



Monthly Business Breakfast February 9, 2015



INSPIRE • EQUIP • IMAGINE

A Special Thank You for an Awesome Breakfast!!

Balfour



Business and Finance



Changes effective January 1, 2015

- **Budget managers can sign the one page contract for services up to \$1,000**
- CFO can sign one page service contracts and minor facility contracts up to \$10,000
- Monthly report of contracts signed by budget managers and CFO will be provided to the Superintendent, E-Team and Assistant Superintendents
- One-page vendor contracts (restaurants, theme-parks, etc) that are single day events can be processed by Purchasing and be signed by the Chief Finance Officer if less than \$10,000
- Contracts that include compensation on a hourly basis must include a “not to exceed” amount
- **Executed contracts still must be attached to requisitions for processing by Purchasing**

1. Current employees (who have complied with screening in the past):

2015 Tasks for 2016 Plan Year

- Have physician form or lab voucher completed between 4/1/15 and 10/30/15, **or**
- Participate in on-site campus screenings in May and June of 2015 or on-site feeder pattern screenings in August of 2015; **and**
- Take online Health Assessment between 4/1/15 and 10/30/15 using your screening results

2016 Tasks for 2017 Plan Year

- Take online Health Assessment between 4/1/16 and 10/30/16

2017 Tasks for 2018 Plan Year

- Same as list for 2015

Compliance required for employees to not pay \$20 charge per employee and/or spouse per paycheck in 2016 and thereafter.....

Tentative campus schedule for May and June 2015 to be sent soon

Biometric Screening & Online Health Assessment

2. Screening options for current employees who have the payroll deduction and new employees hired since last spring

- Have physician form or lab voucher completed between 4/1/15 and 5/31/15, **or**
- Participate in on-site campus screenings in May and June of 2015; **and**
- Take online Health Assessment between 4/1/15 and 6/15/15 using your screening results

Compliance required for employees to not pay \$20 charge per employee and/or spouse per paycheck beginning 7/15/15 through 12/31/15 and thereafter until compliant

3. New employees hired after May 2015

Within 60 days of insurance enrollment:

- Have physician form or lab voucher completed, **or**
- Participate in future on-site screenings if within 60 days of insurance enrollment; **and**
- Take online Health Assessment using your screening results

Compliance required for employees to not pay \$20 charge per employee and/or spouse per paycheck in 2016 and thereafter.....

Employee Travel DEE-R Changes



Introduction

- Expectations
- MapQuest
- Prior Approval
- Final Reimbursement Requests

Travel Definitions

- In-District Travel
- Day Trips
- Overnight Travel
- International Travel (must be approved by Board of Trustees)
- Out-of State Travel (must be approved by Cabinet)

Employee Responsibility

- Complete FBISD Travel and Request and Payment Voucher form (DEE-E-1) 3 weeks prior to travel
- Attach conference agendas, brochures, etc
- Once approved make travel arrangements

Budget Manager Responsibility

- Ensure funds are available
- Ensure employee travel is informed of the travel policy
- Ensure the FBISD Request for Absence form (DEC-E-1) is completed and approved
- Ensure the FBISD Travel and Request and Payment Voucher form (DEE-E-1) is signed by employee and is approved by appropriate personnel (i.e. Cabinet Member - see introduction)

Airfare

- May be prepaid through District procurement card
- Economical source
- One baggage fee per destination will be reimbursed

Lodging

- Cabinet Member preapproval is required on rooms exceeding \$175 – if prior approval is not provided the difference will be deducted from the employees final reimbursement
- State sales tax will not be reimbursed for lodging expenses in the state of Texas

Meal Expenses

- Actual cost of meals up to \$35 per day for food only
- Meal receipts are to be maintained and kept by appropriate campus/department
- Meals provided by conference/event must not be included in the actual cost of meals

Transportation Costs/ Parking Costs

- Toll road fees under \$20 are reimbursable without a receipt and should be identified by location
- Tips up to 20% may be reimbursed through general funds
- Mileage accumulated in the destination city will not be reimbursed
- Cabinet level approval if parking expenses exceed the airport's long term daily parking rate

Travel using Federal (Grant) Funds

- Standard rate per night for in-state lodging not listed on the Domestic Maximum Per Diem Rates website was increased to \$85; out-of-state lodging is \$83
- Taxes, tips, and gratuities are not reimbursable through federal funds but may be charged to general funds

Employee Mileage Reimbursements

- Increased to 57.5 cents per mile effective 1/1/15
- Still using older version of mileage application – will notify when the newer version is ready to be implemented

Other Allowable Expenses

- Pre-approved professional development
- License renewals are reimbursable
- Meals for weekend conferences are reimbursable if the employee is not being paid for extra duty

Unallowable Expenses

- Travel club membership fees, miscellaneous incidentals, entertainment, alcoholic beverages, in-room movies, and other personal expenses
- Expenses associated with the employees spouse or children
- Student activity funds may not be used to purchase membership dues or convention travel
- Additional liability insurance
- Employees choosing to participate in optional meals or activities offered by a conference are not allowable
- Personal telephone and internet use
- Conference apparel
- Any expense not related to official school business

Unallowable Expenses continued

- Expenses not supported by original itemized receipts when required
- First Class Airfare
- Tuition expenses for employees
- Hotel valet parking unless it is the only option available

Supplies and Food Purchase Reimbursements

- Business Lunch – any meal that is provided for a meeting longer than 2 hours or when a vendor is present
- IRS requires: Business purpose, amount of expense, date and place, names and business relationship of all persons attending
- Office supplies (coffee, snacks, water etc) may be reimbursed with faculty funds (vending or hospitality)
- **Classroom and office supplies are to be purchased through FBISD purchasing policies and procedures and must have prior approval by budget manager or the employee may not be reimbursed for these expenses**

All other expenses that are not covered in this policy are left up to the discretion of the Business and Finance department.

Transportation Information



Transportation Field Trips

- InfoFinder Home Page
 - Driver Rates
 - Mileage Rates
 - Tutorials
 - “Black-out” Dates



Good Morning

Message for Today

READ IMPORTANT INFORMATION BELOW

NON-UIL trips must be from 9am to 2pm during school days. Regular school route times are 5:30 am to 8:45 am and 2:15 pm to 5:00 pm. If you have any questions, please contact our department.
 Esther Ramirez Field Trip Supervisor Hodges Bend (281) 634-1980 email: esther.ramirez@fortbendisd.com
 Esther Ramirez Field Trip Supervisor Lake Olympia (281) 634-1980 email: esther.ramirez@fortbendisd.com

**FORT BEND ISD
 TRANSPORTATION RATES FOR 2014-2015
 (Effective 7/01/14)**

FIELD TRIPS:

DRIVER RATES:

Non-UIL Between 9:00 AM – 2:00 PM	\$20/driver per hour
Non-UIL Pick up @ campus before 9:00 AM	\$30/driver per hour for entire trip
Non-UIL Drop off @ campus after 2:00 PM	\$30/driver per hour for entire trip
Non-UIL (Overnight)	\$30/driver per hour for entire trip (less 8 sleeping hours if applicable)
UIL Trips (Overnight)	\$20/driver per hour for entire trip (less 8 sleeping hours if applicable)
UIL Trips	\$20/driver per hour for entire trip

MILEAGE RATES:



Field Trips

MILEAGE RATES:

SUV (Tahoes/Car/Expeditions)	\$.70 per mile
All buses (Regular, Activity, Special Ed)	\$2.30 per mile

Trips from 9am to 2 pm - mileage starts and end from campus to campus
 All other departure times, mileage starts from Transportation center and ends at Transportation center (round trip)

D/O or P/U Only (week Day) 2 hrs. @\$20.00 or actual time if more
 D/O or P/U Only (Week End) 4 hrs. @20.00 or actual time if more

(Emergency Trip) @ \$30.00 per hour and \$2.30 per mile. (less than 24 hour notice)
 (Elementary Campuses) NO Friday Trips during Football Season and UIL Events.

CLEANING FEE: \$25 per bus for excessive trash
 NO SHOW FEE: \$25 per bus

CANCELLATION WITH LESS THAN 48 HOUR NOTICE: \$15 per bus

TUTORIALS:

STANDARD RATE (Includes Driver & Mileage):

Elementary Schools	\$40/per bus per run
Middle Schools	\$60/per bus per run
High Schools	\$70/per bus per run

****Extracurricular trips during route times are approved on a case by case basis dependent upon the number of UIL events and availability of drivers for UIL events as well as regular routes.***

The district will impose a black out period for field trip buses on the following dates due to the necessity of transporting students to the following events.

Mar. 5, 2015	TMEAO	Full Orch UIL Concert and Sightreading	Austin HS
Mar. 20-21, 2015	TMEAO	HS Orchestra Pre-UIL Contest	Clements HS, FBISD
Mar. 23-24, 2015	TMEAV	Choir Pre-UIL Contest	First United Methodist Church, Sugar Land
Mar. 26-27, 2015	TMEAB	FBISD HS SUB-NV and NV Pre-UIL C&SR	Travis HS
Mar. 27-28, 2015	TMEAO	MS Orchestra Pre-UIL Contest	Ridge Point HS, FBISD
Mar. 27-28, 2015	TMEAB	FBISD MS Pre-UIL Band	Austin HS, FBISD
Apr. 8-10, 2015	TMEAV	MS/HS Choir UIL Concert & CD	WVU



Transportation Coding Form

TRANSPORTATION FIELD TRIP CODING FORM

Requested by: _____ Campus: _____

Trip ID: _____ Date of Trip: _____ Trip Amt: _____

Budget Code Correction

	Fund	Func	Obj	Sub Obj	Org	Year	Prog	Bud Mgr	Budget Mgr's Signature Required
Current Budget Code:	_____	_____	_____	_____	_____	_____	_____	_____	_____
Corrected Budget Code:	_____	_____	_____	_____	_____	_____	_____	_____	_____

Split Budget Code

Fund	Func	Obj	Sub Obj	Org	Year	Prog	Bud Mgr	Enter % or \$ amount to split.		Budget Mgr's Signature Required
								Percentage must equal 100%		
								%	\$	
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____

Bill to Outside Vendor

Trip Destination: _____

Vendor Name: _____

Contact Phone Number: _____

Contact Name: _____ Contact E-mail: _____

Billing Address

Street Address: _____ Suite Number: _____

PO Box No. _____

City: _____ State: _____ Zip Code: _____

Transportation Coding Form

TRANSPORTATION CODING PROCEDURES:

The following procedures are for correcting the coding on field trips to help make your life easier. The Transportation Field Trip Coding Form is on the Pipeline.

Please remember that we will only go back **3 months** for any corrections.

PROBLEMS WITH CODES AND ACTIVITIES:

- If you do not see your activity title listed in InfoFinder, please email Suzanne.Owen@fortbendisd.com to add the activity. Be sure to include details of the trip and the budget code you want to use.
- If the budget code is not correct when you pull up the activity, please email Suzanne.Owen@fortbendisd.com with the correct code for that activity.
- If the budget code is not correct for a trip that has been already been entered into InfoFinder, please complete the Transportation Field Trip Coding Form (**MUST HAVE BUDGET MANAGER'S SIGNATURE**) and email Business&Finance@fortbendisd.com with the correct code.
- Once the trip has been approved, Esther cannot change the code. Please complete the Transportation Field Trip Coding Form (**MUST HAVE BUDGET MANAGER'S SIGNATURE**) and email Business&Finance@fortbendisd.com with the correct code.

SPLIT CODING BETWEEN CAMPUSES OR DEPARTMENTS:

- Main campus will request the bus service in InfoFinder using their campus code.
- Main campus will fill out middle portion of the Transportation Field Trip Coding Form.
- Be sure that budget manager(s) of ALL campus(es) sign the form
- Email the completed form to Business&Finance@fortbendisd.com **BEFORE THE TRIP DATE!**
- Business office will allocate the trip code between the campuses before posting the trip information received from the transportation dept.

BILL FIELD TRIP TO OUTSIDE COMPANY:

- If you want to bill an outside company, please email Suzanne.Owen@fortbendisd.com the following information to enter the company's name to the dropdown menu:
 - Company Name
 - Company Mailing Address
 - Contact Person & Phone Number
- Include all the above details in the "Comments" sections of the field trip request on InfoFinder.
- Business office will send an invoice to the vendor at the beginning of the next month.

REPORT DIFFERENCES:

- Since we use an upload process, you will see detailed information for each individual trip on your budget transaction detail report.
- Each line will contain the trip ID #, the date of the trip, and the trip activity.
- If you need further information, please log into InfoFinder to obtain the trip details.

If you have any questions regarding the **field trip** itself, please email Esther.Ramirez@fortbendisd.com.

If you have questions about the **billing** part of the field trip, please email Suzanne.Owen@fortbendisd.com.

Transportation Coding Form



Questions? Contact [Ron Vlaskamp](#) (ext. 4-1165)

Risk Management

[Workers Compensation](#)

Activity Funds

[July 2014 Activity Fund Presentation to Principals](#)

[Centralized Student Activity Funds \(Clubs\)](#)

Your most detailed source for information.

[Forms](#)
(activity fund forms and many other forms)

[Sponsor Responsibilities](#)
[Bookkeeper/Exec. Secy Duties](#)
[Fundraising](#)
["Ten Things You Need to Do Well!"](#)

[Activity Fund reports \(Funds 461 and 865\)](#)
[Jan. 2013 supplement to FBIISD Budget Reports Manual](#)

[People Soft Hints and Tools](#)
[Speed Chart Coding \(Fund 461\)](#)

[Sales Tax Resources:](#)
[From the state: "School Fundraisers and Texas Sales Tax"](#)
[Handout: Taxable Sales](#)
[Taxable-NonTaxable Grid](#)

Business/Finance, Activity Funds and Risk Management

- PO wasn't closed when final bill was paid
- BPO that is no longer needed,
- Duplicate PO.

Send by email to Hester Abadie.

Recoding a Transaction (Expenditure or Deposit):

Use this if a non-transportation transaction was paid from an incorrect budget code or if a bank deposit was recorded to an incorrect budget code. This form is to be used only if the incorrect budget code(s) and the corrected budget code(s) are for the same budget manager. For transportation coding, please use the Field Trip Coding Correction Form (below). For budget code changes between different budget managers, contact Business & Finance.

[Transaction Coding Correction Form](#) Email the completed form to business&finance@fortbendisd.com
[Instructions](#)

Transportation-Related:

(Bus trips by our Transportation Department are scheduled through InfoFinder software.)

Predefined drop-downs with budget coding information should exist for each account you plan to use. Choose wisely, and contact Suzanne Owen at business&finance@fortbendisd.com if what you need is not there. Please do not guess.

To invoice a PTO/PTA/booster club, choose "BILL TO PTO/PTA" and provide the organization's information.

To have a trip billed to an outside company (other than your PTO/PTA/booster club), the entity must be first set up in InfoFinder. To do so, you will first need to email the following information to the Business & Finance Office at business&finance@fortbendisd.com: Name of Company; Mailing Address; Contact Person, Phone Number. Once the above information is received, Suzanne Owen will email Esther Ramirez to define the code in InfoFinder. This process can be done quickly, so the sooner you get the information to Suzanne, the sooner your code can be set up. Questions? Email Suzanne Owen at the above address.

For making a correction for the budget a previous trip was charged to, or to charge a trip to two different budget codes.

[Field Trip Coding Correction Form](#) Email the completed form to business&finance@fortbendisd.com
[Instructions](#)

Refunds to Customers (Tuition and Fees):

Be very clear about the original payment method. If the original payment was by check or cash, the refund will be by check. If the payment was by credit card, the refund will be refunded back to the card originally charged.

[Customer Refund Request](#) (to be filled out by school or department staff)
Email the completed form to business&finance@fortbendisd.com

Purchasing-Related: (Purchase Orders / Quotes / Bids)

[Link to Purchasing website on the pipeline](#)

Equipment/Fixed Assets-Related:

It is essential to let us know as equipment is removed from your campus to be sent somewhere else or disposed of so your inventory reports are accurate.

The form is a 4-part form -- have it printed at the print shop.

[Fixed Asset Transfer Form](#)

Contact Information



- Field Trip Bus Questions
 - Esther Ramirez (ext. 41980)
 - esther.ramirez@fortbendisd.com
- Billing/Coding Questions
 - Suzanne Owen (ext. 41176)
 - suzanne.owen@fortbendisd.com
- Transportation Coding Form Location:
 - Pipeline – Business/Finance & Activity Funds

Important Reminders for Maximum Effectiveness

Bank Deposits

- Prepare and input deposits at a steady pace throughout the month.
- Don't save all of your work for the last week.
- Deposits are posted to your accounts the next morning.
- End of the month: don't worry if it won't be picked up until the first couple of days of the next month. ("Deposit in Transit" is fine.)

Bank Deposits

- Spring Break: Plan your bank deposits so they will catch Larry King's pickup before Spring Break. ***(Week of March 2-6).***

Transaction Coding Accuracy

1. P-Card – be aware your default code is only a starting point. Expect to use something different.
2. Spending Fund 461 – Use expenditure coding, not revenue. (Only exceptions are refunds – rare)

Transaction Coding Accuracy

3. Instrument Use Fees
4. Spring Sports Gate money
 - Use the specific accounts;
 - Check your sponsors

Transaction Coding Accuracy

5. Print Shop/InfoFinder - limited-choice, full-string dropdowns; we can add more.
6. Child Nutrition Catering – know your segment coding

As Always...

- Sales tax on your deposits
- Watch your accounts to avoid deficits

Spring Reminders

- Spring book fair – requisition for BPO in advance (estimated amt.)
- Yearbook - requisition for BPO in advance (estimated amt.)
- Cannot buy gift cards to be given to FBISD employees.

Questions????

➤ Next Meeting: March 2, 2015

Changes in Dates for April & May

March 2, 2015	7:30-9:00
April 7, 2015	7:30-9:00
April 8, 2015	
May 19, 2015	7:30-9:00
May 20, 2015	