

# FINANCE GUIDELINES FOR HANDLING OPERATING AND SCHOOL-BASED FUNDS

FINANCE OFFICE

KEN KEITH, SUPERVISOR OF FINANCE

# CASH HANDLING

- Any cash or checks received should be turned in daily to the school office or the finance office (if in Central Office).
- Staff members should never take cash or checks home to count.
- Funds received from an event should be deposited intact (in other words, do not pay expenses from cash receipts. Expenses should be paid through the proper channels.)
- At the school level, the financial secretary will issue a CCPS provided pre-numbered receipt every time a staff member turns in money.
- A Funds Collection Record form must accompany all funds submitted for deposit.
- Pre-numbered tickets or lists should be used as a cross reference when selling yearbooks, dance tickets, etc. to verify the total deposit.
- If funds are received by a school or central office department that are tied to a grant, the grants office must be notified to determine if specific reporting/tracking is required.

# PROCUREMENT CARDS & SENSITIVE ITEMS

## PROCUREMENT CARDS

- ▶ Staff members that have Board issued procurement cards should never use the card for personal use.
- ▶ Allowing another person to use your procurement card is strictly prohibited. Use by others constitutes fraud and should be reported to the Finance office.
- ▶ Procurement cards should be reconciled and forwarded to the financial secretary in a timely manner (see Pcard guidelines) with receipts attached. Packing slips are not acceptable!
- ▶ The administrator will review and approve the electronically coded statements.
- ▶ SENSITIVE ITEMS SHOULD NEVER BE PURCHASED WITH A PROCUREMENT CARD!

## SENSITIVE ITEMS

- ▶ A sensitive item is defined as a tangible item that is highly prone to theft, easily moveable, concealable, portable, desirable for personal use, or easily marketable. The approximate cost is between \$300-\$4,999 and must have a useful life greater than one year.
- ▶ The object/sub-object for sensitive items is 3-29
- ▶ Sensitive items must be purchased using a purchase order.
- ▶ ABSOLUTELY NO PROCUREMENT CARD PURCHASES, GENERAL INVOICING FROM VENDOR, OR PERSONAL REIMBURSEMENT FOR SENSITIVE ITEMS ARE PERMITTED.
- ▶ If in doubt whether an item should be classified as sensitive, please contact the Finance office.

# CONTRACTS

## Purchasing Office

- ▶ NEVER sign or enter into any contract on behalf of a CCPS sponsored activity.
- ▶ Only the Superintendent of Schools and the Supervisor of Purchasing are bonded and authorized to sign contracts.
- ▶ If a vendor/organization does not have a contract, CCPS contract templates can be found in the Purchasing folder on Share Point - Employee Documents.
- ▶ When in doubt about whether or not a contract is needed, please contact the Supervisor of Purchasing.

# GENERAL INFORMATION

## ▶ SCHOOL CHECKS

- ▶ School checks may only be written for postage or in an emergency situation. All checks must be pre-approved by the Finance office prior to writing.
- ▶ Checks cannot be written to staff members for reimbursement, bus companies, or for contracted services (disc jockey, authors, guest speakers, etc.) due to 1099 reporting guidelines.

## ▶ DISTRICT CHECKS

- ▶ Checks are issued in the Finance office at Central Office once a week, Tuesdays at 11:30 a.m. (schedule subject to change due to holidays and weather)
- ▶ Staff members needing a check should speak to their financial secretary approximately two weeks prior to the event to initiate the appropriate paperwork and to allow time for the approval and processing time.

# CONTACT US

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