

Tracking Expenses Paid in Arrears

Requisitions entered into Tyler affect your budget real-time. As soon as a Line Item screen in Tyler is saved, funds are encumbered in Account Central for the budget line or lines detailed on that screen. Having this up-to-date information is an important component to successful budget management.

However, not every expenditure is immediately reflected in Account Central. **Internal transactions**, transactions between VUSD sites and VUSD departments, do not require requisitions. Rather, they are billed manually and revenues and expenditures are posted to the appropriate accounts by our Finance Department. Credit Card purchases do not post to Account Central until the credit card statement is processed and is paid. These expenses are paid in arrears and should, therefore, be tracked manually to ensure funds are available when payment is due.

VUSD Print Shop offers an array of services including printing, graphics, and mailing services. With a 1-2 day turnaround for standard print jobs and a nominal cost that is less than the cost of using your site copiers and printers, Print Shop is budget-friendly. A variety of finishing options are available including binding, cutting, folding, envelope stuffing and mail merge. Print Shop also has a graphic designer on staff and can print posters, flyers, brochures, business cards and T-shirts at very competitive prices. Visit Print Shop's web page for more information – [vusd.org>Departments>Print Shop/Duplicating](http://vusd.org/Departments/Print%20Shop/Duplicating).

Printing, Object 57101 – Print Shop uses a web-based software, Prisma, provided by a third party vendor for print order submissions. This software does not interface with Tyler so Print Shop creates weekly invoices for the print jobs completed the previous week and our Finance Department will later post these charges to your printing budget line(s). To facilitate sites tracking of printing costs, principals receive a weekly Prisma Usage report via email detailing site print jobs completed the previous week. The Cost Center tab of this report gives totals by cost center. Best practice is to create a spreadsheet for each resource and use these weekly reports to track your balance manually. Tyler will be perpetually behind, and depending on workload in our Finance Department, sometimes quite a few weeks behind.

NOTE: *For 2022-2023 the District has allocated \$10,000 in LCAP funds for each site.* These funds are for teacher printing. Sites will continue to use their Site Base printing budget for administrative/office printing.

VUSD Transportation provides transportation for field trips and sports. It is important to reserve buses well in advance of a planned trip. A Field Trip Guide is available on Transportation's web page at [vusd.org>Departments>Transportation>Transportation Forms](http://vusd.org/Departments/Transportation/Transportation%20Forms).

Transportation, Object 57103 – Transportation uses a web based software, Trans Trax, provided by a third party vendor to receive bus reservations for field trips and sporting events. When a reservation is entered by a site, the site receives an estimate from Trans Trax. However, Trans Trax does not interface with Tyler and these transportation costs are not billed until after the trip has occurred. Best practice is to create a spreadsheet for each resource and use the estimates from Trans Trax to track your balance manually. It will not be perfect but it will keep you on track. **Note** that if your site uses a district vehicle costs for fuel and maintenance will also be charged in arrears to your transportation budget line(s).

Nutritional Services Department can provide student snacks for events like testing and field trip sack lunches. Field trip lunches can be arranged through your site NSD staff member and require 10 days' advance notice. NSD emails snack order forms to site Sr. Administrative Assistants as the testing window nears. Sites may reach out to NSD for snack order forms for other events throughout the year as well.

NSD Orders, Object 57500 – Orders for student snacks and field trip sack lunches from Nutritional Services are also paid in arrears. Best practice is to create a spreadsheet and use the estimates from NSD to track your balance manually.

Classified and Certificated Time Sheets, Object/Type 29000-5752, 11000-5752, 11002-0053 & 11003-5856 – Time sheets are due in Payroll the first business day following month end. Certificated time sheets are paid by the 15th of the month and Classified time sheets are paid at the end of the month. This means that the cost of a classified employee who works additional hours on a time sheet on the first of April will not post to your account until the end of May. Additionally, time sheets are sometimes held by employees and turned in a month or even months later. Sites should *always* retain a copy of any signed time sheet that includes a site budget number before sending the original(s) to Payroll. Best practice is to keep a spreadsheet for certificated and classified miscellaneous time, school business subs and stipends for each resource and monitor the account balances at least monthly to ensure sufficient funds remain to pay these time sheets when they are due.

Postage, Object 59000 Type 0027 – Postage costs for items mailed through our Print Shop are billed monthly and posted to your account by our Finance Department. This budget line should be reviewed monthly to ensure sufficient funds remain to cover the cost of postage through year end. Toward the end of the fiscal year, reviewing prior year's end of year usage will help you estimate how much money you will need to budget for postage through year-end.

Credit Card – VUSD Credit Card, or Purchase Card, use should be reserved for emergencies only, or when no other form of payment is accepted. District issued credit cards are intended to complement existing purchasing processes. They are **not** intended to bypass appropriate purchasing procedures or business practices and should never be used when a purchase order can be used instead. Before using your card for an emergency, contact the Purchasing Department. Our Purchasing Department has many tools to handle emergencies and meet deadlines.

Credit card statements cycle on or about the 25th of each month and processed P-Card statements in Tyler are due in Finance by the 10th of the following month. Charges to your VUSD credit card will post to your accounts when Finance has finished processing them. This means there can be as much as a two-month delay in the posting of items purchased using a VUSD credit card. Best practice is to note the reason for the purchase and the intended budget line or lines on the receipt immediately, then scan and save each receipt. You can use the receipts to quickly calculate your outstanding credit card liability, which is particularly important as year-end spending deadlines approach. As an added bonus, you'll have everything in place to simplify credit card statement processing.

For policy information or instructions for processing your credit card statement contact Kyla Johnson, Finance Director, at kjohnson@vusd.org or 559-730-7534. To request a new card or renew your existing card contact Shellie Knight at sknight@vusd.org or 559-730-7529.

Credit card policy found on our website at [vusd.org>Departments>Budget/Finance>District Credit Cards>Manual](http://vusd.org/Departments/Budget/Finance/District%20Credit%20Cards/Manual).

Purchasing – District policy is clear regarding protocols for acquiring goods and services on behalf of VUSD. All purchases should begin with a requisition. Once the requisition has been approved by all required managers and administrators a purchase order is created by Purchasing staff and sent to the vendor. Payment is made once receipt of goods or services has been verified. This procedure ensures that money is set aside for the purchase and that the vendor will be paid. *The District is not obligated to pay for purchases made without prior approval.*

Reimbursements for purchases made with personal funds on behalf of the district by nature circumvent district policy since the expenditure is approved *after* the purchase has already been made. Reimbursements are strongly discouraged, and the District is not obligated to pay for purchases that have not received prior written approval. Our Purchasing Department has many tools to handle emergencies and meet deadlines. Before making *any* purchase with personal funds, call the Purchasing department. With regard to site and department budgets, *requests for reimbursements cannot be anticipated and may create negative budget balances.*

Invoices received by the district when no purchase order exists also fall outside of district policy. District employees are not authorized to make a verbal contract with a vendor. Receipt of goods, and subsequently an invoice, in the absence of a purchase order indicates an employee has made a purchase on behalf of the district without obtaining the requisite approvals. The District is not obligated to pay for unauthorized purchases, and since funds have not been encumbered in advance, *payment of invoices for unauthorized purchases may create negative budget balances.*

Open Purchase Orders - Open purchase orders are an excellent alternative to credit cards and can help eliminate reimbursements and invoices for unauthorized purchases. Open POs allow authorized users listed on the PO to purchase goods or services locally at the spur of the moment without using the district credit card. For example, an open purchase order for goods can be created for Smart and Final to purchase supplies for reading incentive programs, or for Lowe's so that your custodian can quickly purchase tools or supplies needed for small repairs. An open purchase order for services at Air Mobile allows you to take your site radios in for repairs as needed. Since the purchase orders are created using the requisition process, purchases made with these instruments are pre-approved and, therefore, adhere to Board policy. Note that only VUSD employees can be listed as authorized signers on an Open PO.

Since open purchase orders encumber funds in your budget it is important to estimate usage based on historical data. Overestimating will unnecessarily tie up your funds. For this reason, rather than using your open PO for purchases of specific materials and supplies, use a quote or estimate and the requisition process whenever possible.

Finally, make a habit of reviewing your open purchase orders periodically. If you have an open PO that is not being used or has an unrealistically high open amount you should reduce or cancel the PO in order to release the encumbered funds in your budget. This is particularly important as spending deadlines near in the spring.

Finance - Policy dictates that any purchase against an open purchase order requires the immediate submission of the receipt to our Finance department for payment. This means that the balances in Tyler are not updated until our Finance department has received and processed the invoice/receipt. Due to this delay in payments posting against open purchase orders it is important for sites to manually track the balance of each open PO. This can be done by simply printing open POs as they are created and keeping a written tally on the face of the printed PO, deducting each receipt as soon as a purchase has been made and keeping a copy of each receipt before submitting to Finance.

The immediate submission of receipts policy is true, too, for incidental travel expense reimbursements authorized on a Conference Attendance form. Copies of the receipts and the conference attendance forms should be retained by the site and will help in tracking these expenses until they post to your accounts.