

WORTHINGTON CITY SCHOOLS

SCHOOL FINANCIAL SECRETARY
FINANCIAL PROCEDURE HANDBOOK



UPDATED 7/29/2021
By TJ Cusick, Treasurer/CFO

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Resources and Contacts

Many documents and forms can be found on the treasurer section of the district's website, www.worthington.k12.oh.us, if you navigate to leadership, treasurer. In addition, examples of various forms are included in the appendix of this document.

TJ Cusick, Treasurer tjcusick@wscloud.org 614-450-6171

Bryan Cottrill, Assistant Treasurer bcottrill@wscloud.org 614-450-6128

Beth Hohenstein, Compensation Supr. bhohenstein@wscloud.org 614-450-6163

Beth supervises payroll staff and handles all aspects of employee benefits, including medical, dental, life, workers compensation insurance, as well as the employee wellness plan

Isaac Ulery, Accountant iulery@wscloud.org 614-450-6129

Isaac processes purchase orders, updates budgets, manages inventory, and can answer any other questions you may have.

Jennifer Kehlmeier, Administrative Asst. jkehlmeier@wscloud.org 614-450-6121

Jen process budget transfer requests (top half of form), donation approval forms, and manages the board agenda.

Accounts Payable:

Joan Bausch jbausch@wscloud.org 614-450-6122

Joan handles invoices and accounts payable for the schools east of the river, and processes options 2 and 3 on the accounting request form.

Lynne Zeisler lzeisler@wscloud.org 614-450-6124

Lynne handles invoices and accounts payable for the schools west of the river, and processes options 2 and 3 on the accounting request form.

Accounts Receivable/New Vendors:

Linda Fedor lfedor@wscloud.org 614-450-6123

Linda handles all pay-ins and deposit questions, can run receipt reports, facility invoicing, and option 1 on the accounting request form. She also processes new vendor requests

Payroll:

Kyler Cowgill kcowgill@wscloud.org 614-450-6143

Kyler handles mainly certified payroll and absence reporting as well as most supplemental contracts.

Justine McKenna jmckenna@wscloud.org 614-450-6144

Justine handles mainly classified payroll and timesheets.

MPP Secretary Help #: 866-337-8756 or DistrictSupport@mypaymentsplus.com

MPP Parent Help #: 877-237-0946 or support@mypaymentsplus.com

Access, Websites, Log-ins, & Passwords

The following are common websites and log in names you will need in your role as School Financial Secretary. Depending on the building, grade level, and job duties, you may not access all of these websites, but all have been included below for reference.

Accounting

Website: www.metasolutions.net

Login: lowercase fwc_lastname, so for example, fwc_smith

Password:

Our District, along with most other Franklin County districts, utilizes the State Software System for its accounting functions, which is managed by a consortium called META (formerly MEC). Their website is <https://www.metasolutions.net/member-resources/fiscal-services/fiscal-services-links-documents/>. Select "Worthington City Schools" from the *Data Access for Redesign State Software* USAS-R dropdown box (currently located on the right-hand side of the webpage). You must allow the pop up after selecting our District. **We suggest you then bookmark that log-in page directly.**

Online Fee Payment System

The District utilizes the services of two online fee payment providers, My Payments Plus, and Local Level Events. My payments plus is used for food service, required school and activity fees, and some optional school activities. Local Level Events is used for events that require a ticket.

My Payments Plus

Website: <https://admin.mypaymentsplus.com/Login/Login>

Login: email address, for example jsmith@wscloud.org

Password:

Local Level Events

Website: www.locallevevents.com

Login: email address, for example jsmith@wscloud.org

Password:

Hometown Ticketing

Website: <https://worthington.hometownticketing.com/login>

Different Funds or Pots of Money

The District has many different funds that account for specific sources of revenues and designated expenditures. The common theme among both receipts and expenditures are the FUND and SPECIAL COST CENTER. These two items designate a particular “pot” of money. The most common funds you will use are:

001: General Fund

004: Capital Fund

009: Class Fee Fund (USS) (**NOTE:** Now included in the General Fund)

018: Building Specific Funds (Principal’s and other)

200: Student Managed Club Funds

300: District Managed Club Funds

When you look at both the long expenditure codes, and the revenue codes:

018-1890-9027-000000-012 PSSF – WKHS MISC REVENUE

018-1130-490-9027-000000-012-00-000 PSSF – WKHS PURCHASED SERVICES

You see that both contain 018 as the fund and 9027 as the special cost center. The Fund and Special Cost Center are the most important part of the code and allows us to keep track of certain funds. Each fund may contain several special cost centers, so for instance, the 200 funds have one special cost center for student council, another for the class of 2020, class of 2021, and so on. So it is very important to familiarize yourself with your buildings funds and special costs centers. See handout for your building’s listing.

Receipt of Funds

As the School Financial Secretary, you will be responsible for collection and processing of a wide variety of funds, including class fees, participation fees, fundraisers, donations, and tuition. **We want to encourage our families to pay online whenever possible**, as this considerably reduces processing time for you. However, we still process a fair amount of cash and checks, and although slight differences occur depending on the activity being paid for, the two major processes are collection/deposit into the safe and pay-in processing to the treasurer's office.

Pay-In Forms

The Pay-In form is used to process receipts into the accounting system. Teachers/advisers who collect cash should fill out the portion of the pay-in marked "completed by teacher/adviser" and when they bring you the funds, you would verify their totals, initial off, and give the bottom (Pink) copy of the pay-in back to the teacher/adviser as their proof of submission of funds. You would then complete the account code portion, bag #, deposit ticket number, and remaining fields, keep the yellow copy for your records, and attach the white copy with the deposit ticket that you send to the treasurer's office.

White Copy – goes to Treasurer's office Accounts receivable (Linda Fedor)

Yellow Copy – Your copy to keep

Pink Copy – goes back to the teacher/adviser as their proof of submission

If you are the one actually collecting the cash, then you would complete the part of the teacher/coach.

FOR FEES ASSIGNED IN MY PAYMENTS PLUS:

The triplicate Pay-in form is not used, but rather a report out of MPP, under reports, fees and activities, cash payments by account code, will be used in its place. Download it as a PDF, write the bank bag number, deposit ticket number, sign and date. This report must agree to the deposit ticket, which proves that all cash/checks collected that day were posted to the child's account. Keep a copy for your records. See MPP guidance for more information.

Receipt Codes

The Pay In form has two types of account codes to choose at the bottom. Almost all of the time you will use top line called revenue. The bottom line, called a reduction of expenditure, is only used when another entity is reimbursing us for something we paid for, such as if the District pays for something a student broke and the student pays us back the cost.

The string of codes is the following sequence:

#####-#####-#####-### Fund-Receipt-Special Cost Center-Subject-Building

Please follow the list of receipt codes given to you, as it is very important that receipts get posted to the correct fund. So for example, student class fees all go into fund 009, with each building having a different "pot" or Special Cost center. WKHS for example, would go into:

018-1820-9027-000000-011, with 018 being the Principals Fund, 1820 being the revenue code for donations, 9027 being WKHS special cost center, subject 0 is rarely used, and 011 being TWHS designated building code.

If it is later found that an incorrect code was put onto a Pay-in, you can fill out the Budget and Accounting Request form, bottom half, option 1, and send to Linda Fedor to correct.

Deposit Tickets

When receiving cash or checks, you are required to offer a receipt, using a pre-numbered receipt book that can be ordered from office depot or staples. Some like giving receipts for everything, but sometimes the cost outweighs the benefit. Regardless, you must offer a receipt, and failure to do so can result in disciplinary action.

When you collect cash, or a teacher/adviser brings you cash, a triplicate deposit ticket must be filled out that lists the coins, bills, and checks, totaled in two places, and placed in a sealed bank bag:

White copy – goes in the bank bag

Pink Copy – goes to Treasurer's office accounts receivable (Linda Fedor)

Yellow Copy – building copy to keep

Only one deposit ticket per bank bag is allowable. Different pay-ins can be commingled onto one deposit ticket, but just ensure one ticket per bank bag.

Each building has a drop safe that can only be opened by a designated district official that transports funds to the bank. All cash and checks should be deposited into the drop safe that same day. Under very rare circumstances cash and checks may need to remain in the second, openable safe overnight, and care should be taken to lock and store the key. Never should cash/checks be kept in the building more than one night.

There is a safe log on every drop safe in which you should be entering the bag #, your name, date dropped, type (activity), and amount. The district representative will sign out upon pickup.

Student Activity Receipts

In addition to the normal pay-in and deposit process above, certain student activities are required to complete additional paperwork. For example, fundraisers require pre-approval and a completion form, and admissions require tickets and the use of a ticket accountability form. Be aware of these additional requirements, with full guidance contained in the Student Activity Handbook section of this document.

Donations

Donations require Treasurer, Superintendent, and even Board approval. If someone contacts you with a monetary or other donation, a Donation Approval Form must be completed, signed by the principal, and sent to the Treasurer's office. The Treasurer's office will get the required Superintendent and Board approval, and a thank you letter and acknowledgement will be mailed to the donor. Generally speaking, you would receipt the funds into your building principal's fund (018) and then buy the items out of that same fund, creating an in and out wash.

Returned Checks

Accounts receivable will notify the building of an NSF check returned by a bank, post a negative receipt to the account. The building must contact the appropriate party and collect the original receipt as well as an additional fee. You can use the letter signed by the Treasurer to send to the parent.

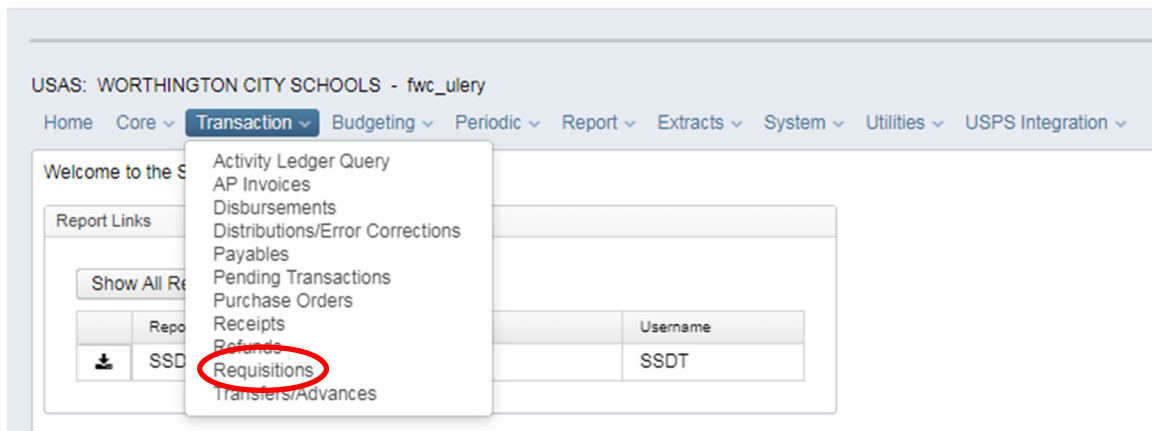
Expenditure of Funds

No order or purchase can ever be made without first obtaining a purchase order number, which starts with the submission of a request for purchase order, called a requisition. This process is required by law to ensure that a government cannot overspend on its budget.

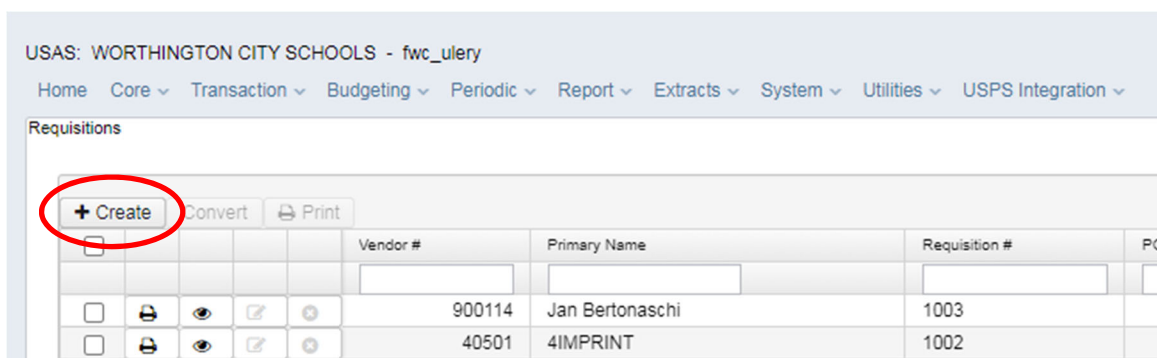
You should never enter a requisition without approval of your building administrator. Each building administrator should have a process in place in which teacher/adviser requisitions are approved by them and then given to you to enter. Every effort should be made to purchase goods directly from an approved vendor rather than reimburse employees, as the District has leveraged its aggregate buying power to secure competitive pricing. Under no circumstance can capital equipment purchases be reimbursed to employees, since the District needs to maintain warranty provisions that may be non-transferrable.

How to Enter a Requisition

1. Log-in to the USAS-R (see login instructions, above)
2. Under the "Transaction" tab, select "Requisitions"



3. Click "Create" (in the upper right-hand corner of the grid)



4. Leave Requisition # blank, as it will auto-populate with your 3 initials and then numerical order
5. Enter the requested PO date (usually today, but sometimes at year-end you can change to the next year July 1)
6. Enter the Vendor (NOTE: You can search for a vendor by typing either the vendor name or the vendor id# into the Vendor dropdown box)
 - a. If no vendor is selected, the system will default to multi-vendor. Multi-vendor can be used for officials, mileage reimbursement, security, etc. This allows multiple different vendors to be paid off the same blanket PO since we don't

know the name of the vendor ahead of time. Multivendor is only allowed in those particular situations.

- b. If a new vendor is required, the vendor must complete the new vendor packet in its entirety and you can return it to Linda Fedor with the reasoning for the new vendor. New Vendor Applications can be found on the District's website: <https://www.worthington.k12.oh.us/cms/lib/OH01001900/Centricity/domain/65/forms%20accounting/New%20Vendor%20Application12.8.17.pdf>
7. Enter the Delivery Address. Each building should be saved in the system. You can either begin typing the name and it will auto-populate or you can select from the dropdown box.
8. Enter a description - overall summarized description
9. Attention: put either "send to vendor" or "return to [secretary name]"
10. Click on the "+" sign to enter each line on the requisition; quantity will multiply by price to create a total. You can list each item if you are going to want us to mail the vendor copy, or you can just put "science supplies" if you want to do it all on one line, have the PO returned, and place the order manually.
11. Charges - the code is very long, but has a pattern:
 - a. Fund-Function-Object-Special Cost Center-subject-OPU-Grade-Job
 - b. Remember its most important to get the Fund and Special cost center correct, from there you can choose from your list (using the "search" option)
 - c. The function tells what it's for, instructional vs. administrative
 - d. The object tells if it's a service (400), supply (500s) or capital equipment (640). Some have miscellaneous 800's
 - e. OPU is your unique building and will always be the same.
12. **You must click "Save" to post the requisition.** We process them every Monday, Wednesday, and Friday around 10AM. They then go to the Supt. & Treasurer for review and are then returned to the building.
13. Once you receive back your PO, we recommend filing them in a separate folder by vendor name so that you can easily match them up when invoices arrive.

The screenshot shows a 'Requisition' form with several fields and a table. Red circles and boxes highlight specific elements, with callout boxes providing instructions:

- Save Button:** A red circle around the 'Save' button with the callout: "You must click 'Save' to submit requisition".
- Description Field:** A red circle around the text 'Kindergarten supplies' with the callout: "Leave Blank".
- Delivery Address:** A red circle around the dropdown menu showing 'Tina Thompson Worthington Estates 67' with the callout: "Your building will be stored in the system. You can select from the dropdown box.".
- Attention:** A red circle around the text 'Return to T. Thor' with the callout: "Or 'mail to vendor'".
- Charges Field:** A red circle around the long alphanumeric code '001-1110-510-0000-043-00-000 - WORTH ESTATE:' with the callout: "Include dashes when typing acct code".
- Table Row:** A red circle around the 'Kindergarten Supplies' row in the table.
- Table Header:** A red circle around the 'Charges' column header in the table.
- Bottom Left:** A red circle around a '+' button with the callout: "Click to add more lines".
- Bottom Right:** A red circle around a search icon in the charges field with the callout: "You can also search for appropriate charge code (hint: you can filter by building)".
- Left Side:** A red box with the text: "If only one line item, you can copy/paste description. If more than one line, provide the necessary detail on individual requisition lines." with an arrow pointing to the description field.

Qty	Units	Description	Unit Price	Item Total	Charges
1.000	ea	Kindergarten Supplies	400.0000	400.00	001-1110-510-0000-043-00-000 - WORTH ESTATE:
Total:				\$400.00	

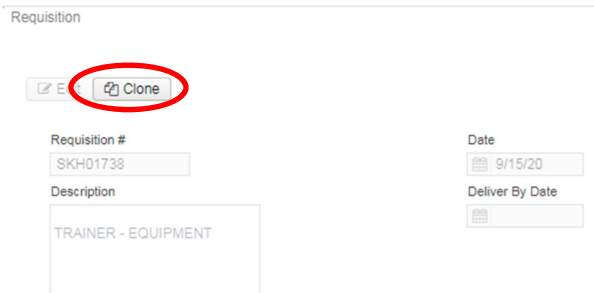
Helpful Hints for Creating/Editing a Requisition

- You can create a “clone” from a requisition that has already been posted. Simply go into Requisitions (under the “Transactions” tab) and click on the eyeball icon (“View”) to review a requisition



41358	MID-WEST GYM SUPPLY	MKR21020	2101939	09/15/2020	GYMNASTIC SUPPLIES
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Once you have clicked the “View” option, select “Clone.” This will create a duplicate copy of the requisition. Simply update as needed, and save.



Requisition

✍ Edit Clone

Requisition # SKH01738

Date 9/15/20

Description TRAINER - EQUIPMENT

Deliver By Date

This process will prove to be helpful when you have recurring requisitions that are identical or similar.

- If you click on the “Help” link and then select “Documentation” from the USAS-R website, it will direct you to the user guide for USAS-R. The user guide can be very helpful in providing step-by-step instructions or general use of the new “grid” format.

How to Process and Invoice (Onbase)

When an invoice arrives, you must first verify that the goods or services have been received and are complete. This can be done by verifying packing slips, having teachers verify receipts, etc. Once the invoice has been verified, there are two options, fully pay and close the PO, or partially pay and leave the remainder of the PO open.

- Full pay is used when the entire order is complete. If the cost ends up being higher, you can over pay the PO as long as there are enough other unencumbered funds in the budget line remaining.
- Partial pay is used to pay blanket PO’s, when future orders are still taking place, or the order was only partially shipped and the remaining order will be shipped later. You cannot partially pay a PO over, meaning if a PO goes over the amount, it will be closed and a new PO needs done prior to ordering anything else. Therefore, blanket PO’s should be carefully monitored.

The District processes all invoices electronically using software called OnBase. Click on the icon on your computer that will automatically log you in. You have two folders in Onbase that require different tasks:

Folder 1 – Assigning an invoice to a purchase order (APIA – Get PO#)

Ideally, we ask that invoices get emailed directly to invoice@wscloud.org, and from that point, they flow directly into your workflow. If the PO # is on the invoice, it automatically routes it to

you. But sometimes the PO # is not on there, so items in this folder you simply need to click on assign PO and enter the PO#, or click not my invoice and return it back.

If you get a paper invoice, you can scan and email to invoice@wscloud.org, or on your scanner, there is an onbase icon, and you can enter the PO# and scan in, and it will bypass this step. Either method works.

Folder 2 – Processing an invoice for payment (APIA – Secretary process invoice)

Here is where you will complete the details of payment. Your options are pay invoice, decline, change PO#, and create PO tracker. When you want to pay, you need to indicate if you are paying in full or partial, and if the PO is multiple lines and you are making partial payment, you have to enter the amount you want us to pay on each line, and also the total. The PO tracker is used for blanket PO's so you can keep track of how much is left on your PO, and its optional to use. There are also notes that can be used to communicate specific situations related to the invoice to accounts payable.

Check runs are completed every Tuesday and Thursday, so invoices need to be in the Treasurer's office by close of Monday/Wednesday if they need to be paid the next day. Joan Bausch handles the east side buildings, Lynne Zeisler handles the west side buildings.

Internal Invoices:

There are times when we purchase things from ourselves, such as Copy Center, Food Services, Transportation, or Athletics. For these items, we will still create a PO. The vendor numbers are as follows: Copy Center (900006), Food Service (900011), Transportation (900009), and Athletics (900024). Scan or email invoices/billing charges to OnBase as you would with any other invoice.

If it is found that a purchase order was incorrectly taken out of the wrong account, fill out the budgetary accounting request form, option 2 at the bottom, and list the code that should have been charged and the code that was accidentally charged and send to accounts payable to fix.

Inventory of Equipment

Any item that will last more than a year and has a purchase price of \$500 or more needs to be tagged and inventoried. The process is as follows:

1. At the end of every month, the treasurer's department emails each secretary a list of items that need inventoried.
2. The secretary places a tag on each item, and returns the email to the treasurer's department indicating the tag # on room location of the item. You do not need to tag items unless the treasurer's office notifies you that the item needs tagged. Note: Our computer services department tags all technology equipment.
3. Every other spring, a complete inventory is sent to every building secretary, who needs to pass out to each teacher/room occupant, have them mark as present or not present (give reason why if not present), and return to the principal for review and approval. After the principal signs the top page, it needs returned to financial services. Again, note that technology equipment is not on this inventory but maintained separately by technology services.

Credit Cards and Charge Accounts

Typically the District takes the stance that if a vendor does not accept a purchase order, we will not purchase from them. However, in rare occasions, the District does have a credit card that can be used to make purchases, for items such as travel, meals, or if a vendor will not accept a PO. The following outlines the process:

1. A requisition should be made out to the credit card vendor, currently capital one.
2. The user can come to accounts payable, with their copy of the PO, and sign out the card.
3. Upon completion of use, the card is returned, with invoices and partial payment forms or PO's, to accounts payable.

In addition, the District has various other charge accounts, which the building financial secretary can obtain a log in for, such as staples, office depot, and amazon. Invoices should be sent over as soon as goods are received with partial pay forms or PO's so that the monthly statements can be paid when they arrive and avoid late charges. Contact Isaac Ulery for more information on obtaining access.

Gift Cards

Gift cards are similar to cash, and very susceptible to theft, fraud, and abuse. Much care should be taken when purchasing gift cards. NOTE: Only the Board of Education can authorize compensation to employees; therefore, gift cards cannot be provided to staff members. The following outlines the process for purchasing gift cards:

1. A requisition is entered to the purchaser
2. Gift cards must be kept under \$50 per household per year
3. A signed acknowledgement must be submitted with the invoice to accounts payable for each recipient. If multiple recipients, a list of their signatures is to be provided.
4. Gift cards should not be purchased in advance greater than one month, so that they are not laying around susceptible to theft.

Budgeting of Funds

Budgets are compiled in the spring for the following year, and can be amended throughout the year. They fall into two main categories: the General Fund, and all other funds.

General Fund

Expenditure budgets are set by the Board office based on a per pupil amount, with additional “weighted” amounts given for special needs, limited English proficient, and economically disadvantaged. A total allocation is given to the building, and the financial secretary and principal determine how much to allocate to each line item. The total amount is based on estimated enrollment, and then is adjusted in the fall for actual enrollment. Unspent funds at year end are carried over and placed into the building supply account in the fall.

Budget transfers are done through the Budgetary and Accounting Request form, top half, and are submitted to the Treasurer’s Administrative Assistant (Jen Kehlmeier). Any transfer changing object levels, for instance a 490 purchased service to a 510 supply, requires board approval and will be processed at the next board meeting. Other transfers do not require approval.

All Other Funds

All other funds are “revolving” accounts, meaning you must budget both revenues and expenditures and monitor cash balances. In the spring, the building secretary is provided a historical report of revenues and expenditures, and can estimate the amount of revenue and expenses to budget for the following year. Expenditures should equal or be below revenues so as not to run a deficit. Actual revenues must be monitored during the year and expenditures should be adjusted accordingly if revenues are coming in more or less than estimated. The Cash Summary report on USAS-R is useful for monitoring this cash balance activity. Transfers among expenditure codes is done on the same transfer form, and does not require board approval. However, if you need to adjust revenue and expense projections, you would need to fill out an amended budget form in its entirety. There are examples of the budget for other funds in the student activity handbook.

Payroll – Timesheets and Absence Reports

All employees are paid in 24 equal pays throughout the year on the 10th and 25th of every month. Timesheets are not currently required for standard hours, but absence reports are, even if there are no absences, as this serves as the supervisor signature that the employee worked and was not absent. In addition, any extra hours beyond normal hours are reported on a timesheet. Therefore, there are two things you need to do for each pay: turn in absence reports and turn in timesheets.

Timesheets

A calendar is provided online, and on the back of timesheets, indicating when they are due and for which period. Each work week runs Sunday to Saturday, and generally timesheets are due to payroll every other Tuesday, but due to the calendar, there are a few 3 week periods. Any extra time worked during that period should be completed by the employee, approved with a signature from the principal, and sent to the payroll department.

Absence Reports

All employee absences are entered and approved or denied through AESOP by supervisors. At the end of every payroll reporting period, just like timesheets, an absence report needs printed, signed by the principal or supervisor indicating all employees absent for that period are listed on the report, and returned to financial services by the due date (generally every other Tuesday). Even if no absences are reported, the report needs signed and returned, as it serves for confirmation of hourly employees worked in lieu of their timesheet. Here's how to produce the report:

1. Be sure to check the dates on the back of the timesheet for beginning/ending and due dates.
2. Log in to AESOP Navigator. On the top Menu, choose reports, absences, absentee report.
3. Your starting and ending dates need to correspond to the dates on the payroll calendar for that pay period. This should be a Sunday to Saturday, usually two weeks but periodically three weeks.
4. The principal or administrator reviews the report to ensure all employees who were absent are listed on the report, signs, and returns to payroll.

Employee Injury and Workers Compensation Procedures

Our District is self-funded for Workers Compensation Insurance. Packets should be in your building that list the steps needed to be taken if an employee gets injured on the job. Please consult those packets and direct any questions to Beth Hohenstein, 614-450-6163.

Appendix Listing

Pay-In Example	A-1
Deposit Ticket Example	B-1
Safe Log	C-1
NSF Returned Check Letter (First and Second Notices)	D-1
Past Due Fee Letter (2 warnings and Final Notice)	E-1
Budget Transfer Form Example	F-1
Accounting Request Form Example (Copy Center)	G-1
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RECEIPT PAY IN

WORTHINGTON SCHOOLS PAY-IN ORDER

B-78
3/18/2016

TO BE COMPLETED BY FINANCIAL SECRETARY				TO BE COMPLETED BY TEACHER/ADVISER/COACH			
SCHOOL <i>Brookside</i>	BAG # <i>12345</i>	COIN <i>0.34</i>		CURRENCY <i>14.00-</i>			
DEPOSIT TICKET # <i>1234</i>	RECEIPT # (OUR USE ONLY)	CHECKS (list separately)					
DATE REC'D <i>7-1-16</i>	AMOUNT REC'D <i>238.34</i>	<i>Jones</i> <i>112.00-</i>		<i>Smith</i> <i>112.00-</i>			
RECEIVED FROM: <i>Pep Club Adviser</i>	RECEIVED BY: <i>School Sec Name</i>						
TO BE COMPLETED BY TEACHER/ADVISER/COACH							
ACTIVITY/CLUB <i>Pep Club</i>	DATE <i>7/1/16</i>						
SIGNATURE <i>Adviser Signature</i>							
DESCRIPTION <i>Pep club fund raiser</i>							
FUND	RECEIPT	SPCC	SUBJ	OPU	REVENUE	TOTAL	<i>238.34</i>
<i>300</i>	<i>1890</i>	<i>9012</i>	<i>000000</i>	<i>031</i>			<i>238.34</i>
FUND	FUNC	OBJ	SPCC	SUBJ	OPU	REDUCTION OF EXPENSE	TOTAL

COPIES: White: District Treasurer Yellow: School Financial Secretary Pink: Teacher/Coach/Adviser

1. The teacher, adviser, or coach (the person collecting the money from the student) fills out their portion, listing checks separately along with currency, the date, description, and activity.
2. The funds are given to the School Financial secretary with the pay in, who verifies the amount and completes the date rec'd, amount rec'd, received from, and received by, and gives the bottom copy back to the teacher/coach/adviser as their receipt.
3. School Financial secretary then fills out the remaining fields, including bag number, deposit ticket number, and account code, keeps the middle copy, and sends the top copy to the treasurer's office with the corresponding bank deposit box.

DEPOSIT TICKET
FOR CLEAR COPY, PRESS FIRMLY WITH BALL POINT PEN.



DATE 7-1-16

	DOLLARS	CENTS
CURRENCY	14	00
COIN	0	34
LIST EACH CHECK		
1 Jones	112	00
2 Smith	112	00
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
\$	238	34

PLEASE ENTER TOTAL

25-2/440
TOTAL ITEMS
PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.
DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL.

238.34

395

WORTHINGTON BOARD OF EDUCATION
ADMINISTRATIVE OFFICES

TO REORDER, CONTACT TREASURERS DEPT. 614-450-6120

⑈0010000395⑈ ⑆598911122⑆ 01891501254⑈ 920

CHECKS AND OTHER ITEMS ARE RECEIVED FOR DEPOSIT SUBJECT TO THE PROVISIONS OF THE UNIFORM COMMERCIAL CODE OR ANY APPLICABLE COLLECTION AGREEMENT.

Safe Log

Building Name: _____

Deposits					Pickup	
Bag #	Name of Depositer	Date	Type/Activity	Amount	Date	Initial

November 5, 2010

Recipient Name
Street Address
City, State Zip

Dear Recipient Name

Thank you for your payment on November 1, 2010. Unfortunately, the following check was returned to us for insufficient funds.

Check Number: 123

Dated: November 1, 2010

Payable to: Worthington City Schools

Amount: \$50.00

Please send us the payment, plus a \$20.00 service fee for the returned check. Payments may be made by cash, in person, or paid by cashier's check or money order and sent to:

Worthington City Schools
200 E. Wilson Bridge Rd.
Worthington, Ohio 43085

We appreciate your prompt attention in this matter.

Sincerely,

Jeff McCuen
Treasurer
Worthington Schools

November 5, 2010

Recipient Name
Street Address
City, State Zip

Dear Recipient Name

We previously sent you a notice that the following payment on November 1, 2010, was returned to us for insufficient funds:

Check Number: 123

Dated: November 1, 2010

Payable to: Worthington City Schools

Amount: \$50.00

You are currently liable for the returned check amount, plus a \$20.00 service fee for the returned check. Payments may be made by cash, in person, or paid by cashier's check or money order and sent to:

Worthington City Schools
200 E. Wilson Bridge Rd.
Worthington, Ohio 43085

We appreciate your prompt attention in this matter. If you have any questions regarding the payment please contact our office immediately at (614) 883-3120

Sincerely,

Jeff McCuen
Treasurer
Worthington Schools



Worthington Schools
Financial Services
TJ Cusick, Treasurer/CFO
200 E. Wilson Bridge Rd.
Worthington, Ohio 43085
Phone: 614-450-6121
Fax: 614-883-3125

DATE

PARENT/GUARDIAN NAME
STUDENT NAME
ADDRESS
CITY, STATE, ZIP

Dear PARENT/GUARDIAN NAME

Our records indicate your student's account has the following past due balance(s):

FEE NAMES AND AMOUNTS LIST HERE, or say "attached past due balances" and attach MPP invoice

Please remit payment to your school's financial secretary or log onto your My Payments Plus account to pay online. (Use this on sentence for the first 2 notices in October and February)

*****OR*****

This is the final notice. Please remit payment to your school's financial secretary or log onto your My Payments Plus account to pay online. Failure to remit payment by **JUNE 1, 20xx may result in pursuit of funds through a collection agency. (USE THIS SENTENCE INSTEAD ON THE LAST NOTICE TO BE SENT OUT MAY 1)**

If you need help accessing My Payments Plus, or you feel there is an error in the above fees, please contact your building financial secretary.

Please note, if your child currently qualifies for free or reduced lunch status, you may be eligible to have some or all of these fees reduced or waived. You would need to complete the attached waiver to allow us to share the information and return to Worthington Education Center, Attention Food Services, 200 East Wilson Bridge Road, Worthington, OH 43085. Unless a waiver is on file, fees must be paid in full.

Sincerely,

TJ Cusick
Treasurer
Worthington City School District



**Worthington City Schools
Budgetary/Accounting
Request Form**

REQUESTED BY: Your Name

BUDGET TRANSFER REQUEST - Send to Caroline Viebranz

FROM/DEC TO/INC	FUND	FUNC	OBJ	SCC	SUBJ	OU	INSTR LVL	JOB	AMOUNT
From	001	1110	510	0000	000000	031	00	000	(250.00)
To	001	1110	490	0000	000000	031	00	000	250.00

Reason For Request: to cover cost of wiring services

Complete Either the TOP half, or the BOTTOM half, not both

ACCOUNTING REQUEST - Send to 1. Linda, 2 & 3 - Joan/Lynne

Check appropriate request:

1. Correction of Posting Error Receipts

For correcting receipts posted to the wrong account. "Charge Account" should reflect incorrect receipt account. "Credit Account" should reflect correct receipt account.

CHARGE

Fund ROC SCC SUBJ OPU

CREDIT:

Fund ROC SCC SUBJ OPU

2. Correction of Posting Error Expenses

For correcting expenses posted to the wrong account. "Charge Account" should reflect correct budget account. "Credit Account" should reflect incorrect budget account.

CHARGE:

Fund Func Obj SCC SUBJ OPU IL JOB

CREDIT:

Fund Func Obj SCC SUBJ OPU IL JOB

3. Purchase from another Organization

For purchases from another student organization. Purchasing organization should use "Charge Account" expenditure. Selling organization should use "Credit Account" receipt.

CHARGE:

Fund Func Obj SCC SUBJ OPU IL JOB

CREDIT:

Fund ROC SCC SUBJ OPU

Reason For Request: _____

Amount: _____

Date: _____

Approved By _____



Worthington Schools

New Vendor Application

Financial Services

Jeff McCuen, Treasurer/CFO
200 E. Wilson Bridge Rd.
Worthington, Ohio 43085
Phone: 614-450-6120
Fax: 614-883-3125

All vendors must complete this form along with the attached IRS w-9 form to become an eligible vendor for Worthington City Schools. Please send both forms to the contact you are seeking to do business with, who will return it to our office. Do not send forms directly to financial services.

We prefer to receive invoices electronically at invoice@wscloud.org (This email address does not have capability to respond to emails).

We also prefer to pay vendors electronically via ACH. Please fill out the information below in order to receive electronic payments. A notification will be sent to the email address listed prior to payment which contains the invoice number being paid.

Vendor Name	
Remit to notification email address	
Bank Routing #	
Bank Account #	
Contact Name completing this form	
Contact Phone # completing this form	
Authorized Signature completing form	

By signing this form, you are authorizing Worthington City Schools to initiate ACH payments to the account indicated and acknowledge that the origination of the ACH transactions to your account must comply with the provisions of U.S. Law. This authority will remain in effect until Worthington Schools has received written notification to change or terminate it.

If you prefer to receive payments via paper check, please mark the line below, leave the fields above blank, and we will mail payment, which may extend processing 7-10 business days.

_____ I Prefer payments via check and US mail.

Office Use Only:

Received Date		Updated System Date	
Vendor #		Updated By	

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number											
				-			-				
or											
Employer identification number											
				-							

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.



Worthington Schools

Timothy A. Gehring
Director of Facility Management
200 East Wilson Bridge Road
Worthington, Ohio 43085
(614) 450-6000
FAX 883-3125

October 2, 2017

To our Valued Vendors and Service Partners,

Effective January 1, 2017 all vendors performing routine maintenance and services within schools facilities are required to certify that employees and/or subcontracted employees have received and passed background checks. Vendors are asked that employees or subcontracted staffs who physically work in school facilities have been screened and passed background checks. The attached list identifies disqualifying offences that would prohibit anyone from working in Worthington School District facilities. Vendors will be responsible for the cost and administration of the screening process and maintaining records of results

For Vendors that need assistance, National Background Check, Inc. of Westerville has several offices in the Columbus area under Fast Fingerprints and charges approximately \$70 for a local and national check. There are other companies available also.

Our district values the relationships of all vendors who perform required and essential services in support of our educational mission. Your cooperation to help us achieve one of our key vision statements in this mission, "...to provide a safe environment where every student can grow intellectually, emotionally, socially, and physically," is greatly appreciated.

If you have any questions, do not hesitate to contact me.

Sincerely,

Jeff Eble
Director of Business Services
Worthington Schools

LIST C

NON-LICENSED EMPLOYEES (including Bus Drivers)
Disqualifying Offenses – NOT Eligible for Rehabilitation
if the Conviction is Within the Stated Time Period

Any Time	If Conviction Within 20 Years
2903.01 Aggravated murder 2903.02 Murder 2903.03 Voluntary manslaughter 2903.04 Involuntary manslaughter 2905.01 Kidnapping 2905.02 Abduction 2905.04 Child stealing* 2905.05 Criminal child enticement 2907.02 Rape 2907.03 Sexual battery 2907.04 Unlawful sexual conduct with a minor 2907.05 Gross sexual imposition 2907.06 Sexual imposition 2907.07 Importuning 2907.12 Felonious sexual penetration** 2907.21 Compelling prostitution 2907.22 Promoting prostitution 2907.23 Procuring 2907.25 Prostitution; after positive HIV test 2907.31 Disseminating matter harmful to juveniles 2907.32 Pandering obscenity 2907.321 Pandering obscenity involving a minor 2907.322 Pandering sexually oriented material involving a minor 2907.323 Illegal use of a minor in nudity-oriented material or performance 2919.22 Endangering children*** 2919.23 Interference of custody****	2903.11 Felonious assault 2903.12 Aggravated assault 2911.01 Aggravated robbery 2911.02 Robbery 2911.11 Aggravated burglary 2919.12 Unlawful abortion 2923.161 Improperly discharging firearm at or into a habitation; school related offenses 3716.11 Placing harmful objects in food/confection
If Conviction within 10 Years	If Conviction within 5 Years
2911.12 Burglary 2925.02 Corrupting another with drugs 2925.03 Trafficking in drugs 2925.04 Illegal manufacture of drugs or cultivation of marijuana 2925.05 Funding of drug or marijuana trafficking 2925.06 Illegal administration or distribution of anabolic steroids	2903.13 Assault 2903.16 Failing to provide for a functionally impaired person 2903.21 Aggravated menacing 2903.34 Patient abuse; neglect 2907.08 Voyeurism 2907.09 Public indecency 2919.22 Endangering children***** 2919.24 Contributing to unruliness or delinquency of a child 2919.25 Domestic violence 2923.12 Carrying concealed weapons 2923.13 Having weapons while under disability 2925.11 Possession of drugs (other than a minor drug possession offense)

If a conviction for any of the above-listed offenses is beyond the stated time period, the person is eligible for rehabilitation.

* As it existed prior to 7/1/96.

** In violation of former R.C. 2907.12.

*** Division (B)(1), (2), (3) or (4)(abuse).

**** That would be a violation of R.C. 2905.04 as it existed prior

to 7/1/96, had the violation been committed prior to that date.

***** Only division (A)(neglect), not division (B)(abuse).

EXTRA TIME / OVER TIME ONLY

EMPLOYEE ID _____

NAME _____

LOCATION _____ MONTH/YEAR _____

REGULAR HOURS _____ (WEEKLY)

EMPLOYEE SIGNATURE _____

SUPERVISOR SIGNATURE _____

	DATE	START TIME	END TIME	TOTAL HOURS
SUN				
MON				
TUE				
WED				
THU				
FRI				
SAT				
			TOTAL EXT.	
			TOTAL O.T.	

EXPLANATION OF EXTRA/OVER TIME:

	DATE	START TIME	END TIME	TOTAL HOURS
SUN				
MON				
TUE				
WED				
THU				
FRI				
SAT				
			TOTAL EXT.	
			TOTAL O.T.	

ONLY USE THIS SECTION FOR PAY PERIOD'S WITH 3 WEEK'S (SEE SHADED DATES ON BACK)

	DATE	START TIME	END TIME	TOTAL HOURS
SUN				
MON				
TUE				
WED				
THU				
FRI				
SAT				
			TOTAL EXT.	
			TOTAL O.T.	

FOR TREASURER'S OFFICE USE

Extra Time Rate	Extra Time Hours	Total Pay Extra Time	Overtime Rate	Overtime Hours	Total Pay Overtime



B-65 REVISED AUGUST, 2009

ALL EMPLOYEES & SUBSTITUTES

2021-2022

Beginning	Ending	Due to Supervisor	Due to Payroll	To Be Paid On
Sunday, July 25, 2021	Saturday, August 07, 2021	Monday, August 09, 2021	Wednesday, August 11, 2021	Friday, September 10, 2021
Sunday, August 08, 2021	Saturday, August 21, 2021	Monday, August 23, 2021	Wednesday, August 25, 2021	Friday, September 24, 2021
Sunday, August 22, 2021	Saturday, September 11, 2021	Monday, September 13, 2021	Wednesday, September 15, 2021	Friday, October 08, 2021
Sunday, September 12, 2021	Saturday, September 25, 2021	Monday, September 27, 2021	Wednesday, September 29, 2021	Monday, October 25, 2021
Sunday, September 26, 2021	Saturday, October 09, 2021	Monday, October 11, 2021	Wednesday, October 13, 2021	Wednesday, November 10, 2021
Sunday, October 10, 2021	Saturday, October 23, 2021	Monday, October 25, 2021	Wednesday, October 27, 2021	Thursday, November 25, 2021
Sunday, October 24, 2021	Saturday, November 06, 2021	Monday, November 08, 2021	Wednesday, November 10, 2021	Friday, December 10, 2021
Sunday, November 07, 2021	Saturday, November 20, 2021	Monday, November 22, 2021	Wednesday, November 24, 2021	Friday, December 24, 2021
Sunday, November 21, 2021	Saturday, December 11, 2021	Monday, December 13, 2021	Wednesday, December 15, 2021	Monday, January 10, 2022
Sunday, December 12, 2021	Saturday, December 25, 2021	Monday, December 27, 2021	Wednesday, December 29, 2021	Tuesday, January 25, 2022
Sunday, December 26, 2021	Saturday, January 08, 2022	Monday, January 10, 2022	Wednesday, January 12, 2022	Thursday, February 10, 2022
Sunday, January 09, 2022	Saturday, January 22, 2022	Monday, January 24, 2022	Wednesday, January 26, 2022	Friday, February 25, 2022
Sunday, January 23, 2022	Saturday, February 05, 2022	Monday, February 07, 2022	Wednesday, February 09, 2022	Thursday, March 10, 2022
Sunday, February 06, 2022	Saturday, February 19, 2022	Monday, February 21, 2022	Wednesday, February 23, 2022	Friday, March 25, 2022
Sunday, February 20, 2022	Saturday, March 12, 2022	Monday, March 14, 2022	Wednesday, March 16, 2022	Friday, April 08, 2022
Sunday, March 13, 2022	Saturday, March 26, 2022	Monday, March 28, 2022	Wednesday, March 30, 2022	Monday, April 25, 2022
Sunday, March 27, 2022	Saturday, April 09, 2022	Monday, April 11, 2022	Wednesday, April 13, 2022	Tuesday, May 10, 2022
Sunday, April 10, 2022	Saturday, April 23, 2022	Monday, April 25, 2022	Wednesday, April 27, 2022	Wednesday, May 25, 2022
Sunday, April 24, 2022	Saturday, May 07, 2022	Monday, May 09, 2022	Wednesday, May 11, 2022	Friday, June 10, 2022
Sunday, May 08, 2022	Saturday, May 21, 2022	Monday, May 23, 2022	Wednesday, May 25, 2022	Friday, June 24, 2022
Sunday, May 22, 2022	Saturday, June 11, 2022	Monday, June 13, 2022	Wednesday, June 15, 2022	Friday, July 08, 2022
Sunday, June 12, 2022	Saturday, June 25, 2022	Monday, June 27, 2022	Wednesday, June 29, 2022	Monday, July 25, 2022
Sunday, June 26, 2022	Saturday, July 09, 2022	Monday, July 11, 2022	Wednesday, July 13, 2022	Wednesday, August 10, 2022
Sunday, July 10, 2022	Saturday, July 23, 2022	Monday, July 25, 2022	Wednesday, July 27, 2022	Thursday, August 25, 2022

THE ABOVE SHADED DATES REQUIRE YOU TO USE THE SHADED AREA ON THE TIME SHEET

DATES IN GRAY AREA REPRESENT A THREE WEEK PAY PERIOD

FIN SUC

Thm J Cusick 6/27/16

Absentee Report

Date Range: 6/12/2016 - 6/25/2016 School(s): Employee(s): All Employees Employee Type(s): All Employee Types Absence Reason(s): All Absence Reasons Vacancy Reason(s): No Vacancy Reasons Vacancy Profile(s): Substitute(s): All Substitutes	Type: Absences and Vacancies Fill Status: Filled, Unfilled, Sub Not Needed Report Date: 6/28/2016 12:57PM Username: Thomas Cusick
---	--

Summary

<p>11 0 0</p>	Totals Total: 11 Need Sub: 0 No Sub Needed: 11	Reading the Report: No Fill Needed Unfilled Filled
-------------------	---	--

11 Absentee Report

Date	Conf. #	Name	School	Reason	Duration	Substitute
06/13/2016						
6/13/2016	<u>191836367</u>	██████████ Administrative Secretary Exempt Classified	Financial Services Emp: 07:45 AM-04:30 PM	Vacation		Substitute Not Needed
6/13/2016	<u>207714259</u>	██████████ Financial Assoc. Classified	Financial Services Emp: 07:45 AM-04:30 PM	Vacation		Substitute Not Needed
Total Absences/Vacancies: 2						
06/14/2016						
6/14/2016	<u>191836367</u>	██████████ Administrative Secretary Exempt Classified	Financial Services Emp: 07:45 AM-04:30 PM	Vacation		Substitute Not Needed
Total Absences/Vacancies: 1						
06/15/2016						
6/15/2016	<u>191836367</u>	██████████ Administrative Secretary Exempt Classified	Financial Services Emp: 07:45 AM-04:30 PM	Vacation		Substitute Not Needed
Total Absences/Vacancies: 1						

Absentee Report [Return to Report Menu](#)

Start Date: 07/11/2016 **End Date:** 07/11/2016 **School(s):** View All
Type: Absences/Vacancies **Employee:** View All **Absence Reason:** View All **Vacancy Profile:**
View All **Vacancy Reason:** View All
Employee Types : View All **Order By:** Date Employee

Print with page breaks

**Worthington
City
Schools**

Activity Handbook

Updated 7/27/16

WORTHINGTON CITY SCHOOLS STUDENT ACTIVITY HANDBOOK

Table of Contents

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Purpose Statements and Budgets

Purpose Statements:

All student activity clubs and organizations are required to have a Purpose Statement approved by the Board of Education prior to operation. This occurs one time and outlines the purpose of the club, its sources of revenues, and its anticipated types of allowable expenditures. An example of this Purpose Statement is included in this handbook. The purpose statement may be amended, but would require board approval.

Budgets:

Annually, the advisor of each group or club is to prepare a Budget Form and forward to the Principal or his/her administrative designee. This form will list all estimated revenues such as donations, fundraiser gross sales, dues/fees, as well as all estimated expenditures such as fundraiser project expenses, awards, donations from the group, etc. An example of this Budget Form is included in this handbook. Upon review, the administrator will sign the Budget and forward to the Treasurer's Department for final approval according to the deadline set in the budget calendar of each year. The budget may be revised during the year by sending an updated form to the Treasurer's office for approval.

GENERAL GUIDELINES

The following general guidelines will govern the student activity programs.

1. Student activities are those school-sponsored activities which are voluntarily engaged in by students. They have the approval of school administration and do not carry credit toward promotion or graduation.
2. The activity should be designed to contribute directly to the student's educational, civic, social and ethical development.
3. The Treasurer and the Superintendent will develop written guidelines and procedures regulating the creation, organization, administration and dissolution of student activity programs.
4. The expense of participating in any school activity should be set so that a majority of the students may participate without financial strain. These participation fees are approved by the Board annually.
5. Activities will not interfere with regularly scheduled classes, therefore, requiring activity to be conducted outside regular school day.

**Worthington City School District
Fund Purpose Clause**

School(s) Name: _____
Activity Name: _____
Targeted Population: _____
Adviser Name: _____
Fund Account Code (Completed by Treasurer): _____

Purpose of Club: _____

Major Annual Sources of Revenue: 1 _____
(ex: participation fees, fundraisers 2 _____
grants, etc) 3 _____
4 _____

Major Annual Types of Expenditures 1 _____
(ex: supplies, t-shirts, competition 2 _____
entry fees, etc) 3 _____
4 _____

Approval Process

Adviser Signature _____
Principal Signature _____
Principal Signature 2 (if more than 1 bldg) _____
Principal Signature 3 (if more than 1 bldg) _____
Director of Elem/Secondary: _____
Treasurer: _____

FUND BUDGET STATEMENT

Activity Name _____	Todays Date _____
Advisor _____	School Year _____
	Fund/SCC _____

Directions:

1. Adviser completes the description of revenues and expenses and lists anticipated amounts. Be specific, such as t-shirts, competition fees, etc) Leave the account # blank, it will be filled in by treasurer
2. Adviser returns forms to site administrator for signature
3. Site administrator returns form to treasurer office. (if this is a first time new club, the form is included with the purpose statement and returned to the Director of Elem/Secondary Ed for approval)

Beginning Balance July 1 _____

Estimated Revenues:

Description _____		
Account # _____	_____	
Description _____		
Account# _____	_____	
Description _____		
Account # _____	_____	
Total Estimated Revenues (+)		_____ -

Estimated Expenditures:

Description _____		
Account # _____	_____	
Description _____		
Account # _____	_____	
Description _____		
Account # _____	_____	
Description _____		
Account # _____	_____	
Total Estimated Expenditures (-)		_____ -

Estimated Ending Balance (Cannot be less than zero) _____ 0.00

Adviser Signature

Administrator/Supervisor Signature

FUND RAISING PROCEDURES

The Fund Raising Approval Request is used for planning and projecting expected profits from a fundraiser. It is also designed to monitor actual receipts & expenditures and document the result of the fundraiser.

The Fund Raising Approval Request Form serves the following purposes:

- Indicates the organization/club that is sponsoring the sale
- Identifies the sale (i.e. selling candy bars, selling various catalog items, etc.)
- Indicates purpose of sale and expected profits as well as recipient of donation if applicable
- Supplies vendor/product information
- Establishes the time frame of the proposed sale (should be no more than two weeks)
- Indicates the Advisor, Principal/Director, & Superintendent have approved the sale (ensures that everyone is on the same page)

When the sales project/fundraiser is complete, the bottom portion of the Fund Raising Approval Request serves as a tool used to gauge profits or losses, referred to as “reconciling the fund raiser” in a summary report.

The Fund Raising Sales Completion Form serves the following purposes:

- Reconciles the fundraising event with event information originally approved
- Discloses total costs of event as well as total price charged per item
- Reports number of items sold and total revenue collected along with receipt number(s)
- Shows net profit

Steps to complete for fundraisers:

1. Fill out a Fund Raising Approval Request Form and obtain principal approval. If the request includes selling items to the public, it must be approved by Superintendent (designee).
2. Create a purchase order to obtain the goods for resale if necessary.
3. All money collected must follow the proper collection and deposit of cash procedures outlined in the handbook, including ticket sales reports if applicable.
4. Upon completion of the fundraiser, Fund Raising Sales Completion Form is to be completed and signed by the principal or other administrator and maintained on file for audit purposes at the building.
5. Documentation must be kept for 4 years.

Worthington Schools
Fund Raising Approval Request

(To be completed by Advisor or Chairperson)

Date of Request _____

School/Club/Organization: _____ Advisor in Charge: _____

Describe the fund raising project:

Date Sale Begins: _____ Date Sale Ends: _____

Where and when will sales take place?

Estimated Cost of Goods _____ Estimated Gross Sales of Goods _____

Total Estimated Profit _____

What is the purpose of raising the money? _____

Who will sales be targeted to? (check one): School Only _____ Community _____

Other _____ Describe _____

Name and address of company where supplies will be purchased:

Name, Address, and Contact of Entity profit will be donated to (if applicable) (501c3 only)

Can unsold quantities be returned? _____ If not, what will happen to unsold items?

Please attach a copy of promotional materials, if available.

Approvals and Routing:

Advisor _____

Building Administrator _____

Supt. (Designee) _____

Worthington City Schools

Fund Raising Sales Completion Form

At the conclusion of your fundraising activity, this report must be completed and forwarded to the building principal. Please remember to keep a copy of this completed report for your files. Building secretaries should keep a copy of this report on file for audit. If admissions are charged, the ticket accountability form in this handbook must be used.

School: _____

Club/Organization: _____

Activity/Event: _____

Start Date: _____ End Date: _____

Purchase Order #(s) (for supplies bought for fundraiser)	
Total Cost of goods or service	
Actual price school/club/organization charged per item	
Actual number of items sold	
Total revenue collected	
Receipt(s) number of deposit	
Fundraiser Profit	
Vendor # and Name for Donation, if applicable	
Number of items unsold	
Locations of unsold items	

Approvals and Routing:

Advisor _____

Building Administrator _____

COLLECTION AND DEPOSIT OF CASH

All money collected from a fundraiser or event must be counted, turned into your building secretary (or dropped in safe/escorted to bank in certain situations), and deposited in the bank within a reasonable amount of time (ideally daily, but by law within 3 days). For any cash collections, a pre-numbered receipt must be issued to the customer and the duplicate copy should be returned with the pay-in to the secretary. Receipt books can be obtained from the building secretary.

It is very important to have a paper trail any time funds change hands. This is accomplished through the use of a Pay-In form as well as a safe log form.

When funds are collected, the advisor completes all parts of the pay-in except the Bag #, Branch, Receipt Number and Account code, signs, and brings to the financial secretary with the funds. The secretary verifies the funds, initials on signature line, and gives the advisor the bottom copy of the pay-in as their receipt. The secretary then completes the remainder of the pay in, keeps the second copy, and forwards the top white copy to the treasurer's office. The secretary also completes a bank deposit ticket, places the white copy in the bank bag, attaches the second copy (pink) with the pay-in, and keeps the bottom copy (yellow) for their records. Funds and deposit slip are placed in a sealed bank bag, logged onto the safe log and dropped in the drop safe, later being picked up, logged out, and transported to the bank.

Under no circumstances may payments be made from receipts prior to their deposit into the activity fund. All proceeds from events are to be deposited and never kept for use as change funds. Change funds should be returned separately following the procedures in this document.

When selling tickets for an event (i.e. dances, plays, athletic events) the Auditor of State mandates cash control and ticket sale accountability for each building. The following forms have been established to adhere to these mandates.

Ticket Sales Report

This form is used to account specifically for tickets sold/used by each ticket seller at each event and reconciles tickets sold to cash collected.

Master Inventory Control

This form is maintained by the School office as the master ticket control. As tickets are issued for each event, the quantity is logged out on this form. After the even, the unsold tickets are returned and logged back in, thus keeping an accurate record of all tickets for the entire year.

Documentation must be kept for 4 years.

RECEIPT PAY IN

WORTHINGTON SCHOOLS PAY-IN ORDER

R-78
4/18/2016

TO BE COMPLETED BY FINANCIAL SECRETARY					TO BE COMPLETED BY TEACHER/ADVISER/COACH			
SCHOOL		BAG #			COIN			
DEPOSIT TICKET #		RECEIPT # (OUR USE ONLY)			CURRENCY			-
DATE REC'D		AMOUNT REC'D			CHECKS (list separately)			-
RECEIVED FROM		RECEIVED BY						-
TO BE COMPLETED BY TEACHER/ADVISER/COACH								-
ACTIVITY/CLUB		DATE						-
SIGNATURE								-
DESCRIPTION								-
FUND	RECEIPT	SPCC	SUBJ	OPU	REVENUE	TOTAL		
								-
FUND	FUNC	OBJ	SPCC	SUBJ	OPU	REDUCTION OF EXPENSE	TOTAL	
								-

COPIES: White: District Treasurer Yellow: School Financial Secretary Pink: Teacher/Coach/Adviser

1. The teacher, adviser, or coach (the person collecting the money from the student) fills out their portion, listing checks separately along with currency, the date, description, and activity.
2. The funds are given to the School Financial secretary with the pay in, who verifies the amount and completes the date rec'd, amount rec'd, received from, and received by, and gives the bottom copy back to the teacher/coach/adviser as their receipt.
3. School Financial secretary then fills out the remaining fields, including bag number, deposit ticket number, and account code, keeps the middle copy, and sends the top copy to the treasurer's office with the corresponding bank deposit box.

TICKET SALES REPORT

Directions for Seller: When you receive your ticket roll, tear off first ticket and attach below as beginning ticket. This ticket is not sold. At end of event, tear off next ticket on roll and attach below as ending ticket. This ticket also was not sold.

EVENT _____ DATE _____ GATE/BOX _____

<u>STUDENT TICKETS:</u>						
	Minus			Equals		
Ending	Beginning			Total	Times	Equals
Ticket#	Ticket #		Minus	Tickets	Price Per	Total
Below _____	Below _____		1	Sold _____	Ticket \$ _____	Sales \$ _____
<div style="border: 1px solid gray; border-radius: 15px; width: 100%; height: 40px; display: flex; align-items: center; justify-content: center;"> Attach Ending Ticket Here </div>			<div style="border: 1px solid gray; border-radius: 15px; width: 100%; height: 40px; display: flex; align-items: center; justify-content: center;"> Attach Beginning Ticket Here </div>			

<u>ADULT TICKETS:</u>						
	Minus			Equals		
Ending	Beginning			Total	Times	Equals
Ticket#	Ticket #		Minus	Tickets	Price Per	Total
Below _____	Below _____		1	Sold _____	Ticket \$ _____	Sales \$ _____
<div style="border: 1px solid gray; border-radius: 15px; width: 100%; height: 40px; display: flex; align-items: center; justify-content: center;"> Attach Ending Ticket Here </div>			<div style="border: 1px solid gray; border-radius: 15px; width: 100%; height: 40px; display: flex; align-items: center; justify-content: center;"> Attach Beginning Ticket Here </div>			

TOTAL TICKET SALES ABOVE: \$ _____ (A) ←

OVERAGES/SHORTAGES:

TOTAL CASH ON HAND \$ _____

LESS CHANGE FUND \$ _____

NET CASH (agrees to Pay-In Order) \$ _____ (B)

LESS TOTAL TICKET SALES \$ -(_____) (A) ←

CASH OVER/SHORT (A – B) \$ _____

Signature of Cashier
Printed Name: _____

Signature of Event Manager
Printed Name: _____

REQUEST FOR CHANGE FUNDS

School Building Name _____

Person Making Request _____

Date of Request _____

Purpose of Request _____

Amount Requested _____

Fund Affected Name _____

Code _____

(Please list fund and SCC numbers)

I hereby make the following request for a change fund for the above stated purpose(s). I understand that by signing this form and by cashing the check I take full responsibility/liability for the cash until it is re-deposited in the District treasury. I understand that the change fund is not to be used as a petty cash fund and the amount received must be deposited in its entirety back into the account from which it originated upon completion of the activity, by the end of the current school year, or upon request of the Treasurer, whichever comes first.

Signature of Person Making Request

Please forward request to Assistant Treasurer at the WEC _____

For Treasurer's Office Use Only

Date Received _____

Amount Approved _____

Check # _____

Check Date _____

Picked Up By: _____

Date: _____

Returned Date: _____

Receipt #: _____

DISBURSEMENT PROCEDURES

All disbursements shall be made by check prepared by Financial Services supported by a proper, approved purchase order, and verified by a receiving invoice. They also should be verified for accuracy of price accuracy of price extensions and totals.

1. Originator prepares requisition and submits it to Financial Services for approval.
2. The Acquisition and Financial Reporting Analyst will review the requisitions and convert into purchase orders.
3. The Purchase Orders are reviewed by the Superintendent and Treasurer and then forwarded to the appropriate person.
4. Originator verifies receipt of materials/service, compares with purchase order, and submits itemized invoice with either a partial payment form or purchase order (if purchase order is to be closed) to Financial Services.
5. Financial Services compares invoice to purchase order for pricing, and any adjustments. Financial Services will then issue a check.

GIFT CARD DISTRIBUTION PROCEDURES

Gift Cards may be given as incentives to students but are limited to \$25 per student annually. Please follow the following procedures to comply with District policies:

1. Originator prepares requisition and submits it to Financial Services for approval.
2. The Acquisition and Financial Reporting Analyst will review the requisitions and convert into purchase orders.
3. The Purchase Orders are reviewed by the Superintendent and Treasurer and then forwarded to the appropriate person.
4. Building will purchase gift cards for distribution at increments no greater than \$25 per person.
5. Building will distribute gift cards to recipients and ensure the Gift Card Distribution Listing is completed with the following information:
 - a. Printed name of Recipient
 - b. Signature of Recipient
 - c. Amount Received by Recipient
 - d. Reason for the gift card being distributed to recipient
6. Distribution Listing is submitted with invoice for payment to accounts payable to be kept on file for audit.
7. Gift cards can be purchased no longer than 1 month in advance of giving out. This is in place so that unused gift cards are not stored in the building susceptible to theft.

CLASS FUNDS AND INACTIVE FUNDS

The disposition of class funds will be determined by the class officers subject to the approval of the advisor and/or principal. All monies accrued will be designated for expenses, projects, memorials, or other selected items. The balances, if any, will be appropriated and spent the following year after graduation. When any activity fund has been inactive for more than two years, the purpose and use will be reviewed in order to determine the necessity of the funds.

AUDIT

All student activity funds are subject to an annual audit. The audit can encompass receipts, disbursements, petty cash, internal controls, compliance and anything else within scope of the audit. Each activity fund established will be audited at the same time the audit of records and accounts of the school district is made. The audit will include an assessment of whether legal requirements including those requirements imposed by the board of education, are being followed.

The student activity funds may also be subject to an internal audit by the board of education, superintendent, or financial services to ensure compliance and financial stability.

Online Fee/Activity Payment System – Updated 7/12/2019

What online fee payment system does the District use and what is the website, login, and password?

We utilize the same system food service uses for lunch payments, called My Payments Plus. The main website for parents is www.mypaymentsplus.com and your administrative website is www.mypaymentsplus.com/admin. Each building financial secretary has a unique username (your email address) and password to the administrative site.

What fees can be paid online through this system?

MPP can be used to collect pretty much any fee or activity. It must be used to collect class fees, participation fees, and tuition since those are assigned to the respective students and carry on their account until paid. Elective type items, in which a student has to sign up for something, such as parking, summer school, and 6th grade camp, can and should be collected online through this system as well, called an “activity” rather than a fee (see end of this document).

How are fees assigned to students?

Class fees and tuition will be done through an upload by Financial Services and are tied to their activation in Infinite Campus. School secretaries should NOT manually assign these fees. Every new student triggers a file that is sent to financial services to upload their fee.

Extracurricular fees will be uploaded once the secretary has established the set roster in infinite campus. When the secretary is ready to upload, he/she will generate a file and email to Linda to upload. This is done in IC under the index tab on the left, fees icon, reports.

Other fees like lost book fines, etc would need to be manually assigned to the student by the school secretary, or a listing in excel can be sent to us to load if the list is long.

What happens if a student enrolls after the beginning of the year?

For class fees, financial services will be receiving a file daily of new enrollees and will upload the file.

What happens if a student signs up for an extracurricular activity after fees have been assigned?

If the student signs up after the roster has been loaded into the fee payment system, it will be up to the secretary to manually assign the fee to that student.

What happens if a student withdraws from school, or drops an activity after the fee was assigned?

It is up to the site secretary to archive fees for withdrawn or dropped activities. This means when anyone withdraws a student in IC, they should correspondingly check for unpaid class fees and archive those, if the student is here less than half the year. If they have already paid, and request a refund, we will process refunds manually with checks as we have always done using the revenue refund form and sending to Linda. Please provide a print-out from MPP showing they have paid along with the revenue refund to Linda.

How are free and reduced fees handled?

The system automatically assigns the appropriate reduced price or no fee based on the students current food service status and if they have signed a waiver allowing food service to share that information. If the child is reduced/free, but has not signed the waiver, the fee will show as full price, and they will owe full price. The system will also update nightly so changes in a student’s status made by food service will reflect in the fee amount due.

What do I need to do if a student pays in cash or check at the building?

You will need to log in and check that person out as paid in cash/check in the my payment plus system as if the parent paid online. You would send the cashier report by account code as your pay in to Linda.

How should I be monitoring outstanding fees?

For tuition, building secretaries should be running the outstanding fee report on the 16th of every month, since tuition is due on the 15th for the following month. If not paid, the guardian should be contacted letting them know that if its not paid immediately, the child will be moved to the half day program beginning on the first of the next month, per the agreement. For extracurricular participation fees, the secretary should run the report on the due date and let the Athletic Director know who is unpaid.

How to Assign a Fee to a Student

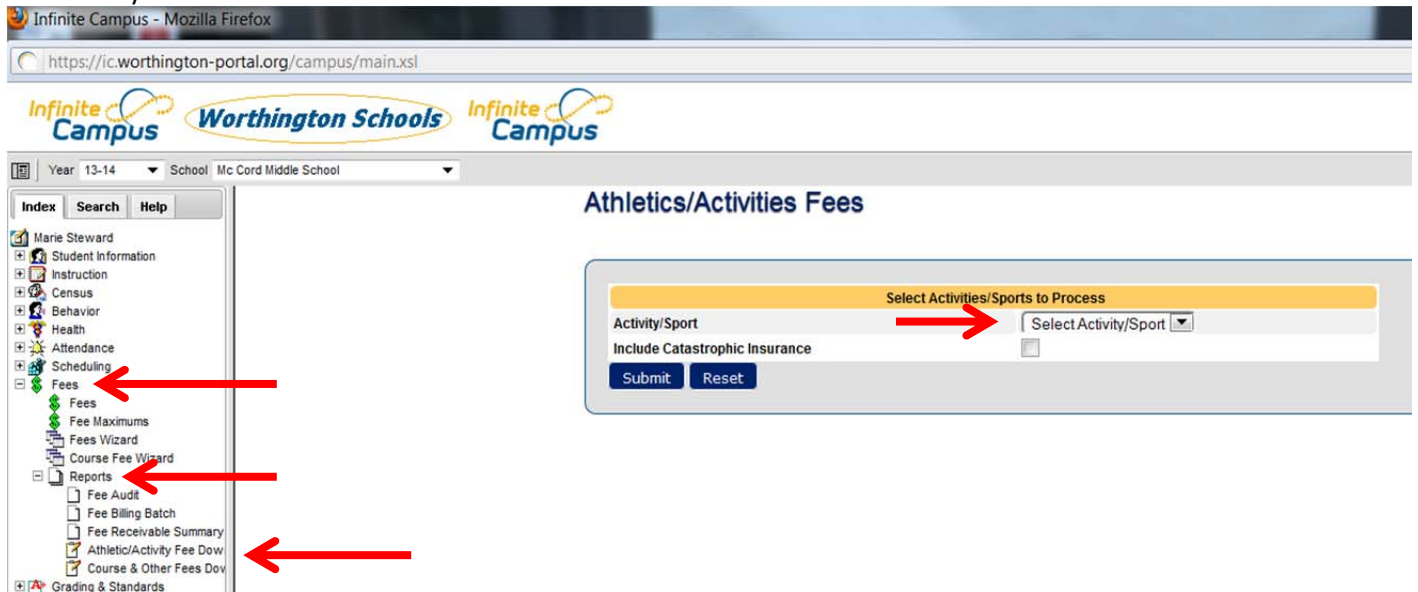
A. Class fees

Class fees and tuition fees will be done via a download from infinite campus and upload into my payments plus by computer services and financial services. **Secretaries should NOT have to assign class fees, only in rare occasions.**

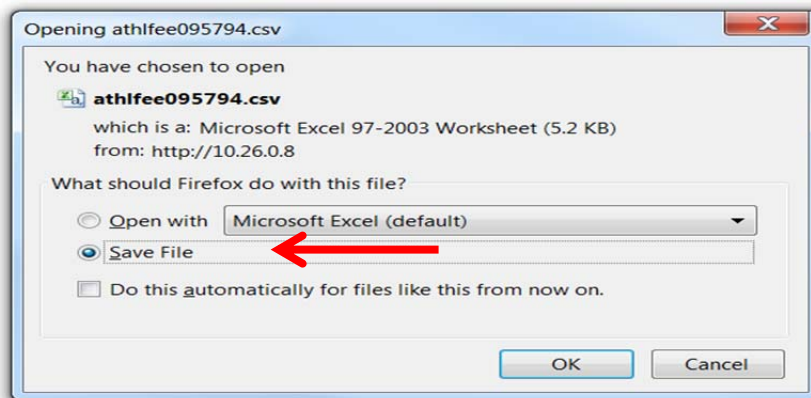
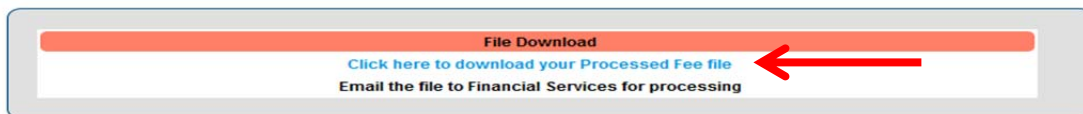
B. Extracurricular Participation Fees

For activities and other fees, building secretaries will need to enter their roster into infinite campus, and determine the best time to load the roster. The following steps illustrate this process:

1. When the roster is ready to be loaded, in infinite campus, on the left side under the Index menu, there is a fees tab. Under the fees tab there is a reports tab. You can select either Athletic or Courses/Other, choose your activity and click submit.



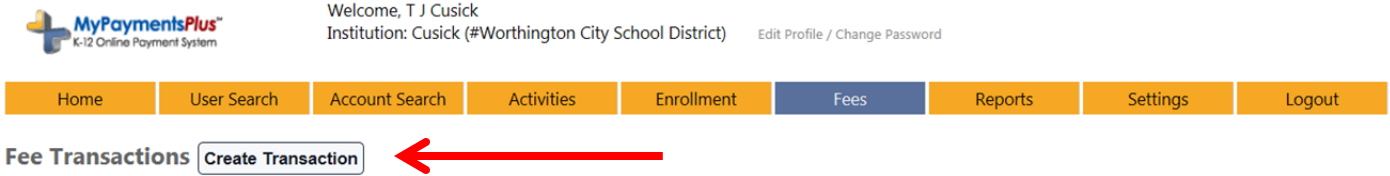
2. Select from the drop down menu “click to download processed file”
Athletics/Activities Fee Downlo



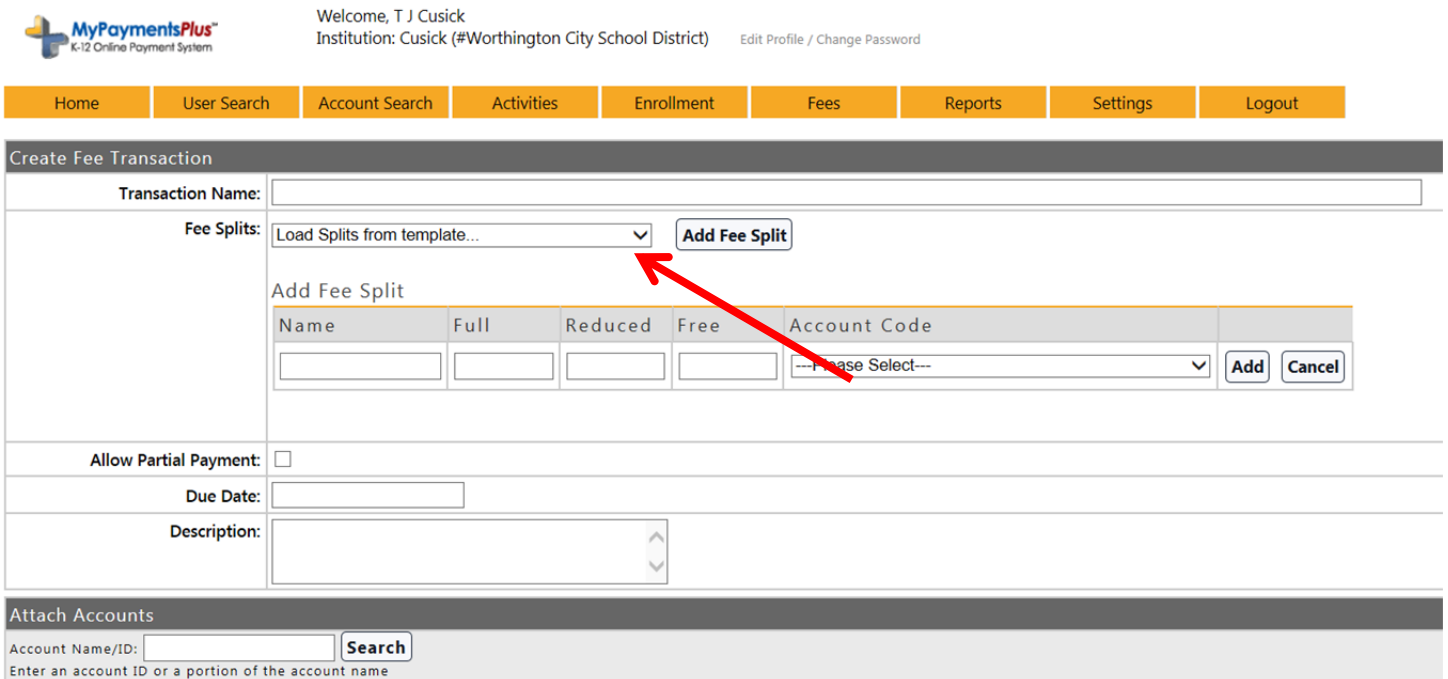
3. Save the file **AS A CSV** (NOT EXCEL, NOT PDF) and attach it to an email to Linda Fedor, who will then upload it to the My Payment Plus System.

There may be times, after the upload has been processed, such as if a student signs up for an activity late, that building secretaries will need to assign a fee manually. The following steps illustrate this process:

1. Log in to www.mypaymentsplus.com/admin
2. Click on the Fees tab at the top and then the create a transaction button



3. Under the fee splits drop down, select the appropriate fee. You should then see the fee pop up. Do not click add fee split.



- Enter the transaction name and description fields just as you see the Name as it appears on the fee split, for instance "MCCORD FOOTBALL 16-17" should be entered on the Transaction Name line and the Description Line. The parent will see exactly what is listed on the Transaction Name line.
- Click on allow partial pay, minimum payment = \$1 , and check all three notification boxes
- Enter the final payment due which cannot be later than the due date. Enter the Due date the fee is due

Home People Search Activities Enrollment Exams Fees Reports Settings L

Create Fee Transaction

Transaction Name: MCCORD FOOTBALL 16-17

Fee Splits: MCCORD FOOTBALL 16-17

Name	Full	Reduced	Free	Account Code/Name
MCCORD FOOTBALL 16-17	125.00	62.50	0.00	300-1635-3608-000000-021 McCord Middle - Football Participation

Allow Partial Payment
 Minimum Payment: 1.00
 Final Payment Due: 07/08/16
 Due Date: 07/08/2016
 New Fee(s) Available Fee(s) Due Soon Fee(s) Past Due
 Description: MCCORD FOOTBALL 16-17
 Funding Account: Default Funding Account WARNING: Changing this will have consequences to funding.
 Rate Plan: Activities and Fees

Attach Accounts

Account Name/ID: gnezda
 Enter an account ID or a portion of the account name

Gnezda, Meredith	>>	Gnezda, Caroline
Gnezda, Niki	>	
	<	
	<<	

- Now scroll down the screen and under attach accounts, enter either the students name or ID# and click search. This will bring up the student in the left hand box. Highlight the name you want by left clicking on it and turning it blue, then click the right single arrow to move the name to the left hand box. When you are done, click save, and the fee has been assigned.
 ***Please note that you can enter fee information on the top part of the form, and then assign that same fee to multiple students by searching and moving over as many students to the right hand box as you would like. That way if you are assigning a fee to multiple students, you do not have to do the entire process multiple times.
- If you want to check to see if has been added properly, go to people search at the top gold bar, put in the student's name or ID, and search. Click on the filter by school year for all years and click go, you should see the fee listed.

C. Library Books, Fines, and Other Fees

If you want to add a miscellaneous fee, such as a book fine, you would complete the same steps except that instead of using the "Fee Split" drop down menu in step 3, you would just manually type in the transaction name and amount in all three boxes and click on ADD and then continue to step 4, as illustrated below for a lost library fine:

The screenshot shows the 'Create Fee Transaction' form. At the top is a navigation bar with buttons for Home, User Search, Account Search, Activities, Enrollment, Fees (highlighted), Reports, Settings, and Logout. The form title is 'Create Fee Transaction'. The 'Transaction Name' field contains 'TWHS Library Fine'. Below it is the 'Fee Splits' section with a dropdown menu set to 'Load Splits from template...' and an 'Add Fee Split' button. An 'Add Fee Split' table is shown with the following data:

Name	Full	Reduced	Free	Account Code	
TWHS Library Fine	20.00	20.00	20.00	TWHS-Replacement Book Fines	Add

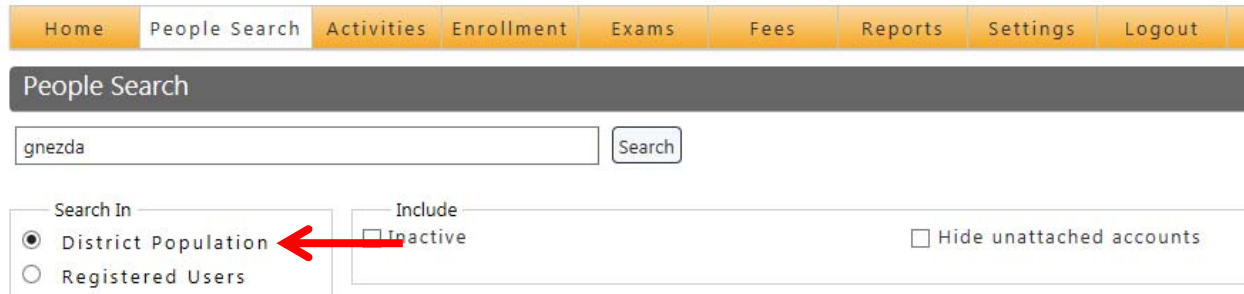
Below the table are fields for 'Allow Partial Payment' (checked), 'Minimum Payment' (1.00), 'Final Payment Due' (05/30/2014), and 'Due Date' (08/09/2013). The 'Description' field contains 'Lost Where's Waldo Book'.

***You must click the add button next to the account code, and then hit save at the bottom when you are done.

How to mark a fee as paid if the payment is made at the building in cash or check

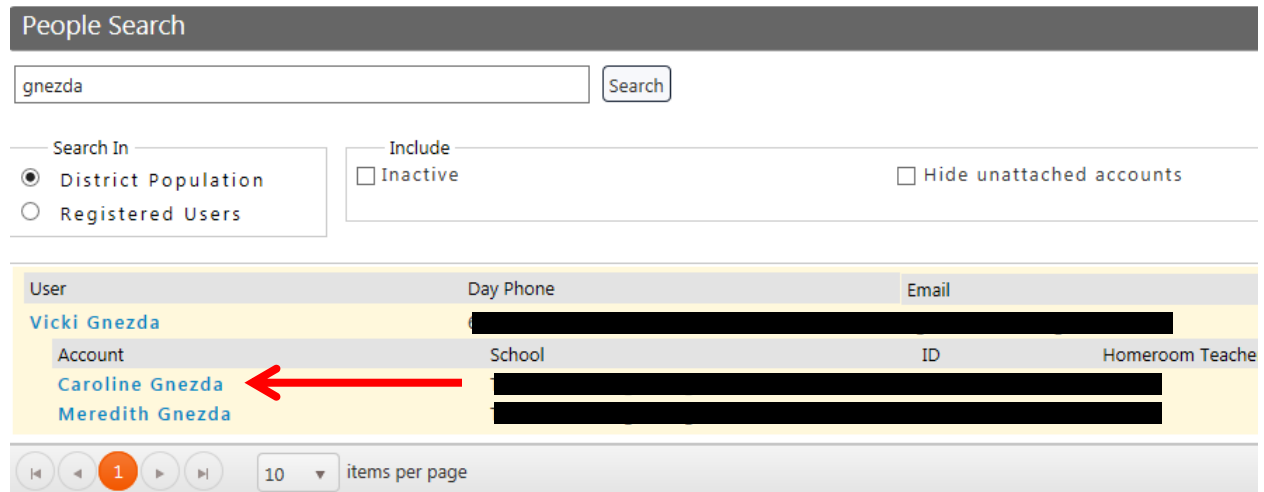
We are hopeful that most parents will pay online, and when doing so, the system automatically marks the fee as paid and it no longer shows up on the unpaid fees listing. However, when a parent or student pays you at school with cash or check, you need to log in to the fee payment system and mark the fee as paid. The following steps illustrate this process:

1. Log in to www.mypaymentsplus.com/admin
2. Click on the people search gold tab, enter the student last name or ID# (if you choose to enter ID# make sure to click the bubble that says POS Account ID instead of user name, which is the default search), click on District Population (NOT registered users) and then click search.



The screenshot shows the 'People Search' interface. At the top, there is a navigation bar with tabs: Home, People Search, Activities, Enrollment, Exams, Fees, Reports, Settings, and Logout. Below the navigation bar, the 'People Search' section has a search input field containing 'gnezda' and a 'Search' button. Below the search field, there are two sections: 'Search In' and 'Include'. The 'Search In' section has two radio buttons: 'District Population' (selected) and 'Registered Users'. A red arrow points to the 'District Population' radio button. The 'Include' section has two checkboxes: 'Inactive' and 'Hide unattached accounts'.

3. Click on the student's name.



The screenshot shows the 'People Search' results. The search input field still contains 'gnezda' and the 'Search' button is visible. Below the search field, the 'Search In' and 'Include' sections are the same as in the previous screenshot. Below these sections, there is a table with the following columns: User, Day Phone, and Email. The table contains three rows of results:

User	Day Phone	Email
Vicki Gnezda	[REDACTED]	[REDACTED]
Caroline Gnezda	[REDACTED]	[REDACTED]
Meredith Gnezda	[REDACTED]	[REDACTED]

Below the table, there is a pagination control with a '1' in a red circle, indicating the first page, and a '10 items per page' dropdown menu. A red arrow points to the 'Caroline Gnezda' name in the table.

4. This will take you to their user info screen, you will need to click on the fees gray tab next to account details to bring up their fees screen.
5. You can choose the school year under unpaid fees, or select all school years, and click go.

- Check the box on the right under the pay column of the associated fee the student is paying and click update cart. A green box should appear at the top with a checkout button, click that check out button. (Note you can select multiple fees to pay at one time.)

Home User Search Account Search Activities Enrollment Fees Reports Settings Logout

User Info Accounts **Fees** Activities Exams

Unpaid Fees

Filter by School Year: [All Years] Show: Active Archived GO Add Fee

Select	Account	Fee	Due Date	Amount Due	Pay
<input type="checkbox"/>	Meredith Gnezda	Bluffsview Classroom Fee 1-3	07/31/2013	\$42.00	<input checked="" type="checkbox"/>

Archive Selected Cart updated successfully

- Change the amount if they have only partially paid it, otherwise the amount should be already in the box, and click on continue to checkout. DO NOT CHECK THE OVERRIDE BOX.

Home User Search Account Search Activities Enrollment Fees Reports Settings Logout

Cart

Account	Item Description	Type	Amount	Override
Meredith Gnezda	Bluffsview Classroom Fee 1-3	Fee Payment	\$42.00 Due by 05/30/2014 \$42.00	<input type="checkbox"/>
Subtotal: \$42.00				

Cancel **Continue to Checkout**

- Choose paper check or cash as applicable and enter the payer name and check #. You can leave the notes field blank, or if desired notes can be entered for partial pays, for instance, "Parent will bring remaining amount next week." Click on process transaction.

Checkout

Account	Item Description	Amount
Meredith Gnezda	Bluffsview Classroom Fee 1-3	\$42.00 Due by 05/30/2014 \$42.00
Subtotal: \$42.00		
Program Fee (0.00%): (*This fee will not be applied to cash/check transactions): \$0.00		
Total: \$42.00		

Credit Card
 ACH Checking /Savings Account
 Paper Check
 Cash
 Swipe Card

Payor Name:

Check Number:

Enter notes about the transaction (up to 255 characters):

Cancel Back **Process Transaction**

- You will get a receipt, which you can print if paying cash or the parent desires one.

10. At the end of the day, total up the cash/checks as normal, fill out deposit ticket. You MUST agree this to the report under the reports tab, fees and activities reports, cash payments by account code.

The screenshot shows a web application interface with a navigation menu on the left and a report generation form on the right. The navigation menu includes the following items: Banking and Reconciliation, Meals, Fees and Activities, Activity Enrollments, Cash Payments, By Account Code (highlighted with a red arrow), Cash Payments, By Cashier, Fee Invoices, General Admissions, Overrides, Paid and Unpaid Fees, Tax Credits, Discount Code Report, Exams, and Orientation. The report generation form has the following fields and buttons: Start date (7/7/2016), End date (7/7/2016, highlighted with a red arrow), Activity Category dropdown, Subcategory dropdown, School dropdown, Activity Filter (Begin typing ...), PDF button (highlighted with a red arrow), Download/View dropdown, and GO button.

Put in the particular beginning and ending date as the day you posted, and choose PDF. Write the bank bag number, sign and date this report, and attach to the agreeing deposit ticket, and send to Linda as you would with any other deposit. This will serve as your “pay-in”. Note if you do not enter the payments into My Payment Plus on the same day you fill in the deposit ticket, your report for the day won’t match. Linda has been instructed not to accept pay ins or deposit tickets without accompanying matching reports, or reconciliations. Therefore, you may want to split up your checks if you have a large volume at the beginning of the year into multiple deposit tickets.

How do I run a report of who has paid or who has not paid?

1. Click on the reports gold tab, and click on the Fees & Activities Reports, Paid and Unpaid Fees

The screenshot shows a web application interface. At the top, there is a navigation bar with tabs: Home, People Search, Activities, Enrollment, Exams, Fees, Reports, and Settings. The 'Reports' tab is highlighted in gold. Below the navigation bar, there is a sidebar on the left with a tree view of categories. The 'Paid and Unpaid Fees' link is highlighted in orange. The main content area contains a form with the following elements: a 'School Year' dropdown menu, a '-- All --' dropdown menu, an 'Unpaid' dropdown menu, a 'Payment Channel (All)' dropdown menu, a 'Fee Name' search box with the placeholder text 'Begin typing ...', an 'Excel' dropdown menu, a 'Download/View' dropdown menu, and a 'GO' button. Two red arrows are present: one pointing to the 'Reports' tab in the navigation bar, and another pointing to the 'Paid and Unpaid Fees' link in the sidebar.

2. You can then change the dates, fee status (paid vs unpaid), and payment channel (web vs admin (cash/checks) to get the right report.
 - a. Payment channel: Web will include parent payments online, Admin will include payments you entered that were made in cash/check at the building, and all will include both
 - b. So for instance, if you wanted all unpaid fees, you would change the fee status to unpaid, select all school years, and then click on the PDF or excel icon to generate the report.

How To Remove or Modify a Fee Posted to a Student's Account

There may be certain times when a fee has been uploaded and assigned to a student, but that student later dropped an activity. This could occur if a student has withdrawn from school, or a roster was uploaded after a student paid an extracurricular fee for example. In these cases, the building financial secretary will need to go in and "Archive" the fee from the user account so that it does not show up as outstanding. **ARCHIVING IS ONLY FOR WHEN A STUDENT NO LONGER OWES A FEE THAT HAS ALREADY BEEN ASSIGNED.** You should never archive a fee that someone paid in cash/check, you need to mark those ones as paid by checking them out as discussed above. The following steps illustrate this process:

1. Follow the same steps listed above as you would to mark a student paid all the way through step 5, remembering first to try to go in under the USER SEARCH and then ACCOUNT SEARCH if the parent hasn't established an account.
2. Now instead of clicking the box to the right marked PAY, you are going to select the box to the left under SELECT, and click on the Archive Selected button, which will remove the fee from the account

Home User Search Account Search Activities Enrollment Fees Reports Settings Logout

User Info Accounts Fees Activities Exams

Unpaid Fees

Filter by School Year: Class of 2013 - 2014 Show: Active Archived GO Add Fee

Select	Account	Fee	Due Date	Amount Due	Pay
<input checked="" type="checkbox"/>	Meredith Gnezda	Bluffsview Classroom Fee 1-3	08/06/2013	\$42.00	<input type="checkbox"/>

Archive Selected Update Cart

Current Paid Fees

Filter by School Year: Class of 2013 - 2014 Show: Active Archived GO

Be sure to obtain approval from the principal prior to archiving a fee, and file this documentation! At year end, we will reconcile fees collected to what was loaded in the system, and the building will be responsible for documenting and illustrating why fees loaded did not agree to fees collected less unpaid fees, and archiving could cause a discrepancy.

If instead of completely removing the fee, you wanted to change the amount, for instance the High School Students who attend the Career Center or post-secondary, or students leaving after the first half of the year that haven't paid, you would do the following:

1. Under the fees gold tab, under filter options, put in the student name (or change the search by to Student ID and put in the student ID) and click on GO



Welcome, T J Cusick
Institution: Cusick (#Worthington City School District) [Edit Profile / Change Password](#)

- Home
- User Search
- Account Search
- Activities
- Enrollment
- Fees
- Reports
- Settings
- Logout

Fee Transactions Create Transaction

▼ **Filter Options**

Search By: Name ▼	Name: Gnezda x
School: [All Schools] ▼	Grade Level: [All Grade Levels] ▼
	School Year: Class of 2013 - 2014 ▼
Status: -ALL- ▼	

GO! Clear Search

2. Unpaid fees for that student should show up, click on the pencil/paper icon on the right side to modify the fee.

- Home
- User Search
- Account Search
- Activities
- Enrollment
- Fees
- Reports
- Settings
- Logout

Fee Transactions Create Transaction

► **Filter Options**

Archive Selected

Show: Active Archived

Select	Transaction	Account	Issue Date	Amount	Status	Action
<input type="checkbox"/>	Bluffsview Classroom Fee 1-3	Gnezda, Meredith XXXXXXXXXX	8/6/2013	\$21.00	Unpaid ("Partial payment" remaining amount)	

Archive Selected

3. Click the Edit button next to the fee amounts and enter the correct fee under the full and reduced columns and click save.

Edit Fee Transaction : Meredith Gnezda (XXXXXXXXXX)

Transaction Name: Bluffsview Classroom Fee 1-3

Fee Splits: Load Splits from template... Add Fee Split

Name	Full	Reduced	Free	Account Code	
Bluffsview Classroom Fee 1-3	21.00	10.50	0.00	Bluffsview Elementary-Classroom Fees	Edit Remove

Allow Partial Payment:

Minimum Payment:

Final Payment Due:

Due Date:

Description:

Funding Account: WARNING: Changing this will have consequences to funding.

Cancel Save

This will edit the fee and the parent will now see the updated amount. Again, be sure to obtain approval from the principal prior to manually adjusting a fee, and file this documentation! At year end, we will reconcile fees collected to what was loaded in the system, and the building will be responsible for documenting and illustrating why fees loaded did not agree to fees collected less unpaid fees, and adjusting them could cause a discrepancy.

Activities

An activity is something that is elected by the parent/student, different from a fee that is assessed by the school. A fee will remain on the student's account until paid or get sent to collections, whereas an activity will be "available" to pay online during the designated sign up period and then will go away. The most common example would be 6th grade camp, ski trip, or other trips. NOTE: DANCES OR ITEMS REQUIRING A TICKET ARE NOT ACTIVITIES IN THIS SYSTEM, AND ARE RUN THROUGH LOCAL LEVEL EVENTS.

Step 1 – Figuring out if we need to collect information or permission during the signup/payment process

If there is information you want to collect during sign up, maybe that is currently collected on a paper form, such as a shirt size, a lunch choice, and even a permission/consent signature, you will need to first create a "FORM". Forms are only created once, and then are "assigned" to activities. So once you create the form, you could then just update it year to year. See page 35 of the MPP admin on how to create a form.

Step 2 – Figuring out if we have any information we want them to be able to download, such as directions, policies, etc.

MPP has a way to provide a link during the sign up process to an external document on the web. They call this a resource. So an example would be directions to the 6th grade camp. You would first need to post this somewhere on your website, like you currently do now, and then copy the website address URL into the resource section and then add it to the activity. See page 36 of the admin guide for further details.

Step 3 – Creating the activity and making it available, adding the form and resource if applicable

The following is a brief summary; for full instructions and screenshots, see the MPP admin guide pg 25

1. Click on activities, add new activity, there will be five areas
 - a. General: This is where bulk of info is entered, including registration dates, price, availability
 - i. Category is School Year activities
 - ii. Name the activity with School Name first, then activity, then 17-18
 - iii. Add fee split, put in same fee name, enter same price in all boxes or half/0 if discounting, and select account code – MUST CLICK ON ADD
 - b. Availability: typically won't use
 - c. Payment options leave as default (fixed)
 - d. Email notifications: put in email address if someone wants email and select the frequency
 - e. Forms and Resources, add the form
2. Click Save at the bottom, can later edit

Step 4 – Someone pays you in cash/check

Click on activities, and there will be a cart icon on the right, click that and it takes you right to a check out page to sign up and enter the student. If you are getting permission signature though, you'll need to get a paper copy then.

Step 5 – How to run reports of rosters and collect form responses

At any time, or especially after the activity has closed, you can go in and run reports of who signed up as well as download the responses to any forms you may have entered.

1. Click on activities, rosters or form responses.