lawson

DJEA Purchasing Authority Board Policy

The Atlanta Public Schools (APS) must buy supplies, services, and construction from the business community to operate. The Atlanta Board of Education shall appropriate funds that will be used, pursuant to administrative regulations set forth by the Superintendent, to procure the required goods and services.

- Governs the District's procurement of good and services
- Outlines the competitive procedures
- Provides exceptions to the competitive process

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Vendor Management

In order to conduct business with APS a vendor must first register by submitting a completed application to Procurement Services. The application is available on the APS Procurement website.

Vendors are recognized by APS in the following categories:

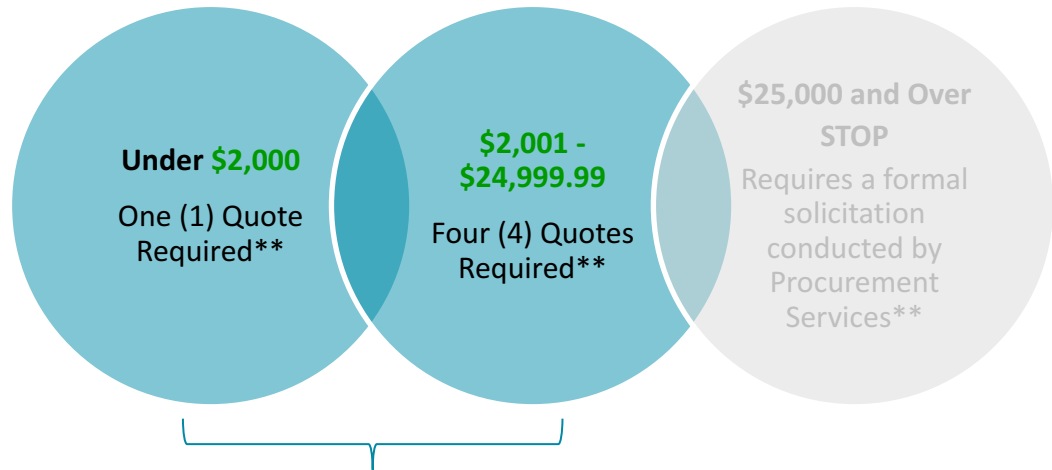
- A **registered** vendor is one who has submitted a vendor application to Procurement Services and been assigned a vendor number. Once the vendor has received a Lawson ID, they will be notified that they are an APS registered vendor.
- An **awarded** vendor is one who has been determined to be the lowest, responsive, responsible bidder or offers the best value to the District as the result of a formal solicitation (over \$25k) or informal quote (under \$25k). An awarded vendor must also be a registered vendor.

Procurement

Competitive Procedures

With the exception of a few categories*, all purchases and contracts for goods and services shall be made through the APS competitive process.

- Board Policy DJEA
- Vendor Management
- Competitive Procedures**
- Board Action Items
- Unauthorized Purchase
- Contracts
- Lawson



Under \$2,000.00

- Purchase may be made without getting competitive quotes

Between \$2,001.00 and \$24,999.99

- Requires at least four (4) written quotes
- Quotes may be obtained via fax, e-mail, catalog or website
- “No Quotes” may not be used as one of the four (4) required quotes
- Maintain copies of the quotes as they will be requested to support purchases

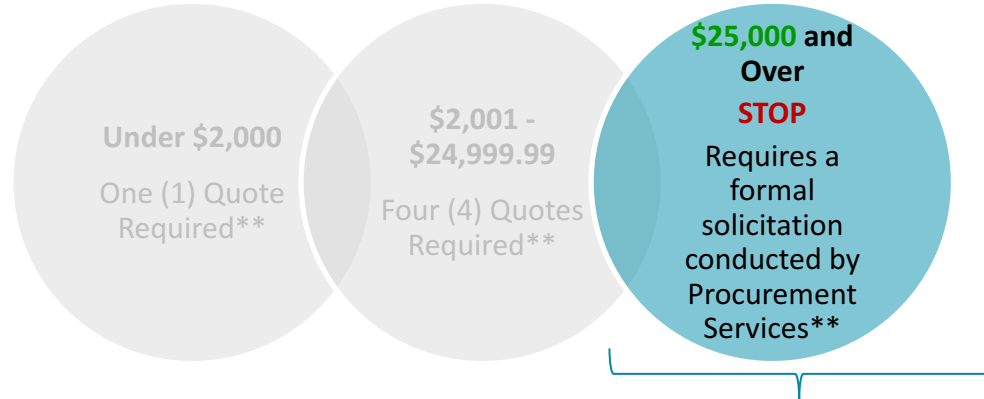
* See Section 4 of the Procurement Purchasing Policy (<http://www.atlanta.k12.ga.us/page/250>)

** Unless there is an existing or current APS contract

Competitive Procedures

With the exception of a few categories*, all purchases and contracts for goods and services shall be made through the APS competitive process.

- Board Policy DJEA
- Vendor Management
- Competitive Procedures**
- Board Action Items
- Unauthorized Purchase
- Contracts
- Lawson



OVER 25k - Six (6) stages are required to complete a formal solicitation process

- Discovery (meetings) 3 - 5 days
- Development (specifications, scope of work) 7-14 days
- Release (“on the street”, pre-bid, Q&A) 14-28 days
- Evaluation (administrative review, vendor presentation) 5-10 days
- Recommendation for Award (board approval not required) 7-10 days
- Recommendation for Award (board approval required) 30-60 days
- Contract Administration 30-60 days

The number of days are estimates only and may vary by solicitation.

* See Section 4 of the Procurement Purchasing Policy (<http://www.atlanta.k12.ga.us/page/250>)

** Unless there is an existing or current APS contract

Board Policy DJEA

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Exceptions to Competitive Procedures

- Emergency - Threatens the health, welfare or safety of students/staff; Superintendent must declare
- Piggyback Agreement - State of Georgia, National Joint Powers Alliance (NJPA), US Communities
- Excludable - MARTA passes, Memberships

Board Policy DJEA

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Board Approval Required

- Consultant contracts with a total annual value of **\$50,000** or greater
- Contracts with a total annual value of **\$100,000** or greater
- Capital projects contracts with a total annual value of **\$200,000** or greater

Board meetings are scheduled the first Monday of every month, therefore it is imperative that you work with the Procurement Department in advance (typically 3 months) to ensure timely acquisition of your resources (goods/services).

Working together to provide the necessary lead time to meet your acquisition needs is key to meeting your deadlines and supporting the children in the District.

Unauthorized Purchase

An unauthorized purchase is one that is made by an individual or individuals who lack the authority to do so, or made without following established District purchasing policies and procedures, resulting in a financial District commitment.

Disciplinary actions may be taken against the individual or individuals involved in the unauthorized purchase.

Ratification

An unauthorized purchase may be ratified by completing and submitting an Unauthorized Purchase Ratification Request form to the Director of Procurement Services, which also must be signed by the Superintendent.

Board Policy DJEA

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Contract Administration

There are three processes within Contract Administration:

- **Contract negotiations, drafting and execution**
 - APS template contracts, vendors contracts, piggyback.
- **Contract compliance and vendor performance management**
 - Monitors whether a vendor is providing the goods or services in accordance with the contract. Enforcement mechanisms include performance improvement plans or possible contract termination.
- **Contract renewals, terminations and close-outs**
 - Contracts can be terminated early. Contracts may expire naturally which means vendors are no longer allowed to provide goods or services they originally contracted to provide.

Do not sign any contract yourself. Only the Superintendent or his/her designee may sign contracts.

No work can begin until a fully-executed contract is in place and/or a purchase order has been issued to the vendor.

From a Request to an Actual Purchase

➤ Requisition

A formal request in our Lawson system for the purchase of goods and services. At the school level, this is typically the school principal or school secretary. At central office, this is typically the administrative assistant for the department. **Note:** Requisitions in the amount of \$100,000 and above must include the Board Docs approval number.

➤ Purchase Order

A legally binding document that authorizes a purchase transaction. The buyer (APS Procurement Officer) will ensure that an executed contract is in place, or that our purchasing policy has been followed, before issuing a Purchase Order.

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Lawson Reports & Notifications

Aged Requisitions (Day 4, Day 7 and Day 10) Messages

✉ Day 4 – Recipients (Approver)

The following requisition(s) have been waiting for approval for 4 days. This order cannot be processed until all approval levels are obtained. Please log into your in basket to approve, reject or un-release this requisition. Next reminder will be generated in 3 days and will be routed to your supervisor.

✉ Day 7 – Recipients (Approver’s Supervisor, Approver, Requester)

The following requisition(s) have been waiting for approval for 7 days. This order cannot be processed until all approval levels are obtained. Please log into your in basket to approve, reject or un-release this requisition. This order will be cancelled by the system 10 days after the requisition date.

✉ Day 10 – Recipients (Approver’s Supervisor, Approver, Requester)

The following requisition(s) have been awaiting approval for 10 days. If not approved today, they **will be cancelled** by the system at the end of the business day.

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Lawson

Lawson Reports & Notifications

- Lawson Smart Notification – Invoiced Not Received
- Lawson Smart Notification – Daily PO's by Requester
- Lawson Requester Reports – see Lawson dashboard
- PO's over 30 days with no activity – Procurement Only

Smart Notification – Aged Requisition



From: eNotification@atlanta.k12.ga.us
 To: Odom, David
 Cc:
 Subject: Updated: Aged Reqs-No Action taken-Final Notice-Proc-ALL

Sent: Fri 5/2/2014



Smart Notification: Aged Reqs-No Action taken-Final Notice-Proc-ALL

About this notification: The requisition(s) below have been sent to approvers for final notice. The requisitions have been awaiting approval for at least 10 days. If the approver does not take action by COB today, the requisitions will be automatically rejected by the system.

New Keys in Data from Aged Reqs-No Action Taken-Final Notice-Procurement

Requisition	Requester	Requester Name	Requested Delivery Date	Requesting Location	Requesting Location Name	Requisition Total	Approvers User ID	Approvers Name	Approvers Email	Options
186506	swestbr	Salitha Westbrook	04/21/2014	41609	Perkerson Elementary School	349.00	jpulliam	Janay Pulliam	jpulliam@atlanta.k12.ga.us	Details
186675	twilliam	Tomeka Williams	05/02/2014	23827	Washington HS Banking, Finance	19,800.00	crobins	Chadwick Robinson	crobinson@atlanta.k12.ga.us	Details
186982	dmartin	Deborah Martin	04/22/2014	41448	Hutchinson Elementary School	529.13	mkimmons	Marchetta A Kimmons	makimmons@atlanta.k12.ga.us	Details
186982	dmartin	Deborah Martin	04/22/2014	41448	Hutchinson Elementary School	529.13	jpulliam	Janay Pulliam	jpulliam@atlanta.k12.ga.us	Details
187002	amgarner	Angel Morgan	04/25/2014	42777	Thomasville Elementary School	496.89	jpulliam	Janay Pulliam	jpulliam@atlanta.k12.ga.us	Details
187006	dmartin	Deborah Martin	04/22/2014	41448	Hutchinson Elementary School	2,457.54	jpulliam	Janay Pulliam	jpulliam@atlanta.k12.ga.us	Details
187006	dmartin	Deborah Martin	04/22/2014	41448	Hutchinson Elementary School	2,457.54	mkimmons	Marchetta A Kimmons	makimmons@atlanta.k12.ga.us	Details
187024	amgarner	Angel Morgan	04/25/2014	42777	Thomasville Elementary School	303.74	jpulliam	Janay Pulliam	jpulliam@atlanta.k12.ga.us	Details

Condition Applied - Data from Aged Reqs-No Action Taken-Final Notice-Procurement- No columns were compared - new keys since last update

Procurement Notifications



Invoiced Not Received

Smart Notification: Invoiced, Not Received_ALL

About this notification: An invoice has been received for the Purchase Order(s) listed below; however, you have not received the item(s) in the Lawson system. Please complete the receiving process by logging into Lawson: Click Requisition Center -> Receiving or click the Lawson Receiving link below under "Related Links and Options". If you have any questions or concerns, please contact your assigned Procurement Officer.

Invoiced, Not Received							
VENDOR	PO Number	DATE	NAME	REQUESTER	REQUESTING LOCATION NUMBER	REQUESTING LOCATION NAME	EMAIL ADDRESS
10851	163149	01/09/2014	Tomeka Williams	twilliam	41742	F L Stanton Elementary School	tdwilliams@atlanta.k12.ga.us
10851	168047	09/04/2014	Talisha White	twhite	41623	Peyton Forest Elementary	twhite@atlanta.k12.ga.us
10851	168810	10/08/2014	Leticia Flannagan	lflannag	16065	Information Technology	lflannagan@atlanta.k12.ga.us
10986	167676	08/20/2014	Latonya Bray	lbray	41539	Miles Elementary School	cestes@atlanta.k12.ga.us
19812	167693	08/22/2014	Crystal Nasir	cnasir	31071	Kipp Strive	cnasir@kippstrive.org
27730	168662	09/29/2014	Terrance Wooten	twooten	15100	Technology/Career Education	twooten@atlanta.k12.ga.us
36169	169065	10/28/2014	Leticia Flannagan	lflannag	16065	Information Technology	lflannagan@atlanta.k12.ga.us
38503	168365	09/16/2014	Christel Martin	cmartin	42441	Humphries Elementary School	cdmartin@atlanta.k12.ga.us
39828	165206	04/30/2014	Jimmye Hawkins	jhawkins	43693	Scott Elementary School	jhawkins@atlanta.k12.ga.us
40571	169025	10/23/2014	Tracy Brinson	tbrinson	17010	Superintendent	ttrammell@atlantapublicschools.us
41123	168947	10/17/2014	Leticia Flannagan	lflannag	16065	Information Technology	lflannagan@atlanta.k12.ga.us

Daily Purchase Orders by Requester

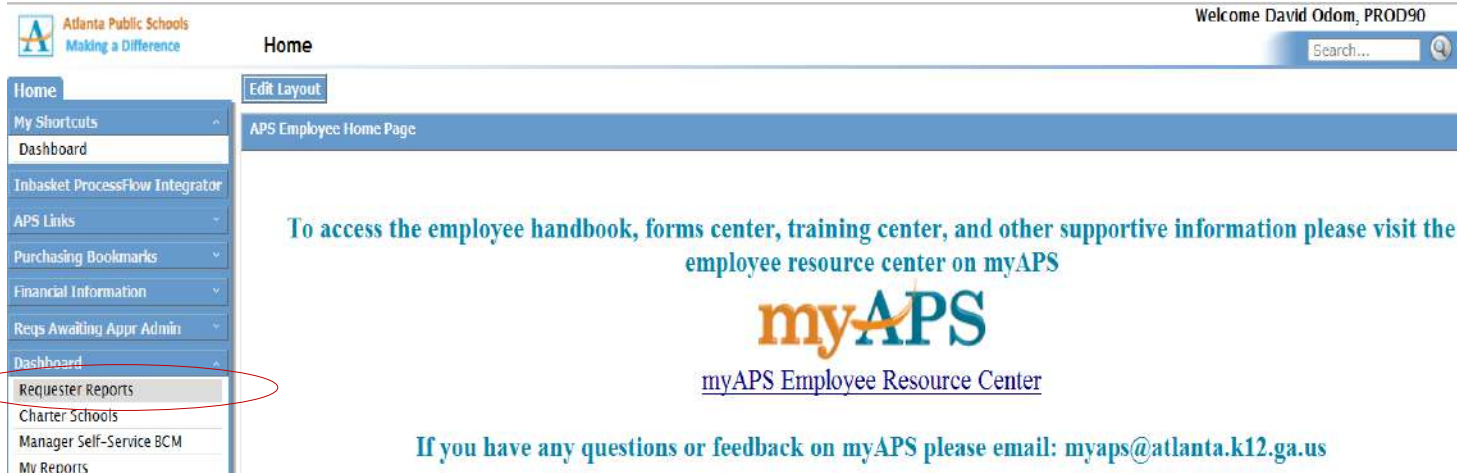
LAWSOON Smart Notification: daily_pos_requesters

About this notification: Below is a list of POs created based on a requisition(s) you submitted. Please log into Lawson\Dashboard\Requiste Report to print a copy of your PO. If you have questions about your order, please contact your buyer. If you are unable to access the Requester Reports Dashboard, please open an IT incident.

Data from daily_pos_requesters												
PO No	Req No	PO Total	Vendor	Vendor Name	Vendor eMail Address	Requesting Loc No	Requesting Location	Deliver to	Requested Delivery Date	Buyer	email	Options
169293	193150	\$14,720.00	44592	Citrix Systems, Inc	Ask-Cash-Apps@citrix.com	16080	CIO Information Services	Tye Hayes	11/04/2014	20	stephensk@atlanta.k12.ga.us	Details

Procurement Notifications

Requester Reports by Purchase Order or Requisition Number



Welcome David Odom, PROD90

Atlanta Public Schools
Making a Difference

Home

Edit Layout

APS Employee Home Page

To access the employee handbook, forms center, training center, and other supportive information please visit the employee resource center on myAPS

myAPS
myAPS Employee Resource Center

If you have any questions or feedback on myAPS please email: myaps@atlanta.k12.ga.us

Go to “myAPS” and select Requestor Reports on the menu bar

Lawson – Requester Reports



Purchase Order

View and/or print a purchase order by purchase order number.

Purchase Order by Requisition Number

View and/or print a purchase order by requisition number.

Purchasing History after a specific date to present

View a report of purchase orders issued after a specified date by requester ID, PO date range and vendor (optional).

Purchasing History Historical

View a report of purchase orders issued before a specified date by requester ID, PO date range and vendor (optional).

Purchasing History Export

View a report of purchase orders issued by requester ID, PO date range and vendor (optional).

Open PO Balances (Co 761)

View a report by requesting location of remaining purchase order balances.

PO Clean Up – Closing Purchase Orders

Create report by requesting location and optional date range, PO number, accounting unit or vendor of open PO lines.

Information from this report may be sent to your assigned Procurement Officer when requesting that a PO be closed.

Requisition Approval Path

View requisition approval path by approver and date.

Board Policy DJEA

Vendor Management

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Managing Open Purchase Orders

- You may be notified of any purchase orders that have gone 30 days (starting with the PO issue date) and has no activity (received, invoiced, etc.).
- The purpose of this notification is to help ensure that goods/services are received in a timely manner.
- Goods must be received in Lawson. Services are **not** received in Lawson.
- Vendor must submit an invoice to the Accounts Payable department to be paid in a timely manner.
- When a PO is closed and has a remaining balance, the remaining funds will go back in the budget (refer to the open PO balance report).
- When a PO is cancelled, the funds will go back in the budget.

Helpful Tips

- District-wide contracts are available on www.atlanta.k12.ga.us,
 - Quick Links > Procurement > Contracted Vendors
- IT hardware/software requires IT approval

Note: Ongoing training – My PLC

Lawson Access - Open PO Balance Report



Manager Self-Service

FINANCIAL MANAGEMENT



- Bank of America Works - PCard
- Budget Boundary Reports
 - Budget Worksheet
 - BURST TEST
 - Monthly Expenditures by Pgm
 - Monthly Expenditures by Sch
- AP90.1 - Invoice Search_Vendor
- AP90.4 - Invoice Search_PO
- GL298 - Commitment Analysis
- Sharepoint - Finance

PERSONNEL MANAGEMENT



- Hourly EE Analysis by Detail
- Employee Count by Process Level
- Attendance Report by Employee
- Tenure Report by Process Level
- Hourly EE Analysis by Location
- Dept Employee Count
- Direct Report(s)
- Human Resources Forms
 - Certification Details
 - Attendance Report by Process Level
- PA402 - Employee Position Listing
- Career Connections

PROCUREMENT SERVICES



- Open PO Balances (Co 761)
- Old Purchase Order(s) Report
- Sharepoint - Procurement

CONTENT VIEWER

Enter prompt values.

Enter Process Level:

Process Level

Available Values:

06001 - School Services, Admin Bldg
06755 - Howard Building
10991 - The Bridge School
10992 - Hillside Conant School
12070 - External Programs
15009 - Ofc of Math/Science Initiative

Selected Values:

Empty selected values box

1

Remove

Remove All

OK



Open PO Balance Report



Open Purchase Order Balance Report

Requester's Name	PO Creation Date	PO Aging Days	Total PO Amount	Invoice Number	Invoice Date	Invoice Amount	Running Invoice Total	Remaining PO Balance
Process Level- 15012 - Deputy Supt for Instruction								
PO#142756	Nicole Basden	12/9/10	1244	\$225.00	Vendor # 30325	Fire Sign Inc		
PO#142839	Tawanna Roberts	12/16/10	1237	\$38,925.00	Vendor # 31890	America's Foundation for Chess		
				536	7/6/10	\$1,050.00	\$1,050.00	37,875.00
				506	7/6/10	\$1,625.00	\$2,675.00	36,250.00
				605	9/20/10	\$1,300.00	\$3,975.00	34,950.00
				627	11/17/10	\$50.00	\$4,025.00	34,900.00
				507	7/6/10	\$1,575.00	\$5,600.00	33,325.00
				562	7/29/10	\$1,925.00	\$7,525.00	31,400.00
				549	7/6/10	\$1,050.00	\$8,575.00	30,350.00
				480	7/6/10	\$4,200.00	\$12,775.00	26,150.00
				744	7/1/11	\$450.00	\$13,225.00	25,700.00
				542	7/6/10	\$1,575.00	\$14,800.00	24,125.00
				537	7/6/10	\$1,950.00	\$16,750.00	22,175.00
				535	7/6/10	\$2,600.00	\$19,350.00	19,575.00
				482	7/6/10	\$1,950.00	\$21,300.00	17,625.00
				481	7/6/10	\$1,575.00	\$22,875.00	16,050.00
				532	7/6/10	\$2,175.00	\$25,050.00	13,875.00
				478	7/6/10	\$3,000.00	\$28,050.00	10,875.00
				2009-353	9/2/10	\$650.00	\$28,700.00	10,225.00
				472	7/6/10	\$1,750.00	\$30,450.00	8,475.00
				503	7/6/10	\$1,050.00	\$31,500.00	7,425.00
				559	7/6/10	\$1,400.00	\$32,900.00	6,025.00
				543	7/6/10	\$2,950.00	\$35,850.00	3,075.00
				749	7/1/11	\$825.00	\$36,675.00	2,250.00
PO#143196	Nicole Basden	1/19/11	1203	\$450.09	Vendor # 36969	NACAC-National Assn for		
PO#143197	Nicole Basden	1/19/11	1203	\$227.00	Vendor # 36969	NACAC-National Assn for		

Procurement-Reminders

- For small dollar purchases under \$2,000 use your P-Card
 - (*\$2,999 for Title I Purchases*)
- District Contracts
 - Go to www.atlanta.k12.ga.us
 - Quick Links, Procurement, Contracted Vendors
- IT hardware and Software (must be approved by IT, contact your IT integrator)
- Goods and Services not under contract – must be approved by the Associate Superintendent





QUESTIONS

*For questions regarding Procurement, please contact
Randall Sellers, Director of Procurement at (404) 802-1568*



Thank You!