

**BUSINESS OFFICE**

**BUSINESS OFFICE PERSONNEL ..... 2**

**FUND ACCOUNTING ..... 3**

**PETTY CASH ..... 3**

**PURCHASE CARDS ..... 5**

**PROCEDURES FOR PAYROLL ..... 5**

**CONTRACTED SERVICES NOT SUBJECT TO RETIREMENT ..... 6**

**REQUISITIONS, PURCHASE ORDERS AND BILLS ..... 7**

**POLICIES REGARDING PURCHASING, BIDS, QUOTATIONS, PURCHASE  
ORDERS AND CONTRACTS ..... 8**

**THE BUSINESS OFFICE..... 9**

## BUSINESS OFFICE PERSONNEL

The St. Martin Parish School Board governs all financial activity in the school system. Through its adoption of policies and procedures, the School Board has delegated the responsibility of controlling all financial activity within the schools to the Superintendent and/or his designee. Though not a comprehensive list of duties, below is a description of certain assigned financial responsibilities:

- The *Chief Financial Officer*, as recommended by the Superintendent and appointed by the Board (Casey Broussard) has oversight of all accounting operations within the School Board. The CFO also acts as the principal financial advisor to the School Board and its administration about all pertinent financial matters.
- The *General Fund and Payroll Accountant*, as appointed by the CFO (Jerry Mouisset), acts as an assistant to the CFO, under the direction and supervision of the CFO with regard to financial activity within the general fund.
- The *Grant Funds and Fixed Assets Accountant*, as appointed by the CFO (Bonnie Hayes), acts as an assistant to the CFO, under the direction and supervision of the CFO, with regard to financial activity within the federal and state grant funds and the federal titles.
- The *Bids & Quotes, and Sales Tax Accountant*, as appointed by the CFO (Carla Richard), acts as an assistant to the CFO, under the direction and supervision of the CFO, with regard to financial activity involving bids and quotes, and within the sales tax office and the two sales tax funds.
- The *Group Health Insurance Fund, Worker's Compensation Fund, Debt Service Fund, and Lunch Fund Accountant*, as appointed by the CFO (Gwyn Theriot), acts as an assistant to the CFO, under the direction and supervision of the CFO, with regard to financial activity within the group health insurance fund, the worker's compensation fund, the debt service fund, and the lunch fund.
- The *Payroll Office Bookkeeper(s)*, as appointed by the CFO, (*Kathy Bourda* and *Jeanella Morris*) act as assistants to the CFO, under the direction and supervision of the CFO with regard to payroll for all school board employees and all school board funds.
- The *Group Health Insurance Fund and Benefits Coordinator* as provided by Gallagher Benefit Services (*Tammie Graham*) and *Group Health Insurance Fund Bookkeeper*, as appointed by the CFO (*Brandy Trahan*), acts as an assistant to the CFO, under the direction and supervision of the CFO with regard group health insurance and voluntary benefits offered to employees. Also retired members of the health plan.

- The *Accounts Payable Bookkeeper(s)*, as appointed by the CFO (*Kyli Romero and Deidre Dugas*) under the direction and supervision of the CFO with regard to payables, process Purchase Orders and pay invoices for all School Board funds.
- The *Grant Bookkeeper(s)*, as appointed by the CFO, (*Renella Theriot*) and under the supervision of the Grants Accountant, review purchase orders for completeness, record grant accounting, and prepare requests for reimbursement of expenditures of grant funds from the grantee.
- The *Business Office Bookkeeper*, as appointed by the CFO, (*Kyli Romero*) and under the accounting supervision of the CFO, assists the CFO on audits of School Activity Funds and all Special Revenue Funds and all Other Funds, and other special projects.
- The *Sales Tax Bookkeeper(s)*, as appointed by the CFO (*Tina Charles and Melissa Brasseaux*), act as assistants to the *Sales Tax Accountant*, with regard to financial activity involving sales tax collections within the sales tax office and the two sales tax levies and the several tax districts in St. Martin parish.

## **FUND ACCOUNTING**

We have several different funds and we account for all expenditures by fund. Expenditure account coding relates to the Fund Number, for example,

- General Fund accounts are 01,
- Lunch Fund accounts are 02, and
- School Clearing Accounts are 03.
- Title 1 is 34, IDEA and
- Pre-School is 33,
- NCLB Titles is 35,
- Other Federal Grants is 31, and
- Other State Grants is 36.
- Health Centers are 37.

These two digit codes are part of every expenditure account number. Additionally, each position on the School Board Organizational Chart has a corresponding three digit responsibility code, which is also a part of every expenditure account.

## **PETTY CASH**

### **Purpose and Use**

The purpose of a petty cash fund is to provide a source of ready cash for the payment of various *small* expenditures. It can be used to reimburse individuals for non-travel, out-of-pocket

expenditures such as postage, keys, and the like. Petty cash disbursements should be used only for small incidental expenditures and not as a method to bypass the purchasing policy or the travel policy of the School Board.

The School Board exercises its exemption from sales taxes, at every legal opportunity. Please be aware that, in contrast, individuals who purchase items for, or on behalf of the school board, and who will be legally reimbursed, are NOT LEGALLY EXEMPT from sales taxes. Items bought with petty cash can cost more because of the sales tax charges. We would like to NOT pay sales tax whenever possible. In that regard, we encourage using the purchasing system of the School Board whenever possible.

### **Establishment of Petty Cash Fund and Amount of Petty Cash Fund**

A petty cash fund may be established by the Chief Financial Officer when it can be demonstrated that a continuing business purpose for cash on hand exists. Adequate physical security must be available.

The amount of a Petty Cash Fund must be approved by the Chief Financial Officer. Recommendations on the amount of a fund will be based on sound business data.

### **Recordkeeping**

All petty cash and petty cash expenditures are subject to audit by the Chief Financial Officer. Any petty cash disbursements must be supported by records, including

- The amount disbursed.
- The date disbursed.
- The purpose(s) of the withdrawal.
- A description of items purchased.
- The signatures of both the person receiving the cash and the petty cash custodian, those signatures indicating the receipt of purchases or services.
- The account number appropriate for the expenditure.
- Positive evidence that a payment was made, i.e., a cash register receipt or a handwritten receipt on which the word "PAID" must appear.

### **Custodian of Petty Cash**

The school principal, or other building administrator, is responsible for a petty cash fund attributable to their location. They may appoint themselves, or appoint another individual, as the custodian of the petty cash fund. The person acting as petty cash custodian must be directly responsible for the safekeeping and the disbursement of the cash. The school principal or other building administrator is still held responsible for oversight of petty cash administration, and together with the petty cash custodian, must be familiar with written instructions detailing the procedures that must be followed in using petty cash funds. Any petty cash custodian must sign a written statement indicating that they received the full amount of the petty cash fund, they understand and agree to follow procedures established for the operation and safekeeping of petty cash funds, and that they will faithfully discharge their

responsibilities for safekeeping and disbursing cash from the petty cash fund. Any change of custodian requires a cash count, examination of records, a reconciliation and replenishment of the petty cash fund, and an approval from the Chief Financial Officer.

### **Replenishment**

Petty cash funds are established as imprest funds. At any time, the total of cash on hand plus petty cash disbursements must add to the total amount of the fund. A check will be drawn only for the total amount of valid expenditures and it will be payable to the person named as the petty cash custodian. A check MAY NOT be issued to "Petty Cash". Petty cash should be replenished periodically to allow for sufficient cash funds on hand. Petty cash must be replenished at or near the end of the fiscal year.

Petty cash replenishments are made through the use of a purchase order. Petty cash receipts and accompanying records should be forwarded to the Business Office along with each replenishment request.

### **Physical Security**

When not in use, the fund's currency and coin must be placed in a safe or a locked receptacle, which is kept in a properly secured area. If a theft occurs, you must report it to the Chief Financial Officer, and if applicable, local law enforcement.

### **Audit**

The Chief Financial Officer may audit petty cash at any time, which procedures may include a surprise cash count, and an examination of petty cash records. Any major discrepancies disclosed by an audit of petty cash must be addressed in writing.

### **PURCHASE CARDS**

The School Board allows the use of purchase cards (i.e., *Fuelman*, *Wal-Mart*, etc.) for certain expenditures and for certain purposes. Any purchase cards must be kept very secure when not in use. A usage log is required to record any authorized use, which must state the purpose of the use. Receipts issued to the user of purchase cards must be turned over to the Principal, Building Administrator, or Other appointed person. All receipts are to be turned into the Business Office on a regular basis. Use of a purchase card is restricted to certain authorized persons. All purchase card purchasing and related activity is subject to audit. Purchase cards may NOT BE USED to acquire cash advances or gift cards. No unauthorized use is permitted.

### **PROCEDURES FOR PAYROLL**

The School Board is directly responsible for Salary Administration. Salary schedules, updated as required, are posted on our website <http://www.saintmartinschools.org>. Regular full time employees are paid once per month on the last working day of the month. Extra pay earned is paid once per month on or near the 20<sup>th</sup> day of the following month.

More than half of our employees use Direct Deposit; their pay is deposited directly to their accounts at the bank of their choice, and each payday they receive a check stub and a deposit advice regarding their deposit. Direct Deposit is most efficient for school board employees and is the most highly recommended method to receive pay. Direct Deposit funds are generally available to an employee on payday, through the bank offices or through ATM machines. Employees not on Direct Deposit receive a pay-stub, and a check which they must then negotiate with a financial institution.

Attendance is a key issue in processing payroll. Absences must be accounted for during each pay-period. Electronic attendance records are currently developed using Aesop software, which are then reconciled to sign-in and time-sheets. If these employee attendance records are not available at the time payroll must be processed, an employee's payroll cannot be processed. All payroll information must be in the Business Office on the 10<sup>th</sup> of the month.

Withholdings from payroll are processed first according to federal and state law. These are primarily withholdings for federal and state taxes, and retirement. Other withholdings may be ordered by court proceedings, such as garnishments.

Voluntary deductions are those amounts that you asked (and we agreed) to be withheld from your pay, such as those for group health and other insurances. Voluntary deductions are subject to a sufficient amount of pay being available to cover these deductions. Without sufficient pay, voluntary deductions will not be made, which may result in your loss of insurance coverage or other consequences, which in this case are entirely your responsibility.

Participation in the Cafeteria Plan enables employees to pay for certain fringe benefits on a pre-tax basis. This privilege comes with very strict rules. Please be familiar with the rules of the cafeteria plan before taking advantage of the special tax treatment.

All records used to process payroll are subject to audit by the Chief Financial Officer. Any records not turned over to the Business Office must be available for onsite auditing and must be preserved according to the School Board's records retention schedule.

### **CONTRACTED SERVICES NOT SUBJECT TO RETIREMENT**

An active or inactive member (but not a retiree) of Teachers' Retirement System of Louisiana, who is a non-employee contractor for the School Board, can be paid as a contractor subject to certain rules. If the payment is \$1,000 or less, and total payments to that individual for the fiscal year are less than \$15,000, then there is no reporting contribution to TRSL. This rule does not apply to any retirees!

With the high cost of retirement match, we should take advantage of this rule.

## **REQUISITIONS, PURCHASE ORDERS AND BILLS**

### **Debarment**

When we make a formal bid for the purchase of supplies, goods or services, we are including a clause where the bidder certifies that neither it nor its principals are presently debarred, suspended, or proposed for debarment. When the School Board purchases supplies, goods or services under a “non-bid” transaction, that are expected to equal or exceed \$25,000, the Principal, Supervisor or Director must check to see if the company with whom we are preparing to do business has been Debarred or Suspended. We are prohibited from doing business with certain companies – those that have been debarred or suspended. One can search the government web site to determine the status of a company. (<http://epls.arnet.gov>)

### **Technology Purchases**

Requisitions for purchases of computers, projectors, or other technology related items MUST be formulated with the assistance of the Computer Tech Service (Todd Mech) Manager before the purchase order can be approved.

### **Requisitions**

Requisitions are requests for purchase, which if approved, become purchase orders. Purchase orders are valid only after they are duly authorized by individuals who have been given authority to do so.

### **Purchase Orders**

The amount of a purchase order should be shown in full, rather than in the amount currently due. If we purchase an item with 10% due now, and 90% due later, the purchase order needs to be written for 100%, and the same purchase order will support the two scheduled payments.

### **Receiving Reports**

A receiving report must indicate whether items ordered have been received. When you receive ordered items, you must complete a receiving report. Packing slips and other similar records should be stored in accordance with the School Board’s record retention policy, and should be currently available to the Business Office if such records are requested. Receiving reports should be dated as of the date that we actually received the items.

### **Bills**

It is required that all invoices to be sent directly to the Business Office to the attention of the Accounts Payable Bookkeeper. As you receive invoices from vendors, send them immediately to the Accounts Payable Bookkeeper at the Business Office.

Invoices are paid only when they are supported by a valid purchase order, together with evidence of the receipt of items purchased or services rendered, in amounts that generally agree to the amount of the purchase order.

We pay all invoices on a weekly schedule. Those invoices that are ready for processing at the close of the business day on Wednesday will be paid on the check run the following Monday. Occasionally, but seldom, we will adjust this schedule because of holidays or other unavoidable circumstances.

All approved travel reimbursements which are properly documented according to the requirements of the Superintendent, will be paid on a similar schedule. If travel documents are complete and available for processing on Wednesday, the check will be ready on the following Monday.

### **POLICIES REGARDING PURCHASING, BIDS, QUOTATIONS, PURCHASE ORDERS AND CONTRACTS**

The School Board has adopted a comprehensive set of policies with regard to its financial operations.

Those particularly applicable to purchasing include the following:

FILE: DJE-P Cf:DJE	Purchasing Procedures
FILE: DJED	Bids and Quotations
FILE: DJEG Cf:DJE, DJE-P	Purchase Orders and Contracts

These policies can be found in the Master Policy Manual. Generally, each Director, Supervisor and Principal has a copy or can locate a copy. The Master Policy Manual can also be viewed on-line at our web site.

## THE BUSINESS OFFICE

What is the function of the Business Office? It is an administrative support office. The summary job description of the business office is to support the delivery of public education in our school district. Given the name, it indicates that the Business Office handles all of the business dealings of the school district. The business office accounted for and reported on \$90,557,955 of public funds for the year ended June 30, 2015. We designed and operated a system of internal control over financial reporting and we prepared industry compliant financial statements to report on these transactions. Based on the most current independent auditors' public report

- The financial statements which reported these transactions were fairly presented in all material respects.
- We operated within the board's approved budget for the year ended June 30, 2015
- We had no significant deficiencies and no deficiencies in internal control over financial reporting.
- We had no deficiencies over compliance with internal control over financial reporting.
- We had an unmodified audit report
- We complied in all material respects with the requirements of major federal programs
- We had no audit findings relating to Section 510(a) of Circular A-133 (federal laws).
- We have been identified as a low-risk auditee.
- We had no items to be reported in a management letter.
- We had no questioned costs for Federal programs.

### Sales Taxes

We collect sales taxes for the school board and for ten different governments or governmental entities in the parish of St. Martin. During the most recent twelve month period we collected \$28,333,330 of sales tax revenues. Sales taxes and accompanying sales tax reports are due monthly. Twice each month we transfer money from our (fiduciary) sales tax office to each governmental agency due any sales tax revenue. We accept electronic returns, electronic payments, paper returns, and paper payments. Our staff is involved in current sales tax issues; they meet regularly with other sales tax collection offices in the state of Louisiana.

We maintain historical sales tax reports and records of sales tax payments. We work to protect the financial interests of the ten governmental units involved, and we make every effort to collect all taxes due on a timely basis. Participating with other parishes or on our own (acting in

a fiduciary capacity) we audit businesses in order to assure the public that sales tax due are being reported and remitted timely.

Collection efforts include telephone calls, business letters, hearings and other legal actions. All of such activities are governed and regulated by state law.

This function is performed by three full time staff members, who also have other assigned duties.

### Workers' Compensation

We receive reports of all work related accidents in the parish. We interact with our third party administrator for workers' compensation to provide assurance that all of the accidents are reported, and that any missing information is secured in a timely fashion. We review all workers' compensation disbursements and we account for all expenditures in this area. We coordinate through the Payroll office, the reporting of wage earnings on any injured employees. We receive records of all workers' compensation transactions and record them in the district's general ledger accounting system.

We staff this function with part of one full time employee.

### Property Taxes

We receive property taxes which are collected by the sheriff and which are due to the school board. We account for some of the property tax revenue in a debt service fund (21.5 mils). We use these property tax revenues to fund the repayment the principal and for payment of the interest due on the school district's general obligation bonds. We account for some of the property tax revenue in the general fund (12.01 mils). We use these property tax revenues to offset the cost of operating and maintaining schools. Historically, the millage collected by the School Board has been a very low tax burden.

This function is performed by staff with other assigned duties included elsewhere.

<b>St. Martin Parish School Board</b>						
<b>Historical Millage Rates Authorized and Levied</b>						
	Special School Taxes			<i>Total</i>		<i>Total</i>
	Constitutional	Maintenance	Operations	<i>Non-Bond</i>	School Bonds	<i>All</i>
<b>2016</b>	2.48	7.910	1.62	12.010	21.500	33.510
<b>2015</b>	2.56	8.160	1.62	12.340	21.500	33.840
<b>2014</b>	2.56	8.160	1.62	12.340	21.500	33.840
<b>2013</b>	2.56	8.160	1.62	12.340	21.500	33.840
<b>2012</b>	2.56	8.160	1.62	12.340	21.500	33.840
<b>2011</b>	2.610	8.320	1.650	12.580	21.500	34.080
<b>2010</b>	2.610	8.320	1.650	12.580	21.500	34.080
<b>2009</b>	2.610	8.320	1.650	12.580	21.500	34.080
<b>2008</b>	2.610	8.320	1.650	12.580	22.390	34.970
<b>2007</b>	2.930	9.350	1.850	14.130	22.390	36.520
<b>2006</b>	2.930	9.350	1.850	14.130	22.390	36.520
<b>2005</b>	2.930	9.350	1.850	14.130	22.390	36.520
<b>2004</b>	2.930	9.350	1.850	14.130	22.390	36.520
<b>2003</b>	3.140	10.020	1.980	15.140	24.000	39.140
<b>2002</b>	3.140	10.020	1.980	15.140	24.000	39.140
<b>2001</b>	3.140	10.020	1.980	15.140	24.000	39.140
<b>2000</b>	3.140	10.020	1.980	15.140	24.000	39.140
<b>1999</b>	3.310	7.890	4.220	15.420	24.000	39.420
<b>1998</b>	3.310	7.890	4.220	15.420	24.000	39.420
<b>1997</b>	3.310	7.890	4.220	15.420	24.000	39.420
<b>1996</b>	3.310	7.890	4.220	15.420	24.000	39.420
<b>1995</b>	3.440	8.200	4.300	15.940	26.000	41.940

Payroll

On an annual basis the business office issues approximately 15,000 notices of deposit, and it issues approximately 3,500 payroll checks, for a total of 18,500 payroll “checks”. In addition to deductions required by law, the business office tracked and accounted for and remitted, on behalf of 13 different companies or associations. We maintained employee pay records on approximately 1,330 employees, both on a calendar year basis and on a fiscal year basis.

We maintain approximately 120 different annual payroll schedules, and each employee is tied to one of these pay schedules. We maintain source records for each employee regarding from which pay schedule they are to be paid, and we maintain records to support any changes that may occur.

We process information from twenty different locations in the district regarding employee attendance and employee absences. We maintain records of annual leave, sick leave, personal leave, extended leave, and absences for workers' compensation issues, and for unexcused absences.

We process Retirement Reports for TRSL, LSE, LASERS, and ORP each month. This process keeps the various retirement systems' records in sync with our employees' earnings records. Additionally, we complete certifications of employment, enrollment forms for each employee to enroll in their applicable retirement system, termination of employment forms, disability forms, drop forms, and retirement form employment forms. We work with each retirement system to verify service credit for each of our employees.

From time to time we are served with garnishment orders. Depending upon the jurisdiction or the nature of the judgment, there are different rules regarding how much can be deducted from a salary. The business office manages all garnishments for the school district.

We pay each employee's annual salary on a monthly basis. We pay any extra pay and substitute workers on a separate payroll. We process payroll at least 24 times each year. We process annual W-2 records for every employee who worked during a calendar year.

We maintain records of where an employee's salary and benefits are posted to the district's general ledger accounting system.

We answer telephone inquiries and we respond to written requests regarding any of the above issues on a daily basis.

We staff the payroll function with two full time employees.

### Group Health

We maintain a group health benefit plan for all of our employees and for eligible retirees, who together are called participants. We also maintain a group life insurance benefit plan for these participants. Maintenance of records regarding eligibility and membership as a participant, or a participant's dependent, is a time consuming task.

- We meet with new employees to explain the benefits of the plan.
- We enroll all new members.
- We share and coordinate group health information with other departments, especially with Personnel and Payroll.
- We re-enroll retired members who come back to work.

- We terminate coverage for members who no longer qualify to participate.
- We interact with members daily by in-coming telephone calls; calls are very heavy at times.
- In case of death, we assist family members with obtaining life insurance payments upon the death of a covered member. We coordinate with the family and the funeral home with regard to the life insurance benefit, as directed.
- We keep our group health care benefits company informed of any changes.
- We keep our life insurance company informed of any changes.
- We assist with enrolling new born infants for coverage in our plan, as they become eligible.
- We assist active members and retiree members with concerns they may have with regard to how their claims were processed and paid.
- We assist the payroll department regarding withholding the correct employee share of their group health insurance coverage.
- We send updates to the retirement systems regarding changes in the cost of any retiree share of group health insurance coverage.
- We assist members with understanding how benefits might coordinate with benefits from Medicare and other government sponsored programs.
- We bill members directly who are not able to pay through a deduction on a retirement check or a payroll check.
- We review the all of the medical and dental bills looking for possible errors or discrepancies.
- We wire money to cover the amount of the checks issued by the benefits manager company.
- Once per month we match the participant names and type of coverage with the companies that pays our medical, drug, and life insurance benefits. Monthly, we reconcile their records with our records.
- We review the deductions taken from each active member for each payroll.
- We interact with the different retirement systems to determine that the proper deductions were taken from each retiree receiving benefits from one of the retirement systems.

We staff this function with one full time employee and a part of another full time employee, one of whom is classified as a Certified Louisiana School Business Official as well as a Gallagher Benefits Representative.

### Employee Benefits

All of the employee benefits which are available to the employees of the district are processed through the business office. These benefits include voluntary group health insurance, supplemental health insurance, accident insurance, disability insurance, supplemental retirement benefits and supplemental life insurance. We arrange for benefits to be paid before taxes where possible, but which option includes following certain rules adopted and administered by the Internal Revenue Service. Some benefits are available on an “after tax” basis and as such they are not subject to same rules. It is important that the “before tax” option remains available to our employees, and that issue is always a primary concern of the business office staff.

We staff this function with part of one full time person and by “adding on duties” to other staff members.

### Accounts Payable

The business office issued approximately 7,000 checks totaling \$24,057,928 during for the fiscal year ended June 30, 2016, averaging 583 checks per month. It is important that the invoices are paid timely and correctly, and that we pay only what has been authorized and approved by other staff members. We accomplish this with two other steps. First, we match the vendor’s invoice with a receiving report which is created by staff who received the items. Second, we match the vendor’s invoice to the purchase order that was approved by the responsible supervisor. Our purchase orders and receiving reports are in electronic format, so we can always access and locate the items we need. We electronically “complete” or cancel each supporting document as we pay invoices, so that they cannot be accidentally “used again” and result in an overpayment to a vendor. All paid invoices, related purchase orders and receiving reports are referenced to the vendor’s invoice; together with a copy of the check, all supporting documents kept on file for audit, inspection and reference purposes. We save all files by fiscal year and by vendor. We respond to vendor’s inquiries and staff member inquiries on a daily basis. Though we do not have a log of the volume of calls, it is typically substantial. We regularly pull and locate supporting documents in response to audits.

We staff this function of properly tracking, disposing and filing of accounts payable documents and preparation of accounts payable checks with two full time people.

### Print Shop

The Business Office provides oversight and support for our print shop. The print shop offers a wide variety of printing services to all of the schools and administrative offices in the district. Our schools and offices demand a very large volume of printing, including forms, booklets, and other specialized reports including special binding, stapling, and multiple carbon copies. The print shop uses white paper and many shades of color paper and several specialized printing machines.

This function is staffed with one full time and one part time person.

### Grants, Fixed Assets, and Capital Projects

**Grants** Grant accounting and reporting is a more specialized area of accounting because of the strict requirements that come with certain grants. Besides typical governmental accounting requirements, grantees often require more information, more restrictive rules, and even burdensome financial reporting. In recent years there have been dramatic changes in how we report the expenditure of grant funds, some of which is dramatically different from traditional governmental accounting. The district receives grants from the federal government, the state government, or from other local sources or private concerns.

We interact with supervisory staff to track and report grant budgets against actual expenditures, funds committed for expenditures, and available funds.

Almost all grants reimburse the school district for expenditures that are made; the expenditure is funded with the general funds of the district and then the business office, based upon comprehensive and timely reporting efforts, seeks reimbursement from the appropriate grantee. We account for all reimbursement requests, all receipts of reimbursed amounts, and we track any outstanding unreimbursed amounts at the end of a reporting period.

There is an inherent risk in dealing with grants that funds may be expended and then later disallowed, leaving the school district to absorb the disallowed expenditures. One of the most important aspects of the grant function is to limit and control this risk, with an objective of zero disallowed costs.

- We obtain time certifications from all federal grant employees for filing as part of the support for federal expenditures.
- We review and sign timesheets for grant employees.
- We monitor and review posting of all grant expenditures to grant records.
- We review and approve all non-salary requests for expenditures.

- We assist supervisory personnel in compiling budgets and getting them approved by the grantors.
- We regularly file financial reports grant expenditures in the manner specified by the grantor, and on the timetable specified by the grantor. On the basis of these reports, we request reimbursement (to the general fund) for grant expenditures.
- We contact federal or state officials, or other grantor officials, to resolve any possible discrepancies involving grant expenditures and the reimbursement of those expenditures to the district.
- We adapt our district's general ledger accounting and financial reporting system to meet new accounting and reporting requirements of grant programs. We have had a very high volume of changes in financial reporting of grant expenditures.
- We maintain systematic records of all grant transactions, reporting, and receipt of grant funds.
- We have a good track record with audits of grants.

**Fixed Assets** The district has a fixed asset policy that requires certain expenditures to also be treated as capital assets. We record and track all of the fixed assets of the district by location. We record, track, depreciate and report on each of these assets. If grant funds were involved in the acquisition of the asset, we cross reference asset identification numbers with grant records. We coordinate an annual inventory of all fixed assets annually. The district has \$124.5 million invested in capital assets, with accumulated depreciation on those assets totaling \$48.1 million.

**Capital Projects** Accounting for Capital Projects is also a function of the business office. Each capital project is tracked to determine the total expenditure for the project and to provide an original cost measurement for the asset as it is readied for use by the district. We interact with supervisory staff in budget preparation for each project as approved by the Board. When a project is completed we record the asset as a capital asset and begin depreciation, as appropriate.

We staff these functions with two full time employees, one of whom is classified as a Certified Louisiana School Business Specialist.

### General Accounting and Reporting

This function has its primary focuses of executing on all school board policies that affect accounting, budgeting, payroll, financial reporting, investing, and other similar policy concerns.

This function is also responsible for recordation of all of the other revenues of the district besides grant revenues, wires and transfers. This function has primary the responsibility of the district's financial accounting and reporting, and is the point position in the business office for the audit function.

The supervisory duties involving checks and balances, reconciliations, and proving correct balances are performed by staff assigned to this function.

- Maintenance of school board policies regarding business issues.
- General insurance and property insurance.
- Accounting for the School Food Service fund.
- Bank reconciliations.
- Proving of salaries recorded on the general ledger as compared to payroll records.
- Voided checks.
- Stop payments.
- Review of cleared checks.
- Loans to schools.
- Loan repayments.
- Collection and deposit of drivers' education tuition and fees.
- Investments.
- State MFP revenue
- New bond issues.
- Filing of quarterly payroll tax reports.
- Filing annual W-2 reports.
- Filing annual 1099 reports.
- Tracking and reviewing travel reports.
- Cost reports.
- Audit reports.
- Annual Financial Reports to the State.
- State bond commission reports.
- Annual Budgets.
- Finance committee reports and other financial reports for the Board and for staff.
- Bids and quotations for procurement of goods and services for the district.
- Professional contracts and other business contracts.
- Monitoring of school accounting records.
- Monitoring of thirty-two bank accounts operated by schools.
- Receipt and deposit of all other monies.
- Purchase of office supplies and other general purchases for administration.

- Purchase, rental and maintenance of copiers and other duplicating machines for all offices and schools in the district.
- Security for the Instructional Center.
- Training of supervisory and school based administrators and their support staffs in budgeting and use of requisitions, purchase orders, internal accounting controls and other general accounting matters affecting their duties.

We staff these functions with approximately four full time employees, one of whom is classified as a Certified Louisiana School Business Specialist, and two of whom are classified as a Certified Louisiana School Business Official.

### Compliance Audits

Because the school district operates on public money, there are many more rules to follow than a typical business would need to follow. We owe the public certain assurances and the public has passed certain laws to protect public funds. In order to assure ourselves that we are in compliance with “all of the rules”, we follow certain compliance and/or audit procedures. Our tests are designed to provide assurance that the checks were prepared in compliance with policies, rules, and other requirements, as applicable to deposits and expenditures of public monies, and further, that such deposits are made as funds are received and that deposits are recorded properly and timely, and that business activities are conducted in accordance with policy.

Student activity accounts are all reviewed and reconciled by central office staff to ensure compliance with policy.

We staff this function of compliance auditing financial transactions with approximately one full time equivalent employee.

### Other Key Business Office Functions

- We provide a Secretary/Receptionist for Department of Administration.
- Mail receipt and distribution for Department of Administration.
- Attendance records for the Department of Administration.
- We issue student work permits.

We staff this function with one full time employee.