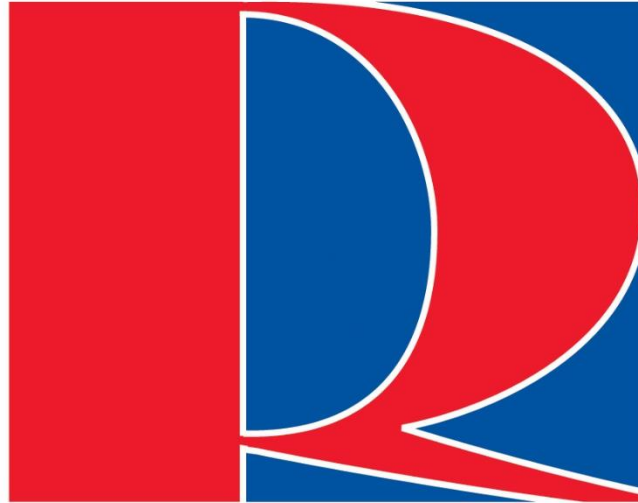


FINANCE PROCESS AND PROCEDURES



**RAYTOWN
QUALITY
SCHOOLS**
Expect the Exceptional

RAYTOWN QUALITY SCHOOLS

Updated June 2021

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Finance Department Goals

The goal of the Finance Office is to act with integrity and equity to uphold our moral obligation to taxpayers. We will work ethically in accordance with generally accepted accounting practices, board policies, applicable laws and regulations.

Finance Department Contact Details

For general Accounts Payable inquiries, new vendor set up, purchase card support, purchase orders, travel reimbursement, deposits or change box contact the finance office at financegroup@raytownschools.org or 816-268-7060.

Debbie Hershey- Finance Specialist

Jennifer Willis- Finance Specialist

For budget questions including transfers and reporting, grants, district investments, journal entries or higher level finance questions, contact jacqueline.vernon@raytownschools.org or 816-268-7065.

Jacqui Vernon – Finance Supervisor

For Dr. Steve Shelton, Associate Superintendent of Operations, contact steve.shelton@raytownschools.org.

To reach the entire department or for SISFin password resets, contact finance@raytownschools.org. In addition to Debbie and Jennifer this address includes Jacqui, Dr. Steve Shelton and Roger Harrison in technology.

Budget

General Info

Our fiscal year is July 1st through June 30th.

Budgets are set under the guidance of the Board of Education following the requirements of DESE.

DESE dictates the budget code structure to include the following:



- Fund = 1 General Fund, 2 Teacher’s fund, 3 Debt Service, 4 Capital Projects, Bond
- Function = Action, purpose, or program for activities performed
- Object = What service or commodity
- Location = DESE’s assigned core data building code
- Source of Funds= revenue source
- Project Code = identifies specific grant, program, or source of revenue

The [DESE Accounting Manual](#) can be referenced for additional details.

Board Budget

Raytown Quality Schools Board of Education [Policy DB](#) shall be followed in regards to budget planning and expenditures.

The final budget will be submitted to the Board for final review and approval prior to a new fiscal year. The Board may revise the budget prior to adoption and make revisions, as necessary, throughout the year.

Every effort should be made to code all purchase orders to the appropriate budget code.

For all elementary buildings, middle schools, high schools, HCC and RSA, budgets will be put into parent accounts or “buckets.” All monies will show in the parent account, however, the appropriate more specific “child” account should be chosen when creating a purchase order for an expenditure. For example, the object code for postage is 6361 but the budget money will show in 6391.

K-12 Function codes for student related expenditures are:

- 1111 Elementary
- 1131 Middle School
- 1151 High school

K-12 school Function code used for staff related expenditures:

- 2411

Commonly used Object codes:

- 6411 – supplies- this is also the parent budget for 6400 codes for buildings
- 6391 – purchased services – this is the parent budget for 6300 codes for buildings

Activity / Club Accounts

Activity or Club Accounts are accounts specified for deposits and expenditures of student paid activities. This can include sports, clubs, or building fundraisers not ran by a PTA or Booster organization. This can also include deposit of student purchased items such as planners, and fees such as library fees or student parking. Whereas the annual Board budget is restricted to a fiscal year, Activity funds roll their balance forward each year. Money raised by and for students should be used in the same fiscal year if possible; however, any unspent funds will be available in the next fiscal year. Student activity funds should be used for the benefit of students who raised the money. The same fiscal responsibility and board policies regarding purchasing govern activity funds as board funds.

Function code for activity funds:

- 1411 for all buildings reporting student attendance
- 3911 for district level departments, such as technology

The location and project code sections of the coding structure for Activity accounts designate which activity account is being used. Each building has a general activity fund identified by project 00602. Each building's general activity account is XXXX (location)- 00602. For example, Blue Ridge's general activity club account is 4020-00602.

The list of activity club accounts established for each building can be found in SISFin.

Transfer Requests

Every effort will be made to complete transfers requested twice monthly. They should be requested in the following manner:

- For transfer of funds between two budgets within the same school or department prior to an invoice being paid or PO entered, send an email to Jacqui Vernon with the subject line of "Budget transfer." List account from and to with amount to be transferred and reason for the request.
- For a transfer to correct an invoice already paid or to transfer between different departments / schools use a transfer form. Parenthesis should be around the amount listed next to the line of coding to be credited.

Appropriate supporting documentation must be attached for transfers to be completed. For transfer requests on a transfer form, this must include a copy of the purchase order and invoice paid.

Cash Handling

Credit cards and checks are preferred. Cash should only be accepted when other options are not possible.

All monies received at the buildings should be kept in a secure, locked drawer or safe. There should be a limited number of staff with access and limited to no more than the following:

- Elementary – 3
- Middle- 5
- High – 6

Those with access should only be building Administrators, Principals, Assistant Principals and the Finance Secretary.

No fundraising or money turned in by students should be held in classrooms, including teacher's desks. Money should be turned in daily to the building secretary.

Money that is not the property of the school district should be removed daily. This can include PTA money related to a PTA fundraiser, Booster club sales, hospitality funds, etc.

All money received at buildings should be deposited at a minimum of weekly, but up to as often as daily if \$100 is received. This would include times such as during a fundraiser or fee collection at the start of a school year.

Separation of Duties

In order to prevent fraud and error, each building should maintain separation of duties. This protects the district from loss as well as the staff members involved in cash handling and procurement.

Different staff should be involved in cash handling and procurement and duties should rotate. There should always be:

- One staff to collect monies and two different staff to count.
- Two staff to verify deposit. This should include person taking the deposit to bank and then someone to verify the bank validation slip
- Different staff member to verify items or services received that is not the staff member who placed order.

Teachers, coaches or activity sponsors who collect money should turn money into the building finance secretary in an envelope with form that details how much money is included, purpose, and students' names. Finance secretary will then also count funds. Once money is deposited a different staff member will verify that the bank validation slip matches the deposit form.

Gate Receipts

Tickets sold at the gate or door of events such as football games, basketball games, plays, etc., should be accounted for. If there are multiple types of tickets sold with different price points, each ticket type should have a unique identifier. This is most easily achieved by tickets of different colors. At the end of the event the amount of each ticket at the rate associated with that ticket should equal the amount of money collected.

Red – Regular priced student ticket

Blue – Regular priced adult ticket

Green – Free admission for 55+ / Pre-K / Appreciation Nights / Other approved exceptions

Yellow – Premier Seating (only when sold at the regular ticket booth/table)

There should be more than one person working the door or gate of an event. The person taking the event tickets should not be the same person collecting money for the tickets.

There are exceptions for small attendance events. In this case, the supervisor will be considered the 2nd person and will check in with the ticket booth/table and help count and reconcile the money at the end of the night.

When available, online ticket purchasing should be encouraged.

Concession stand money, when stand is ran by school staff, should also be counted and verified before being turned into building finance secretary or locked in secure drawer or safe. See cash

handling procedures. If concession stand is monitored and supplied by an outside organization such as Booster Club or PTA, then they are responsible for the money and it should not be stored in the school building.

Deposits

Each department and building has their own book of deposit slips and an endorsement stamp for checks. Once deposits are prepared they can be taken to the Raytown UMB location on 63rd St through the business lane. Depositor should wait for deposit to be processed and deposit bag with receipt returned. The pink copy of the deposit slip will be retained by the bank tellers to be picked up by the district finance office.

For large coin deposits, such as during grade level coin wars as part of a fundraiser, the coin machine inside the UMB lobby should be utilized.

For gate receipts or money received from activities after normal banking hours, the night depository at UMB can be used only if the deposit is complete and deposit slip included. The night depository cannot be used as a place to hold money and pickup later. If money from after-hours events is not ready for deposit it must be put in locked cabinet or safe within school. Money should not be taken home or left in a car, classroom, etc. The night depository should not be used during normal banking hours.

Deposits should be placed in locked bank bag and key left at building while deposit is transported to bank. Depositor should go directly to bank and run any other school errands afterwards.

Cash receipt form for each deposit will be completed and sent to Finance office for posting.

Cash receipt form should match bank validation on deposit slip.

Change Box and Petty Cash

Each school has the option of keeping a change box each year for the purpose of giving change only. This is not a petty cash box. To request a change box at the start of the school year a PO must be done using vendor 101824 with the appropriate building address selected. Use the building activity account. The cash will then be deposited in the bank and put back into the same line of coding at the end of the school year. The change box balance should remain the same throughout the year.

We no longer issue petty cash with the exception of transportation. Transportation will keep a petty cash box for the sole purpose of permits and licenses for new drivers. All monies checked out must be logged and receipts kept. A total of disbursement receipts and cash on hand should total petty cash allotment at all times.

Purchasing

General Info

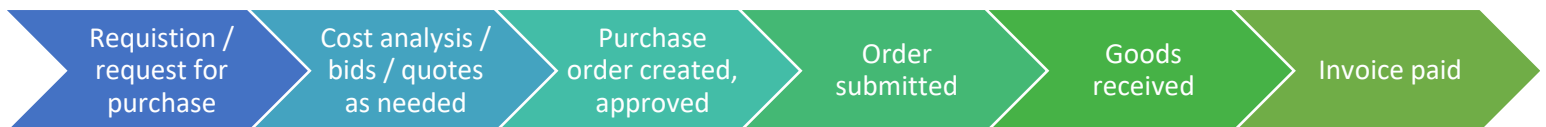
The guidelines for purchasing are based on purchases less than \$3,500, \$15,000; or \$50,000. All purchases should comply with purchasing and documentation procedures. Reference board policy [DJF-1](#), and board procedures [DJF-1-AP\(1\)](#), and [DJF-1-AP\(3\)](#).

- \$0-\$3,499 – District staff must research all purchases and compare prices
- \$3,500-\$14,999 – District staff must obtain at least three bids from providers. District staff may solicit bids directly from providers and may utilize bids received by fax, telephone, e-mail, and catalog comparison. If fewer than three providers sell or provide the service or product, document that fact.
- \$15,000-\$49,999 – District staff must post a Request for Proposal for 5 business days at the administration building and electronic posting on the district procurement webpage. Late bids will not be considered and will be returned unopened to the bidder. The purchasing officer will publicly open all bids received and will maintain all documentation of the purchase, including which provider was chosen and the reasons for selecting that provider.
- \$50,000-more – District staff must obtain Board of Education approval via Consent Agenda Item. District staff must release a competitive, sealed bid. Attach RFP or Bid information to the agenda item with bid pricing/scope information for BOE approval.

All bid documents should be kept on file for three years after the contract end date.

District staff must purchase products manufactured, assembled, or produced in the United States. International purchases of products or services will be heavily scrutinized.

District purchasing should happen in a manner as to allow the board dictated approval process to happen prior to purchases being made.



Requisitions

Requisitions can be created through the SISFin portal by all staff members. Buildings or departments may also use their own process for requesting supply orders.

Requisitions created in the portal will be sent to the building or department secretary to be turned into a purchase order if approved.

Purchase Orders

Purchase Orders set the approval process. Purchase Orders should be created with as much detail as necessary so that the approver(s) can make an informed decision to approve or deny purchase. Purchase orders must contain:

- Vendor name and current address
- Building location
- Ship to address (building, warehouse, etc)
- Attention to
- Description and purpose
- Quantity
- Price
- Correct budget code
- Appropriate approval route determined by amount of purchase

Card Services POs should also list the place of purchase in the “Part #” field and should have a line entry for each charge listed on the statement.

Once a PO has been approved by all on the approval route, PO may be printed and items or services ordered. Order may not be placed prior to PO approval.

Purchase Orders may be used more than one time as long as the total of invoices does not exceed the amount approved on the PO. An example of this might be if an item on an order was out of stock and sent at a later time. Vendor would invoice for only the items shipped and received and would send a separate invoice for the backordered item when it is in stock and shipped. Another example would be a monthly supply PO for departments such as Facility Operations for parts or supplies needed on a regular recurring basis.

If a PO is no longer needed, email request can be sent to Finance to close it.

Any changes in order quantity or price, within reason, reflected on the invoice can be marked on the purchase order when sent to Finance. Finance will make the appropriate corrections to the purchase order when payment is issued. These should be minor changes to account for fluctuations in price during the time period between receiving a quote and an approval on a purchase order. This can also include shipping charges, discounts, or fees added not known at the time of PO entry.

Receiving

When an order is received the items should be checked for accuracy. Notate the packing slip with date and signature of who completed the inventory and keep with building copy of invoice and PO.

Building or department secretary should also mark the goods received in SISfin prior to sending PO and invoice to Finance for payment.

Refer to Separation of Duties when receiving items.

High Volume Vendors

Some of the vendors that are used most frequently in the district have an established process for placing orders that must be followed.

Examples of these vendors are Amazon, Office Products Alliance, and Tierney.

Office Products and Tierney require a login to the district account that can be set up on their website. Contact the finance office for help.

Amazon's process allows teachers and building staff to have a login to create a wishlist only. They can then send the wishlist to their building or department secretary much like a requisition. The building or department can then create a PO and once approved pull the wishlist into a cart and place the order. No personal Amazon accounts or p-cards should be used to place Amazon orders. The district's tax exempt status is attached to our district account and third party vendors who sell on Amazon who do not honor tax exempt are blocked. Wishlist users can be added by sending a request to Finance.

New Vendor Requests

Prior to requesting a new vendor staff should verify there is not an existing vendor that can provide the same product or service for a comparable price.

New Vendor Verification Form should be completed in full and returned to the Finance office.

Name of person and school or department making the request should be on the form so Finance knows who to communicate with.

Items and services cannot be ordered or scheduled prior to approval and set up of new vendor, per [DJF-1-AP\(3\)](#).

Requested vendors will be checked for debarment or suspension from federal funds prior to being approved.

New vendors must also provide a W-9, e-verify, and COI if applicable prior to approval.

A new vendor request may be denied if multiple vendors providing similar services or products are already available.

Local vendors are given preference and should be used as often as possible.

We seek to increase the diversity of our vendors by recruiting minority and women owned businesses.

Gift Card Purchases

Gift card purchases are allowed as student incentives only. Gift cards are not allowed for staff incentives or gifts.

POs, including those for p-card statements, on which gift cards are purchased must be sent to finance accompanied by a log that includes student signatures showing how and why the cards were disbursed.

Capital Equipment

Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds \$1,000. (2 C.F.R. Part 200.33) Capital items are often items that can be repaired instead of replaced.

See [DJF-1-AP\(3\)](#) for more detailed examples.

Capital purchases require district level approval.

Taxes

The Raytown School District is exempt from Missouri sales and use tax on purchases. A copy of our [district tax exempt letter](#) can be obtained from the Finance office and under the staff links – Finance are of the district website.

If a staff member pays taxes on a district purchase, they will be responsible to reimburse the district.

Purchase Card Usage

The use of a Purchase Card is discouraged. The preferred method of procurement is through the PO process.

Per [Board Policy DJF-1](#), the board will approve which positions will be issued a district purchasing card and the limitations on the cards. Board members may also be issued a purchase card and are subject to the same policies and procedures as district employees. Purchase cards must not be used to circumvent the bidding and purchasing requirements established by law and board policy. All staff assigned a card or checked out a card for use will first sign the [DJF-AF1](#) Credit Card Usage Agreement or [DJK-AF2](#) for Board Members.

Some general guidelines for p-cards are as follows:

- Authorized employees may use purchase cards to make purchases for the district or to pay for reasonable travel expenses incurred when performing official duties.
- Purchases must be in compliance with all BOE policies and procedures. Purchases must not be for personal items, unauthorized items, or items that do not benefit the district.
- Only the authorized employee to whom the card is issued may use the district card.
- Staff must take all reasonable measures to protect the card against damage, loss, theft, or misuse. Any damage, loss or theft must be reported immediately to the Finance Office.
- Any tax charged will be the responsibility of the cardholder to have refunded by the retailer or personally reimburse the school district. The district's tax exempt number is printed on the purchasing card for convenience.

- P-cards cannot be used for an existing vendor. The board approved purchase order process must be followed whenever possible.
- Any charges for which there is no receipt or the receipt is misplaced or charges made in error, must be reimbursed to the school district by the cardholder within 30 days.
- Unless otherwise notified or arranged, purchase cards will not work for fuel or any purchases at a convenience store.

Cards for use when travelling with a student can be checked out with notice from the Finance Office when no other staff with an assigned card is accompanying. The request should be sent to finance@raytownschools.org and should include an estimated amount needed, dates of trip, where the trip is planned, department or building budget responsible, and if fuel charges will be needed. All receipts and documentation should be turned into the building or department secretary whose budget will pay for the charges. The purchase card should be returned to the Finance Office within 24 hours of the end of the trip.

When submitting the card statement to finance for payment, all itemized receipts must be included. Non-itemized receipts will not be accepted. Receipts should be attached to an 8.5x11 sheet of paper, with care being taken not to tape or highlight over any pertinent information. Card Services POs should match the statement with a line for each charge on the statement that includes where the purchase was made in the “part number” field then the description and cost. Any meal purchases should list who and the purpose.

Professional Travel Reimbursement

Guidance on travel can be found in policy [DLCA](#) and procedure [DLCA-AP\(1\)](#) as well as Federal Allowability, reasonableness and Allocability of Funds.

The district will pay for travel expenses for district employees and Board members who travel outside the district for training, professional development, attendance at district-related meetings or for other approved reasons related to their positions with the district. District employees must obtain prior authorization from a supervisor for district-related travel before the employee is allowed to incur travel expenses. Travel costs that are charged to a federal grant or fund award must first be approved in writing by the superintendent or designee who oversees that particular federal program and, when required, the state or federal contact overseeing the federal funds at DESE.

In general, the district follows these guidelines for travel:

Board members and employees should only pay for travel costs and seek reimbursement from the district when direct payment by the district is not possible or practical, such as mileage reimbursements or payment for parking fees.

All travel arrangements that can be paid directly by the district purchasing process, such as hotel reservations, should be done whenever possible.

The district does not offer a per diem. Instead there are set meal reimbursement allocations. The current reimbursement rates can be found on form [DLC-AF1](#). The district adheres to the current year IRS mileage reimbursement rate.

Documentation required with any travel reimbursement request or direct pay for travel expenses:

- Form DLC-AF
- Original, itemized receipts
- Meeting agenda or documentation from conference, meeting or event showing dates and purpose. This should also list if any meals are included or if attendee is required to purchase a meal on their own.
- My learning Plan worksheet if applicable
- Google Maps or similar navigation site printout showing distance for out of district mileage. District travel matrix may be utilized for travel between district buildings.

Additional guidelines for travel include:

- Gratuity when appropriate may not exceed 20%.
- All travel should be at the most economical rate available. Reimbursement will not be made for first class, upgrades, early bird check in, etc.
- All staff reimbursements will be made via ACH.
- Reimbursement will not be made for tobacco or alcohol. Meal receipts should not include alcohol, even if the reimbursement request does not include the amount for the alcohol.
- Mileage is calculated from the staff's home building in the district, or from their home address, whichever is less.
- All receipts must be itemized.
- If attendee chooses to purchase a meal instead of taking advantage of meal provided by conference, it will be at the attendee's expense.
- Meal allowances do not include appetizers, desserts or "extras" in addition to meal purchased.
- All purchases in MO must be tax exempt. Tax will not be reimbursed.
 - Exception to this may be documented itemized food purchases verified by receipts that are within the meal expenditure limit.
- Reimbursement for mileage is paid by the mile per the current year IRS limits. Reimbursement is not made for gas purchases unless gas is for a district vehicle or district paid rental vehicle when a district p-card was unable to be used.
- All travel expenses on a district purchase card must follow the same guidelines as a reimbursement request. Any purchases or expenses made above the board approved limitations will need to be reimbursed by the cardholder to the district.
- The district will pay for the most economical form of travel, i.e. flying over driving, driving over rental car.

Payments

General Info

Accounts Payable processes payments weekly. The cutoff for POs to be received by Finance and be on the current week pay run is Thursday morning at 9:30. Most weeks the payments will be processed on Friday, but weeks with a high volume of POs received may push the pay run to Monday. If a change to the deadline or schedule needs to be made, Finance will communicate this out to all financial secretaries in advance.

Buildings shall keep a copy of their PO, invoices, packing slips, quotes and any other documents related to purchases in a file for one year as reference.

RFQs, RFPs, and bid documentation shall be kept in the building for a minimum of three years.

Payment Methods Offered

The Raytown School district prefers to issue electronic payments whenever possible. The current payment methods offered to vendors are:

- ACH (preferred method)- automatic payment to vendor's specified bank account. Vendor also receives an email with remittance details to properly post funds.
- VPA- Visa Payables- the district uploads a file to Visa. Visa then pushes an email to vendors with a secure link that contains credit card and remittance details.
- Check- check payment will not be offered to new vendors when possible.

Check payments contain the highest risk of fraud and are the most costly. Due to this the district has made an effort to convert as many vendors to ACH or VPA as possible and will try not to set new vendors up as a check payment.

VPA payments are indicated in SISFin as sent with a column that shows a check mark under file sent and a file date. The invoice, however, will not change to "paid" with a check date until the district Visa statement is reconciled and paid for the statement dates that contain the payment the vendor processed.

ACH payments are auto-reconciled on the bank statement. Finance does not debit vendor accounts.

Both ACH and VPA require a form and permission by the vendor to be set up. In addition to the ACH form, a voided check or bank letter is required to verify the bank account number given is associated with the company name.

Invoices

All invoices sent to the business office should be attached to a PO. Quotes, packing slips and requisitions should be kept in the building file. An additional copy of the invoice only needs to be sent if invoice does not have a trackable invoice #, is being paid by check, and the copy is needed to be sent to the recipient.

- Examples of this could include a letter for a charity donation, a parent refund, a LTE letter to a school district, or a copy of a contract.

Invoices may not be paid prior to the delivery of supplies or service completion.

- Examples of exceptions to this may include membership fees, licensing fees for theatrical performances, down payments on space rental for prom or graduation, and registration fees.

Invoices should include a valid district purchase order number.

Credit Memos

Credit Memos should be sent to finance with the appropriate budget coding notated. The credit should be applied to the same budget the expenditure was originally from. Credit Memos are attached to the budget, not to a PO, so no PO is needed to send in a credit memo.

It is not necessary to wait until another invoice is received from the vendor to send in a credit memo as Finance can use an invoice from any other school or department to offset. As the credit memo will be entered against the budget code specified, the correct budget will still receive the credit.

If at the end of the school year there has not been an invoice turned in to offset the credit by anyone in the district, Finance may request the vendor issue a check instead.

In any case a vendor issues an invoice and credit memo that directly offset each other with a net zero balance, both documents should still be sent to Finance for entry. This creates a record of both documents being processed.

Donations / Gifts

Donations and gifts offered to the district need to be sent to the board for recognition and approval. Form KH-AF1 should be completed and sent to Rachel.johnston@raytownschools.org.

Grants

All grant proposals must be approved by the superintendent or designee and the Board before being submitted to the funding agency regardless of the amount.

Once approved, the grant requestor will meet with the finance office with a copy of the grant budget so account codes can be created and budgets may be entered (if applicable).

All purchases must be made according to the grant guidelines, board policy, and administrative procedures.

The grant requestor is responsible to submit all required documentation to the agency that provided the grant and is also responsible to keep backup documentation for the time specified or required by law.

Board policies [DD](#), [DGA](#), [DJFA](#), [DLCA](#) and related administrative procedures should be reviewed and followed.

Student Fees

Student fees are entered in SISK12 at the building level. Fees can be paid by students and parents in person by check or cash or online through RevTrak. If paid in person, building staff update the fee sheet in SISK12 to show fee paid. Revtrak links to SISK12 and the process is automatic.

Revtrak payment deposits are posted by Finance to the appropriate building revenue accounts. Check and cash payments made at the buildings are deposited and posted by the building financial secretary.

Payments should go to the appropriate revenue account. Athletic fees will go to the district athletic accounts designated by program code 00700.

District Contracts

No building or departmental staff should enter into a contract solely on behalf of the district.

Policy regarding entering into a district contract can be found in policy [DGA](#).

Staff can utilize the same [procurement dollar amount guidelines](#) as to who may sign a contract (<\$3,500, <\$15,000, <\$50,000) however, all contracts must still be reviewed and approved by the board.

Any contracts that do not follow these guidelines could put the employee at risk of being held personally responsible for the terms of the contract.

Loyalty Card

Use of a personal loyalty or rewards type card or account at a company for a district purchase is strongly discouraged.

If such a program is used, any rewards or incentives that are the equivalent of \$25 or more earned by the staff member must be reported to the Finance department.

The competitive bidding process in place must still be followed to ensure best pricing and vendor must not be selected based on a rewards or loyalty program.

Crowdfunding

Crowdfunding is discouraged.

Crowdfunding is “the practice of funding a project or venture by raising many small amounts of money from a large number of people, typically via the internet.” Crowdfunding sites are many but include GoFundMe, Kickstarter, and Causes.

Staff should always go through the proper process and procedures to request needed items first or look at traditional fundraising options.

If it is determined that crowdfunding is still the desired option, it must first be approved by building and district administration.

Forms

All Forms mentioned in this manual and utilized by district Finance secretaries can be found on the district website under [staff-Finance/HR/Payroll](#).

Vendor forms for enrollment in Visa Payables or ACH as well as district financial reports can be found on the public district webpage under [departments – Finance](#).