

Hallsville Independent School District Business Operating Procedures

Effective Date:

September, 2018



Introduction

The purpose of this Fiscal Manual is to ensure that adequate controls exist in the areas of purchasing, cash management, investments, payroll, personnel, fixed assets, and the other business areas included herein. The Business Department's primary goal is to protect the assets of the district and to ensure that all financial transactions are performed in accordance with generally accepted accounting principles.

Since Hallsville ISD is a small district, the Business Department staff shall perform multiple roles; however, adequate controls and separation of duties shall be maintained at all times. The staff consists of:

- Chief Financial Officer (CFO)
- Assistant Business Manager/Purchasing
- Business Office Specialist
- Payroll Specialist
- Accounts Payable (AP) Specialist
- PEIMS Data Analyst
- Director of PEIMS Services

All Business Department staff are expected to comply with the Code of Ethics and Standard Practices for Texas Educators Board Policy DH (Exhibit) and the Hallsville ISD Code of Conduct (Employee Handbook).

Business Office Mission Statement

The Mission of the Hallsville Independent School District Business Office is to provide support to all District students, staff, parents, and the Hallsville community and to ensure that all business operations are supportive of the instructional goals and objectives of the District in the attainment of the campus performance objectives.

General Business Practices

Fiscal Year

The District's fiscal year begins on September 1st and ends on August 31st. All goods and/or services received and invoiced during these dates must be paid from current fiscal year funds. Purchasing of instructional materials, supplies and equipment must be completed by the last business day in May each year, with the exception of Student Activity Funds, Federal Programs, Maintenance, Transportation, Technology and any athletic programs still in progress. All goods and services must be received or performed by August 31 to be paid with that year's funds.

All invoices for goods received before August 31st, shall be submitted to the Business Office by September 10th for processing and payment.

Conflict of Interest

Employees shall not accept or solicit any gift, favor, service or other benefit that could reasonably be construed to influence the employee's discharge of assigned duties and responsibilities.

Employees shall disclose to his or her immediate supervisor a personal financial interest, a business interest, or any other obligation or relationship that in any way creates a potential conflict of interest with the proper discharge of assigned duties and responsibilities or that creates a potential conflict of interest with the best interest of the district. Refer to Board Policy DBD (Local). Texas Ethics Commission

requires government officials to disclose relationships of influence on Form CIS. Failure to do so may result in criminal penalties.

Employees shall not recommend, endorse, or require students to purchase any product, material or service in which the employee has a financial interest or that is sold by a company that employs or retains the district employee during non-school hours. Employees shall not use their position with the district to attempt to sell products or services.

Consultants or Contracted Services

Consultants are non-employees who are contracted to perform a personal or professional service such as staff development, medical services, etc. A Consultant Service Contract and Contract Transmittal Form are required for every consultant. The Superintendent (or designee) is the only individual authorized to sign contracts on behalf of the district. Contracts that exceed \$50,000 shall be approved by the Superintendent (or designee) and the School Board. CH (LOCAL)] Contracted services include services such as repairs, maintenance, technical support, and related services. Documentation of insurance, such as general liability, workers compensation, and auto liability, shall be submitted to the Business Office with the purchase order.

Please follow these procedures when submitting a Consultant Service Contract:

- Submit a completed Transmittal Form and Consultant Service Contract form to the CFO for review. The CFO will forward to the Superintendent.
- Obtain the following documents from the consultant:
 - A vendor application
 - A completed W-9 form
 - A Conflict of Interest Form (CIQ)
 - A Felony Conviction Form (if applicable)
 - A Certificate of Insurance (if applicable)
 - If the consultant will work directly with students, a Criminal Check Authorization form

Contracts and Service Agreements

All contracts for rentals, service agreements, etc. must be signed by the Superintendent or designee. No other employee is authorized to sign a contract or agreement on behalf of the district. An employee who signs a contract or agreement, without proper authorization, will be personally liable for the terms of the contract or agreement. CH (LOCAL)

Donations and Gifts

Donations or gifts of money, equipment, or materials to individual schools or to the district by individuals or organizations shall become property of the district. The Donation Form shall be completed by the donor.

All donations with a value equal to or greater than \$1000 shall be approved by the School Board. Donations of a lesser value shall be approved by the Superintendent. All donations of technology equipment shall be approved by the Technology Director, the Superintendent and the School Board [if the value exceeds \$1000].

Financial Ethics

All trustees, employees, vendors, contractors, consultants, volunteers, and any other parties who are involved in the District's financial transactions shall act with integrity and diligence in duties involving the District's financial resources.

The District prohibits fraud and financial impropriety, as defined below, in the actions of its Trustees, employees, vendors, contractors, consultants, volunteers and others seeking or maintaining a business

relationship with the District. Refer to Board Policy CAA (Local) for fraud prevention, reporting, investigations, and consequences.

Fraud and financial impropriety shall include but not be limited to:

- Forgery or unauthorized alteration of any document or account belonging to the District.
- Forgery or unauthorized alteration of a check, bank draft, or any other financial document.
- Misappropriation of funds, securities, supplies, or other District assets, including employee time.
- Impropriety in the handling of money or reporting of District financial transactions.
- Profiteering as a result of insider knowledge of District information or activities.
- Unauthorized disclosure of confidential or proprietary information to outside parties.
- Unauthorized disclosure of investment activities engaged in or contemplated by the District.
- Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the District.
- Destroying, removing, or inappropriately using records, furniture, fixtures, or equipment.
- Failing to provide financial records required by state or local entities.
- Failure to disclose conflicts of interest as required by policy.
- Any other dishonest act regarding the finances of the District.

Any person who suspects fraud or financial impropriety shall report the suspicions immediately to any supervisor, the Superintendent or designee, the Board President, or local law enforcement.

Additional guidelines due to requirements of SAS 99 – Anti-fraud

Confidentiality

- ◆ Business department staff handles and/or processes a substantial amount of confidential information. All staff is strictly prohibited from revealing confidential information to an unauthorized individual. Among the most critical information is documentation related to employee’s health, benefits, financial, family members, or other personal information.
- ◆ Violators will be disciplined, may be terminated and may be reported to the appropriate authorities.

Consequences for Inappropriate Behavior (zero tolerance)

- ◆ Dishonest actions will not be tolerated
- ◆ Violators will be disciplined, may be terminated and may be reported to the appropriate authorities

Notification/Communication of fraudulent activities:

- ◆ We all have a duty to report certain matters such as theft, fraud, and dishonesty in the workplace.
- ◆ Actual or suspected fraud should be reported to the Assistant Business Manager, CFO or Superintendent.
- ◆ Any and all concerns about potential fraudulent activities should be reported to the Assistant Business Manager, CFO or Superintendent.

Asset Management

Asset Management refers to the fiduciary responsibility of employees to take care of any assets that are currently owned by or pledged to Hallsville Independent School District – this includes cash, property, buildings, equipment and supplies.

Cash Management

Cash Management/Check Handling

- ❑ All cash and checks received from campuses and departments should be counted, receipted, and prepared for bank deposit by the administrative assistant on a daily basis.
- ❑ Each teacher or sponsor who collects money from students will issue a receipt, using a bound, pre-numbered receipt book, if available, to the student (unless it is received for miniscule amounts.) A copy of the receipt(s), or a summary method (spreadsheet) showing a schedule of receipts that matches the total deposit should be submitted with the deposit to the Campus Secretary. The campus secretary/bookkeeper shall receipt (in a bound, pre-numbered receipt book) the deposit and forward all monies and properly coded deposit slip, to the district's depository, or secure overnight in a locked campus safe if the deposit cannot be made the same day.
- ❑ Deposits which cannot be made on the same day shall be stored in the district's or campus's safe until such time as the deposit can be made.
- ❑ All checks shall be stamped upon receipt for endorsement purposes.
- ❑ All cash transfers between cash and investment accounts will be initiated by the Assistant Business Manager and posted by the CFO.
- ❑ All other cash withdrawals from a bank account such as ACHs or wire transfers will be initiated by the Assistant Business Manager and posted by the CFO.
- ❑ All electronic deposits to the bank accounts, such as state aid or impact aid payments, shall be posted to the general ledger on a monthly basis by the CFO or designee. Clarifications, if needed, on the appropriate revenue codes shall be forwarded to the CFO.
- ❑ All recurring miscellaneous revenue, such as vending commissions, shall be forwarded to the Business Office specialist for receipting and depositing purposes. The CFO shall post the deposits to the general ledger.
- ❑ Excess cash shall be transferred to an investment account and future cash shortfalls shall be transferred from investment accounts to the appropriate bank account.
- ❑ The CFO shall maintain a High Cash Balance report every month. The report shall reflect the highest cash balance during each month and the cash balance at the EOM.
- ❑ The High Cash Balance report (spreadsheet) shall be prepared by September 15th for audit purposes.
- ❑ No cash purchases should be made – every dollar collected should be receipted and deposited to the campus secretary/bookkeeper.
- ❑ Personal employee checks shall not be cashed from monies collected at the campus or district level to ensure an adequate audit trail of all funds collected by the district.
- ❑ In no instance should first receivers of monies prepare bank deposits.

Returned Checks

All returned checks will be immediately turned over to PayTek for collection. The fee is subject to increase based on the district's depository bank service fee schedule for returned checks.

Uncollected funds will be reviewed quarterly to determine if further action is necessary.

Petty Cash Account

Each campus and the district business office are authorized to manage a petty cash account. The campus petty cash checks shall be issued to the principal. Petty cash accounts are provided for the convenience when minor emergencies arise unexpectedly. The maximum authorized expense is \$50. The principal shall be responsible to ensure that funds exist in the account(s), which will be utilized to pay for the petty cash expenditures. Only general fund (Fund 199) and campus activity fund (Fund 461) accounts may be expensed via a petty cash voucher.

Operating procedures include the following:

- Original invoices must be obtained for all petty cash expenditures.

- The account number and purpose of the expenditure must be indicated on the petty cash voucher.
- At least monthly, the petty cash account should be reconciled by the campus principal or designee to ensure that receipts and cash equal the allocated amount per campus.
- At the close of each year, the petty cash on hand should be receipted and deposited to the district Business Office.

Petty cash requests for reimbursement shall be submitted by campuses to the business office as needed to replenish the cash balance.

Athletic Gate Receipts

FRIDAY (GAME DAY)

- Designated Business Office Employee or Athletic Secretary will withdraw funds for change lock bags and place in the athletic vault until game time. After each game all funds (including change) will be deposited into the depository account.
- All bank lock bags will be locked in the High School Athletic Office Vault until ready to transport to the game.

AFTER THE GAME:

- Bags will be locked with tally sheets inside.
- Gate money will be counted, locked and then taken to the District's Depository Institution night drop by an Athletic Department Designee and a police officer, complete with deposit slip.
- District's Depository night drop key to be retained by the Athletic Office or the Athletic Department Designee.
- The first business day after the game, the athletic secretary will pick up the game bags from the bank, which will contain the deposit receipts. She will then bring or send deposit slips and tally sheets to the Business Office Specialist for preparation of a Cash Receipt.

Food Service Receipts

Food Service Receipts are counted at the campus, and the Food Service Manager on each campus prepares the 3-part deposit slip and takes the deposit to the bank. One part of the deposit slip is forwarded to the Business Office for recording in the general ledger along with reports from the Food Service office.

Investment Functions

- The CFO shall review the investment policies and strategies and recommend changes to the School Board on an annual basis. Recommended changes, if any, shall be adopted by the School Board by formal action during a regularly scheduled board meeting.
- All investment officers shall be designated by the School Board and shall attend the legally required training through an approved source of instruction.
- The Assistant Business Manager shall prepare all delete, add and/or change forms, obtain the appropriate approval(s), and submit the forms to the respective investment broker/pool.
- A quarterly investment report will be prepared, signed by an investment officer and the CFO, and then submitted to the School Board for approval.
- All securities purchased by the district shall be held in the name of the district.
- Securities shall be purchased only from authorized investment brokers who have completed and filed with the district the appropriate certification and have been authorized by the School Board
- All cash transfers between cash and investment accounts will be initiated by the Assistant Business Manager and posted by the CFO.
- All investment transactions shall be posted on at least a monthly basis.
- All investment reports shall be reconciled to the general ledger on a monthly basis and at fiscal year-end.

Bank Reconciliation

- ❑ Monthly bank statements will be download directly and printed from the district's financial institutions.
- ❑ The CFO or designee will reconcile all bank accounts with the general ledger.
 - ❑ All deposits should be posted on the general ledger to appropriate revenue accounts
 - ❑ All withdrawals should be on the monthly check register or posted on the general ledger via general journal
 - ❑ All interest earnings should be posted on the general ledger via general journal
- ❑ Endorsements on cleared checks should be checked on a periodic basis or at least for those items that appear suspect.
- ❑ The SKYWARD Check Reconciliation System shall be used to electronically reconcile all bank accounts.
- ❑ Checks that have remained outstanding for a period of six (6) months should be researched and reissued if the original check was lost. If the lost checks are not claimed within twelve (12) months, the outstanding checks should be reversed on the general ledger and voided. The State of Texas Unclaimed Property guidelines shall be followed to submit the unclaimed funds.
- ❑ The on-line banking system should be utilized on a daily basis by the CFO or Assistant Business Manager to monitor cash flow in and out of the bank accounts.

Accounts Payable Check Handling/Processing

Business Office checks will be printed, endorsed, and released once per week. All check requests such as travel reimbursements, petty cash, construction, etc. shall be submitted to the AP Specialist by *4:30 p.m. on Monday*. The Business Office shall determine the date that vendors will be paid, so employees should not make prior commitments to vendors about check disbursements.

The appropriate forms shall be used for travel disbursements. State law requires that the district pay all invoices within 30 days to avoid penalty and interest charges, so all invoices should be submitted to the AP Specialist on a timely basis for payment.

Activity Funds (Campus)

Campus activity funds (accounted for in Fund 461) are funds generated by students, teachers, sponsors, or the principal as a result of fundraising, vending, or other approved campus activities. These funds, in accordance with Board Policy CFD (Local) may be used for activities of the students, faculty, staff or campus. The collection and disbursement of campus activity funds must comply with the Activity Fund Accounting Procedures Manual. Banking of Activity Fund monies must comply with the District Cash Management procedures stated above.

Activity Accounts (Student Organizations)

Student activity funds (accounted for in Fund 865) are held by the school as trustee to be expended only for the purposes authorized by the student club, class or organization. All funds raised by student organizations must be expended exclusively for the benefit of students. The collection and disbursement of student activity funds must comply with the Activity Fund Accounting Procedures Manual. Banking of Activity Fund monies must comply with the District Cash Management procedures.

Equipment/Property Management

Upon discovery of damage to or loss of school district property, the person reporting the loss shall immediately notify the HISD Police Department and if immediate repairs are needed, the Director of Maintenance. A loss report must be submitted to the Director of Maintenance and the CFO. In addition, a

loss report shall be filed for property lost, stolen, damaged or missing while entrusted to an employee. A loss report must be submitted as soon as practical, but in no event more than 30 days from the date the loss becomes known.

Upon approval by the CFO for reimbursement for the loss, a request for replacement item(s) or repairs resulting from theft, vandalism or other losses will be made by the campus/department through the district requisition system. If necessary a Budget Transfer request must be submitted to the business office before the replacement item(s) are ordered. The reimbursed money for the loss must be used to replace the lost item(s) with item(s) of like kind and quality.

Employees are responsible for the repair or market value cost of any items that are lost, stolen, damaged or missing while the items were under their care, custody, and control away from school district facilities or functions if the employee failed to act in good faith to secure the equipment. This includes the market value or repair costs of items left in their vehicles when they park away from the job site or travel/stop to conduct personal business in locations such as restaurants, post offices, shopping malls, day care facilities, etc.

“Good faith” includes acting reasonably under the circumstances, being faithful to one’s obligation to care for district property, and honesty of intention. To act in good faith one must not have knowledge of circumstances which ought to put the employee on notice that the equipment is not secure. Examples of a failure to act in good faith include, but are not limited to, the following: leaving district property in the passenger compartment of a locked vehicle where the district property may be visible to passers-by or leaving any property anywhere in an unlocked vehicle; leaving district property in a vehicle overnight; leaving district property in the dwelling of the employee while failing to secure that dwelling; leaving property in the dwelling or other building of another unsupervised by the employee; lending district property to another person or allowing another person to use same without the employee’s direct supervision; allowing the district property to be exposed to the elements (precipitation, heat, fire, humidity, abnormal temperature changes, liquid foods and semi-liquid food products; improper storage of property resulting in damage or loss.

A police report listing burglary must specifically identify that forced entry into the locked trunk/compartment of a vehicle, locked dwelling, or locked building was involved in order to verify security was breached.

Sale of Personal Property – Surplus

All supplies and equipment which are deemed to be surplus [not of any use to the district], will be recommended to the School Board for sale via a Surplus Sale. At least one surplus sale may be scheduled per year.

Surplus sales shall be advertised in accordance with local policy. District officials will employ any legal method by which to dispose of surplus items.

Neither district supplies, nor equipment, shall be sold or conveyed other than via a surplus sale, unless authorized by the Superintendent and School Board.

Rental of Facilities

The Assistant Superintendent shall coordinate the rental of district facilities. A Rental Agreement is required for all rentals of facilities by outside organizations. All contracts shall include security deposits [unless waived], charges for facility usage, custodial services, or other related charges, if applicable.

Purchasing Functions

General Information

HISD operates under strict governmental purchasing laws which dictate appropriate methods of procurement. Failure to abide by these laws can result in criminal penalties, including fines and imprisonment. Our board policies and administrative procedures are designed to allow for both legal and efficient procurement.

Purchasing Laws

The Texas Education Code (TEC) addresses the requirement to competitively bid purchases of like items that exceed \$50,000, in the aggregate, over a 12-month period. It also addresses the requirement to solicit quotes for purchases, which exceed \$50,000, in the aggregate, over a 12-month period. These requirements will be strictly enforced.

Anticipated purchases, which may exceed these limits, should be brought to the attention of the Purchasing Department well in advance of the need for the goods or services. The bidding process may take approximately 2 to 3 months, from bid specification development to School Board approval.

District policy recommends a minimum of three (3) quotes for all individual purchases exceeding \$3,500; the written (faxed) quotes should be attached to the purchase requisition.

Vendors

Purchases from vendors that operate on a cash basis (do not accept purchase orders) will not be allowed. To comply with purchasing laws, HISD uses several cooperative and inter-local agreements as allowed under the law. Region VII Purchasing Cooperative is available for most purchases; however, the district participates in several other cooperative purchasing programs (see below). The vendor list is continuously updated as new bids are awarded. All purchases must use awarded vendors in compliance with both state and federal purchasing statutes, particularly EDGAR. Some exceptions can be made for purchases using local funds for Best Value, Sole Source and other exceptions, such as in emergency situations.

PURCHASING CO-OPS

Name of Co-op	Offered Thru or Other Name	Website/Link
Region VII	Kilgore – our local ESC	Region VII Purchasing Co-op
EPIC	Region 6 (Huntsville area)	Region 6 (EPIC)
TIPS	Region 8	TIPS (Region 8)
Allied States Cooperative	Region 19	Allied States (Reg. 19)
Buy Board	TASB	Buy Board (TASB)
Choice Partners	Harris County Dept. of Education	Choice Partners (Houston ISD)
DIR	TX Dept. of Information Resources	TX-DIR
National IPA	(formerly TCPN)	National IPA
PACE	Regions 13 (Austin) and 20 (San Antonio)	PACE
TX Smart Buy	State of TX Comptroller	TX Smart Buy
US Communities	US Government Purchasing Alliance	US Communities

We work with local vendors to make sure we have the most choices available for you. If you would like to see a vendor added to the list and the vendor is a member of a purchasing co-op, please notify your campus secretary. Please note, this is not an overnight process. It can take several weeks or more before a vendor is successfully added. Please see our website to find the required documentation for a vendor to be added as a new vendor to the HISD vendor list at [HISD Purchasing Page](#).

Per Board Policy CH-Local:

All purchase commitments shall be made by the Superintendent or designee on a properly drawn and issued purchase order or in accordance with administrative procedures. District employees shall not be permitted to purchase supplies or equipment for personal use through the District's vendor accounts.

Purchasing Process

The process generally works as follows:

1. Employee identifies need, completes requisition form with detail of purchase request, forwards form to the campus or department office.
2. If approved, campus/department secretary enters requisition into Skyward.
3. Principal/director approves requisition online in Skyward.
4. Assistant Business Manager, CFO and/or Superintendent both review all purchase orders and approve or deny as appropriate.
5. Assistant Business Manager and CFO reviews; approves or sends to special approver for technology or other special program.
6. Requisition becomes an approved purchase order that may be printed with signatures.
7. Secretary prints purchase order and returns to requestor and/or forwards to vendor if requested.
8. Vendor processes order and sends invoice to accounts payable office.
9. Buyer receives order, verifies packing slip if applicable, and notes any missing items on the purchase order.
10. District remits payment within 30 days as allowed by law.

Skyward Requisitions: How to Enter, Edit, View, and Manage Requisitions

Refer to Skyward Requisitions documentation in our online Skyward Toolkit. You may also contact the Business Office for assistance.

REQUISITION ENTRY NOTES:

Attachments for Long Orders

Attachments may be used for requisitions with more than 10 line items. Enter a detailed description that explains the general nature and purpose of the items and a narrative detail line that states "per attached list". Attach the list to the requisition.

If there are 10 or fewer line items, enter all line items separately on the requisition. The attachment should accompany the purchase order when it is sent in for payment. The items listed on the attachment should match the details of the invoice.

Shipping & Handling

Shipping/handling charges should be entered as a separate item. If the amount is uncertain, add 15% of the total order for shipping.

Technology Purchases

Technology purchases, such as computers, peripherals, and software, are subject to an additional level of approval. Quotes for student, teacher, and administrator computer systems are regularly obtained by the technology department. Please contact the Technology Department for current pricing. The technology department will order all technology purchases for the District. The Assistant Business Manager will transfer funds from the requesting department to the technology department to complete the purchase.

Receiving of Goods

The district utilizes a centralized receiving system – all goods are delivered to *HISD Central Receiving*. *The receiving clerk will deliver to appropriate campus/department.* Once received on the campus/department, the orderer should verify that all items were received and in good condition. Please note any discrepancies on the Receiving Copy and indicate on the Invoice that it is “OK TO PAY” and send the Invoice with the approved Purchase Order to the AP Specialist. The Vendor will not be paid until Accounts Payable has received the receiving copy and the original invoice. Retain a copy of the purchase order for your file.

As a rule, one complete shipment of goods is preferred. **Do not** promise the vendor a partial payment of a purchase order. Payment will be made when the order is complete and properly invoiced. If you do not want to wait for the backorder, notify the vendor in writing, furnish the Business Office with a copy, mark out that item on the receiving copy, and make a note that you have cancelled that item.

If, when you receive your order, you notice you received goods different from the ones ordered, contact the vendor. The vendor should be required to exchange the goods at no cost to you.

Staff members that receive authorization to pick-up goods directly from a vendor shall submit written confirmation of receipt to the receiving clerk.

Purchasing on Approval

Any product that is purchased on approval or on a ‘trial’ basis must have an approved purchase order. After the funds for a possible purchase have been encumbered, and a purchase order issued, you may order the product for review. If you decide that you do not wish to keep the product, write **cancel** on the purchase order, and return it to accounts payable. (It is your responsibility to **return the merchandise** and furnish the Business Office with **documentation** that the return was made.) If you decide to keep the product, treat the purchase as you would any other. Sign/date the purchase order, and send it to Accounts Payable.

Helpful Hints

- Make sure you are ordering from an up-to-date catalog to insure current pricing information.
- Review the vendor name and address carefully to ensure that it is the company from which you intend to buy. There are many vendors with similar names, and many vendors are listed under multiple addresses.
- Instructions to the vendor should be typed in a **detail line item** so they will print in the body of the purchase order. (e.g. discounts, coupons, free gifts to the campus, orders on approval, delivery instructions, etc.)
- When a vendor issues a ticket/receipt at the time of purchase, attach the document(s) to the receiving copy of the PO and submit to the Business Office. You are responsible for obtaining and returning documentation for any purchases you make. If you do not return the receipt, it will be your responsibility to contact the vendor for another copy.

- We will pay only from ORIGINAL invoices. If the buyer receives the original invoice from the vendor, he/she must forward it to the Business Office. A packing slip that accompanies a shipment usually will not have a dollar amount, and you may keep that for your records.
- For purchases made on district credit cards, original ITEMIZED receipts must accompany the receiving copy of the purchase order. Credit card signature slips are not an acceptable form of documentation since they do not provide any detail of the items purchased.

**ACCOUNTS PAYABLE
DOCUMENTATION CHECKLIST**

For regular purchase orders:

- Receiving copy of PO with payment approval signature and date items were received.
- Original invoice or receipts. (Charge card receipts must show detail. No signature slips.)
- Request to Attend Form. Must be signed by employee and employee's immediate supervisor.
- For student meals paid with the Citibank card, list of students' names that matches the number of meals paid. If extra meals were purchased, include an explanation.
- For student activity fund purchases (fund 865), payment authorization form with student representative's signature.

For advance payments (purchase order issued to request a check):

- Copy of PO with payment approval signature.
- Check handling information (may be written on PO.)
- RTA form, if applicable. Must be signed by employee and immediate supervisor.
- Documents to be mailed with the check, such as registration or order forms.
- Documentation from the vendor stating the exact price. (Can be conference brochure, price quote, etc.) Document must show how you got your grand total.
- For student activity fund purchases (fund 865), payment authorization form with student representative's signature.

Purchase Requisitions

- Purchase requisition forms may be used at the campus level to provide an individual order request notification to the campus secretary/bookkeeper.
- The campus secretary/bookkeeper shall enter the requisition into the Skyward Financial Accounting system.
- The procedures for electronic purchase orders should be followed.

Purchase Orders (Electronic System – SKYWARD)

- ❑ User profiles should be created in the SKYWARD system, to include clerical, teaching, and administrative staff, as appropriate. The appropriate restrictions to account codes and functions should be established. Global access and override functions shall be limited to the CFO and Assistant Business Manager.
- ❑ Approval paths shall be established which will dictate the electronic flow of the purchase order.
- ❑ Any authorized user may create a purchase requisition. Any paper documentation that is related to a purchase requisition should be scanned in and attached electronically to the requisition. If electronic storage of supporting materials is unavailable, email separately to the AP Specialist with the requisition number/PO number clearly noted on the documentation.
- ❑ If a vendor does not exist in the finance system, a vendor request should be entered into Skyward (if an awarded vendor). This request should include all appropriate information such as: vendor name, SSN or TIN, address, phone, W-9 information, and 1099 eligibility after receipt of the W-9 Form, CIQ and Felony Conviction Form (if appropriate) from the campus. After receipt, the vendor tax information should be entered into the vendor database. **Requisitions will not be approved until the W-9 is received and attached along with completed vendor package.** See website for all required documentation - [HISD Purchasing](#)
- ❑ Ensure that item(s) do not exceed bidding and/or quoting thresholds. If quotes were obtained, the quotes should be scanned in and attached to both the purchase order and the requisition. If bids were obtained, a tabulation sheet should be attached to the purchase order.
- ❑ All purchasing contracts, that exceed \$50,000, must be approved by the Board of Trustees. If appropriate, the CFO shall submit an agenda item for the next regularly scheduled meeting to the Superintendent. Also, any contracts dated after January 1, 2016 that total \$50,000 or more OR are approved as a result of Board Action, regardless of the amount, REQUIRE disclosure to the Texas Ethics Commission on Form 1295. This disclosure must be entered electronically on the Texas Ethics Commission website and approved by the purchasing department.
- ❑ The purchase requisition will be available for approval by all individuals in the approval path.
- ❑ The approver may approve the entire requisition, or approve/disapprove line items.
- ❑ The final approval will be the CFO or Superintendent.
- ❑ After the approval of the CFO or Superintendent, the purchase orders can be printed and distributed to vendors.
- ❑ Copies of the purchase order will not be distributed to the schools since they can review and track purchase orders on-line.
- ❑ All other controls established for purchase orders processed under the manual system shall apply.
- ❑ Throughout the fiscal year and at August 31st, on at least a monthly basis, the physical outstanding purchase orders should be reconciled with an Outstanding Purchase Order report from the finance system.

On-line Purchasing:

- ❑ On-line purchasing has been established for three (3) vendors: Amazon, Office Depot and Staples.
 - ❑ The pricing is under the most competitive Co-Op program.
 - ❑ The campus secretaries, principals, AP Specialist, Assistant Business Manager are authorized users of the on-line account.
 - ❑ All purchases, if entered correctly through Skyward, will automatically order once the requisition is approved and a batch update is done.

Purchasing Card – State of Texas Procurement Card Program

Purchasing cards are issued to employees for the purpose of facilitating small, one-time or emergency purchases. The purchasing card is a credit card [MasterCard logo] issued *through Citibank's MasterCard Commercial Card Program*.

Authorized users are provided with a pre-set declining balance which can be used at merchants that accept a MasterCard and are not specifically restricted for use.

Credit (Procurement) cards may be used in the following cases:

- To make purchases with vendors who will not accept purchase orders.
- Lodging costs for overnight travel.
- Case-by-case basis for other expenses.
- Credit (Procurement) card purchases must follow all purchasing laws, including using only awarded/approved vendors.

Credit cards are never to be used for personal purchases even if the amount is ultimately reimbursed to the District. Misuse of credit cards is grounds for disciplinary action, including dismissal from employment with HISD.

Remember that credit cards are a **payment method** only. They are not to be used to circumvent normal purchasing procedures.

BEFORE making a credit card purchase:

- Enter a requisition in Skyward using **Citibank** as the vendor.
- Enter the "Order from Vendor" field with the actual "order from" vendor.
- For the master description, describe what will be purchased, who it is for, and purpose (Books for classroom library- Teacher Name)
- Enter line items as you would if you were issuing the PO to the vendor. You can enter a 'not to exceed' amount if you only have an estimate.
- Include a **narrative line item** with the actual vendor name that will appear on the receipt.
- Allow the requisition to go through normal approval channels **BEFORE** making the purchase. You must have a purchase order before making the purchase and the purchase order number recorded on the invoice or receipt.

After the purchase order is approved:

- Print the purchase order.
- Make the purchase.
- Maintain all receipts and order confirmations, especially with online orders.
- **Be sure to get itemized receipts and not just the summary signature slip.**

When you receive your monthly statement:

- If there are any charges without purchase orders, you will need to provide an activity fund check to reimburse the general fund for that amount.
- Attach the purchase orders and original receipts for your charges.
- If you are missing any receipts, you will need to contact the vendor for a reprint. Return the statement and documentation to [AP Specialist] within 5 business days.

Sales Tax Exemption Form

The sales tax exemption form shall be used for school-related purchases only. Misuse of the exemption form for personal purchases constitutes a misdemeanor. Booster clubs, PTA, and other support organizations may not use the school sales tax exemption number; they must apply for their own number.

Copies of the exemption form may be obtained from the web link below. Taxes, which should have been exempt, will be unauthorized for reimbursement if the exemption form is not presented to the vendor at the time of the purchase. [Hallsville-Texas Tax Exempt Form](#)

Travel Expense – Advances & Settlements

Before any travel expenses are incurred by an employee, the employee MUST have a valid Purchase Order in place. The documentation for travel expenses is a two-part process. The Request to Attend form acts as permission to travel and request for advancement of some estimated travel expenses. The Hallsville ISD Employee Reimbursement Form acts as the certification that the employee traveled and reconciles actual travel expenses. The Internal Revenue Service (IRS) requires a settlement of advanced business expenses and it dictates that if a settlement is not received, that the amount of the advance be deducted from the wages of the employee and be properly taxed.

The Hallsville ISD Employee Reimbursement Form must be accompanied by a valid Purchase Order. Travel advances are only available meals not to exceed \$30 per day, per Board policy (DEE). Travel reimbursements for mileage and meals are paid to employees upon their return from travel and only when accompanied by DETAILED receipts, not to exceed \$45 per day. Employees will not be reimbursed for taxes, gratuities or alcohol purchases.

The Hallsville ISD Employee Reimbursement Form shall be completed within ten (10) days after the return of the traveler. All actual travel expenses shall be recorded on the settlement form, with receipts for all expenses. All receipts shall be in detail – **a credit card charge slip without the detail receipt will not be accepted for reimbursement** or settlement.

All monies due to the traveler will be paid upon approval of the immediate supervisor and availability of budgeted funds.

Hallsville ISD Request to Attend Form

(Before Travel)

- All staff wishing to travel away from work shall complete a Request to Attend (RTA) Form.
- Campuses and departments shall forward all RTA forms to their immediate supervisor for approval. All out of state travel requires Superintendent (or designee) approval.
- The campus/secretary shall also enter a requisition for all of the requested travel expenses to include: traveler per diems, field trips, lodging, registration fees, airline or other transportation costs.
- Upon Purchase order approval, all travel authorization forms are routed to the AP Specialist.
- The AP specialist shall match the travel authorization form with the approved Purchase Order submitted for the various vendors, i.e. traveler, registration fees, field trip entry fees, lodging, etc.
 - Ensure that all travel authorizations are signed by the appropriate administrator (principal/director)
 - Ensure that funds are appropriate to the expense, i.e. staff travel to 6411, student to 6412, etc.
 - Ensure that all travel with state and federal grants comply with the TEA guidelines related to allowable costs (TEA Website: [Grant Management Resources](#)).
 - Ensure that all travel expenditures comply with the district's Travel Guidelines for Employees.
- All check advances should be processed through and posted to the finance system.
- No advance checks should be issued to a traveler more than 30 days prior to their trip (IRS Regulation).

Hallsville ISD Employee Reimbursement Form

(Post Travel)

- The traveler should complete an Employee Reimbursement form within 10 days after returning from the business trip.
- Campuses and departments should forward the Employee Reimbursement forms to the Business Office with an approved Purchase Order, itemized receipts and a copy of the signed RTA.
- The travel settlement forms should have all required receipts attached to the form.
- If funds are due to the traveler:
 - ensure that funds exist in the designated account(s)
 - the settlement check should be processed and forwarded to the traveler.

Hotel Accommodations

Payment for lodging will be the amount allowed by the State of Texas per night for in-state lodging (see link for current rates.) <https://fm.xcpa.state.tx.us/fm/travel/travelrates.php> City and municipal taxes may be claimed in addition to the room rate, but NOT state taxes. Rooms should be shared when possible. Costs for non-district employees (spouse/family) will not be covered by the district.

Out-of-state travel must be approved in advance by the Superintendent (or his designee) with his signature on the RTA Form. For federally-funded grants, allowable rates for out-of-state lodging are updated annually and may be obtained through the federal government's travel website. For other grants, rates must be within the grant guidelines and restrictions. Hotel receipts are required and must be attached to the Purchase Order. Employees are responsible for filing a hotel occupancy tax exemption certificate with the hotel upon arrival. No state taxes will be paid by the district. The exemption certificate is available on the district website and in hard copy form at the Business Office. [HISD Texas Tax Exempt Form](#)

Only school-related room charges may be reimbursed. All other items are the responsibility of the employee and should be paid on checkout.

Exclusions for travel reimbursement are alcoholic beverages, spouse/children travel expenses, personal telephone calls, movies and/or entertainment, valet parking unless it is the only option, laundry services, tips, room service, and internet service unless approved in advance for work-related reasons while off-site.

Meals

Meals will be paid at **the lesser of the per diem rate** of [Standard Per Diem rate for Texas](#), **OR actual cost**. Detail receipts are required for meal reimbursement; signature receipts will not be accepted. The maximum **reimbursement** from District with receipts is \$45 per day. Per Board Policy DEE (Legal), no advances will be provided for meals, exceeding \$30 per day.

To be eligible for meals, an overnight stay is required and the following conditions met: for breakfast on the date of departure, must leave before 7:00 am; for lunch on the date of departure, must leave before 11:00 am; for dinner on the date of departure, must leave before 5:00 pm; for lunch on the date of return, must arrive after 1:30 pm; for dinner on the date of return, must arrive after 7:00 pm.

Mileage

HISD is under contract with Enterprise Rental Car and easy to follow instructions are available on our website. Car rental can be a significant savings for the District and your campus budget. While planning your trip compare the costs of renting versus mileage reimbursement. [Enterprise Rental Instructions](#)

If a District vehicle is not available and renting is not an option, mileage reimbursement is currently \$.545 per mile for calendar year 2018, when using a personal vehicle and is calculated with HISD as the departure location and return destination.

When using a district-owned or rental vehicle, attach receipts for gas or other expenses to the Hallsville ISD Employee Reimbursement Form for reimbursement.

Airfare

Actual cost of airfare may be paid via a purchase order or check to a travel agency or reimbursed to the employee with a valid invoice or receipt. Supervisor approval must be obtained in writing prior to booking airfare online and should be attached to the Hallsville ISD Employee Reimbursement Form for reimbursement.

Advancement vs. Reimbursement

Meals (not to exceed \$30 per day) may be advanced or reimbursed upon return (not to exceed \$45 per day). Mileage and other incidental expenses (parking, tolls, taxi fare, etc.) will not be advanced but may be reimbursed if receipts are provided. The employee must attach all receipts to the Hallsville ISD Employee Reimbursement Form. Only *itemized* receipts will be accepted. Credit card signature receipts showing only the total amount are **not sufficient** backup. Check requests are processed on a weekly basis and must be received by the Business Office no later than 4:30pm on Monday to be included on that week's cycle. Campuses and departments have internal deadlines in order to meet district deadlines. The employee is responsible for knowing his/her campus deadlines.

Rented Vehicles

For employee travel: Include the dates of travel, business purpose, car type and rate, and names of all passengers. The total car rental expense, including gasoline, should not exceed the allowable mileage reimbursement for a private vehicle. [Enterprise Rental Instructions](#)

For student travel: Include the dates of travel, event name, car type and rate, the number of student and non-student passengers, and the group name.

Student Travel

Student meals may not exceed \$18 per day. The maximum per-meal rates are \$6 per student per meal.

If cash is given to the students to spend individually, the sponsor or coach must attach a list of students attending to the purchase order. A copy of the list should be kept by the sponsor or coach to be initialed by the student when the cash is distributed. Any unused funds should be returned to Accounts Payable if a PO was used or to the campus secretary if activity funds were used.

If the sponsor or coach pays for the student meals directly to the vendor, a receipt shall be obtained and returned with the unused funds if applicable.

Note: The maximum lodging and per diem meal rates do not apply if using student activity funds (865). These funds are the property of the students and may be used as the club/organization sees fit, provided a payout form is completed and signed by the officers.

Accounts Payable Functions

- ❑ Accounts payable checks should be processed on a weekly basis for release by Thursday morning, or earlier dependent upon work schedules.
- ❑ Upon receipt of an invoice from a vendor, it should be matched with a pending purchase order [accounts payable copy], and receiving copy [signed by the campus/department].
- ❑ If no discrepancies exist, the check payment should be entered into the financial accounting system.
- ❑ If a discount is offered by the vendor for early payment, the payment should be processed within the allotted time if the goods have been received and their receipt has been verified by the originating campus or department.
- ❑ All invoices should be checked to ensure that appropriate discounts, bid/quote pricing, terms of shipment, tax exemption, and extensions are correct.
- ❑ If a discrepancy exists, the appropriate campus/department or vendor should be notified to reconcile the difference(s)
- ❑ Recurring invoices such as utilities, monthly rentals, payroll deductions, etc. should be entered into the finance system for payment without authorization from the CFO. Invoices which deviate substantially from the normal amounts should be forwarded to the Assistant Business Manager for review and approval.
- ❑ All construction payments to general contractors shall be approved by the CFO and the Superintendent.
- ❑ All payments should be made from original documents to ensure that duplicate payments do not occur. If payment is made from a copy, the copy shall be stamped "original".
- ❑ All check payments should be posted to the general ledger at the time that the checks are printed.
- ❑ A check payments report should be forwarded to the CFO for review and approval.
- ❑ All "paid" check copies should be filed in numerical order by date.
- ❑ These accounts payable procedures should be used for "emergency" checks, too.
- ❑ Statements from vendors should be reconciled with check payments on file, discrepancies should be researched and resolved, and reconciled statements should be filed for a period of 60 days, and then discarded after the administrative value (AV) period.
- ❑ All returned purchases should be coordinated by the Assistant Business Manager and the receiving clerk:
 - ❑ The receiving clerk shall notify the vendor for authorization to return goods.
 - ❑ Payment to the vendor for returned purchases should be withheld from the vendor until replacement items are received that are acceptable to the district
 - ❑ All check copies for items returned to the vendor should be kept in a pending file until receipt of the replacement items.
 - ❑ If replacement items are not received within a 60 day period, a demand for a refund should be forwarded to the vendor.
- ❑ Partial shipments should be monitored to ensure that the full shipment is received within a reasonable time period. Partial payments should not be made unless prior arrangements have been made with the vendor.
- ❑ All purchase order encumbrances will be reduced and/or liquidated when check payments are made for the purchase order.
- ❑ Checks shall not be issued to "Cash" or "Bearer".
- ❑ All check stock shall be maintained in a locked cabinet or room and shall be inventoried for the purpose of restocking when less than a two (2) month supply of checks is on hand.
- ❑ At fiscal year-end, the AP specialist shall prepare a report of all Accounts Payables as of August 31st and submit the report to the CFO by September 15th for audit purposes.

Accounts Receivable Functions

- ❑ Designated Business Office personnel shall maintain a copy of all invoices and/or anticipated refunds on an Accounts Receivable spreadsheet.

- ❑ The following information shall be maintained: amount, date of invoice, payee, and date amount received.
- ❑ At fiscal year-end, Business Office personnel shall prepare a report of all Accounts Receivables as of August 31st and submit the report to the CFO by September 15th for audit purposes.

Accounting Functions

- ❑ All general journals [except system-generated Payroll general journals] should be approved by the CFO if the amount transferred:
 - ❑ Is to or from a cash or investment account, and
 - ❑ Is for an amount greater than \$500
- ❑ The Payroll Specialist shall prepare and submit all manual payroll general journals to the CFO for approval.
- ❑ All other payroll general journals shall be interfaced to the finance system by the payroll department.
- ❑ All changes to the general ledger should be posted within the same month as the changes occurred, if possible, or as soon as practicable.
- ❑ Within 20 days after the end of the month, all end-of-month reports should be printed and verified and the end-of-month posting processed.
- ❑ Board Reports for the previous month should be generated by the CFO and forwarded to the Superintendent's office for board approval.
- ❑ All reports should be filed for audit purposes to include:
 - ❑ Cash Journal
 - ❑ General Journal
 - ❑ Check Payments & Check Register
 - ❑ Detail General Ledger
- ❑ The CFO shall review a Summary General Ledger on a monthly basis to ensure the accuracy of fund accounting.
- ❑ The CFO shall prepare a Financial Report for the School Board on a monthly basis that is supported by existing accounting records.
- ❑ The CFO shall review and approve both PEIMS submissions with budget and actual expenditures data.

Grants and Entitlements

- ❑ All grant award financial records shall be maintained by the CFO and prepared for posting to the general ledger. The general journals should be posted by the CFO.
- ❑ The CFO shall coordinate the budgets received from grant program directors and/or campus principals to ensure compliance with grant award documents.
- ❑ Grant reporting timelines shall be monitored by the CFO and all financial reports prepared and submitted via paper form or electronic submission in accordance with grant requirements.
- ❑ The CFO shall establish purchasing deadlines to ensure that all grant purchases and payments are settled prior to the end of the grant period.
- ❑ All grant receipts shall be posted to the general ledger by the CFO on a monthly basis.

Budgeting Functions

Budget Amendments

A budget amendment is a transfer of funds across different functions. For example: a budget amendment would be necessary if instructional funds (function 11) were requested to be transferred to the library (function 12).

Budget amendments must be approved by the School Board. Requests should be submitted in accordance with agenda deadlines posted by the Superintendent. Budget amendment requests will be processed in the

following manner: the Campus Secretary will submit a transfer using the school accounting software (Skyward), approval of the CFO, then finally, approval of the School Board. Remember that if a purchase order is pending the outcome of a budget amendment, the purchase order will not be processed until after the School Board has approved the request.

Budget Transfers

A budget transfer is a transfer of funds which is not across different functions. The CFO or designee shall approve all budget transfers. Budget transfer line items should be stated in whole dollars. To keep budget transfers to a minimum, each budget manager should review his/her budget on at least a monthly basis to determine if any budget transfers are necessary. The process for budget transfers that do not require School Board approval is the same for budget amendments that require School Board approval.

Budgeting Process

The Budgeting process will begin in the Business Office where the CFO and Assistant Business Manager will formulate allowable changes for the upcoming fiscal year. A proposed budget will be distributed to the campuses and departments to make any changes, request adjustments, etc. The changes will be incorporated into the total budget as allowable, and adjustments made as needed based on current funding formulas. The completed budget will be submitted to the Board of Trustees for approval and adoption.

Fixed Asset Functions

- All equipment with a unit cost over \$5,000 (account codes 663X) should be tagged, posted in the Fixed Asset System and posted to the general ledger. These items are defined as fixed assets for audit purposes.
- All equipment with a unit cost over \$500 **and** equipment such as personal computing devices, monitors, video recording equipment, and digital cameras should be inventoried in the departments in which they are utilized. Each Department is responsible for maintaining accurate records and controls on the District's assets.
- The Technology Department shall maintain a master listing of all technology-related assets owned by the district along with the location of those assets.
- A capital outlay report shall be generated for reconciliation.
- All items on the capital outlay report shall be reconciled with the new inventory and fixed asset items tagged during the month.
- All construction expenditures should be recorded on a spreadsheet by project.
- All inventory and fixed asset relocation forms received from campuses and departments shall be entered in the fixed asset system upon receipt.
- All inventory or fixed asset items purchased with federal grants should be tagged and the appropriate federal grant indicated on the item.
- The disposal of assets via surplus sales, stolen, or lost assets shall be recorded in the fixed asset system by Business Office personnel.
- The inventory and fixed asset schedules maintained in the fixed asset system should be used to purchase property and casualty insurance.

Annual Reconciliation

- A list of all fixed assets (over \$5,000 unit cost) should be prepared by September 15th for audit purposes.
- A list of all construction assets should be prepared by September 15th for audit purposes. The list should include all "construction in-progress" through August 31st, including accounts payables and retainage.
- The lists should be reconciled with the general ledger and submitted to the CFO.
- The fixed asset depreciation schedules and spreadsheet should be prepared by September 15th and submitted to the CFO for audit purposes.

Personnel Procedures

- ❑ A Personnel Checklist – Pre Employment should be utilized to ensure that all staff recommended for employment have passed all pre-employment criteria such as references, fingerprinting, criminal background, certification/licenses [if applicable], prior employment, and nepotism prior to Superintendent and/or Board approval.
- ❑ The HR Specialist shall properly document all changes in employment, after authorization from Assistant Superintendent to include:
 - ❑ New employees
 - ❑ Terminating employees
 - ❑ Changes in status due to FMLA, Workers Compensation, Temporary Disability, etc.
 - ❑ Changes in salary rates due to promotion, demotion, educational level attained, etc.
- ❑ A Personnel Action form shall be completed by the HR Specialist within five (5) days of the employment or status change and submitted to the Payroll Specialist
- ❑ The action form should include the total years of experience for all new staff. Discrepancies, if any, will be jointly resolved by both HR and Payroll.
- ❑ The HR Specialist shall prepare and maintain an up-to-date employment file for all employees to include:
 - ❑ Application, resume, credentials [transcripts/licenses], etc.
 - ❑ SBEC Certification, if appropriate
 - ❑ Evaluations
 - ❑ Disciplinary actions
 - ❑ Service Records
 - ❑ Job Description
 - ❑ Contracts
- ❑ A Personnel Action Form should be utilized to ensure that all new staff submits all legally required documents within 30 days of employment.
- ❑ All new employees shall be entered into the HR system [SKYWARD] by the HR Admin. Asst., including but not limited to demographic, certification, contract, experience, and PEIMS data.
- ❑ All changes to the above data shall be entered into the HR system [SKYWARD] by the HR Specialist
- ❑ Separate files should be maintained by the HR Specialist for the following items:
 - ❑ Medical Records, Requests for FMLA and Temporary Disability
 - ❑ I-9 Forms
- ❑ The Benefits Specialist should conduct an Exit Interview, or at a minimum collect a completed Exit Form, from all terminating employees

Payroll Procedures

Salary Calculations:

- Salary placement for all staff will originate in the Human Resources Department with approvals of the Assistant Superintendent.
- The HR Specialist should review the placement of professional and support staff on the pay scale.
- The placement of administrative staff on the pay scale will be reviewed and approved by the CFO. Final approval will rest with the Superintendent (or designee).
- The Administrative procedure for placement on a pay scale should be utilized for all staff.

Leave Processing:

- For employees requiring substitutes, absences will be requested through AESOP system in accordance with DEC (Local).
- All other employees should request time off through Skyward Employee Access. Approvals are obtained from the employee's supervisor. Employees shall be allowed to select the order to use their state and local leave. Unless an employee elects otherwise, the order of use as stated in Board Policy

DEC (Local) will be adhered to. Non-exempt staff shall use comp time before any available state or local leave.

- Upon approval by the campus/department administrator, all leave requests along with any support documents i.e. jury duty card, doctor's note, needs to be routed to the Payroll Office each month.
- Ensure that all time off requests have been entered and approved in Skyward.

Direct Deposit

(Payroll)

- The Payroll Specialist will ensure that the bank table within the SKYWARD system is updated with current information.
- Direct Deposit Forms will be completed by each employee with their current bank/credit union information and will be filed in the employees' individual payroll file.
- Ensure all the Direct Deposit Authorization forms are signed by the employee.
- The Payroll Specialist will review and oversee the preparation and submission of the payroll ACH transmission.
- The ACH verification information form shall be attached to ACH file source document.

(Deductions)

- The Benefits Specialist will reconcile and verify payroll deductions to be sent via ACH (by PR) and will also send reconciled deduction file via e-mail to First Financial billing department.
- Verification Information Form will be attached to ACH file source document and filed.

Supplemental/Overtime Pay

- All supplemental payments will be paid from a supplemental payment form (Other Earnings Form).
- Campus administrators will complete and approve the supplemental payment form. Payment information will include:
 - Employee Name
 - Reason for supplemental pay and amount
 - Budget code
 - Date employee worked
 - Amount to be paid
 - Employees signature & date
 - Campus administrator approval & date
- The Payroll Specialist will review and enter all overtime and supplemental payments.

Payroll Submission

- The Payroll Specialist will assure all payrolls (Bi-weekly and Monthly) be processed and submitted at least 2 days before pay date.
- The Payroll Specialist will input and/or interface (from True Time) all transmittals for payroll processing to include – hours worked, supplemental pay, substitute pay, leave used and update employees' deductions when needed and any comp time earned.
- Payroll reports for each payroll processed should be filed for audit purposes to include:
 - Payroll Journal
 - Account Distribution
 - Bank Account Listing
 - Deduction Register Report
 - Check Register
 - Calendar & School Year to Date Reports
 - Gross Pay/FICA Distribution Reports
 - Leave Days Posted Report
 - Wage and Earnings statements are available for all employees through Employee Access.
 - Report shall be prepared in a PDF format and filed electronically.

Quarterly/Annual Functions

- Quarterly 941 Employer Federal Tax Returns shall be reconciled with the 941 Worksheet Report (SKYWARD), EFTPS Payment Worksheet and Payroll Excel File Spreadsheet each quarter.
- The Payroll Specialist will complete the Form 941 Quarterly Tax Return after approval by the CFO. The CFO will sign the completed report.
 - The reconciliation process shall include a 4-way match of the following:
 - 941 electronic return
 - 941 spreadsheet for Calendar Year (input data from Payroll Earning Registers for each pay date)
 - 941 Worksheet generated from SKYWARD
- Unemployment Quarterly Reports processed and filed via the Internet.
- Reconcile and ensure W-2s are processed and sent electronically and mailed to employees
- Employer's copy shall be retained on file for a period of 7 years.

Journal Vouchers and Employer Tax Payments

- A Payroll General Journal Report will be created after every payroll and a General Journal Voucher that has been approved by the Payroll Specialist will be prepared and submitted to the accounting specialist for posting to the general ledger.
- Payroll employer taxes will be submitted electronically to EFTPS at least 1 day before each pay date and a Journal Voucher that has been approved by the Payroll Specialist will be prepared and submitted to the general ledger. A copy of the General Journal Report, the Journal Voucher and the EFTPS will be filed in the 941 Information Folder and the originals will be filed for audit purposes.

Payroll Deductions

- The Benefits Specialist shall enter all of the payroll deductions into the Skyward Payroll system.
- Reconcile and ensure that all payroll deductions are correct before submission of payroll.
- Reconcile all payroll deductions to billings and post amounts.
- Prepare and submit to the Payroll Specialist a reconciliation for deduction payments of Dental, Life, Disability, United Way, Child Support, Cancer Insurance, Professional Dues, Vision, Various wage garnishments, etc.
- Deduction checks with billings to the appropriate vendor upon receipt of the checks will be mailed by the Payroll Specialist.

Updates

- Any mass updates to the Payroll/HR SKYWARD system will be processed and approved by the Payroll Specialist to include:
 - Next Year Files – Salary, Years of Experience, Beginning/Ending Dates, Payoff Date....
 - Deductions
 - Distribution

TRS Reporting

- The Payroll Specialist shall prepare and submit all TRS reports electronically to TRS.
- Before the 6th of each month, the Payroll Specialist shall prepare the TexNet form and submit via TexNet the amount due to TRS and TRS-ActiveCare Health Insurance.
- TRS Internet Reporting Checklist will be attached to copies of each report submitted to TRS via the internet, TRS Member Detail Data Report, TRS 2 Report, TRS 372 Report, TRS 4 Report, TRS 488 Report, TexNet Form, and the Journal Voucher. These reports will be filed for audit purposes.
- The Journal Voucher, TexNet Form TRS2 Report, TRS 372 Report, TRS 4 Report and TRS 488 Report will be filed.
- Adjustments to the monthly reports shall be explained in a written letter to TRS and signed by the CFO or Superintendent.

Training

- Every staff member should be scheduled to attend at least one training and/or conference opportunity per year.
- Staff members that have attained TASBO certification status will be afforded an opportunity to attend at least 20 hours per year (for a total of 60 every 3 years) through an approved CEU provider.
- Additional training requests should be submitted to the CFO. It is the employee's responsibility to request additional training that he/she feels will be beneficial in performing the assigned job tasks.

Records Management & Security of Data

- All financial records are the property of Hallsville ISD and should be maintained in accordance with the established Records Retention Schedule.
- SKYWARD system backups should be performed on a regular basis in accordance with established guidelines.
- No district records and/or data backups shall be destroyed, removed from the district, or shared with any individuals outside the business department without appropriate authorizations.

Suggestions for Improvement

- Suggestions to improve business operations and/or internal controls are welcome and encouraged
- Submit any suggestions to the CFO.