

BEAVER LOCAL SCHOOLS



EMPLOYEE FISCAL MANUAL

A reference guide to Beaver Local staff on fiscal and payroll procedures

EMPLOYEE FISCAL PROCEDURE MANUAL

TABLE OF CONTENTS

I.	HOW DO I PLACE AN ORDER?	2
II	HOW DO I GET REIMBURSED FOR TRAVEL, PROFESSIONAL LEAVE, SUPPLIES?	4
III	HOW DO I TAKE CARE OF MONEY COLLECTED FOR A CLASSROOM EVENT?	5
V	HOW TO I COMPLETE THE INVENTORY FORM?.....	6
V	PERSONAL LONG-DISTANCE PHONE CALLS	7
VI	I AM AN ADVISOR FOR STUDENT ACTIVITY CLUB – WHAT TO DO?	8
VII	ATHLETICS	11
VIII	PAYROLL – REGULAR & EXTRA/OVERTIME.....	12
IX	PAYROLL – HOW DO I SUBMIT PAYMENT FOR A SUPPLEMENTAL CONTRACT?	13
X	HEALTH INSURANCE.....	15
XI	WORKERS COMPENSATION	17

EMPLOYEE FISCAL PROCEDURE MANUAL

I. HOW DO I PLACE AN ORDER?

Before an order is placed (or called in) to a vendor, a purchase order (PO) must be completed and signed by the requisitioner and respective building principal or appropriate supervisor. The PO is forwarded to the treasurer's office for the superintendent to approve/disapprove. Once the superintendent approves the PO, the PO is forwarded to the treasurer for certification and assignment of a PO number. The PO is then mailed to the vendor for placement of order. If the requisitioner requests the PO to be "called in" (or phone order), the PO is sent to the requisitioner to phone the order to the vendor.

The Vendor's phone number and fax number may be placed here.

The requisitioner places the vendor's information here (Company Name and Address) DO NOT PLACE EMAIL ADDRESSES OR WEB ADDRESSES IN ADDRESS BOX

The requisitioner places the complete address (Building Name, Attention to, and address) here where the order is to be shipped.

Place the quantity here.

Catalog number here.

Description here

Unit cost here

Total cost here

Add Shipping and Handling charges

Put total here

Sign here

OFFICE USE ONLY - DO NOT WRITE HERE

PAYMENT WILL BE AUTHORIZED ONLY AFTER RECEIPT OF ENTIRE ORDER

BOARD OF EDUCATION
BEAVER LOCAL SCHOOL DISTRICT

TREASURER'S CERTIFICATE

REQUISITIONER COPY

The requisitioner will receive a copy of the PO (or receiving order). Once the order has arrived, the requisitioner should review the order against the PO for accuracy and if the order is completely filled. Once the order is verified, the requisitioner should sign and date the receiving order, and should forward the receiving order and any shipping papers/packing slips to the treasurer's office. By signing the receiving order, the requisitioner is acknowledging that the complete order has arrived. The treasurer's office will compile and cross-check PO to the invoice to the receiving order.

EMPLOYEE FISCAL PROCEDURE MANUAL

If the requisitioner ordered any type of equipment, an inventory form should be completed. See Section V for instructions.

Payment for all orders shall only be made by warrant through the treasurer's office.

NOTE: Any invoice arriving to the fiscal office without an approved, certified PO, can be declared null and void by the treasurer. The responsibility of payment will fall upon the staff member/requisitioner who placed the order.

For Reimbursement of Supplies:

Complete a purchase order PO with your name in the vendor box and complete the PO with a description of the reimbursable item. If there was any sales tax that you paid, the sales tax will be reimbursed. **Attach all original receipts.** To be reimbursed, receipts **MUST** be attached to the PO. Sign the PO and forward it to your building principal or supervisor. The principal or supervisor will sign the PO and forward it to the Treasurer's Office for processing. A warrant/check will be sent to the staff member in a reasonable period of time.

The image shows a sample Purchase Order (PO) form. At the top, it is addressed to the Board of Education. Key sections include:

- TO:** BOARD OF EDUCATION, BOARD OF SUPERVISORS, BOARD OF TRUSTEES, BOARD OF COMMISSIONERS, BOARD OF HEALTH OFFICERS, BOARD OF SOCIAL SERVICES, BOARD OF SENIORS, BOARD OF YOUTH SERVICES, BOARD OF COMMUNITY DEVELOPMENT, BOARD OF ECONOMIC DEVELOPMENT, BOARD OF ENVIRONMENTAL SERVICES, BOARD OF FIRE SERVICES, BOARD OF POLICE SERVICES, BOARD OF PUBLIC WORKS, BOARD OF UTILITIES, BOARD OF WATER SERVICES, BOARD OF WASTE MANAGEMENT, BOARD OF ZONING AND PLANNING.
- FROM:** (Blank)
- DATE:** (Blank)
- PURCHASE ORDER NO.:** (Blank)
- VENDOR BOX:** A box labeled "Vendor Box" with a red border, intended for the requisitioner's name.
- TABLE:** A table with columns: QUANTITY, UNIT, DESCRIPTION, UNIT PRICE, TOTAL PRICE. A faint map of the state is visible in the background of this section.
- SIGNATURE:** A line for the requisitioner's signature.
- REIMBURSEMENT CERTIFICATE:** A section at the bottom with fields for "DATE OF RECEIPT", "AMOUNT", and "REMARKS".

EMPLOYEE FISCAL PROCEDURE MANUAL

III HOW DO I TAKE CARE OF MONEY COLLECTED FOR A CLASSROOM EVENT?

Class Fees

Students should pay their class fees at the office, where a receipt will be issued to the student.

Field Trip Fees

The teacher should collect the field trip fees and issue a receipt to the student. Once collection is completed for the day, the teacher completes a pay-in form listing the club and activity (such as field trip to Kennywood), place the money and pay-in in an envelope, and take it to the office secretary. The pay-in form can be found on the web at www.beaver.k12.oh.us/fiscal/fiscal_forms.htm.

Club Sales

See Section VII of this manual.

Beaver Local Student Activity Procedure Manual

In addition, please refer to the Beaver Local Student Activity Procedure Manual at www.beaver.k12.oh.us/fiscal/safmanual.pdf.

EMPLOYEE FISCAL PROCEDURE MANUAL

V HOW TO COMPLETE THE INVENTORY FORM?

A copy of the RECEIVING ORDER will be return to the requisitioner with an inventory report attached to the receiving order. The inventory form can be found on the web at www.beaver.k12.oh.us/fiscal/fiscal_forms.htm. Please complete the **ADD** section on the inventory form.

ADD INVENTORY

Your name _____
 Building _____
 Company name (Where you purchase) _____
 Description of Equipment _____
 Model number _____
 Serial number _____
 Value _____
 Room number _____

DELETE/TRANSFER

Indicate either a delete or transfer _____
 Description of Equipment _____
 Model number _____
 Serial number _____
 ID Tag Number _____
 Reason _____

Once the information is recorded, please forward this form with the receiving order to the treasurer's office. A copy of the inventory form will be returned to you with a numbered ID Tag. Please place the tag in the back of the equipment.

To delete a piece of equipment, record the ID Tag in the **DELETE/TRANSFER** section of the inventory form. If you can, please remove the ID Tag and tape it to the inventory form. In addition, please list the reason for the deletion (eg. Broken-can not be repaired, etc.). Forward the inventory form to the treasurer's office.

To transfer a piece of equipment from one room (building) to another, please record the ID Tag in the **DELETE/TRANSFER** section of the inventory form. Circle Transfer and record the new room (or building) that the equipment is being sent to. Forward the inventory form to the treasurer's office.

EMPLOYEE FISCAL PROCEDURE MANUAL

VI PERSONAL LONG-DISTANCE PHONE CALLS

Auditors state that **personal long distance phone calls** are a misuse of public funds and they will issue findings for recovery against the employee or employees.

If staff needs to make personal long distance phone calls, **they should use a personal calling card or their personal cell phone.** A personal calling card can be obtained through their long distance carrier, or purchase a pre-paid card from any department store.

EMPLOYEE FISCAL PROCEDURE MANUAL

VII I AM AN ADVISOR FOR STUDENT ACTIVITY CLUB – WHAT TO DO?

The auditors have suggested that student activity club advisors, athletic and other fund raising type activities be reminded of the procedures needed to safeguard the funds the district collects.

DEPOSITING MONEYS:

Funds collected from revenue raising projects (example: sales projects, admissions to events, field trips) shall be deposited with the building cashier (or secretary at the elementary buildings) on a daily basis along with a pay-in. The building cashier (or secretary) will deposit the funds with the school treasurer or designate depository immediately. The pay-in form can be found on the web at www.beaver.k12.oh.us/fiscal/fiscal_forms.htm.

TO BE COMPLETED BY ACTIVITY ADVISOR			
SCHOOL BUILDING	DATE	COINS	
ACTIVITY PROGRAM		CURRENCY	
ACTIVITY REVENUE ACCOUNT		CHECKS (LIST SEPARATELY)	
SOURCE OF MONEY RECEIVED - PURPOSE			
ACTIVITY ADVISOR SIGNATURE	BUILDING CASHIER SIGNATURE		
TO BE COMPLETED BY TREASURER'S OFFICE			
DATE RECEIVED	AMOUNT RECEIVED	RECEIPT NO.	
RECEIVED FROM			
TREASURER'S OFFICE SIGNATURE			
PAY IN ORDER		ATTACH DUPLICATE COPY OF DEPOSIT SLIP WHEN MONEYS DEPOSITED BY OTHER THAN CUSTODIAN.	0.00

The auditors have cited Beaver Local in the past for non-compliance concerning student activity clubs for not depositing funds within 24 hours. Please deposit funds from sales, admissions, dances, or concession sales to your building cashier (or secretary in the elementary buildings) on the day you receive the monies. Thank you for your assistance in this matter.

FUND RAISING SALES

Before the advisor places an order with a vendor for fund raising items (e.g. candy bars), the **advisor must complete a purchase order and a sales projection form (SAF1)**. The sales projection form (SAF1) can be found on the web at www.beaver.k12.oh.us/fiscal/fiscal_forms.htm. Your building principal (or assistant principal) must sign both the purchase order and SAF1 form. The principal will forward both forms to the administrative building for processing. The treasurer's office will return a copy(s) of the purchase order back to the advisor. At this time, the advisor may place the order with the vendor and give the vendor a copy of the purchase order.

EMPLOYEE FISCAL PROCEDURE MANUAL

The necessary forms can be found on the web at www.beaver.k12.oh.us/fiscal/fiscal_forms.htm

DANCES

After the advisor schedules a dance with the building principal, the advisor must submit purchase orders and pay-outs for the DJ and security (security only at High School) two weeks BEFORE the dance. Please note on the purchase orders when the checks will be needed. The treasurer's office will have the checks ready before the dance. The advisor must sign a cash advance form at the treasurer's office to receive the checks. After the dance the DJ and security must complete a service form to receive payment. The service forms shall be forward to the treasurer's office. A ticket report must be completed for the dance admissions. The ticket report shall be signed by the advisor and sent to the treasurer's office. The ticket report form can be found on the web at www.beaver.k12.oh.us/fiscal/fiscal_forms.htm

PURCHASING

Before the advisor places an order with a vendor, the advisor must complete a purchase order. Your building principal (or assistant principal) must sign the purchase order. The principal will forward the purchase order to the administrative building for processing. The treasurer's office will return a copy of the purchase order back to the advisor. At this time, the advisor may place the order with the vendor and give the vendor a copy of the purchase order.

When the items are received, the receiving order copy of the purchase order shall be signed and dated by the advisor. The PO copy (or receiving order) and a pay-out form shall be sent to the treasurer's office for payment.

EMPLOYEE FISCAL PROCEDURE MANUAL

VIII ATHLETICS

ATHLETIC ADMISSIONS

Every athletic event or game that admissions are charged, the faculty manager must sell admission tickets. Once the ticket office is closed, a ticket report must be completed and reconciled to the money collected. The ticket report must be signed by at least two people. The faculty manager must prepare a deposit of all checks and cash collected. The deposit should be secured and deposited into the bank within twenty-four hours. A night drop is recommended to be used immediately after the event.

A ticket report must be completed for the dance admissions. The ticket report shall be signed by the advisor and sent to the treasurer's office. The ticket report form can be found on the web at www.beaver.k12.oh.us/fiscal/fiscal_forms.htm.

PURCHASING

The coach should make his/her request to the Athletic Director (AD). The AD will complete a purchase order and sign the PO. The HS Principal (or assistant principal) must sign the purchase order. The principal will forward the purchase order to the administrative building for processing. The treasurer's office will return a copy of the purchase order back to the AD. At this time, the AD may place the order with the vendor and give the vendor a copy of the purchase order.

When the items are received, the receiving order copy of the purchase order shall be signed and dated by the AD. The PO copy (or receiving order) and a pay-out form shall be sent to the treasurer's office for payment.

PAYMENT FOR OFFICIALS AND SECURITY

The Athletic Director and Treasurer are the only positions that are permitted to sign checks out of the athletic payment account (petty cash) for the payment of officials and security. Game officials and security must complete the proper form for payment.

When the athletic payment account needs to be replenished, the AD will complete a PO and pay-out and attach the game officials/security payment forms. The forms must equal the amount on the PO and pay-out forms. Once all the documents are properly signed and certified, the treasurer will make a deposit into the athletic payment account. The treasurer will notify the AD when the deposit is made, and the AD will account for the deposit in the check register.

EMPLOYEE FISCAL PROCEDURE MANUAL

IX PAYROLL – REGULAR & EXTRA/OVERTIME

1. No payroll deductions will be made without written authorization from the employee. Payroll change forms are available in all school offices.
2. Request for a change in taxes or insurance coverage must also be accompanied by the proper tax form or insurance change request forms which are available in the Treasurer's office.
3. Payroll changes must be submitted two weeks in advance of the effective date. All payroll changes (credit union, annuities, insurance, etc.) should be forwarded to Payroll Clerk. All time slips and payroll changes must be forwarded to treasurer's office the Monday after pay day. Please verify your time slips have the correct hours, reason(s) for the hours and your supervisor/building principal's signature. Any time slip that is missing information will be returned back to your supervisor/building principal. This can cause a processing delay into the next pay period.
4. Please be sure to return payroll envelopes to the office. These envelopes are coded for distribution and assure that your checks/direct deposit stub will get to the proper locations.
5. Absence slips must be completed for any absence from your regular position and turned in **immediately upon your return**. Please verify the correct date(s) and reasons on your absence slip.
6. If you have any questions regarding payroll, please contact Payroll Clerk in the Treasurer's office.
7. Periodically, information is sent with your pay envelope. Please check your pay envelope for important information.
8. Paychecks/direct deposit will be distributed every two weeks.
9. Please contact the Treasurer's office immediately concerning any changes in your insurance coverage, dependent status, etc. **Late notification of any changes can affect the effective date of these changes.**

EMPLOYEE FISCAL PROCEDURE MANUAL

X PAYROLL – HOW DO I SUBMIT PAYMENT FOR A SUPPLEMENTAL CONTRACT?

Once the Board of Education has awarded you a supplemental contract, the contract and a copy will be sent to you. Sign both contracts and return one to the Treasurer's Office. If you do not receive a supplemental contract after you begin your duties, call the Treasurer's Office at 330-385-6831.

Athletic coaches - Please forward to the Payroll Department a copy of your Pupil Activity Certificate. **No payment of supplemental contract will be permitted without the Pupil Activity Certificate on file.**

After all duties are completed, the necessary paperwork, and/or equipment/uniforms are returned to your supervisor (head coach, athletic director, or building principal), a supplemental pay form should be completed and signed by you. The supplemental pay form should be given to athletic director (or building principal) for their signature. The supplemental pay form will be forwarded the Treasurer's Office for processing. The supplemental pay check will be in the next pay cycle.

Supplemental pay slip should be forwarded to the Payroll Department two weeks prior to the next pay date.

EMPLOYEE FISCAL PROCEDURE MANUAL

XI PAYROLL – HOW DO I SUBMIT CHANGE FOR PAYROLL ON MY DEDUCTIONS?

Please complete a payroll change notice form to change your address, marital status, taxes, annuities, credit union deductions and any other changes. No changes can be made without your authorization on this form. The forms are available in all school buildings' offices and in the treasurer's office or on the district's web site at www.beaver.k12.oh.us/fiscal/fiscal_forms.htm

BEAVER LOCAL SCHOOL DISTRICT 13093 State Route 7 Lisbon, Ohio 44432		Rev 5-2000 PAYROLL CHANGE NOTICE		
EMPLOYEE NAME		S.S. NUMBER	POSITION	BUILDING
ADDRESS				HOME PHONE
CITY	STATE	ZIP	WORK PHONE	
CHANGE <input type="checkbox"/> ADDRESS + <input type="checkbox"/> MARITAL STATUS <input type="checkbox"/> TAXES *		<input type="checkbox"/> CREDIT UNION @ <input type="checkbox"/> OTHER		
CITY TAX CHANGE +	TO:	FROM:		
REMARKS		APPROVAL SIGNATURES		
+ Submit a new City Tax Form * Submit the Appropriate Tax Form @ Submit a new Credit Union Form ANY OTHER CHANGES OR REMARKS - PLEASE LIST ON THE BACK OF THIS FORM.		EMPLOYEE		DATE
		DATE RECEIVED IN PAYROLL DEPT.		

XII HEALTH INSURANCE

HEALTH INSURANCE CONTACT INFORMATION

1. **ANTHEM BLUE CROSS BLUE SHIELD**-Health/Prescription, Major Medical, and Dental - Anthem Claims Office P.O. Box 37180, Louisville, KY 40233-7180, Telephone: 1-888-290-9164, or www.Anthem.com. ? Use the Mail Order prescription option, and you can receive 90 day supply for the same costs as the 30 day supply you receive from your local drug store. Forms are available from your building secretary or call the treasurer's office. Refills are very easy. Dial the 800 number (located on the bottle) and complete the information requested (Prescription number, method of payment, address, etc.) or you can refill your prescription online. Your refill will arrive by mail within 7 to 10 business days. You can also view the status of a claim.
2. **SUNLIFE** – Life insurance is provided through SunLife. Forms are available in the Payroll Department.
3. **VISION SERVICES** - Vision Service Plan (VSP), Telephone: 1-800-877-7195 or www.vsp.com for certificated and administration; for classified contact AFSCME. Forms for eyeglasses for OAPSE employees must be obtained by calling AFSCME at (800) 526-7201. Forms for hearing aids for OAPSE employees are available in the Treasurer's office.
4. Please keep these numbers where you can readily obtain them. **Call the insurance companies first if you have a question or problem with hospitalization, major medical, dental or vision.** If you do not get satisfaction from them, then contact our office. Insurance forms for dental and hospitalization are available in all school offices. Please see your building secretary for these. Certificated employees should contact their participating doctor and notify them that you have insurance through VSP.

HOW DO I MAKE CHANGES IN MY HEALTH CARE COVERAGE?

Contact the Treasurer's Office. A health change enrollment form will be sent to you. Complete the form and return it to the Treasurer's Office. The Treasurer's Office will forward the changes to the health insurance carrier.

WHEN DOES A DEPENDENT NEED TO BE REMOVED FROM THE HEALTH CARE COVERAGE?

Child:

If your dependent child has graduated from High School and is NOT attending a college, community college, or university full-time, you must notify the Treasurer's Office as soon as possible. The Treasurer's Office will mail out your child's notification of continued health care as provided by Federal law. Your child can elect the continuation of health care coverage for up to 36 months. The

EMPLOYEE FISCAL PROCEDURE MANUAL

cost of the premiums is your child's or your responsibility. The premiums must be paid by the first of each month.

If your child is a full-time student, you will need to complete a dependent eligibility form along with verification from the college. You will need to return the form to the Payroll Department. Forms are available in the Treasurer's Office.

Spouse:

If you and your spouse have divorced, you must notify the Treasurer's Office as soon as possible. The Treasurer's Office will mail out your former spouse's notification of continued health care as provided by Federal law. Your former spouse can elect the continuation of health care coverage for up to 36 months. The cost of the premiums is your former spouse's responsibility. The premiums must be paid by the first of each month.

Newborns:

Your newborn is automatically covered for the first 30 days. You must enroll the newborn before the end of the 30 day period or you have to wait until the next enrollment period (September 1st) per Anthem's regulations.

EMPLOYEE FISCAL PROCEDURE MANUAL

XIII WORKERS COMPENSATION

IF I AM INJURED ON THE JOB – HOW DO I FILE A CLAIM?

- Employee IMMEDIATELY notifies district (supervisor) of an injury.
- If an emergency, the district (supervisor) directs injured worker to the nearest medical facility for treatment.
- If not an emergency, the district (supervisor) refers to provider directory for physician location nearby. For additional assistance in locating a physician, the district (supervisor), or injured worker may contact Sheakley UniComp, Inc. at 1-888-743-2559 or 1-513-326-8003.
- Within 24 hours of seeking medical treatment, the district (supervisor) or injured worker calls Sheakley UniComp, Inc. to report the injury occurrence or completes a Bureau of Workers Compensation (BWC) First Report of Injury form (FROI). Please fax the injured worker's signature and any medical documentation to 1-888-626-2667 or 1-513-326-8005. A FROI can also be completed online at www.ohiobwc.com.
- A Sheakley UniComp, Inc. representative will follow-up with the district to request any additional information needed to process the claim (i.e. Injured worker's return to work date, claim certification/rejection, etc.)
- If you receive any bills, please submit to:
 - Sheakley UniComp, Inc.
 - Attn: Billing Department
 - PO Box 422402
 - Cincinnati, OH 45242
- All pharmacy bills are processed by:
 - ACS State Healthcare
 - PO Box 967
 - Henderson, NC 27536-0967

Bureau of Workers' Compensation handles all compensation benefits. For additional assistance, the injured worker may phone the Ohio Bureau of Workers' Compensation at 1-800-OHIOBWC.