

FINANCE ROUNDTABLE

FEBRUARY 18, 2016

MANSFIELD ISD
ACCOUNTING

FY
2015-
2016



EMPLOYEE TRAVEL PROCESS

What typical travel progression should look like:

1. Process requisition for conference
2. Register for conference; receive confirmation email
3. Make hotel reservations; receive confirmation email.
4. Process requisition for hotel, make sure and put date check is needed to be picked up.
5. Complete travel form with required signatures
6. Once requisition is in PO status, receive on it and send over copy of travel form with hotel email confirmation.
7. Check is picked up from A/P BEFORE the employee leaves.
8. When the employee returns, they will bring back the completed travel form.
9. Check request entered in Skyward.
10. Back up documentation is sent over to A/P
11. Employee is reimbursed.

EMPLOYEE TRAVEL FOLDER - OPTIONAL

Folder for traveling employee:

1. Hotel Tax Exemption form
2. Hotel Check
3. Copy of hotel confirmation email
4. Conference registration email
5. Copy of Conference Purchase Order
6. Copy of Travel Reimbursement form (I always send copy in case folder is misplaced.)
7. Mapquest map

EMPLOYEE TRAVEL W/ MULTIPLE BUDGET CODES

- If you have a teacher, librarian, administrator that is sharing a hotel room from another campus, one campus needs to email all the information (hotel reservation confirmation, staff names, campus, dates of travel, date check is needed, BUDGET CODES) to Beverly Stahl or Debra Crochett.
- The PO will be entered under the campus that sends the email, and it will need to receive on the PO.
- Next, ALL campuses involved will need to send scanned travel documentation to the AP inbox at (accountspayable@misdmail.org)
- You need to check Skyward to see if the check has been cut.
- Check will need to be picked up BEFORE the trip.

STUDENT TRAVEL

- We are currently working on guidelines – the goal is to have them by the March Roundtable.
- It will include a sponsor checklist (email Kati Walker if you have any suggestions)
- We will have the following forms:
 1. Student Meal Money Request
 2. Student Signature Confirmation

FUNDRAISERS WITH 1099 VENDORS

- **All vendors being used with any fundraiser must be submitted on the fundraiser application form in Eduphoria.**
 - Ex. Student Dance – must list the DJ (**1099 vendor**), Kroger (light refreshments), and Matthews Office Supply (tickets) as a vendor in the fundraiser application

FUNDRAISERS CONTINUED...

- Spirit Nights at local restaurants
(These are fundraisers since the campus is getting a funds in the form of a commission check.)
- The restaurants must be on the approved fundraiser vendor list.

FUNDRAISER RECAP

- If an approved fundraiser has been cancelled, then please have the sponsor submit the fundraiser recap by answering the questions “fundraiser cancelled.”

DONATIONS

- If PTA donates funds to a campus for an expenditure (such as IPADs), then the intent to accept form must be filled out. PTA must always complete this process, not purchase the items themselves.

W9

- Please make sure you have a W9 for all vendors in QuickBooks; however, it is not necessary to get a new W9 from the vendor every year.
- Please also note it is not necessary to get a W9 from a parent for a refund for a lost library book or refund for a field trip that their child could not attend.

CONSOLIDATED ACTIVITY ACCOUNT UPDATE

- There are currently 13 elementary schools that are now functioning in Skyward.

CONSOLIDATED ACTIVITY ACCOUNT REMINDERS

- If you are needing to reimburse a parent (ex. child did not go on field trip), then please enter a check request using the revenue code. **You do not need to obtain a W9 from the parent.**
- You will then need to email the Activity Accountant the expense code in order for a journal entry to be processed crediting the 6340 expense code and debiting the 461 E 11 XXXX 00 XXX 0 11 370 code.

CONSOLIDATED ACTIVITY ACCOUNT DEPOSIT STAMP

- The business office now has deposit stamps for the consolidated activity account. Please pick up your campus consolidated activity account deposit stamp after the meeting.

REMINDERS FOR MARCH

- Bank reconciliation due 3-7-16
 - Except those ES that are in Skyward
- Sales Tax Form due 3-10-16
- Finance Roundtable is 3-10-16
- 461 Skyward PO cut off is 5-31-16