

Secretary Training December 17, 2014

PRESENTED BY DDSD BUSINESS OFFICE

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Today's Overview

- 1099's & Student Body Accounts
- Donation Letters
- District TIN
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1099's & Student Body Accounts

What is a 1099: A 1099 is a tax form used to report income to the IRS for any vendor who is paid for services. This includes Student body account payments and district payments.

W9'S are **Required** for every vendor we pay for services and supplies.

Goods vs. Service:

- **Goods** are tangible items that have physical substance, some examples are supplies, computers, paper, etc.
- **Services** are intangible items that **don't** have physical substance, some examples or services would be having a DJ perform at a school event, having a guest speaker give a presentation or result in a tangible item we have, like a landscaper creating a retaining wall. Services require a personal service contract.

We Need your Help: The business office will be providing a list of checks to each secretary that has a Student Body Account. You will be responsible for identifying each check as either **Service, Supply** or **Reimbursement**. The business office will be pre-screening the list of checks against employee names to rule out some employee reimbursements.

1099's will be issued by the Business Office to all vendors receiving payment of \$600 or more. This includes payments made by the business office and student body checks.

SBF Needs to be backed up to the server on Friday before you leave for winter break.

Donation Letters

Donation Letters: Donation letters must come from the Business Office.

Why?

- Consistency: We want to give the same message to each donor.
- Comply with IRS notification requirements.
- Be sure we are not valuing items that were donated.
- Confirmation in our files of what has been received.

To request a donation letter contact Sherrill Pratt at Ext. 8212 or email sherrill_pratt@ddouglas.k12.or.us

A donation letter request must contain the following

- WHO: First/Last Name, full Address (Address, City, State, Zip), Phone Number.
- WHAT: A list of items that were donated or if Cash/Check exact dollar amount.
- WHEN: The date the donation was given

District TIN

District TIN: The district TIN or Taxpayer Identification Number should not be given out without the Business Office approval.

- **Request for the District TIN Example:** Often a staff member will try and do a fundraiser with a private agency. The other agency may require a TIN for IRS reporting purposes; contact Sherrill Pratt in the Business Office. With the following information
 - WHO: Who is requesting the TIN and who is the primary staff member running the fundraiser.
 - WHY: Why are we doing a fundraiser?
 - WHAT: What will the funds be used to purchase.
 - WHEN: When will the fundraiser be held.

School may not have or apply for their own TIN. Schools operate under the district TIN.

Packing Slips

Timeliness: Packing slips need to be turned in on a weekly basis.

Signature/Date: Packing slips need to be signed or initialed and marked received with the date. Make note of any damaged or items that were not received.

Packing slips from other sources: Often times Packages will be delivered to teachers or custodians they need to turn the packing slips in as well.

Scanning packing slips: in order to accommodate we will accept scanned copies.

Signing the Receiving PO for goods: This lets the Business Office know the goods were received.

Training Calendar Update

January 21st - Student Body Funds / Bank reconciliations / Cash handling

February 18th -Purchasing & Contracts - Accounts Payable

March 18th - Emergency Response / Risk / Safety / Theft / Vandalism / Forms

April 15th - Facilities / Maintenance / Transportation / Nutrition

May 20th - HR / HIRING / TIMEKEEPING / SUBSTITUTES / LICENSED & CLASSIFIED PAYROLLS2

June 17th - TBD

Announcements / Closing

Announcement New Purchasing Clerk

- Danielle Myers will be returning to the Business Office Staff 1/5/2015 as our Purchasing Clerk

Q & A / Feedback

Future Topics