

Godley ISD



Fiscal Manual

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Introduction

This Fiscal Manual has been prepared to provide general information about several Godley ISD business functions. Additional information may be available within the district's Board Policies, Administrative Procedures, or other web resources.

If assistance is needed in any area of our business operations, please contact any of the staff members listed below.

Business Office Staff

Monica Irvin
Cheri Copeland
Sue McPherson

Executive Director of Finance
Payroll Assistant
Accounts Payable Assistant

Business Office Mission Statement

The Mission of the Godley Independent School District Business Office is to provide support to all District students, staff, parents, and the Godley Community and to ensure that all business operations are supportive of the instructional goals and objectives of the district in the attainment of the campus performance objectives (academic excellence indicators) and in alignment with all Federal and State guidelines.

Activity Funds (Campus)

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

[Activity Fund Accounting Procedures Manual](#)

Activity Accounts (Student Organizations)

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

Budget Amendments

A budget amendment is a transfer of funds across different functions. For example: a budget amendment would be necessary if instructional funds (function 11) were requested to be transferred to the library (function 12). Budget amendment line items should exceed \$100, and be stated in whole dollars.

Budget amendments must be approved by the School Board. Requests should be submitted in accordance with agenda deadlines posted by the Superintendent. Remember that if a purchase order is pending the outcome of a budget amendment, the purchase order will not be processed until after the School Board has approved the request. Budget amendments should be submitted through the campus office and entered through Skyward. The amendment will be posted upon approval of the school board.

Budget Transfers

A budget transfer is a transfer of funds which is not across different functions. The Director of Finance shall approve all budget transfers. Budget transfer line items should exceed \$50, and be stated in whole dollars. Budget transfers should be submitted through the campus office and entered through Skyward.

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Cash/Check Handling

All cash and checks shall be deposited to the campus secretary/bookkeeper on a daily basis. No post-dated checks will be accepted. Funds should not be kept in classrooms, personal wallets or purses, or at home. No cash purchases should be made – every dollar collected should be receipted and deposited to the campus secretary/bookkeeper. The campus secretary/bookkeeper shall receipt [in a bound, pre-numbered GISD receipt book] and deposit all monies on a daily basis in the bank or secure overnight in a locked campus safe if the deposit cannot be made the same day. Refer to *General Receipting Procedures in the Activity Fund Accounting Procedures Manual* for step-by-step receipting process.

Personal employee checks shall not be cashed from monies collected at the campus or district level to ensure an adequate audit trail of all funds collected by the district.

Check Processing (District)

District checks will be printed, endorsed, and released on Fridays in the afternoon. At times checks may be processed earlier or later than Friday afternoon, due to unforeseen events. All check requests such as travel advances/reimbursements and conference registrations shall be submitted to the Accounts Payable Assistant by 12:00 noon on Wednesday of the week in which a check is needed. The Business Office shall determine the date that vendors will be paid, employees should not make prior commitments to vendors about check disbursements. Before a check will be disbursed to a vendor, the employee making the requisition must enter through Skyward that the items/service has been “**received.**” The Business Office will not do this for you as you are the one that would have received the items.

All payments must be pre-authorized by an approved purchase order. No checks will be issued without an approved purchase order on file prior to travel/purchase. (See *purchasing guidelines later*)

State law requires that the district pay all invoices within 30 days to avoid penalty and interest charges, so all invoices should be submitted to the Accounting Specialist on a timely basis for payment.

Conflict of Interest

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

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

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

[Vendor Conflict of Interest Questionnaire](#)

Consultants or Contracted Services

Consultants are non-employees who are contracted to perform a personal or professional service such as staff development, medical services, etc. Only the Superintendent or designee is authorized to sign contracts on behalf of the district. Contracts that exceed \$25,000 shall be approved by the Superintendent and the School Board.

Please follow these procedures when submitting a Consultant Service Contract:

- Submit the Consultant Service Contract to the Director of Finance for review.
- Obtain the following documents from the consultant:
 - A completed W-9 form
 - A Felony Conviction Form
 - If the consultant will work directly with students, a Criminal Check Authorization form
 - A Conflict of Interest Questionnaire

Contracted services include services such as repairs, maintenance, technical support, and related services. Documentation of insurance, such as general liability, workers compensation, and auto liability, shall be submitted to the business office with the purchase order to the business office.

[W-9 Form](#)

[Felony Conviction Form](#)

[Criminal Check Authorization form](#)

[Vendor Conflict of Interest Questionnaire](#)

Contracts and Service Agreements

All contracts for rentals, service agreements, etc. must be signed by the Superintendent or designee. Only the Superintendent or their designee is authorized to sign a contract or agreement on behalf of the district. An employee who signs a contract or agreement, without proper authorization, will be personally liable for the terms of the contract or agreement.

Credit Cards

The district utilizes several credit cards for purchasing of food, supplies, and travel. All credit purchases must be pre-approved on a purchase order. Credit Cards will not be checked out without a Purchase Order. All credit receipts shall be submitted to the business office within 5 days of purchase to ensure prompt payment to the vendor. District credit card usage may be suspended and/or revoked if receipts are not submitted on a timely basis. Any unauthorized purchases utilizing the district credit card will be the responsibility of the employee making the purchase and may be deducted from the employee's paycheck.

Donations and Gifts

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

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

[Donation Form](#)

Financial Ethics

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

The District prohibits fraud and financial impropriety, as defined below, in the actions of its Trustees, employees, vendors, contractors, consultants, volunteers and other seeking or maintaining a business relationship with the District. Refer to [Board Policy CAA \(Local\)](#) for fraud prevention, reporting, investigations, and consequences.

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

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

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- Failing to provide financial records required by state or local entities.
- Failure to disclose conflicts of interest as required by policy.
- Any other dishonest act regarding the finances of the District.

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

Fiscal Year

The fiscal year begins on September 1st and ends on August 31st. All goods and/or services received and invoiced during these dates must be paid from current fiscal year funds.

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

Fixed Assets & Inventory

Fixed assets are defined as equipment with a unit value over \$5000. These assets are tracked and recorded on the district's financial general ledger. Fixed assets that are stolen, obsolete, damaged beyond repair, etc. should be reported to the Accounts Payable Assistant for removal from the district's financial records. All fixed assets must be purchased through the use of an Object Code 66XX.

Inventory items are defined as equipment with a unit value over \$500. Other items with a unit value under \$500 are also tracked and tagged such as: TVs, DVD players, VCRs, digital cameras, camcorders PDA's, and other items that may have a personal use. These assets are tracked and recorded on the district's inventory tracking system. Inventory items that are stolen, obsolete, damaged beyond repair, etc. should be reported to the Accounts Payable Assistant for removal from the district's inventory tracking system. Inventory items are tracked for insurance purposes.

Hotel Occupancy Tax Exemption Form

This form shall be used for school-related travel to conferences, workshops, etc. Copies may be obtained from the business office or via the web at the link below. Lodging taxes, which should have been exempt, will be unauthorized for reimbursement if the traveler fails to present the certificate to the hotel. The traveler will be held responsible for such charges, if any. The hotel occupancy tax exemption is valid only when paying with school district funds.

[Hotel Occupancy Tax Exemption Form](#)

Invoices

Vendors are required to submit all invoices to the business office, yet occasionally an invoice will be mailed directly to a campus or department. If any invoices are received at the campus or department, they should be signed (if the goods/services were received), and forwarded to the business office.

Texas law requires that all invoices be paid to vendors within 30 days of receipt of the goods/services. If the district fails to pay promptly, the vendor can assess penalty interest charges. If a staff member neglects to submit an invoice on a timely basis, he/she may be held personally liable for the penalty interest charges.

Long Distance Calls

Long distance calls require a four-digit pin number obtained from your campus office. Personal long distance calls are strongly discouraged. All long distance phone calls will appear on the employees call log from the long distance phone carrier. The business office will forward a copy of this log to each employee. Any personal calls shall be notated as PERSONAL next to the number and returned to the business office with payment for the call. Any unpaid calls will result in disciplinary action.

Payroll

Every non-exempt employee shall "clock-in" and "clock-out" daily through the district Timekeeping System. Failure to clock-in or out may result in non-payment of unverified work time. All administrative supervisors shall sign off through the district Timekeeping System for their respective paraprofessional and support employees. All corrections to "punch times" in the district Timekeeping System should be submitted via a Time & Attendance Correction Form [with the administrative supervisor's signature of approval].

All non-exempt employees shall comply with the work schedule assigned by their respective supervisor. All overtime shall be pre-approved by the immediate campus or department supervisor. Overtime for paraprofessional employees will be compensated via compensatory time rather than paid time, Overtime for auxiliary support personnel will be paid for actual hours worked. An employee who repeatedly works in excess of his/her assigned work schedule, without authorization, will be subject to disciplinary action, including termination.

All professional employees shall enter absences into Aesop (Employee Access for Coop employees) when absent from work to ensure that the time off is recorded in their respective leave record and that the substitute who filled the absence (if applicable) is compensated. Anyone found not entering their time off shall be subject to disciplinary actions including termination.

[Time & Attendance Correction Form](#)

Petty Cash Account

Petty cash accounts are not allowed.

Purchasing Deadlines

In an effort to maximize the use of budgeted funds during the current fiscal year, the purchasing deadline for supplies and equipment shall be May 1st. Summer needs for staff development and summer school should be anticipated and ordered prior to the May 1st deadline. Purchasing documents for services and travel should be submitted before you leave for the summer and no requests will be accepted after August 1st. At times, the purchasing deadlines for state or federal grants may be earlier than the deadlines stated above due to grant ending dates.

Purchase Requisitions

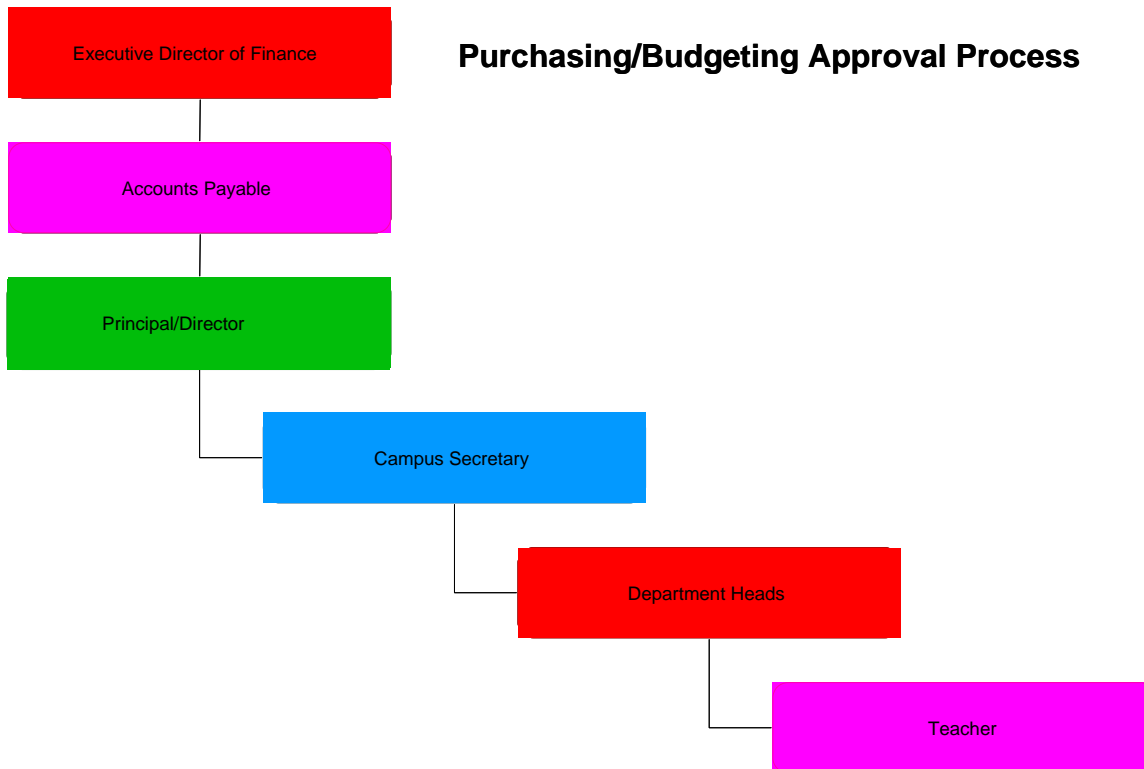
Requisitions to purchase supplies, equipment, or services should be submitted to department heads/directors and then electronically through Skyward via Employee Access. The requisition will then be routed through Skyward for applicable approvals. Upon completion of the approval process, the printed, signed purchase order will be forwarded to your campus/department for ordering.

No employee shall order or receive goods without an approved purchase order. All purchase orders are mailed or faxed to vendors by the campus or department office. According to [Board Policy CH \(Local\)](#), employees who violate the district purchasing procedures shall be held personally liable for the debt incurred.

Reimbursements for goods/services purchased personally will be reimbursed only if an approved purchase order is in place **prior** to the purchase of the goods and does not exceed the amount of the purchase order.

Requisitions are reviewed each Monday. If a check is needed by a certain date, please make sure that the requisition is entered and approved by the Monday of the week in which the check will be cut. *(Notification of the need for a check must be given to Sue McPherson by Wednesday at noon of the week in which the check will be cut. Checks are only run on Friday's.)*

Section 44.052 Texas Education Code states that a superintendent that approves any expenditure of school funds in excess of the amount appropriated for that item(s) in the adopted budget commits a Class C misdemeanor offense. Consequently, close supervision and monitoring of the availability of budget dollars and of the approval process for requisition competitive procurement important elements of a district's purchasing process.



Purchasing Laws

The Texas Education Code (TEC) addresses the requirement to competitively bid purchases that exceed \$50,000, in the aggregate, over a 12-month period. It also addresses the requirement to solicit quotes for purchases, which exceed \$50,000, in the aggregate, over a 12-month period. Since non-compliance may result in criminal penalties, these requirements will be strictly enforced.

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

District policy recommends a minimum of three (3) quotes for all individual purchases exceeding \$5000; the written (faxed) quotes should be attached to the purchase requisition.

Each spring, solicitations for catalog/shelf discount proposals on Instructional Supplies, Maintenance & Custodial Supplies, transportation and Athletic Supplies are advertised for the following school year. Submitted proposals are presented to the School Board for approval. Upon approval by the School Board, purchases for items within these categories can be purchased only from approved vendors. Sole source vendors must present a sole source letter before purchases can be made from them. If at any time an expenditure category exceeds \$50,000 in cumulative spending, a competitive proposal must be advertised for.

Receiving of Goods

All orders will be delivered to the respective campus or department. Discrepancies, if any, should be reported to the receiving clerk. Upon receipt of the receiving report and the invoice, the vendor will be paid for the order.

Staff members that receive authorization to pick-up goods directly from a vendor shall submit written confirmation of receipt to the receiving clerk. No payments will be made until the order has been "received" in Skyward by the respective campus or department.

Rental of facilities

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

[Rental Agreement \(sample form\)](#)

Returned Checks

In the event that a check written to any Godley ISD campus, club, or organization is returned unpaid by the bank, Godley ISD or its agent (CheckSmart) will redeposit the check electronically. Additionally, a returned check fee of \$25 plus applicable sales tax will also be made electronically.

Sale of Personal Property – Surplus

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

Surplus sales shall be advertised in the local newspaper. Sealed bids will be solicited and the items will be sold to the highest bidder per item.

Neither district supplies, nor equipment, shall be sold or conveyed other than via a surplus sale, unless authorized by the Superintendent and School Board. [See Board Policy CI.](#)

Sales Tax Exemption Form

The sales tax exemption form shall be used for school-related purchases only. Misuse of the exemption form for personal purchases constitutes a misdemeanor.

Copies of the exemption form may be obtained from the business office. Taxes, which should have been exempt, will be unauthorized for reimbursement if the exemption form is not presented to the vendor at the time of the purchase.

Travel

Employee Travel

The immediate administrative supervisor shall authorize all travel related to their respective campus/department. Requisitions for travel related expenses must be entered through the requisition system using an accurate estimate of all expenses and approved prior to travel. A detailed description of anticipated expenses is required (*i.e. 2 nights @ \$90/night for TASA Conference lodging in Austin or 2 full day meals @ \$X/day and 1 travel day meal @ \$X for TASA conference in Austin*).

A copy of the completed registration form should be attached to the purchase order before a check may be issued for conference/workshop registration.

Individuals will make their own travel arrangements using the most economical travel available. The preferred mode of transportation is the use of a school vehicle. Transportation requests should be entered through Transfinder *le* from the Godley ISD website. Should a school vehicle not be available, reimbursement for personal automobile mileage will be at the approved state rate. See [District Travel Rates](#) for most current rate. Mileage reimbursement will be made upon completion of travel based on actual miles

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driven and reported on [Mileage Reimbursement Request](#). Written proof of personal auto insurance must be on file with the business office before any reimbursements are made.

Note: *If a school vehicle is available for the dates of travel and a personal vehicle is driven, there will be no mileage reimbursement unless prior approval is granted under extenuating circumstances.*

Maximum meal and gratuity expense will be at the approved district rate (Federal Per Diem Rate) with an overnight stay. In order to receive the maximum meal allowance, you must leave for destination before 7:00 a.m. and arrive home after 6:00 p.m. For travel that does not fall within these time restrictions will be considered a travel day and reimbursed at the rate of 75% of the full day rate.

Note: *Travel reimbursement for meal expense when overnight lodging is not required is considered taxable income according to the Internal Revenue Service (IRS), unless the meal meets the IRS criteria for treatment as a business meal. School districts must treat amount paid for taxable meals as additional income subject to IRS withholding and reporting requirements.*

The IRS also requires that a settlement of advanced business expenses and it dictates that if a settlement is not received, that the amount of the advance be deducted from the wages of the employee and properly taxed. The use of a per diem satisfies the adequate accounting requirement for the amount of the meal expenses.

Additionally, no meal allowance is allowed without a stay in commercial lodging.

Maximum lodging allowance will be at the approved district rate. If Federal or state grant funds are utilized for travel, the amount paid for with those funds is either the district lodging rate or in accordance with the travel rates outlined on the Texas Comptroller of Public Accounts website, whichever is **less**. The difference up to the maximum district rate shall be paid for with local funds. If this is the case, two line items must be entered on the requisition showing the split between the two funding sources.

Student Travel

For students participating in extracurricular activities traveling at least an hour away and/or missing a meal while attending an event, the school district shall provide a meal allowance per meal according to the [District Travel Rates](#).

For those students participating in an extracurricular activity requiring an overnight stay, the maximum standard hotel/meal allowance will be in effect. Students should be grouped according to gender and have no more than 4 students per room. As with employee travel, the most economical accommodations should be utilized, keeping safety in mind.

[Mileage Reimbursement Request](#).

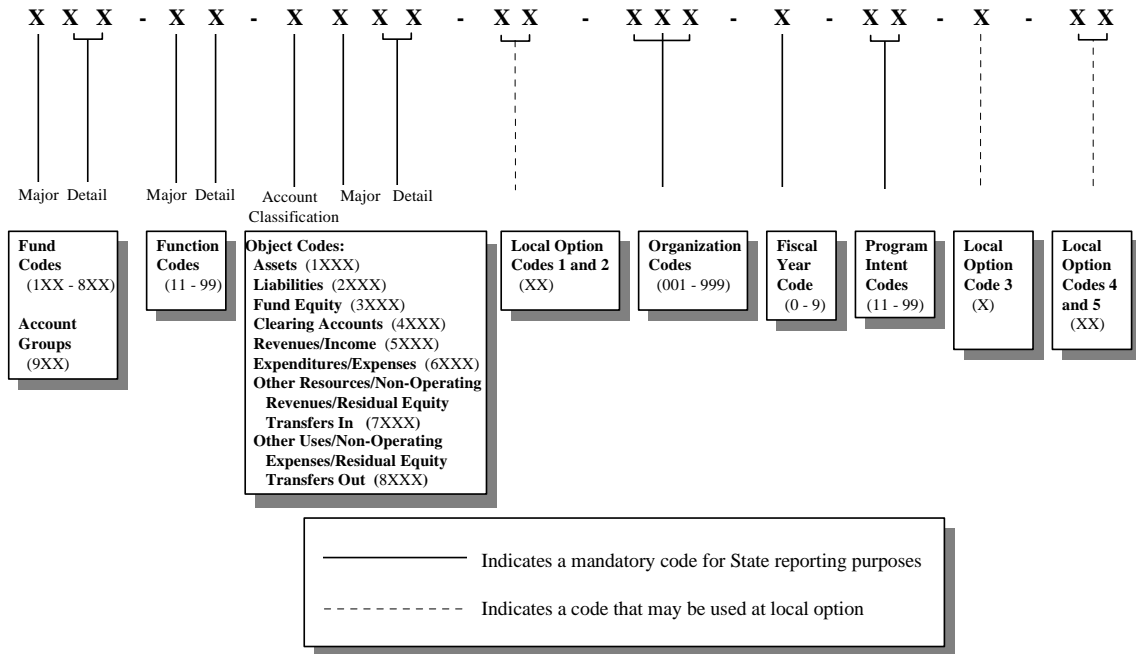
Vendors

Purchases from vendors that operate on a cash basis (do not accept purchase orders) shall be used in extenuating circumstances only. The district participates in several cooperative purchasing programs. A list of these programs is available from the Purchasing Department. Priority should be given to these vendors since the goods and/or services have been subjected to the rigor of a competitive bid process.

APPENDIX

Exhibit 1. Account Code Structure

The Code Structure



5.4.1.4 Basic System Code Composition

- Fund Code** - A mandatory 3-digit code is to be used for all financial transactions to identify the fund group and specific fund. The first digit refers to the fund group, and the second and third digit specifies the fund. For example, the Special Revenue Fund could be coded 211. The 2 indicates the Special Revenue Fund, the 11 specifies ESEA Title I Part A, Improving Basic Programs.
- Function Code** - A mandatory 2-digit code that identifies the purpose of the transaction is applied to expenditures. The first digit identifies the major service area and the second digit refers to the specific function within the area. For example, the function "Health Services" is coded 33. The first 3 specify Support Services Student (Pupil) and the second 3 is Health Services.
- Object Code** - A mandatory 4-digit code identifying the nature and object of an account, a transaction or a source. The first of the four digits identifies the type of account or transaction, the second digit identifies the major area, and the third and fourth digits provide further sub-classifications. For example, money received for current year taxes is classified in account 5711. The 5 denotes revenue, the 7 shows revenue from local, intermediate and out-of-state sources, the 1 denotes local real and personal property tax revenue and the final 1 specifies current year levy.

- *Optional Codes 1 and 2* - A 2-digit code for optional use to provide special accountability at the local level.
- *Organization Code* - A mandatory 3 digit code identifying the organization, i.e., high school, middle school, elementary school, superintendent's office, etc.
- *Fiscal Year Code* - A mandatory single digit code that identifies the fiscal year of the transaction or the project year of inception of a grant project.
- *Program Intent Code* - A 2-digit code used to designate services provided to students.
- *Optional Code 3* - A single code that is used at the local option.
- *Optional Codes 4 and 5* - An optional 2-digit code that may be used by the school district to further describe the transaction.

5.4.1.5 Account Code Example

199-11-6399-00-001-0-11-0-00

Instructional Supplies at Godley High School

Fund/Group	199
Function	11
Object	6399
Local Option Code 1 and 2	00
Organization	001
Fiscal Year	0
Program Intent Code	11
Local Option Code 3	0
Local Option Code 4 and 5	00

Individual transactions within a fund are classified as discussed above based on the intended use of the item or service. These transactions may also be broadly referred to as an asset, liability, fund equity, revenue or expenditure transaction. A definition and examples of each of these broad categories are:

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- *Assets* are items or services that will provide future benefit by their use. Examples of assets include cash, taxes receivable and fixed assets.
- *Liabilities* are obligations of the school district such as accounts payable.
- *Fund equity* is the amount of assets remaining after deducting liabilities of a particular fund.
- *Revenues* are the school district's cash resources or other inflows including tax receipts, state funding and miscellaneous receipts.
- ***Expenditures/Expenses* represent the school district's outflow of resources.**

Acknowledgement Form

I hereby acknowledge receipt of my personal copy of the Godley ISD Fiscal Manual. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

The information in this handbook is subject to change throughout the year. I understand that changes in district policies may supersede, modify, or render obsolete the information summarized in this booklet. As the district provides updated policy information, I accept responsibility for reading and abiding by the changes. This manual will be available on the district's website with the most current policies. I agree that I am responsible for checking the website for any updates or changes. I also understand that any unauthorized purchases made are my personal responsibility and if necessary, may be deducted from my paycheck.

Name (Printed)

Signature

Date