

Secretary Training February 17, 2016

PRESENTED BY DDSD BUSINESS OFFICE

Today's Overview

- Introduction
- Grant Forms and Procedure
- Donations Fundraising
- Fundraising Policy and Procedures
- Grants and Federal Compliance.
- Questions and Answers

Grant Forms & Procedure

Grant Request Form

Grant Request Procedure

Grants Fund or Student Body Flow Chart

Donations & Fundraising

Donation Letters

EIN requests

Parent group fundraising

Common Questions: Donors Choose and Go Fund Me

Policy and Procedures: We need your help.

Grants & Federal Compliance

OMB 2 CFR part 200 – Know as the Super Circular: This is the uniform federal guidance that dictates the Do's and Don'ts when working with federal funds.

The previous guidance was know as A-133, A-50, A-87, A-21, A-122

The new guidance was designed to consolidate and streamline the numerous principals into an overarching guidance.

- These regulations are applicable to:
 - Procurement
 - Contracts
 - Cost Principals
 - Internal Controls
 - Audit requirements for federal awards
 - Accounting Practices & Policies

Grants & Federal Compliance

Common federally funded grants in your schools:

- Title 1 – Education for the Disadvantaged: This grant is designed to support children in schools that have a high number of students that are from low income families.
- IDEA – Individuals with Disabilities Education Act: This grant is designed to help schools meet the excess costs of providing special education and related services to children with disabilities.

Grants & Federal Compliance

What does this mean?

- Requirements for purchasing with federal funds
 - Example: Purchasing technology and Equipment. When purchasing technology on a federal grant we need to monitor and ensure the technology has been inventoried and is used for the intended purpose that the grant was awarded for. Please note technology purchases should be run through the tech department.
- Audit Requirements
 - Strict guidelines to prepare for an audit and reporting expenditures
 - Examples: Single Audit Threshold 750,000 Schedule of Expenditures of Federal Awards (SEFA)
- Records Retention
 - All documentation for a federal grant must be kept for at least five years after the final grant expenditure report. This includes any payroll timecards, purchasing documents, and other grant documentation.

Reading Budget Reports

Summary Report

David Douglas School District #40

Mill Park - Summary GF Report

Fiscal Year: 2015-2016

Subtotal by Collapse Mask

Include pre encumbrance

Print accounts with zero balance

Filter Encumbrance Detail by Date Range

From Date: 12/1/2015

To Date: 12/31/2015

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
100.1111.0355.013.050.000.SCHBUDGET	Elem Inst - ML Sch Bud - Print OBJECT: Printing and binding - 0355	\$12,707.00 \$12,707.00	\$2,211.43 \$2,211.43	\$7,115.25 \$7,115.25	\$5,591.75 \$5,591.75	\$1,058.88 \$1,058.88	\$4,532.89 \$4,532.89	35.67% 35.67%
100.1111.0411.013.050.000.SCHBUDGET	Elem Inst - ML Sch Bud - Consu OBJECT: Consumable supplies - 0411	\$12,411.00 \$12,411.00	\$541.82 \$541.82	\$5,058.42 \$5,058.42	\$7,352.58 \$7,352.58	\$1,244.69 \$1,244.69	\$8,107.89 \$8,107.89	49.21% 49.21%
100.1111.0480.013.050.000.SCHBUDGET	Elem Inst - ML Sch Bud - Nonoo OBJECT: Non-consumable supplies (Non-Tech) - 0480	\$2,807.00 \$2,807.00	\$0.00 \$0.00	\$213.83 \$213.83	\$2,593.17 \$2,593.17	\$482.16 \$482.16	\$2,111.01 \$2,111.01	75.21% 75.21%
100.1111.0481.013.050.000.SCHBUDGET	Elem Inst - ML Sch Bud - Tech OBJECT: Technology Non-consumable Supplies - 0481	\$0.00 \$0.00	\$0.00 \$0.00	\$0.00 \$0.00	\$0.00 \$0.00	\$0.00 \$0.00	\$0.00 \$0.00	0.00% 0.00%
100.1111.0470.013.050.000.SCHBUDGET	Elem Inst - ML Sch Bud - Compu OBJECT: Computer software - 0470 FUNCTION: Primary, K-5 - 1111	\$0.00 \$0.00 \$27,925.00	\$0.00 \$0.00 \$2,753.05	\$0.00 \$0.00 \$12,387.50	\$0.00 \$0.00 \$15,537.50	\$0.00 \$0.00 \$2,785.71	\$0.00 \$0.00 \$12,751.79	0.00% 0.00% 45.66%
100.2130.0411.013.000.000.SCHBUDGET	Health Svcs - ML Sch Bud - Con OBJECT: Consumable supplies - 0411 FUNCTION: Health Services - 2130	\$700.00 \$700.00 \$700.00	\$0.00 \$0.00 \$0.00	\$176.11 \$176.11 \$176.11	\$523.89 \$523.89 \$523.89	\$0.00 \$0.00 \$0.00	\$523.89 \$523.89 \$523.89	74.84% 74.84% 74.84%
100.2410.0355.013.000.000.SCHBUDGET	Printing and binding OBJECT: Printing and binding - 0355	\$443.00 \$443.00	\$23.37 \$23.37	\$34.41 \$34.41	\$408.59 \$408.59	\$0.00 \$0.00	\$408.59 \$408.59	92.23% 92.23%
100.2410.0411.013.000.000.SCHBUDGET	Consumable supplies OBJECT: Consumable supplies - 0411 FUNCTION: Office of the Principal - 2410	\$200.00 \$200.00 \$643.00	\$0.00 \$0.00 \$23.37	\$0.00 \$0.00 \$34.41	\$200.00 \$200.00 \$608.59	\$0.00 \$0.00 \$0.00	\$200.00 \$200.00 \$608.59	100.00% 100.00% 94.65%
Grand Total:		\$29,268.00	\$2,776.42	\$12,598.02	\$16,669.98	\$2,785.71	\$13,884.27	47.44%

End of Report

Reading Budget Reports cont.

David Douglas School District #40

West Powellhurst - Summary GF Report

		From Date: 12/1/2015		To Date: 12/31/2015				
Fiscal Year: 2015-2016		<input type="checkbox"/> Subtotal by Collapse Mask	<input type="checkbox"/> Include pre encumbrance	<input checked="" type="checkbox"/> Print accounts with zero balance	<input checked="" type="checkbox"/> Filter Encumbrance Detail by Date Range			
Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
100.1111.0355.011.050.000.SCHBUDGET	Elem Inst - WP Sch Bud - Print	\$10,406.00	\$1,181.33	\$5,990.46	\$4,415.54	\$324.26	\$4,091.28	39.32%
	OBJECT: Printing and binding - 0355	\$10,406.00	\$1,181.33	\$5,990.46	\$4,415.54	\$324.26	\$4,091.28	39.32%

GL Budget – The budget column represents the districts available budget for the designated Account Code for the fiscal year you are in.

Range to Date – Represents the total transactions for the date range you specified in your report setup. In the Example above there have been no transactions in the date range specified, but there have been transactions before the specified date range.

YTD – shows the Year to date expenses through the end date of the report period. Note there may be transaction posted later in the fiscal year.

Balance – Represents the difference between the Budget column and the YTD Column.

Encumbrance – shows the balance of any open purchase orders or payroll encumbrances.

Remaining Budget – shows the difference between the budget less the YTD Column and less the Encumbrance column.

In the example above

Budget – YTD – Encumbrance = Remaining Budget

10,406 – 5,990.46 – 324.26 = \$ 4,091.28

Reading Budget Reports cont.

Running reports in the web portal

iVisions Enterprise Menu

- My Workflow
- General Ledger
 - Journal Adjustments
 - Transaction Inquiry
 - Budgeting
 - Reports
 - Financial Statements
 - General Ledger Report Writer**
 - Budget Control Group Reporting
 - GL - Info-Link
- Purchasing & Payables
- Payroll

iVisions Enterprise Display

Group: David_Douglas_FY1516 FY: 2016 DAC: Ron Russell Midd

Selection Criteria

From Date: 2/1/2016 **To Date:** 2/29/2016

Detail Option: Transactions & Encumbrances w/ Budget Adjustments

Detail Level: Standard

<input checked="" type="checkbox"/>	Name	Description	DAC
<input type="checkbox"/>	Ron Russell - Detail GF Report	Detail - Ron Russell GF Report	Ron Russell Middle School
<input type="checkbox"/>	Ron Russell - Library Books	Library Books	Ron Russell Middle School
<input type="checkbox"/>	Ron Russell - Principal Lunch Account	Lunch - Ron Russell Principal Lunch Account	Ron Russell Middle School
<input type="checkbox"/>	Ron Russell - Summary GF Report	Summary - Ron Russell GF Report	Ron Russell Middle School

Show Report

Closing Q & A

Q & A / Feedback ?