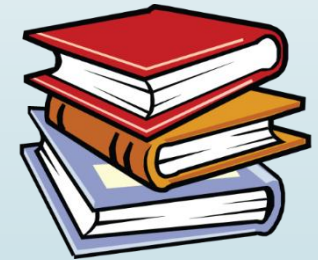




Secretary's Back to School In-Service



August 12, 2022

Mary D. Garza

Director for Finance/Budget/Payroll

Budgets

2

- Allocates funds for
 - Overtime
 - Transportation Charges (store order)
 - Xerox color copies overages
- Must include on budget changes
 - Identify CIP activity (all funds)
 - Reason for request



(Continued)

Budget

3

➔ The 2022-2023 Budget Description book is located:

The screenshot shows a web browser window displaying the website for Brownsville Independent School District. The address bar shows the URL: bisd.us/departments/business-and-operations/finance/policiesproceduresformsmanuals. The page features a blue header with navigation links: DISTRICT WEB MAIL, EMPLOYEE ONLINE, POLICY, SCHOOLS, DEPARTMENTS, and a SEARCH icon. Below the header is the district logo and a navigation menu with links for About, Students and Parents, News and Events, Join our Team, Enroll at BISD, and COVID-19. The main content area is titled "Policies/Procedures/Forms/Manuals" and includes a sidebar with a table of contents. The table of contents lists: Home Page, Financial Transparency, Policies/Procedures/Forms/Manuals (highlighted with a red bar and an upward arrow), Gift Card Guidelines, Agency Funds, and Web Travel. The main content area is divided into three columns: "Budget" with links for BUDGET CHANGE FORM (PDF) (Excel) and Budget Description Manual; "Forms" with links for 5 - Sole Source Justification Form, Campus Assurance Form (PDF), Cost or Price Analysis Form, Sole Source Affidavit, and Travel Reimbursement Form (Excel); and "Policies" with links for CH - Local Purchasing And Acquisition, DBD - Exhibit Conflict Of Interest, DBD - Local Conflict Of Interest, DH - Exhibit Educators Code Of Ethics, and DH - Local Employee Standards Of Conduct. A small icon of a person is visible in the bottom right corner of the page.

Purchases

4

- ▶ Board Policy CH Local
 - ▶ Responsibility for Debts

The Board shall assume responsibility for debts incurred in the name of the District so long as those debts are for purchases made in accordance with the adopted budget, state and federal law, Board policy, and the District's purchasing procedures. The Board shall not be responsible for debts incurred by persons or organizations not directly under Board control. Persons making unauthorized purchases shall assume full responsibility for all such debts.



(Continued)

Purchases

5

- Board Policy CH Local
 - Purchase Commitments

All purchase commitments shall be made by the Superintendent in accordance with administrative procedures, including the District's purchasing procedures.



(Continued)

Purchases

6

- What constitutes a valid purchase order
 - Quantities
 - Description of item(s) to be purchased (be specific, i.e. computer, video camera)
 - Unit price
 - Approval process completed
- No substitutions of items are permitted
- No goods or services will be received before a valid purchase order number is assigned



Prepayments

7

- ▶ Must have an authorized purchase order in place
- ▶ Allowed for:
 - ▶ Student travel expenses
 - ▶ Student registration fees

(Continued)

Prepayments

8

► Timelines:

- Check must be used within 2 weeks from issued date
- Receipts are due to the Finance Department within 15 working days after the event
- All refund checks or cash must be submitted to the Finance Department within 5 working days after the event
- Checks available for pick up after 4:00 pm

Reminders

9

- Receive purchase order on line **only** after merchandise is delivered to campus
- Include shipping fee (on average 10%)
- Include date of event on purchase order
- Submit invoices to Accounts Payable if received on campus
- Follow up with warehouse and/or vendor if merchandise is not received after 30 days
- Outstanding prepayment(s) must be cleared with the finance department before any additional prepayments can be issued



(Continued)

Reminders

10

- A report of outstanding prepayments is posted on the finance web-site
- Purchase orders are mailed by the Purchasing Department – DO NOT fax, email or phone in an order to avoid duplicate orders
- Notify accounts payable by email when a purchase order will no longer be needed so that the purchase order can be cancelled
- Submit store orders for Transportation right after the student travel request is approved



(Continued)

Reminders

11

- ▶ Activity Funds reports due monthly by the 15th
 - ▶ Bank Statement
 - ▶ Reconciliation (detail and summary)
 - ▶ Trial Balance, Balance Sheet, General Ledger
 - ▶ Deposit detail, Check detail, Journal Entries



*Don't
Forget!*

(Continued)

Reminders

12

- ▶ Sales tax reports due monthly by the 10th
 - ▶ Form E (inside city limits) with Q-1
 - ▶ Form E-1 (outside city limits) with Q-1
- ▶ Funds must be available in the activity fund account before any checks are issued
- ▶ Collect sales taxes



Time and Attendance

- ▶ All employees are required to use the biometric time and attendance system to record time and absences. It is the employee's responsibility to make sure all time is recorded on a timely manner. Corrections for missed time or unreported absences must be submitted on the TimeClock Plus Correction Form. [TimeClock Plus Missing Punch Form](#)



(Continued)

Time and Attendance

14

- Employees who fail to adhere to the time and attendance requirements will be subject to disciplinary action, up to and including, termination. Excessive missed punches or not submitting absences calls for disciplinary action.
- Beginning in August the teachers will use only TCP to request a substitute and report their absence at the same time.



(Continued)

Time and Attendance

- How to clock in and out [TimeClock Plus Operations Guide](#)
- How to view time [TimeClock Plus Training for District Employees](#)
- How to request time off [Requesting Time Off \(PDF\)](#) or [Requesting Time Off \(Video\)](#)
- Corrections of missed punches and approval of time must be completed on a regular basis but no later than Mondays of the subsequent week
- Conflicting segments should be corrected before the time is approved



(Continued)

Travel

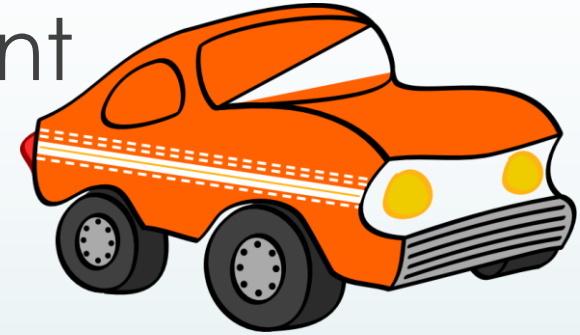
16

- ▶ Web travel is used for all student travel and out of district employee travel
- ▶ Must have approved web travel request and valid purchase order before any travel takes place
 - ▶ Lodging
 - ▶ Transportation
 - ▶ Registration
 - ▶ Meals, Parking fees, etc



(Continued)

- In District Mileage reimbursement
 - Purchase order
 - Copy of insurance policy
 - District will follow state mileage rate
 - Web mileage log approval path: originator, administrator, funding (if applicable), secretary
- Limits
 - Mileage reimbursements for less than \$25 will carry over to subsequent month
 - Reimbursements passed the 15 days will not be reimbursed



(Continued)

► Attachments

- Approved web travel request (purchase requisition)
- Insurance policy (purchase requisition)
- Conference documentation (web travel request)

► Reimbursements

- Due 15 working days after return to district for all out of district travel
- Due 15 working days after the month ends (in district)

(Continued)

Travel

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➤ Car Rentals

- San Antonio, Austin, Houston and south of these cities
- Most economical means of travel

➤ Student Travel

- On line includes transportation request

➤ Link to electronic mileage log and electronic employee and student travel form

- <https://travelwebb.bisd.us/mileage> for mileage log and
- <https://travelwebb.bisd.us/travel> for employee and student travel

(Continued)

Finance/Payroll Department Contact Information

www.bisd.us/Finance

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www.bisd.us/Payroll

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- Monthly Salary
 - Bertha Martinez & Esmeralda Cuellar
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