

ACCOUNT CODING SYSTEM

Account Number Structure and Detail

Account codes consist of 16 digits — one string of three digits, two strings of four digits, one string of three digits, and finally two digits as illustrated below:

000	0000	0000	000	00
1	2	3	4	5

- 1. Fund Number** - The following three digits are assigned to funds utilized by the District: 001 General Fund, 201 Fruit/Veggie Grant, 301 Rise VT Grant, 501 Food Program, and 900 Food Service Special Revenue Fund.
- 2. Function** - The action a person takes or the purpose for which a thing exists or is used. The Function describes activities for which services or material objects are acquired. The activities of a school district are classified into five broad functional areas: instruction, supporting services, community services, non-programmed charges and debt services.
- 3. Object** - Defines the type of account. There are six broad object categories. They are: 1000's Assets, 2000's Liabilities, 3000's Restricted Funds, 4000's Revenue, 5000's Expenses, 6000's Carry-Forward Deficits.
- 4. Program** – Defines the distribution of the expense to a specific grant or no grant.
- 5. Grade** - The two-digit location code identifies the location expending the money. The following list are the Grand Isle County School District location codes:

- 00 Ungraded
- 10 Prior Year Adjustment
- 50 Alburgh School District
- Champlain Islands Unified Union School District
- 51 Grand Isle School Campus
- 52 Isle LaMotte School Campus
- 53 North Hero School Campus
- 54 South Hero School District
- 90 ARRA Expense

Coding for Revenues

1. An example of a revenue code is: 001-3110-4000-000-00

001 Represents General Fund

- 3110 Denotes the revenue code for Education Grant
- 4000 Denotes type of Revenue
- 000 Modifier which is not used for Revenue
- 00 Identifies the Location, If Applicable

BALANCE SHEET ACCOUNT RECONCILIATIONS

Bank Reconciliations

Preparation

- Before you can reconcile your cash account(s), you need to make sure that all applicable transactions in Cash Tracker, General Ledger, Accounts Payable, Accounts Receivable, and/or Payroll have been entered and posted for the month you are reconciling (within the bank statement date). Applicable transactions include any processing that would create a transaction to a cash account such as bank services and fees, manual checks, deposits, journal entries, etc.
- Once you have posted all of your cash transactions for the month and you have received your statement from the bank, you are ready to begin the reconciliation.

Reconciliation

1. Statement Summary

- Create the next reconciliation statement. Once you have launched the Bank Reconciliation screen, you will see all the prior reconciliation statements. This is historic information and like the history from other modules, will not be deleted once the reconciliation is completed.
- Double click on the first line in the grid or click on the Statement Summary tab to begin a new reconciliation. You will then need to enter the information from the bank statement into the Statement Summary tab.
- Enter the statement date off the bank statement.
- Enter the total deposits and miscellaneous credits off the statement date. This information may be located in two separate fields on the statement.
- Enter the total checks and miscellaneous debits off the statement date. This information may be located in two separate fields on the statement.
- Enter the ending balance amount off the statement date.
- Once the statement information has been entered, confirm that the cash account activity balance in Cash Tracker balances to your cash account balance in General Ledger. The Difference amount in the lower right-hand side of this screen should be \$0.00.

2. Clearing Checks & Deposits

- The Statement Detail tab lists all the transactions that have not been cleared in the previous month up through the statement ending date. (Note: All checks

with a 0.00 amount, typically direct deposit checks, will now be automatically cleared)

- When this screen is first opened, it is displayed in ascending order by the posting date of the check/deposit. However, this grid can be sorted by any column in any order. (sort the grid by Reference # in ascending order to match the order the checks will appear
- To clear a check or deposit, you simply check box in the Cleared column. However, this process would be tedious when clearing hundreds of checks.
 - o To assist in the clearing checks, you may utilize standard Windows functionality to highlight a group of checks and clear them all at once:
 - Click on the first check/deposit you would like to clear. While holding down the Shift key, click on the last check/deposit you would like to clear.
 - Click on the Clear/Unclear Highlighted Items and the highlighted checks/deposits will now be cleared.
- As you clear checks and deposits, the totals at the bottom right hand side of this tab will be updated. If a check is cleared, the Cleared Checks/Misc. Debits total will be updated. Similarly, if a deposit is cleared, the Cleared Deposits/Misc. Credits total will be updated.
- The Reconciliation Difference will be the difference between the ending balance of the bank statement and the calculated ending balance for this cash account. Before you can complete this reconciliation, this difference needs to be 0.00.

3. Last Steps

- Confirm that you have the correct ending statement date.
- Since we do not record sweep activity in Profund (either through the General Journal or Cash Transaction screen), you will need to: Enter the Deposit/Misc. Credits based on the Cleared Deposits/Misc. Credits amount displayed within the Reconciliation Summary section of this screen.
- Enter the Checks/Misc. Debits based on the Cleared Checks/Misc. Debits amount displayed within the Reconciliation Summary section of this screen.
- Set the Status to Complete and press the save button.

Report and Filing

- Print Report and attach to bank statement.
- File in current year binder in bank reconciliation section for corresponding school.

Budgeting

Responsibilities – Administration’s Role

Administration’s role in the budgetary process involves three major areas:

1. Preparing budget proposals for the Board’s consideration
2. Explaining and clarifying current fiscal conditions, fiscal prospects, and budgetary proposals to the Board
3. Revising budgets per board’s input as necessary until approved by voters
4. Implementing the budget enacted by the Board and monitoring performance to ensure fiscal objectives are met.

Budget Calendar

Month	Activity	Who Responsible
October	Prepare GISU budget Prepare district budgets	Budget Team Budget Team
November	School input on line items	Principal
December	Submit GISU budget to board Allocate GISU to districts Update district budgets	Business Manager Business Manager Budget Team
January	Submit budgets to school boards Once approved, submit to Town Clerk	Business Manager Business Manager
March	Town/School budget vote*	
April	Implement new budget into system	Budget Team

* If budgets fail, boards must bring back to the voters until one passes. If budget doesn’t pass by 7/1, then Board can borrow up to 87% of prior year expense budget until budget passes. If budget doesn’t pass prior to tax bills going out, then town sends out tax bill with an education rate calculated by taking the base education rate and dividing by the CLA. When the budget passes and the 30 day reconsideration goes by, a new tax rate will be calculated by the VT Tax department and the town sends out adjusted/revised bills. Causes lots of confusion and discontent with taxpayers.....

Grant Procedures

A grant represents funds requested from a state, federal or private source. The grant is a commitment from the source to provide funds for specified purposes.

In order to process a grant, the following steps must be completed before any commitments for purchases or employment are made:

1. Submit to Finance:
 - a. A complete copy of the grant application with all required signatures if an application is required.
 - b. A copy of the signed award letter from the granting agency specifying the amount of the grant and clearly indicating approval. Someone must sign the award letter from the granting agency.
 - c. A copy of any reporting requirements and any deadlines for the grant.
 - i. If financial reporting is required, Accounting will provide this information; however, the budget must be set up to allow us to provide the information from our reports. If program information is required (the purpose of expenditures, how the expenditures meet the objectives of the grant, etc.) the person writing the grant application is responsible for ensuring the proper information is provided.
 - d. If “matching” funds will be provided from District resources a written authorization from the District Administrative staff committing the funds must be submitted.
 - e. A complete budget for the grant. The budget must be prepared using the functions and objects of expenditure shown in the Financial Accounting Handbook published by the State Department of Education (see Appendix A).
 - i. If salaries are budgeted for the grant, the number of positions must be specified for each program. (Example: Elementary, 2 teaching positions; Counseling, I Counselor.) All compensation must be budgeted and paid from the proper salary code. Employer matching contributions must be calculated and included in the budget.
 - ii. For each position budgeted; the salaries and benefits must be calculated.
 1. Salaries are calculated based on the number of days/ hours and the appropriate salary schedule.
 2. All employees are subject to FICA (Social Security taxes), and Retirement.
 3. Health Insurance costs charged to a grant are to be reconciled as part of the grant reimbursement process. The payroll administrator will ensure that the wages and benefits are properly allocated during payroll processing. If the employee works somewhere else in the District you must budget for the proportionate share of the benefits.
2. Chart of Accounts

After Accounting receives the above documents, they will establish account codes to go with the budget items outlined in the budget. A Chart of Accounts will be issued to the Principal/Department Head or Project Manager showing Fund, Function and Object Code for each budgeted item. (This process takes some time, so please allow at least 10 working days for us to set up the budget and enter it into the computer.) NO PURCHASE ORDER REQUISITIONS, EMPLOYMENT REQUESTS OR OTHER COMMITMENTS ARE TO BE ISSUED UNTIL AFTER THE CHART OF ACCOUNTS HAS BEEN RECEIVED.

3. After you receive the Chart of Accounts, you may process grant expenditures.
 - a. If you intend to hire someone, prepare an employment request form that can be obtained from the Department of Human Resources. The request must include the proper account code and identification of the position that is being filled. Submit the employment request to the appropriate administrator. (The same information must be included on an employment request for a replacement employee when someone quits or is transferred.)
 - b. When preparing purchase orders, be sure to use the appropriate account code on the Purchase Order.
4. All monies received in the District for special grants must be expended in accordance with established District accounting procedures.
5. Grants requiring annual approval will be budgeted according to the anticipated revenue and expenditure amounts provided by the Program Coordinator. These budgets will be revised when the grant is re-approved.

Sub-Grant Procedures

A subgrant award/agreement must be in place for any state or federal grant for which the SU operates as a pass-through entity. The subgrant agreement must be generated as soon as the final grant award is generated for the SU.

Subgrant Award/Agreement Requirements:

- The subgrant award must include:
 - The funding source
 - Maximum amount that can be paid to the subrecipient
 - Grant Term
 - Grant initiative covered referred to as “Subject Matter”
 - Payment Provisions including the frequency with which the SU will reimburse the school/district sub-grantee, and amount are all required fields.
 - The employee name does not have to be identified, but in the case where this is a definite it does make it easier for future reference. Use of initials can suffice.
- A sub-grant must cover all expenditures reimbursed to a school within GISU.
- A single sub-grant can cover expenditures to be paid in multiple reimbursements.
- Each sub-grant can only be written from one funding source.
- Each sub-grant can only be issued to one school.

Considerations:

- A sub-grant can cover wages & benefits for more than one employee.
- Copies of letters of hire and/or teacher contracts are not needed to issue sub-grants.
- Multiple strategies within a grant should not be combined into one sub-grant.
- The amount of the sub-grant cannot exceed the amount provided for the same initiative in the grant.
- Send the sub-grant to the appropriate principal and superintendent for signature.

How to Process Sub-grants:

1. Review the grant budget for all wages, salaries, stipend and benefit lines.
2. Consult with the grant administrator to ascertain that the items identified in step one are still part of the subject matter of the investment.
3. Identify which school is hiring the positions and the related dollar amount. In many cases this is self-explanatory (ie: Interventionist at Alburgh) but in some line items, such as Instructional Coach, a breakdown from the Grant Administrator will be required.
4. Complete the sub-grant form. The funding source, date, grant initiative covered, single or multiple payments, sub-grantee, and amount are all required fields. The employee name does not have to be identified, but in the case where this is a definite it does make it easier for future reference.
5. Send the sub-grant to the Grant Administrator for and appropriate principal for signature.
6. Process a requisition for the initiative identified in the sub-grant when relevant information is available.
7. Send the requisitions and a copy of the sub-grant to GISU Accounts Payable to process a purchase order and encumber the funds.

Items to Note:

- It is rare, but still happens, that we must reimburse a school for costs other than employee costs. When a reimbursement to the school is requested (for equipment, tuition, supplies etc.) the sub-grant must be issued before the funds are spent at the school.

Finance Reporting and Controls for Federal Grants (including SEFA)

1. Make sure all grant budget numbers have been entered, if available.
2. Before running reports, make sure all AP invoices have been processed for the corresponding fiscal period.
3. Financial Accountant will print appropriate financial reports and review for accuracy and relevance.
4. Data will be compared to grant budget numbers, if available.

5. For federal grant revenues, confirm reimbursement amounts.
6. Review by Director of Curriculum.
7. Federal Grant Forms, including AOE 3.0, to be completed by Financial Accountant with supporting documentation attached.
8. Final review by the Business Manager.
9. Finalized Federal Grant Forms, including AOE 3.0, will be submitted to the state. Printed copy and backup to be kept in the grants binder in the Business Manager's office.
10. Statement of Expenditures for Federal Awards (SEFA) requires supporting documentation from the financial system to be attached (see procedure below).
11. Statement of Expenditures for Federal Awards (SEFA) requires supporting documentation from the financial system to be attached . This SEFA documentation requires Business Manager approval prior to submitting to the auditors.

Schedule of Expenditures of Federal Awards- SEFA

The SEFA is a supplemental schedule to the financial statements that an organization is required to produce when it is subject to the single audit requirement. The single audit requirement is triggered when the federal expenditures reported on the SEFA exceed \$750,000 or more over the organization's fiscal year. For some organizations, getting the SEFA wrong could result in an organization concluding that a single audit is not required when it actually was required to be performed.

The SEFA should include the following data elements: Federal granting agency and program title, pass-through entity, pass-through identification number, CFDA number, amounts passed through to sub-recipients, and total federal expenditures.

Procedure:

1. List individual federal programs by federal agency with their CFDA number to SEFA document provided by the audit firm
2. Identify who the "pass through entity" is.
3. Identify the Program or Award amount
4. Include the total amount of federal awards expended utilizing reports provided by the financial system (Tyler ADS Profund). Reports should be run once confirmation that all federal grants related invoices have been posted.
5. Include the total amount provided to subrecipients from each federal program.
6. The following must be included in the notes to the SEFA:
 - a. the balances of loan and loan guarantee programs (loans) outstanding at the end of the audit period for those loans described in 2 CFR 200.502(b).
 - b. the significant accounting policies used in preparing the SEFA and note whether or not the auditee elected to use the 10-percent de minimis indirect cost rate.

Grant Reimbursement Requests

The Agency of Education uses the AOE 3.0 reimbursement request form. This report mirrors, to some degree, the report that you will use in the new GMS system. This report is used for all grants that are not in the GMS system. It should not be used for any of the grants in the GMS system as we will not be able to process it.

The 3.0's are to be completed on a monthly basis and submitted electronically to the following site: AOE.SDE@vermont.gov or inputted directly in to the Grants Management System along with supporting documentation. A copy of the 3.0 with supporting documentation will be kept on the Finance drive.

The Business Manager will have responsibility to completing and submitting the 3.0.

Purchasing

Purchasing Objectives:

One of the most important aspects of controls over expenditures is an efficient and effective system of purchasing. The objectives are to purchase materials, supplies, and services that are of the right quality, quantity, price and from the right source.

The GISU Finance Department has two major responsibilities when it comes to purchasing:

1. The responsibility to all students, schools, and administrative departments to assist in the procurement of necessary supplies, furniture and equipment, and services in a timely manner.
2. And at the same time, a responsibility to the taxpayers for purchasing all approved items at the best possible value while providing adequate records to show that this was done according to prevailing laws and board policy.

The annual operating budget of our school district is the financial guide and plan for the operations of the school system. The purchasing laws and guidelines under which our school district must operate in expending the annual operating budget are clear. It is our common goal to best serve the students of this school district, and to do so by following the established procedures and guidelines.

Purchase Requisitions:

Requisitions must be completed and have all attached information. Each requisition must be signed by the principal and verified that the funds are available before an order is placed. After approval has been obtained, the Administrative Assistant will enter the information in to the ADS system for the Requisition/Purchase Order process.

Information needed as follows:

- a. Is this a grant/local/Special Education Purchase
- b. School name

- c. Address
- d. Vendor name
- e. Address
- f. Contact phone/fax
- g. Purpose of the requisition request
- h. Detailed catalog numbers – description of item – quantity – price
- i. Shipping and handling costs
- j. Total price
- k. Attach any quotes or discounts that may be applied
- l. Signature of requestor
- m. Principal/Grant Manager/Dir. Student Support Services signature

When the requisition is approved, the GISU will notify the school's Administrative Assistant that the purchase order can be printed. Once printed, the building principal will sign the purchase order and send to the Business Manager or Dir. of Student Support for signature. It will then be returned to the school to be mailed/faxed/mailed to the vendor for fulfillment.

Receiving Process – Receiving of Goods/Services

Once the goods have been delivered to the school, all items must be checked in according to the packing list / purchase order list. It is very important that all items be accounted for before payment can be made to the vendor. Once completed and an invoice is received, attach to the purchase order and send to the GISU office for payment. If there is a price change or cancelled item, it must be noted on the original purchase order.

Items purchased without a Requisition/Purchase Order:

In the event a purchase is made without a purchase order, it must be pre-approved by the school principal; for example, custodial supplies. All packing slips must be attached to the invoice. The invoice is then coded and approved by the building principal. An invoice will not be paid without all pertinent information. Invoices that do not have all the required information will be returned to the school for the proper documentation.

*Charges for tax on an invoice will not be paid

How to Create a Purchase Order

Purchase Order Tab

Transaction Entry

Purchase order – enter the correct FY

Purchase Order – New

- a. Enter the Location code – which school is this being charged
- b. Vendor Code
- c. Posting date (today's date)
- d. PO date (today's date)

- e. Required date (can be any date)
- f. Ordered for – Teacher/staff member
I always put a name there so that when the order comes in, I know exactly who gets it.
- g. Line # should automatically read 10...if not, enter it.
- h. Account number if available
- i. Item Description
- j. Quantity
- k. Price per item
- l. Account code
- m. Save

Processing

- a. Post Transactions
- b. Enter the Fiscal year
- c. Load Purchase Orders
- d. Begin Processing

Print Purchase Orders

- a. Select the PO's that you would like to print
- b. Begin Processing

The purchase order now needs to be signed by the Business Manager and either the Superintendent or the Director of Student Support Services if it's a Special Education expenditure. Then:

1. Mail/Fax/Scan purchase order to vendor.
2. File until the order arrives.
3. Always attach the packing slip to the purchase order.
4. Check off every item so that you know that the order is complete.
5. If the order is for someone in one of the schools, email the staff member for it to be picked up.

How to Cancel a Purchase Order

Purchase Order Tab

- a. Open/Close Purchase Orders
- b. Enter Fiscal Year
- c. Single Purchase Order/enter just the number
- d. Load PO's
- e. Enter a Posting date
- f. Click on the open/close box
- g. Begin processing

It should tell you that it was successful.

REQUESTS/APPROVALS

Training/Conference/Workshop Requests

All Conference Approvals must be completed using appropriate paperwork in advance of attending training/conference/workshop. If they are not approved ahead of time, they may not be paid by the district.

1. You must be sure that all the appropriate boxes are filled in.
2. Mileage must be included on the original approval or it will not be reimbursed.
3. The totals are based on all expenses...registration, meals, mileage, etc.
4. Professional staff is allowed \$500 for Professional time total per the Master Agreement. This includes all expenses, not just the registration.
5. A detailed Conference description must be attached to the request.
6. Track all staff members that have requests. They are responsible for any amount over the \$500.

The request must be signed by the requesting staff member, the Principal (if applicable) and the Superintendent/Director of Student Support Services (if Special Education).

Make two copies...one for your file and one for the originator. Stamp with “copy”.

Course Approval

Once again, all Course Approvals must be completed using appropriate paperwork in advance of taking the course. A staff member cannot make a request once the class has begun.

- A) Is the activity addressed by IPDP?
 - B) Is the activity aligned with the school action plan, mission, and vision?
 - C) Is the activity aligned with GISU Initiatives?
-
1. All sections must be completed and a course description/syllabus must be attached detailing the course that is being taken outside your building:
 - i. Is this a Grant/Local/GISU Request
 - ii. Employee Name/Position
 - iii. Title of Training/Workshop/Conference
 - iv. Location of event: City and State/Sponsor
 - v. Dates of event
 - vi. School district name
 - vii. Registration costs – reimburse to employee or as a purchase order requested

- viii. Mileage estimate-if an estimate is not included on this form, no mileage reimbursement can be submitted.
- ix. Airfare Costs if applicable
- x. Other transportation costs
- xi. Lodging if applicable
- xii. Meals
- xiii. Other Costs
- xiv. Total all costs before submitting

- 2. According to the Master Agreement, a professional staff member may take up to 9 Course Credits over a 2 year contract period. (An additional 3 Course Credits may be requested of the individual school boards. You can reference page 19 of the Master Agreement.)

Once signed by the Superintendent, make two copies. One for your records, one for their file once completed (with transcripts), and one for their records.

The GISU will not pay for a course until it has confirmation of completion. You have three options for payment:

- 1. Apply for a Deferred Payment Agreement (directly with the Educational Institution)– it will be paid once the course is completed
- 2. You may pay for the class and then request a reimbursement (with prior approval). You must provide proof of payment and a copy of the school transcripts.¹
- 3. You may request a purchase order be created and sent to the Institution.

If a purchase order is requested, it will then be created by the Administrative Assistant in your building, or the GISU if it is a Special Education training. Once the Conference is completed, a Certificate of Completion must be given to the GISU office. Payment for all expenses (including registration) will not be paid until proof of attendance is given.

A report of all the courses taken is located in my files on my desk, based on Fiscal Year.

Mileage Forms

When submitting for mileage reimbursement, you must fill out a Mileage Request Form. If travel was for a Course or a Conference/Training/Workshop, a Certificate of Attendance must accompany the request. The request must be signed by the Principal before submission.

Travel, Meals, Other Expenses

¹ Transcripts are required for Column Movement if you are using this course for a pay scale adjustment.

A Reimbursement Request Form must be filled out for all other expenses. For example: classroom supplies, travel expenses, etc. Original, detailed receipts **MUST** be attached to the request. Photocopies are not accepted. If credit cards slips are attached with the total only, they will not be reimbursed; itemized receipts are required. The request must be signed by the principal and sent to the Central Office for payment.

*All updated forms can be found on the GISU website gisu.org/forms. Please check periodically, as they are updated regularly. Outdated forms will be returned to be amended.

* Please refer to the Master Agreement for questions about individual reimbursement expenses.

ACCOUNTS PAYABLE

How to create a new Vendor

Accounts Payable Tab

- a. Maintenance
- b. Vendors
- c. Enter name
- d. Code 10
- e. Check the Default box
- f. Enter all address information
- g. W-9 information – required for all new vendors
- h. Other Address tab – click default
- i. Save

Creating an Accounts Payable Voucher

1. Select town/choose the Accounts Payable tab
2. Transaction Entry
 - a. Payable entry
3. Payable Tab
4. You need to decide if you are paying from a purchase order or if it's a straight invoice (electric, phone bill)
 - If it's a from a purchase order, click the PO# tab and enter the purchase order number
 - If you are paying straight from the invoice, then enter the vendor in the vender code box.
5. Posting date (today's date (unless you are paying from the previous fiscal year))

6. Invoice Number and date. These must be filled out or you cannot complete the transaction.
7. Reference (who this is for (name or school) or sometimes if it's something specific)
8. Tab over to the quantity
 - a. Enter 1
9. Enter the amount
10. Tab over to the account code. Most invoices will be coded already by the principal. If not, you can do a Vendor History to find out where it's been paid in the past. I only do these on recurring invoices like phone bills. Otherwise, send back to the school for coding.
11. Save icon 
12. Choose a new payable 
13. Continue adding payables until all are entered.
14. Click the Batch tab
 - a. Add all invoice amounts to make sure they match the running total.
 - b. Double click the running total tab. Once you do this, it should have the same amount as the control total.
15. Ready to post – save

You can save a batch indefinitely. You can add and remove invoices as you wish. Once you post the batch, you can no longer do this.

Once you have decided that the batch is complete, you need to run a Payables Edit List.

Reports – Payables Edit List – Encumbered

Standard/starting batch# - ending batch # will be the same

Sort by Vendor Name

Preview Report



If it looks ok, then print. Put all  invoices in alphabetical order and be sure that you have entered all the amounts correctly. Once you have all together, give to the business manager to review and approve. He will sign and date the form.

Once he has approved the Payable Edit List, you need to post the batch.

Processing Tab

- a. Post transactions
- b. Choose the batch that you want. There may be multiple if you are working with different Fiscal years.
- c. Select – Begin processing

Payment Processing Tab

- a. Select Group of Payables for Payment
- b. Select by Batch
- c. Check Date – choose the day after a board meeting
- d. Batch number – yellow tab
- e. Preview

f. Create Batch

Print a Voucher Warrant

Reports – Pre-Check Authorization

- a. Standard – Batch Number (first and last the same)
- b. Vendor Name
- c. Check all three boxes – this is what gives you the signature page that is required to process checks.
- d. Preview Report 
- e. Print

Make a copy of the Voucher Warrant for your records. When the warrant is returned to you after the meeting, make a copy of the signed page and attach to your copy. File in the appropriate binder. You must retain copies of all signed vouchers on file. Attach the Voucher Warrant, Payables Edit List and invoices together and give to whomever is going to the meeting. Any invoices that have not been signed by the principal for approval, need to be tagged. He/she will need to sign them at the meeting. All invoices need signatures before they can be processed. Send an email to the appropriate board members/principal with the attachment of the Payables List. Print the report again and save to your computer. Board members like to review the vouchers before the meeting in case there are any questions.

If an invoice has been refused by the board

Payment Processing

- a. Select/Edit
- b. Choose Batch
- c. Choose Vendor
- d. Delete

Go back and double click the running total so that it's the same as the control total.

Ready to post – save

Since this has already been posted, you will need to create a new batch removing this particular vendor.

Create a new batch

- a. New entry
- b. Cancellation Voucher
- c. Double click yellow box – one at a time if there are multiple
- d. Save
- e. Double click running total to be the same as the control total.
- f. Ready to post – save

Processing Checks

Once the Payables have been approved by the board and there are no issues, you can start printing checks.

Payment Processing

Print Checks

- a. Choose Batch
- b. Switch the printer to the **Check Printer**
- c. Make sure that there are AP checks in the printer – upside down and away from you.
- d. Print

Attach checks in numerical order with the appropriate corresponding invoice. Check to make sure that everything has printed out properly. Sometimes, they stick together and will need to be reprinted. If they all printed correctly, hit “ok”. If not say “no”. It will bring you to the original page where you can choose the ones that didn’t print correctly. The cycle begins again. If all is ok the next time, hit “ok”.

- e. Switch the copier back to the **GISU Copier**
- f. Print a Check Edit List in the Reports

Vendor Name – not code. They will be in alphabetical order.

Make two copies of the check register. Keep the original for your binder. One goes with the voucher/payables edit list/checks/invoices to the town clerk for signatures. They will keep all of those at their office. The third copy will go to the school. The Admin Assistant will keep a copy for her records.

Voiding a Check

Payment Processing

Void Checks

- a. Cash account – general fund
- b. Date issued (check date)
- c. Single check
- d. Choose check #
- e. Load checks
- f. Choose Void
- g. Begin processing

Create a New Batch

- a. Cancellation Voucher
- b. Choose Check (in yellow box)
- c. Save
- d. Post

Run a void check register in the report tab. File in the appropriate binder.

Re-issue a check

If you need to re-issue a check because it was lost or uncashed, you will need to void it and reprint one.

Void Check

Choose single check

Reprint

Be sure to choose the check printer and then change back to the GISU printer once completed.

Special Filing/Additional Steps

7. When completing A/P checks, always make copies of the following:
 - **Health Insurance/Dental/Life/Vision Insurance bills** and file in the proper binder.
 - **Life insurance bills** (Lincoln Financial) will be for life and long-term disability bills. Only copy the life insurance ones.
 - **Phone bills** – there is a file folder that is separated by town. We are tracking these because we get rebates.
 - **Special Education Bills** - make copies of all bills that are coded to 1200 and give to Ashley. She will track Special Ed spending.
 -

PAYROLL PROCESS

1. Administrative Assistants from each school turn in timesheets either via email, fax or hard copies delivered to central office. All are typically turned in by noon on the Monday before a pay day. Grand Isle and North Hero are typically dropped off at central office Friday afternoons. South Hero is typically faxed first thing Monday morning. Isle La Motte typically emails by 9 a.m. and Alburgh typically emails by 11 a.m. GISU has very few timesheets and they are typically emailed by 9 a.m. by the employees. Grand Isle has two employees who work in the EEE office and they email their timesheets by 9 a.m. as well. *Timesheets are due to employee's supervisor by 8 a.m. the Monday of a payroll week.
2. After the district has turned in their timesheets, alphabetize them and verify total hours are calculated correctly. Make note of any overtime (time over 40 hours) that will need to be paid at the overtime rate. If the employee took time off and

was not working, all hours would be paid at regular rate. Make note of any “extra” timesheets that would be paid from an MOU instead of the contract. Verify MOU is in place.

3. Under the payroll tab in Profund (make sure you are in the correct district!) click on the + next to payment processing for the drop down menu.
 - a. Click “Generate Payroll Transactions.”
 - i. Select the pay date on the calendar under the pay date drop down box.
 - ii. Hit the “select all” button.
 - iii. Select generate transaction.
 - iv. Click ok for the process complete pop up.
 - v. Close the generate payroll transaction box.
 - b. Click “Exception Input- Payroll Checks”
 - i. Teachers and salaried staff will automatically enter from the system’s calculation of their contract. These should not need to be edited.
 - ii. Hourly staff will need to have their hours entered.
 - iii. Double click on the staff member to enter their hours/ edit.
 - iv. Enter verified hours for each employee with a time sheet.
 1. After hours are entered click the “Calculate check” button in order to save entry.
 2. Ensure status reads “ready to post”
 3. If paying overtime hours:
 - a. Double click the yellow box under position code. The employee’s position code will automatically pop up.
 - b. Double click in the yellow box under earnings code. The employee’s earnings code will automatically pop up.
 - c. Double click pay type and select overtime/time and a half from the pop up menu (this should automatically update the rate to time and a half.
 - d. Enter hours then ensure status is ready to post and hit “calculate check”
 4. For some paraprofessionals, there are two earning codes within their position. Typically, the split is 90% of their hours should be paid from the special education line, and 10% of their hours should be paid from the regular education line. If you want to double check, under the Maintenance- Payroll Setup, there is a position tab. If you

select “positions” and select the current fiscal year, double click in the position code box at the top right hand corner and select support staff. A list of all the support staff will appear, find the employee and double click their name. Their position screen will appear. If you click the earnings tab, you will see their breakdown under the “Encum Percent” column. Enter the hours based on the percent breakdown. You can verify the total hours at the bottom before you hit the calculate check button.

5. To enter substitutes, double click the “new entry” at the top of the employee list.
 - a. Double click in the Employee Code box and a pop up will appear with all employees. Select the employee.
 - b. Double click in the pay group box- typically the biweekly22 is what is chosen. Or for Alburgh, the weekly pay group. (this is based on the support staff pay group)
 - c. Double click in the “earning code” box and select the appropriate code (typically the instructional substitute code if no other code is indicated).
 - d. Leave pay type as regular.
 - e. Verify that their Employee type says daily (can be selected from drop down menu) and their rate is \$90/day or \$100/day depending on the school.
 - f. Enter however many days are indicated to pay.
 - g. Ensure status says “Ready to Post” and click the “Calculate Check” button.
 - h. Substitutes do not receive direct deposit!
6. When all hours and substitutes are entered and all editing is complete, scroll down and ensure all employee statuses read “ready to post.” When that is set, double click in the running total box in the top right hand corner, this will make the control total match.
7. Change the status at the top, next to the control total, to “Ready to Post.” Click the save icon to save.
8. Click the print icon to print the Payroll Edit List Report for Rob to look through and initial. *suggest changing the printer to print double sided, as these reports are large!
9. Close the Exception Input Screen

- c. Click the “Generate Deduction Transactions” tab
 - i. Double click in the payroll batch box and select the unposted batch just created. (under merge into existing exception input- payroll check batch)
 - ii. Click the load deductions button. The deductions will load in the available deductions at the bottom.
 - iii. Check the boxes of the deductions to be processed with the payroll (taxes and 403b contributions will always be checked!)
 - 1. Dues are paid on a quarterly basis and should be run with the last payroll of the quarter.
 - 2. Vermont State Teacher Retirement and Municipal Retirement are paid on a monthly basis and should be run with the last paycheck of the month.
 - iv. After appropriate boxes are selected, hit the “Begin Processing” button at the bottom right hand corner of screen.
 - v. Close the Generate Deductions Transactions screen.
- d. Click the “Print Checks” tab
 - i. Double click in the Batch# box at the top right hand side of screen. Select appropriate batch.
 - ii. In order to create and save the ACH file for direct deposit, click the small box with the ... next to the ACH file location box.
 - 1. Should be saved in the Network> GISU-FIN> ADS Shared> Backup Data Files> PR Direct Deposit> File name: DDdateschoolinitials
 - iii. Switch the printer to the Main Office Check Printer. Checks should go in face down, top of page toward you.
 - iv. Hit the “Print Check” button. A pop up will appear to remind you to put checks in the printer.
 - v. Verify checks printed correctly (i.e.- no paper jams)
 - 1. If they have not printed correctly, hit no on the pop up asking if all checks were printed correctly. Select the checks that need to be reprinted from the pop up.
 - vi. Switch the printer to the main printer. *make sure you have it set to print one sided!
 - vii. Select yes to all checks printed. A pop up will alert you to advice slips will be printed and to remove toner and check stock. Click ok.
 - viii. A pop up will appear asking if advice slips printed ok. Select yes.
 - ix. The system will automatically print all payroll reports.
- e. Under Reports, click the + next to Edit List/Register
 - i. Click the Deduction Edit List/Register

1. Select standard from the drop down box.
 2. Double click in the starting batch # box and select the completed payroll. Do the same in the ending batch # box.
 3. Double click in the starting deduction code box. Select the top 403b contribution (Prudential Retirement Employer Contribution).
 4. Double click in the ending deduction code box. Select the bottom 403b contribution (Prudential Retirement fixed percent).
 5. Print the Report.
- ii. Click the Tax Edit List/Register
 1. Select State Tax Withheld from the drop down.
 2. Select the appropriate CALENDAR year.
 3. Select the appropriate batch in the starting and ending batch boxes.
 4. Print the report.
 5. Verify this report's figure matches the figure on the payroll register report.
4. Email paystubs, applicable to all school districts, (suggest doing this **Thursday** mornings so staff does not think they are being paid early)
 - a. Under payment processing, select the "create advice slip emails" tab
 - i. A pop up box will appear.
 1. Double click in the yellow box and select the appropriate batch number.
 2. Hit the begin processing button.
 3. A pop up will appear indicating the advice slips have been created.
 4. Close this box
 - b. Select the "review/send PR emails" tab
 - i. A pop up box will appear.
 1. Make sure the status is set to emails ready to send. If not, select this status from the drop down menu.
 2. Double click the box next to calendar year and select the appropriate year.
 3. Leave check numbers and employee code boxes empty.
 4. Select the pay date in both check date range drop downs.
 5. Click the load emails button to load all employees who have emails entered.
 6. At the bottom of the screen, hit the "select all" button.
 7. Hit the "send emails" button.

- a. You will receive a confirmation that emails have been sent as a pop up within the ADS system, as well as an email to your outlook.
 - i. As a side note, the confirmation email often says some emails failed sending. They have not. The system will resend any “failed” emails. Do not send again because employees will receive it multiple times.
5. Process direct deposit: (**For all districts but South Hero**)
- a. Use the Direct Deposit register printed with the reports.
 - b. Follow the link: <https://www.peoples.com/portal/site/peoples/>
 - i. Use appropriate passwords and token for the district you are processing.
 - ii. Click “Make ACH payment/ manage templates” under the “Transfers and Payments” dropdown
 - iii. Select the last used template for payroll (typically the date of the last payroll run)
 - iv. Click “Edit template”
 1. Change the date under the template name.
 2. Click “Import Details”
 - a. It is an NACHA file type, click the continue button
 - b. Click the browse button to select file to import. Select the file created for the district during the print check screen.
 - c. Click to delete existing and add new transactions
 - d. Click the Import File button
 3. Select the Make ACH payment/ Manage templates again.
 - a. Click the circle next to the updated template.
 - b. Click the continue button
 - i. Change the effective date to the pay date.
 - ii. Scroll through employees and their amounts and check that the figures match the Direct Deposit register. Ensure that the total amount matches the total amount on the Direct Deposit Register.
 1. If an employee/ second amount need to be added, you will need to edit the template. Click add row at the bottom and enter appropriate information. (Hint, copy and paste

routing and account number). Use lower case instead of upper case for names so they are “different.” Be sure to save! Once saves, start this step over.

- iii. Click the continue button.
 4. Use token and passwords to complete processing.
 5. Print payment confirmation.
 6. DO NOT LOG OUT- you will process state tax here as well.
6. Process direct deposit: **(For South Hero)**
- a. Use the direct deposit register printed with the reports.
 - i. Follow the link: <https://etreasury.tdbank.com/slgcb/logon/sbuser>
 - ii. Use appropriate password and token.
 - iii. Select payable service tab
 1. Select ACH validator
 2. Browse and find correct payroll
 3. Press ok button.
 - iv. Have 2nd Approver verify and process ACH request and print the report.
7. To process state tax: **(Done for all districts but South Hero)**
- a. Similar process to processing the direct deposit.
 - b. Click on ACH payment/manage templates
 - c. Select the VTTAX payment and edit template.
 - i. Change the date to the payroll date.
 - ii. Save changes.
 - d. Click Make ACH payment/Manage Templates
 - e. Click circle next to updated VTTAX.
 - f. Click continue button.
 - i. Select pay date as effective date.
 - ii. Select the last day of quarter as period end date under the tax payment information.
 - iii. Enter the withholding tax amount in payment information line.
 - iv. Re-enter the withholding tax amount in first box under amount type: T
 - v. Verify that total says correct amount.
 - vi. Click the continue button.
 - vii. Use password and token to complete transaction.
 - viii. Print payment confirmation page.
8. To process Federal tax: **(Done for all districts but Grand Isle School)**

- a. Use the phone number provided on the EFTPS Report printed with the other payroll reports.
 - b. Follow prompts on phone.
 - i. Will need pins for each town
 - ii. It is form 941, payment.
 - iii. Use date of payroll as date to process
 - c. Write down confirmation number in box on EFTPS page.
9. Provide a copy of the Payroll Register, state tax report and confirmation of payment, and EFTPS to town clerk when you send payroll to them for signatures and distribution.
10. You will want to write the account number on the Prudential 403b check. The account number can be found with the steps for 403b processing.
11. To process 403b contributions:
- a. Use the deduction report printed for contribution amounts.
 - b. Follow link:
<https://ssologin.prudential.com/app/sponsorcenter/Login.fcc?TYPE=33554433&REALMOID=06-000d6e75-680c-14c0-ac9d-80a930a040e7&GUID=&SMAUTHREASON=0&METHOD=GET&SMAGENTNAME=businesscenter&TARGET=-SM-https%3a%2f%2fbusinesscenter%2eprudential%2ecom%2fsponsorcenter>
 - c. Use appropriate username and password.
 - d. On the homepage, click manage plan button.
 - e. Select “Contribution & Loan Processing” under the “administration” section.
 - f. Click the “create file” tab
 - i. Select the sub plan:
 1. Alburgh:016523
 2. GISU: 006523
 3. Grand Isle: 026523
 4. Isle La Motte: 036523
 5. North Hero: 046523
 6. South Hero: 056523
 - ii. THE PLAN NUMBER TO BE WRITTEN ON THE CHECK IS:
940010-subplan-number (ex. 940010-016523)
 - iii. You can select “use data from a previous payroll”
 1. Select last payroll processed
 2. Enter the pay period end date
 3. Enter the payroll check date
 4. Enter the file name description

- a. Format: division code-date (ex. 016523-02/09/2018)
 - iv. Click continue
 - g. Click the “Review/update data” tab
 - i. Verify contribution amounts using the printed report.
 - ii. Click update
 - 1. It is recommended that if you are interrupted or have the screen open for long- click update often to save. The system times out quickly.
 - iii. Once employee contributions are saved, a red message will appear at the top alerting you that “your data has been saved”
 - h. Click the “Verify file totals” tab
 - i. Select file from drop down
 - ii. Click submit button
 - iii. Confirm amounts match. If they do not, go back to “review/update data” tab
 - iv. Print this page.
 - i. Click the “transmit file” tab
 - i. Select the file you created.
 - ii. Click the process button.
 - iii. Print the verification screen.
 - j. Click the “file status” tab and verify submission
 - k. A secure email will be sent with the voucher number after Prudential has reviewed the file. Print two copies of this. Attach on to the check printed when payroll was processed. File the second with payroll. (Note: This voucher can take up to 24 hours to be emailed to you)
12. File all reports and confirmations under appropriate pay date in payroll binders.

Inter-District Accounting Procedures

1. Revenue and expenditure transactions are sometimes recorded through the Supervisory Union’s (or other district’s) books. Then the transaction needs to be allocated to the appropriate school districts.
2. The purpose of this procedure is to ensure that all District revenue and expenditures are correctly recorded and reported in the proper school district.
3. This specific type of journal entry will adhere to the Journal Entry Procedures.
4. Types of recurring inter-district allocations are: Food Revenue, LEA Assessments, Workers’ Compensation payments, HRA and FSA payments.

Procedures:

1. Financial Accountant will determine when a revenue or expense needs to be paid to or reimbursed from a different district(s).
2. Allocations will be calculated based on the schools involved and the type of transaction
 - a. Food Revenue will be allocated based on reports and logged information.
 - b. LEA Assessments are allocated based on the number of students at the school.
 - c. Worker's Comp will be allocated based on wages paid for that time frame.
 - d. HRA and FSA will be allocated based on employee transactions.
 - e. Other types' allocations will depend on the specific transaction.
3. An Invoice will be manually created and recorded in AR spreadsheet on Finance Drive.
4. A journal entry will be created to record the A/R for any amounts due from other district/SU. A copy of the calculation(s) will be printed and attached to the printed/posted journal entry.
5. AP vouchers will be created once manual invoice is received and will adhere to AP procedures.
6. Calculations will be kept on the Finance Drive under the appropriate folder as backup.
7. Inter-district transactions will be reconciled monthly comparing the AR and AP of all the school districts and SU to each other to confirm accuracy.

JOURNAL ENTRY PROCEDURES

1. Revenue and expenditure transactions are sometimes incorrectly recorded into the District's accounting system. An error can occur when a wrong account number is used for a purchase, reimbursement, or receipt. An error can also occur from data entry or incorrect account information received from the schools, etc.
2. The purpose of this procedure is to ensure that all District revenue and expenditures are correctly recorded and reported in the proper account, fund, department, project/program, and fiscal year in which it was budgeted.
3. Description – Record series used for reviewing and adjusting various accounts before transferring information to the general ledger. Information includes name of department, account number, description, voucher number, date, reference number, debit, credit and date.

Procedures:

1. Financial Accountant will set up and record journal entries as needed.
2. Appropriate detailed backup will be attached to printed entries.
3. Business Manager will review **all** entries and sign off.
4. Printed copies of all posted entries will be kept in appropriate fiscal year binder in Business Manager's office, available for review by auditors.

EQUIPMENT MANAGEMENT PROCEDURE

Equipment is defined as tangible personal property with a useful life of more than one year and a per unit acquisition cost of \$5,000 or more.

1. Equipment records will be maintained and will include the following:
 - a. Description of equipment
 - b. Serial # or other identification number
 - c. Source of funding
 - d. Federal Award Identification Number (FAIN)
 - e. Title holder
 - f. Acquisition date
 - g. Acquisition cost
 - h. Percentage of federal participation
 - i. Location
 - j. Use
 - k. Condition
 - l. Date of last physical inventory
 - m. Date of disposition
 - n. Method of disposition
 - o. Sale price
2. A physical inventory of the equipment will be taken at least once every two years and the results reconciled with the equipment records (item 1).
3. Adequate safeguards will be taken to prevent lost, damage or theft. Any loss, damage or theft will be investigated.
4. Equipment will be maintained in good working condition.
5. Equipment with a current per unit fair market value \$5,000 or less may be sold or otherwise disposed of at the discretion of the SU/District. The Equipment Record in item 1 will be updated with disposition information.

6. Equipment with a current per unit fair market value over \$5,000 requires disposition instructions from the federal awarding agency per 2 CFR §200.313(e). The Equipment Record in item 1 will be updated with disposition information.

Special Education Expenditure Report

The Special Education Expenditure Report serves the following purposes:

- (1) provides a summary of special education costs for the fiscal year through the end of the reporting period for each reporting entity;
- (2) shows the expenditures for specific grants to eliminate costs covered by grant sources from amount eligible for State formula reimbursement; reports the amount of Mainstream Block Grant and EEE Grant used and reports expenditures on Regional I-Team Consultant grants so that grant payments can be made;
- (3) reports the costs that are eligible for special education expenditures reimbursement for the reporting entity;
- (4) provides, at the end of the year, information on the costs of special education students who are residentially placed at school district expense (Worksheet C);
- (5) bills the State for reimbursement for special education costs incurred in providing IEP services to State-Placed students so that reimbursement can be calculated (Worksheet A); and
- (6) provides information on special education costs for students that qualify for extraordinary reimbursement so that reimbursement can be calculated (Worksheet B).

REPORTING PERIODS:

The reports are **cumulative** from the beginning of the fiscal year. The reporting schedule for FY-2020 is as follows:

Reporting Period	Due Date
July 1, 2019 - October 31, 2019	November 15, 2019
July 1, 2019 - February 28, 2020	March 15, 2020
July 1, 2019 - June 30, 2020	August 1, 2020

Reporting Procedure:

1. One week prior to the end of the reporting period, the Business Manager will confirm with the Director of Student Services that the individuals reflected on Worksheets A, B, C including supplemental worksheets are correct. The

administrative assistant to the Director of Student Services will have responsibility to maintaining these files.

2. The Business Manager will run the necessary expenditure reports in ADS Profund for the GISU and member districts in the week after the end of the reporting period
3. The Business Manager will complete the Special Education Expenditure Report and review it with the Director of Student Support Services.
4. Once reviewed and approved the Business Manager will sign the report and forward it to the Agency of Education.

