

Finance & Federal Programs

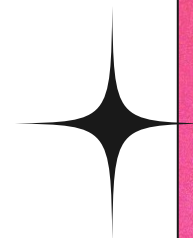
POD Training
February 2024

SCAN ME



AGENDA

- ♥ Activity Funds
- ♥ Accounts Payable
- ♥ Accounting
- ♥ Cash Handling
- ♥ Allowable Expenses
- ♥ Travel
- ♥ Federal Programs
- ♥ Q & A



Activity Funds

♥ <https://www.birdvilleschools.net/domain/2869>

♥ Start-up cash requests

♥ Accounting updated the fundraiser form

♥ Submit check requests at least a week before the begin date of the fundraiser that is noted on the form

♥ Use ***-11-6399 account for your check request & deposit it back to your charge code as a separate transaction

BIRDVILLE INDEPENDENT SCHOOL DISTRICT**Fundraiser Approval and Recap Form**

School: _____

Club/Organization: _____

Purpose of the fundraiser: _____

_____Description of the fundraiser (including unit sales price or attach brochure/catalog): _____

Begin Date: _____

End Date: _____

Sales Tax: ☐ Tax-exempt Sale ☐ One Day Tax Free Sale ☐ Taxable Sale

Note: Only two one day tax free sales per club/organization allowable each calendar year.

If a taxable sale, will the School report and remit the taxes or will the vendor?

☐ School☐ Vendor

This is the Club/Organization's _____ fundraiser for the school year.

Will start-up cash be needed for this fundraiser? ☐ Yes ☐ No Amount: \$ _____

(Sponsor Complete Prior to Fundraiser)

Total expected collections _____

Less: _____

Expected cost of items sold
Expected sales related costs
(advertising, prizes, etc.)

Sales tax, if applicable _____

(Sponsor Complete After Fundraiser)

Total actual collections _____

Less: _____

Actual cost of items sold
Actual sales related costs
(advertising, prizes, etc.)

Sales tax, if applicable _____

Activity Fund Reminders

♥ For 865 transactions (requisitions, p-card charges, etc),. detailed minutes are needed for each purchase and clearly stated/approved.

♥ For 865 and 890 transactions, the signature on the purchase request form must be from a student officer or faculty committee members that is listed in the forms that were submitted to Accounting in October.

10/23

meeting at @ 2:20 pm

T-shirt- approved to get shirts for Graphic Store/Gandy Ink for about \$800

Teen in the Driver Seat- Was a success other than the fire alarm. Still need people to do survey

Fall Conference- this week on Saturday

Pizza- Approved to put in open po for \$3600 to cover pizza for two weeks.

Deann Gourmet Popcorn- approved to submit a fundraiser/po to sell popcorn to help senior prom. Goal is to sell 600 bags of popcorn. PO for \$750 dollars

• DISCUSSION •

Spongebob the Musical costume and props

Total cost \$1300

Theatre Club Vote: 24 yes/24

Students will pay \$5 dollars to attend monologue and duet contest. 24 yes/24

11-10-23

Accounts Payable

When is a check request necessary?

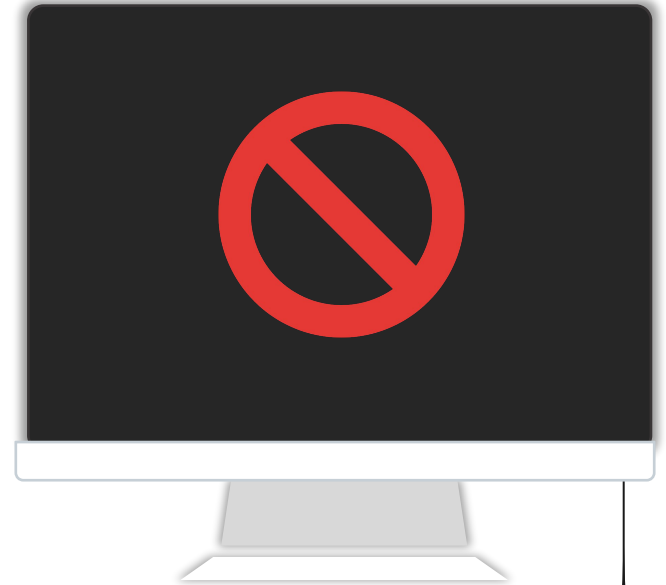
- ♥ Student travel meal money
 - Printed no more than 5 days from the date of departure
- ♥ Employee travel reimbursements
- ♥ Referees and Security
- ♥ Athletic tournament registrations
- ♥ Start up cash
 - Printed no more than 5 days from the date of the event

Accounts Payable is not notified when a check request is released for approvals. If a check is needed for a certain run date, please email the AP inbox. It is the campus/departments responsibility to follow the request through its approvals until it gets to the AP queue.

Unauthorized Purchases

Purchases made without a PO or prior approval.

This includes items that have been attempted to be paid via check request. Even if a vendor does not take POs, a PO must be obtained and a check can be ran for it via the Accounts Payable process (receiving & emailed invoice)



P-Card Transactions

Ensure to use the correct card associated with the funds being used.

The approval time doubles when a card that belongs to one fund is used for another.

Example: Activity fund card to purchase office supplies 199-23-6399 and teacher appreciation items 461-23-6499, this will have to go through the Business Office and Accounting Office.

To avoid rejects or holds, if multiple items are purchased in one transaction, code according to their purpose. Do not combine all into one account.

Example: (Sams Receipt) Flowers, student snacks, classroom supplies

XXX-23-6499

XXX-11-6399-F1

XXX-11-6399-XX

Accounting

♥ Code corrections are only utilized when the transaction has posted to the account. If an invoice has not been paid yet, a PO change order is to be requested instead.

♥ Substitute Code Corrections

- If needed, please reach out to Vanessa Ferrino, Payroll Clerk, via email with the following form attached
- <https://www.birdvilleschools.net/Page/30968>

[Absence Management Account Code Correction Form](#)

BIRDVILLE ISD

ABSENCE MANAGEMENT ACCOUNT CODE CORRECTION REQUEST

Please correct the following coding error:

Date of Absence	ABSENCE CONFIRMATION #						Substitute (Y/N)	
Employee #	Employee Name(First Name Last Name)						Substitute Name	
Original Absence Reason			Original Accounting Code					
Was Coded to:								in error.
	Fund	Func	Object	Sub-Obj	Org	Program	Budget Mgr	Project #
Change Absence Reason			Change Accounting Code					
Change Code to:								Correct Code
	Fund	Func	Object	Sub-Obj	Org	Program	Budget Mgr	Project #

Attach sheet with additional codes, if needed.

Requestor


Date of request

Budget Manager

Cash Handling

“Please follow these instructions for accessing the BISD Cash Handling training.

After logging into the Safe Schools Vector website, this course can be accessed by:

- Going to the **Extra Training** tab at the bottom of the main course screen
- In the Extra Training screen, click on , then click the Policy button.
- Click on the BISD Cash Handling course to begin.

Cash Handling training must be done annually.

Cash Handling Responsibilities

- Receive, safeguard and follow procedures
- Maintain accurate cash accounting records, overages/shortages must be reported to Supervisor
- Always provide receipts for all money collected
- Separation of duties must be 2 people deep (3 is preferred when possible), Document 2nd/3rd person verification signature
- Keep Cash in a secured location (locked safe)
- Fraud or theft must be reported to Finance Department

Cash Handling Responsibilities

- Do not commingle District and personal funds
- Do not make purchases or payments from cash that is collected
- Money turned in must include supporting documentation and counted in the Staff/Sponsor's presence
- Until the time the money has been counted in your presence and you have a receipt for amount that is agreed upon, the money is the Staff/Sponsor's responsibility.
- Sign Employee Acknowledgement form indicating you understand your responsibilities and that you will be held accountable for district or organizational funds in your care.

Cash Handling - Bank Best Practices

- If possible, count money in a secure location away from common areas. If the area has security cameras that is even better.
- Once the deposit has been verified by the second person and in the presence of the first person, the deposit should be placed in the deposit bag and properly sealed.
- If you are strapping cash, make sure the second person counting does not rely on the assumption that every strap has been counted accurately. It's always best to double count prior to strapping cash.
- Do not over stuff deposit bags. When bags are too full, they have a tendency to tear open during transport. If bags are becoming full on a regular basis, request larger bags or make deposits more frequently to prevent this.

Cash Handling - Bank Best Practices

- It's recommended that you notate the bag number on the deposit slip. This ensures the bag has not changed since it was sealed.
- If storing cash or bags for extended period of time prior to the armored card pick up, always have it in a locked drawer or safe.
- When sending large amounts of coin, it's recommended to bag it separately as coin can get very heavy and potentially rip bags.

Envision

Check Guarantee Qualification

This information should be on **EVERY** check you receive from your customers (the information not marked with an "X" is also helpful if you can get it):

"X" = Required Information	
X	Maker's Name
X	Physical Address (No PO Boxes)
X	One Phone Number (including Area Code)
	Two Phone Numbers (including Area Code)
	Driver's License or State ID Number
	Authorization Code
	2 Phone #'s – OR – 1 Phone # with DL #



Revtrak

Fee Rates:

3.99% e-check

4.30% debit/credit card

Post your revenues by the last date of the month. Email reminders are sent out by Shannon Neptune. Non-posting of revenue delays available funds and the month end process.

Respond to emails regarding posting of fees within two business days. If no response is received, fees will be posted to AF309 and you will be required to submit a code correction if needed.

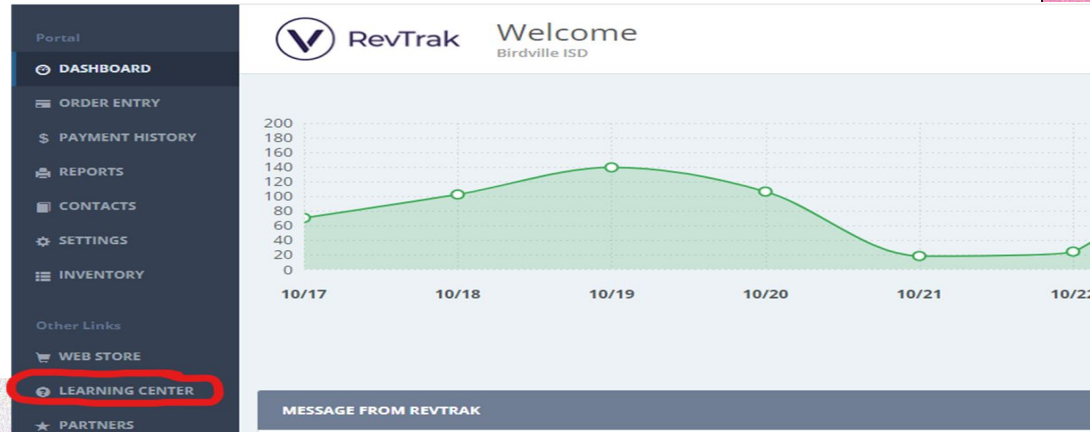
For those using Square, the reporting instructions are located in the Business Office How Tos.

Revtrak Reporting

Visit the Revtrak Learning Center for information on reporting

<https://birdvilleisd.revtrak.net/portal>

Check out “Reports Overview” from RevTrak on Vimeo. This video is available to view using the following link: <https://vimeo.com/264632539>



Learning Center

[Learn More About Vanco Events](#)

[Best Web Store Practices](#)

[End of School Resources](#)

[Back-to-School Resources](#)

[Glossary](#)

[Training Resources](#)

[People](#)

[Order Management](#)

[Fee Management](#)

[Reports](#)

[Inventory & Pages](#)

[Integrations](#)

Reports

General

Web Store Cash and Check Acceptance

Simplify Your Payment Reconciliation Process and Save Time with these 5 Reports

Reconciliation

Migration from legacy RevTrak to ConnexPoint Funding

Bank Deposit Reconciliation

Integration Reconciliation

Individual Reports

Reports Overview [video]

Deposit Report by Account Code

Gross Report by Deposit Account and Date

Gross Report by Product (SKU)

Items by Department

Items by Department - Export Friendly

[See all 12 articles](#)

Allowable Expenses

Teacher Appreciation: \$40/staff member, **per year**

T-shirts are only allowable using Fund 461, code to 6499

Convocation shirts are included in this total when those occur

Inclusive of meals, shirts, tumblers, umbrellas, etc.

Gift cards & Monetary Incentives: Only to recognize fundraising efforts, \$50 max

Student Incentives: A single incentive item must not exceed \$200.00

Student Incentive Form must be signed and submitted to the Accounting Coordinator for items awarded over \$100.00 (single unit cost).

Staff Meals: Maximum \$20/person, includes sides, desserts, and drinks. Does not include delivery charge, service charge, utensil fee.

Allowable Expenses

Gratuity: 15%, out of district travel only

Bereavement: \$75 max, **flowers only**

Retirement: \$75/retiree, **all inclusive**

Employee Recognition: \$50/staff member, **all inclusive**

Travel

BISD WEBSITE

-> DEPARTMENT/PROGRAMS

-> BUSINESS

-> HOVER OVER FOR STAFF

-> CLICK ON TRAVEL

-> TRAVEL GUIDELINES/FORMS LISTED



IN- DISTRICT- MILEAGE CHECK LIST

MONTHLY- REIMBURSE MILEAGE

All travel Starts at Home Campus or Department location-

Enter travel Date(s) Make sure they coincide with dates traveled.

Check mileage with map - Should be the same mileage amount listed on travel form as map- Do not Round up

Use most Economical route.

Make sure purpose of travel is filled out on all dates

If attended Conference attach Proof of Attendance along with Map.

If reimbursing for parking -Attach receipt with proof of attendance and map.

Include Employee ID #/ Printed Name/Budget Code

Print – Employee sign

Supervisor signs

When entering Mileage Reimbursement-Request for check:

Make sure employee is vendor through Munis

Make sure all signatures have been signed- Traveler/Approver.

On request for check the description should note the purpose of the reimbursement.

Example: Mileage reimbursement for campus travel. Or reimbursement for conference. Proof of attendance attached with map –

Use Sub object code TL

Make sure total on travel form matches “Request for Check” reimbursement.

Attach all that applies for reimbursement- maps, proof of attendance to request for check.

Out of District Travel form Checklist

At least 2 Weeks before Travel

- Secure Conference Registration
- Secure Hotel (get exact cost per room/per night including taxes). Ask about parking charge. Self park or valet parking. Use self parking if available vs valet parking. Also ask if any meals provided.
- Secure Rental Car (Enterprise or BISO Transportation Dept.-Suburbans (if available on travel dates)
- Secure Airfare (if applicable) This is only eligible for reimbursement if total cost is less than driving.
- If driving- Get mileage from google maps -Refer to the most economical mileage-keep copy of map for reimbursement.

- ____ Fill out left side of travel form with information above.
- ____ Include all that applies-hotel rate, air(if applicable), registration, meals, deductions for meal(s) provided and mileage.
- ____ Include budget account code(s) to charge. If federal or other departments paying, include their codes also.
- ____ Make any Notes in "Additional Comment section", i.e., sharing room, ride sharing, conference is paying for meals, etc
- ____ Forward to Supervisor (button #1 on travel form) for approval.
- ____ Supervisor/Secretary forwards to Director of Business representative -Dora Thrash (button #2 on travel form)
- ____ Dora Thrash will forward final approved travel form to Traveler and cc'd name(s) on travel form. Save/use for reimbursing.

- If Out of State Travel – Out of State Travel must be approved by Cabinet at least 60 days prior to the trip.
- Refer to the GSA per diem rate for the states per diem.
- <https://www.gsa.gov/travel/plan-book/per-diem-rates>
- If the city is not listed -use county for the daily rate.
- Approval-Supervisor/Secretary forwards to Cabinet Member for approval (button #1), Cabinet forwards to Director of Business representative -Dora Thrash
- If Federal fund – Supervisor/Secretary forwards to Tiffany Mendez (button #2a) for approval, Tiffany forwards to Director of Business representative-Dora Thrash for Final approval.
- Dora will send final approved form to the traveler/cc'd name(s) on travel form. Save/use for reimbursement.

#1 Forward Form to Supervisor Authority for Approval

#2a. IF FEDERAL OR STATE FUNDS 200-450 ARE BEING USED, SUBMIT TO GRANT Dept For PRE-APPROVAL

#2. Submit APPROVED Form to Director of Business

- ____ Receive copy of approved travel form and save. (Use as attachment for PO & check requests).
- ____ Enter a purchase order for conference registration.
- ____ Print copy of Hotel State Tax Exempt form and give to traveler.
- ____ Print copy of Texas Sales & Use Tax Exempt form and give to traveler. (for parking)

After Travel Checklist

- ____ Open copy of approved travel form.
- ____ Fill in "Prior Trip Payments" column- District paid-Before/during travel (amount as on receipts).
- ____ Fill in "Post Trip Payments" column- Employee paid- Amounts to be reimbursed to traveler.
- ____ Submit check request for total reimbursement
- ____ Attach backup to request for check. In order of travel form listed.

BACK UP: Hotel invoice, Air travel (if applicable), Registration, Car rental billing, parking, taxi/or Uber (15% MAX tip) and any other expenses that will be reimbursed will require backup. Also Proof of Attendance of Conference attended. For more information regarding travel, please refer to the District's Travel Guidelines web page under Staff resources.

In District Travel

[illegible]

1. Enter date(s) per dates of travel.
2. Use appropriate location-
 - A. **In-District** mileage auto populates mileage when choosing location on down arrow
 1. Enter purpose of travel
 - B. **Non-District** location choose "**other**" on down arrow (if not chosen **will not** auto populate)
 1. Enter Location under other location column
 2. Use exact mileage amount on map (**Do Not** round up). Use the lesser mileage option.
 3. Enter purpose of travel. Example: pick up supplies
 4. If reimbursing for expenses add to other expense column. Example-parking
3. Enter Employee ID#/Employee Name/Budget code
4. Signature- Hand written signature only.

Reminders:

Submit Monthly

If Non-district travel attach map/proof of attendance (if applicable)

Make sure request for check matches travel form

Note: If correction needed on reimbursement "Request for check" and travel forms are not completely updated to match amount- It will be rejected for correction - Remember amounts must match -

75 miles or less from workplace

Make sure employee is a vendor

Handwritten signature

Out of District Travel

- Over 75 miles from workplace
- PRIOR approval is required
- Use sub-object TO on all expenses
- No meal reimbursements if employee is not staying overnight
- Electronic signature is mandatory
- Install Adobe Acrobat DC/Adobe Acrobat Distiller DC for electronic signature to work
- This is used to authorize and account for travel costs - Traveler will know what expenses will or will not be paid prior to travel
- Must be completely filled out and submitted to traveler's immediate supervisor. This should be done 2 weeks in advance for completion of registration
- If both department/campus is funding travel, both campus/department codes must be noted on form and both supervisors and funding supervisor must e-sign. Include administrative assistant's name on form
- The Traveler and both Admin. Asst.'s will be receiving the final approved travel form. Admin. Asst.'s keep for your records for portion of travel reimbursement or payment. Department Admin. Asst., please send copy of registration information to campus Assistant to complete her attachments needed for reimbursement after travel.

Out of District Travel



- Traveler shall travel to their destination by either plane or by vehicle (mileage) The lesser cost should be chosen.
- Receipts are required for monies expended for air, taxi, toll road, parking fees, etc.
- Gratuity for taxi/uber services is limited to 15% of fare and only allowed with local funds (199/461). An official road map from the Internet (Mapquest.com or google map) should be used for computing miles traveled by automobile and attached to the Travel Request and Expense Reimbursement form and any related payment request.

The screenshot shows the 'Request for Travel' form with the following fields and red annotations:

- Employee**: [Red arrow pointing to the field]
- Emp ID**: [Red arrow pointing to the field]
- Title**: [Red arrow pointing to the field]
- Date**: [Red arrow pointing to the field]
- Campus/Department**: [Red arrow pointing to the field]
- Destination**: [Red arrow pointing to the field]
- Include City and State**: [Red arrow pointing to the checkbox]
- Concise statement of purpose of trip and/or duties performed**: [Red arrow pointing to the text area]
- Name of Conference/Event**: [Red arrow pointing to the field]
- First Day of Conference/Event**: [Red arrow pointing to the field]
- Last Day of Conference/Event**: [Red arrow pointing to the field]
- Departure Date**: [Red arrow pointing to the field]
- Return Date**: [Red arrow pointing to the field]

Instructions: Complete the estimated column as soon as trip is known but no less than 2 weeks prior to trip and submit for approval. Retain a copy of this form for your files and attach as backup in Mums for all payments associated with this trip. The completed form must be used to submit your actual expenses and receipts upon completion of trip. **Expenses needing advance payment require that you submit a check request with correct budget codes to the appropriate vendor. Attach a copy of approved Travel form and receipts in Mums as backup when entering check request for FINAL Post Trip expense reimbursement.** Meals will not be reimbursed unless overnight lodging is required.


	Daily Rate & Miles	# of Days	Estimated Expenses (Prior to Trip)	Prior Trip Voucher #	PRIOR TRIP PAYMENTS (District/Party)	POST TRIP PAYMENT (Employee Reimbursed amount)	ACTUAL EXPENSES
Hotel (Enter Daily Rate)							
Airfare	N/A	N/A					
Registration Fee	N/A	N/A					
Meals \$46 (Enter # of Days) District allows in 75% of per diem, 20% per diem for meals (except for conference on hotel)	N/A		\$0.00		N/A		
DEDUCT - MEALS Breakfast (1), Lunch (1), Dinner (1), (Enter negative amount)	N/A	N/A			N/A		\$0.00
Mileage @ 0.67 cents (Enter # of Miles)		N/A	\$0.00		N/A		
OTHER (List items and amounts)	N/A	N/A					
	N/A	N/A					
	N/A	N/A					
	N/A	N/A					
TOTAL ESTIMATED EXPENSES			\$0.00		\$0.00		\$0.00
BUDGET CODE(S) (*Account Number Required)							
Fund	Function	Object	Sub-Object	Org	Program	Bgt Mgr	Project Code
Undistributed/Unreimbursed Amount					\$0.00		\$0.00

Complete all
information

Effective Jan
2024
.67

After travel -
when entering
reimbursement
put attachment
in order of travel
form-Amount in
columns match
invoice amounts

Include All funding codes

paying- 
(Campus, Dept.,
or Federal)

**BISD EMPLOYEE
ESIGNATURE:**

Employee Supervisor
ESIGNATURE:

SEND APPROVED COPY
FOR REIMBURSEMENT TO:

Admin. Asst
name(s)

Funding Dept./Campus
Approval ESIGNATURE:

Cabinet Approval:
ESIGNATURE:

Out of State -Cabinet
signature required

FOR OUT OF STATE TRAVEL ONLY

Director of Business
or Designee Approval
ESIGNATURE:

Dora Thrash

**Federal/State Grant
Approval E-SIGNATURE:**

Tiffany Mendez

*****Funds 201-459 REQUIRE THE FOLLOWING*****
CHECK BOX AND SIGN BELOW

By signing below, traveler certifies that the amount claimed for meal reimbursement is the lessor of the actual amount spent or the per diem allowed.

Employee Name:

1

Employee signature required for Federal or State reimbursement

Additional Comments/Notes (i.e., Sharing Room, Carpooling, Split Funding, Min/Max Reimbursement, Hotel not required, etc.)	
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Reimbursement
amount to staff

#1. Forward Form to Supervised Authority for Approval

#2a. IF FEDERAL OR STATE FUNDS 200-459 ARE BEING USED: SUBMIT to GRANT Dept for PRE-APPROVAL

#2. Submit APPROVED Form to Director of Business

[Print Form](#)

Please print Final Travel Form, attach receipts, along with check request and send to Accounting

Approval Complete

Paying with Federal funds

MEAL CALCULATION

Enter dates of travel- make sure 1st/last dates are in proper columns at 75% per diem.

There are 2 options to choose from in columns. The per diem amount and zero "0". Enter "0" from down arrow option for meals provided. This is example of breakfast provided during a trip.

Example
of
breakfast
provided
&
deducted

Employee Name:		Money Game										2023/08/04		Total meal Per Day	
Travel Date	2023/08/04	2023/08/04	2023/08/04									2023/08/04			
Cost	1st day @ 75%	Saturday	Sunday									Last Day @ 75%			
\$ 0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
\$ 13.00	\$ 8.25	\$ 13.00	\$ 13.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8.25	\$ -	\$ 18.50	
\$ 20.00	\$ 15.00	\$ 20.00	\$ 18.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15.00	\$ -	\$ 33.00	
\$ 27.75	\$ 20.81	\$ 27.00	\$ 17.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20.81	\$ -	\$ 47.81	

Instructions: Fill in date = 1st day of travel in column C2
Fill in date = last day of travel in column J2
In each column, choose amount owed to or choose \$0 if meal was provided.

1ST & LAST DAY OF TRAVEL RECEIVE 75% OF MEAL - IF MEAL WAS PROVIDED © 2ND IF MEAL WAS PROVIDED
3RD - 7TH DAY IN MIDDLE GET REGULAR AMOUNT \$6/11.75/24 PER MEAL

Total meal reimbursement for staff member

The total for meal reimbursement is \$129.50. To get amount to deduct on meal column; you will subtract this amount from the meal per diem column amount \$161.00. The deduction amount is \$31.50. Enter this amount with a minus (-) in front of the amount. This will auto populate deduction. $\$161.00 - \$129.50 = -\$31.50$

Registration Fee	N/A	N/A	\$475.00			
Meals \$46 (Enter # of Days) Depart/return is 75% of per diem. \$62 per diem for meals supplied by conference/hotel	N/A	3.5	\$161.00		N/A	
DEDUCT - MEALS Lodging: \$9, Lunch: \$11, Dinner: \$26 (Enter negative amount)	N/A	N/A	(\$31.50)		N/A	\$0.00
Mileage @ 0.655 cents (Enter # of Miles)	\$36	N/A	\$351.08		N/A	

The form is located on website –
BISD home page/Departments/Business/Staff (hover over Staff tab)/ Travel.

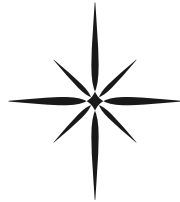
Out of State Travel



- Travel Request and Expense Reimbursement form must be signed by the Superintendent Cabinet and should be submitted 60 days out from travel.
- When renting a vehicle out-of-state, please buy the additional coverage offered by the rental company to avoid any problems, with the exception of Enterprise Rent-A-Car. The additional coverage is already built into our contract for anywhere in the country.
- Gasoline expense is reimbursable when using a rental car. A receipt is required for reimbursement.
- For information regarding rentals, go to Purchasing for information on approved vendors
- Make sure and use meal reimbursement for that state per diem rate. Which can be accessed via the website <http://www.gsa.gov/perdiem>

Student Travel

- Student meals allowed up to \$12 per meal
- Sponsors/coaches (BISD employees) accompanying students on an overnight trip have 2 options of meal process. The \$12 meal rate given prior to trip or the employee will receive per diem, he or she fill out a Travel Request and Expense Report form prior to trip and will be reimbursed after travel.
- Approval will be obtained by submission and approval of the Electronic Request for Field Trip. This should be submitted as soon as purpose of travel is known but no less than two weeks prior to departure for in-state travel or 60 days for out of state or 90 days out of country..



Travel Reminders

- Please remember employee has to be a vendor in the MUNIS system to be reimbursed. The 1st reimbursement will be mailed or can be picked up in Accounting Dept., if Accounting Dept. is notified with check pickup form attached to check request. All other reimbursement after the 1st reimbursement will be direct deposited into their bank account.
- In Texas, a hotel Tax exempt Certificate must accompany employee traveling to avoid paying state taxes. BISD will not provide reimbursement for Texas state sales tax. Travelers will be responsible for Texas state tax if Tax Exempt Certificate is not presented or deducted from hotel invoice . We do pay local/city/resort taxes.
- Zoom-Virtual-Online and all travel is coded 6411 unless student travel 6412
- Remember to use function per Employee Title(payroll Coding)- Example
- *Teacher-13* Librarian-12*Principal-23*Extra Curricular-36
- Use Adobe Acrobat Pro for e-signatures -Enter technology ticket if it doesn't work

Monthly Trainings Available

March 20th

April 17th

May 1st - Mandatory for all to attend for important end of year information.

- Time for all dates are 2:00-4:00 PM.
- Except for May 1st, there will be two sessions; 9:00-11:00 AM and 1:00-3:00 PM
- Registration Link:
<https://forms.gle/v6VbPvcjzkAumncm6>

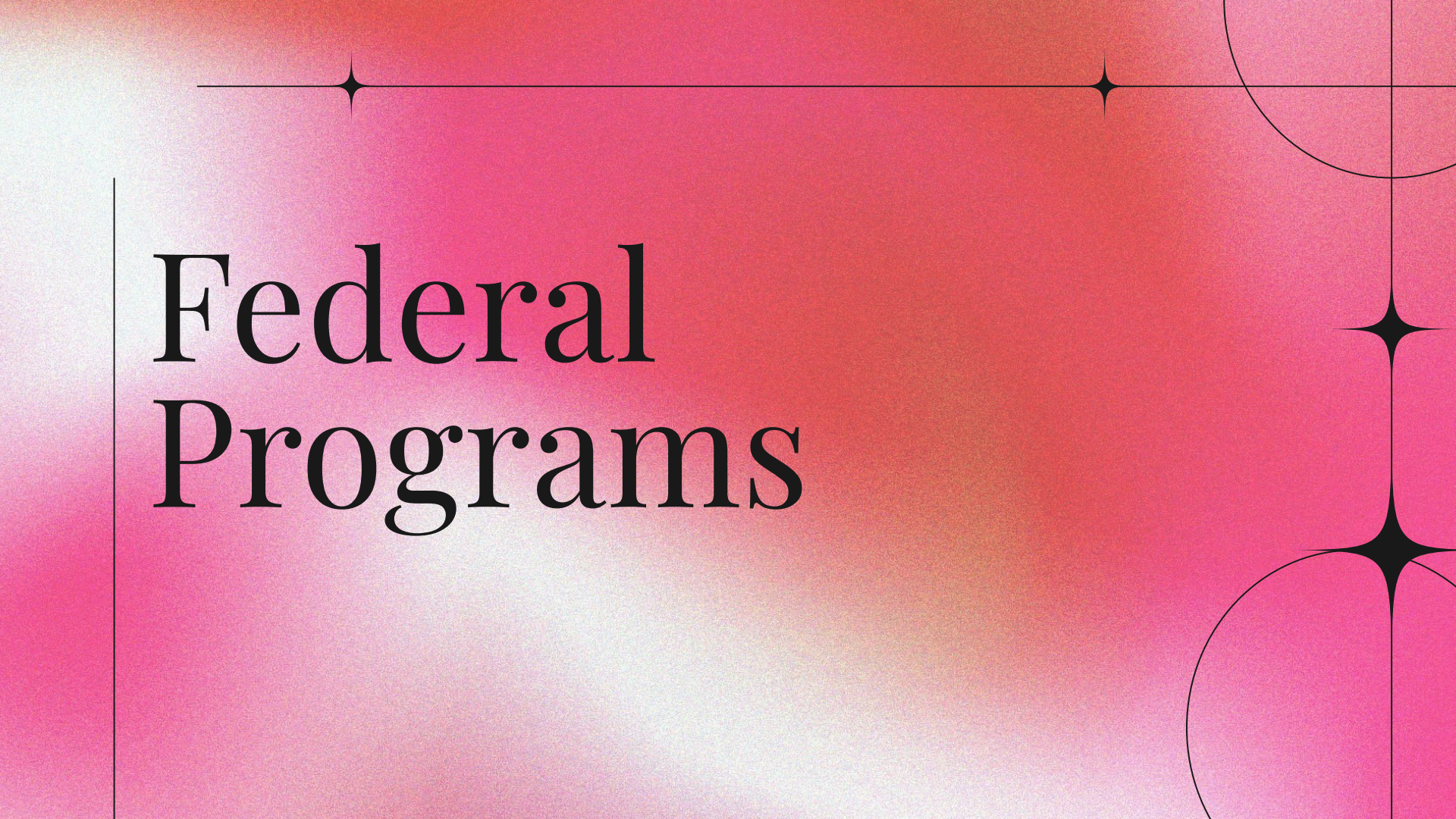


SCAN ME



Questions?





Federal Programs

Title I Spending Deadlines

Budget Category	When Deducted from Google Sheets Budget	Spending Deadline
Salaries/Parent Liaison	Entire amount deducted when verified (November)	*subject to change based on staffing
Instructional Materials/Supplies	Deducted when Purchase Orders are processed	February 16, 2024
Technology	Deducted when Federal & State Department receives notification from Technology	February 16, 2024
Tutorials	Deducted from budget as timesheets are approved ***Please ensure all Title I tutors have certified and submitted all timesheets by May 10, 2024. ***	May 10, 2024
Substitutes	Deducted from budget monthly as substitutes are paid through payroll	May 23, 2024
Travel (Tutorial Bus)	Deducted each semester when the bill is paid	May 10, 2024
Professional Development	Deducted when Purchase Orders are processed	April 30, 2024
Summer School/JumpStart	Deducted when Purchase Orders are processed	April 19, 2024

Summer Book Orders

- ★ Federal Programs will do one large order.
 - We will take care of the ticket, EDGAR, and shipping arrangements.
- ★ Book orders will be paid for using your campus Title I funds.
- ★ Book orders will ship to your campus.
- ★ Due date: March 1, 2024.

Campus Needs Assessment

- ♥ The CNA Process will begin soon.
- ♥ Your principal may ask for your assistance in uploading documentation to the CNA Canvas Course.
- ♥ Please be on the lookout for your CNA Launchpad and Canvas course invitation.
- ♥ All CNA documentation will need to be uploaded to Canvas by the end of May 2024.
- ♥ If you need help uploading to canvas, please reach out to Kinzie or Sharlo for support.

JumpStart 2024

- ♥ Federal Programs will be communicating JumpStart 2024 information with you and your principal.
- ♥ Please support them in making sure everything is fully planned before leaving for the summer.
- ♥ JumpStart orders must be in BEFORE you leave for summer break.
 - ♥ **If your order will arrive when no one will be on campus to receive, be sure to note shipping arrangements in the ticket. You can have orders delivered to the warehouse, if needed.**

ESSER & Title I Tutors

- ♥ Outside tutors have to go through the HR process
- ♥ All tutors need to complete the [Federal Program Tutoring Form](#) BEFORE they begin tutoring (Required to keep logs)
- ♥ All tutors will use Professional Services Timesheets
- ♥ All tutoring costs are reflected on your google campus budget sheets

End of Year - Title I

- ♥ Please make sure all 23-24 Title I Po's have been received before you leave for summer break.
- ♥ Starting in May - you may put in tickets for the 24-25 school year.
- ♥ We will send your ticket through the approval process and then hold it until July 1 (when 24-25 Title I funds are available).
- ♥ Software tickets should go in by May if your principal wants students and teachers to have access on the 1st day of school.
- ♥ Software contract dates: July 1, 2024-September 30, 2025.
- ♥ Summer PD - We must have Proof of Attendance for all summer training!

SCAN ME



Thank
YOU!

