ROMA ISD

BUSINESS & FINANCE DIVISION

School year 2024-2025

Presented by Pedro O. Alaniz, CFO

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Account codes – TEA FASRG codes

To access our Business Department website go to romaisd.com and click on Finance/Purchasing. We have all the Budgets, Compensation Plan, Purchasing and also Financial Transparency information that includes everything we do such all the checks we make and a lot of other information. Click on TEA Finance Manuals and then on Accounting Codes Guide.
https://www.romaisd.com/departments/business-finance/finance-office-resource-guides

-It Provides guidance on the account codes we will use on the 2024-2025 budget for all campuses and departments.

It describes the rules of financial accounting for school districts.

Account codes – TEA FASRG codes

Account Code Structure

XXX	XX	XXXX	XX	XXX	X	XX	XXX
199	11	6399	00	001	4	11	000
fund	function	object	sub	campus	year	program	other

Account codes – TEA FASRG codes

Account Code Structure

XXX XX XXXX XX XXX X XX XXX

Fund

101 Food Service
199 General Fund
211 Title I Part A
224 Special Ed
244 Carl D Perkins (Career & Technology)
255 Title II Part A (Teacher/Principal Training)

Account codes – TEA FASRG codes

Account Code Structure

XXX XX XXXX XX XXX X XX XXX

Fund

263 Title III Part A (LEP)
270 Title V Rural & Low Income
274 Gear Up
289 Title IV Part A
429 Special Grants

Account codes – TEA FASRG codes

Account Code Structure

XXX XX XXXX XX XXX X XX XXX

Function

11 Instruction
12 Instructional Resources
13 Curriculum Development
21 Instructional Leadership
23 School Leadership
31 Guidance/Counseling
32 Social Work Services

33 Health Services
34 Transportation
35 Food Service
36 Co-curricular(sports,music,uil)
41 Administration
51 Maintenance
52 Security & Monitoring

Account codes – TEA FASRG codes

Account Code Structure

XXX	XX	XXXX	XX	XXX	X	XX	XXX
		Object					

6112 Substitute Salaries
6118 Extra-duty pay Professionals
6121 Extra-duty pay Para-professionals
6119 Base Salary Professionals
6129 Base Salary Para-professionals

Account codes – TEA FASRG codes

Account Code Structure

XXX XX XXXX XX XXX X XX XXX

Object

6219 Professional Services
6239 ESC Services
6244 Software Renewals
6249 Contracted Maintenance & Repairs
6269 Rentals
6291 Consulting Services

Account codes – TEA FASRG codes

Account Code Structure

XXX XX XXXX XX XXX X XX XXX

Object

6311 Gasoline
6321 Textbooks
6329 Reading Materials
6339 Testing Materials
6341-6349 (Food Service)
6395 Computers
6396 Printers
6397 New Software
6399 Supplies(less than $5,000)

6639 Equipment (over $5,000)

Account codes – TEA FASRG codes

Account Code Structure

XXX XX XXXX XX XXX X XX XXX

Object

6411 Travel – Employee
6412 Travel – Students
6429 Insurance
6439 Election Expense
6494 Reclassified Transportation
6495 Dues
6499 Fees,Awards,graduation expenses,food for meetings

Account codes – TEA FASRG codes

Account Code Structure

XXX XX XXXX XX XXX X XX XXX

Sub-Object

10 Academic UIL
21-27 Music Programs
31-52 Sports Programs

Account codes – TEA FASRG codes

Account Code Structure

XXX XX XXXX XX XXX X XX XXX

Campus/Dept

001 High School
003 I&G
041 Roma Middle School
042 RBMS
103 FJ Scott Elem
105 RT Barrera Elem
106 Emma Vera Elem

108 RC Saenz Elem
109 VME
110 DGG Elem
750 Admin
823 Special Ed
834 Transportation
835 Food Service

Account codes – TEA FASRG codes

Account Code Structure

XXX XX XXXX XX XXX X XX XXX

School Year
4 for 2023-2024
5 for 2024-2025

Account codes – TEA FASRG codes

Account Code Structure

XXX XX XXXX XX XXX X XX XXX

Program Intent Code

11 Basic Instruction
21 Gifted & Talented
22 Career & Technology
23 Special Education
24 Accelerated Instruction (Supplemental instruction)
25 Bilingual (ESL)
30 State Compensatory Education & Title I Part A Schoolwide
36 Early Education (Prek – 3)
38 CCMR (College, Career & Military Readiness)
91 Athletics, Cheer & Drill Team
99 Undistributed

Account codes – TEA FASRG codes

Account Code Structure

XXX XX XXXX XX XXX X XX XXX

Optional Codes

The last 3 codes are district optional codes, usually it is 000 but we have special codes for summer expenses and other expenses that need more detail.

Budget

We are currently working on the budgets for next school year and will present them for approval on August 21st. We are going to add the budgets to the system by September 1st. We will send all principals and department directors copies of all budgets.

We can schedule a meeting with your campus and department secretaries to provide more detail. Program directors will be meeting with you and provide each program budget.

Please let me know if you plan to make additions or renovations to your campus and or departments or if you need to buy items that are not in the budget so that we can evaluate and hopefully find a funding source.

Requisition/Purchase Order Process

-Identify campus/department needs
-Request quote from approved vendor
-Create requisition (please add a commodity code)
-Requisition approval (2-3 business days once received)
-Send approved PO to vendor
-Receive goods and/or services
-Send sign invoice and matching PO to Business Office
-Vendor payment is processed

Requisition/Purchase Order Process

-Please make sure not to order or purchase before a purchase order is approved by the Business Office unless it is an emergency

-The District is not going to be responsible for purchases made without proper approval. Employees will have to return the purchased goods to the supplier. The District is under no obligation to pay for items purchased without approval.

-Ask the vendor if they are members of a purchasing coop, if they are they need include the contract # in the quote. Requisitions will be returned if it is not included.

Purchasing Procedures

-Please refer to our District's CH Local and Legal and our Purchasing Procedures on our website at https://www.romaisd.com/departments/business-finance/purchasing

-For purchases of goods between $10,000 and $50,000 in the aggregate over a 12-month period districtwide 3 quotes are needed

Purchasing Process - continued

-For purchases of goods over $50,000 in the aggregate over a 12-month period districtwide we need to purchase the items from a purchasing cooperative or go out for bids.

For example:

Instructional supplies – the District spends over $50,000 per year, we are required to use a purchasing coop.

Purchasing Process - continued

-Sole source vendors are exempt – items covered by a patent, copyright, or monopoly; films books, utility services. They can send us a notarized letter of the reason they are sole source and we can purchase from them without going out for bids.

-When getting quotes, make sure they include the purchasing contract # in the quote.

-If you need to purchase items and the vendor is not a member of a purchasing coop please let us know in advance so that we can start the bidding process. It usually takes between 1 to 2 months to issue and receive bids and get board approval.

Purchasing Process - continued

Purchasing Cooperatives and Approved Vendors

Please refer to our website at the following address: https://www.romaisd.com/departments/business-finance/purchasing

You can find information on our awarded bids and the Purchasing Cooperatives that we currently use such as; Goodbuy, Omnia Region 4, Buyboard, TIPS, DIR, Region One Purchasinc Coop, Choice Partners, PACE Region 20 and PCA Purchasing Cooperative of America.

Accounts Payable

-If a check is needed for travel, reimbursement or other payments that needs to be done please notify Accounts Payable Department in advance.

-New vendors must register in our Ionwave Purchasing Portal at risd.ionwave.net and fill out a W9 form.

-Invoices received in Accounts Payable will be forwarded to you, so that you can sign if it is ok to pay.

-If you receive an invoice directly form the vendor, forward a signed copy to accounts payable once you have received all items on an invoice.

Accounts Payable - continued

-Do not hold on to invoices. If you have received an incomplete or incorrect invoice, please let accounts payable know. Partial shipments should be paid upon receipt of merchandise and invoice.

-Invoices greater than 5% over the original PO amount must have a letter explaining the increase and should be approved by Finance.

-Checks are run every Thursday of the week.

-Cut-off for the check run is on Tuesday.

Credit Card Process

-A district credit card may be used when PO's are not accepted by vendors.

-Make sure you have an approved PO.

-Check out credit card with Business Office during normal business hours.

-Tax exemption forms must be used when making any purchases with district credit cards.

Credit Cards Process - continued

- All receipts and credit card must be turned in to the Business Office with an approved PO the same day or the next business day after purchase is complete or after returning from a trip.

-Payment will be processed once the credit card statement is received and matched to the PO.

Travel Procedures

Pre-travel request

- Complete a Travel Requisition Form signed by the Principal
- Include Funding Source
- Include a conference or event itinerary (no more than 3 nights)
- Submit to the Business Office for pre-approval
- The Business Office will forward to the Superintendent for final approval
- Once approved a PO must be generated by the campus(if there is no funding available it will be returned)

Travel Procedures - continued

Meals

- Reimbursed as “per diem” for overnight trips and $12 for day trips
- Overnight stay is required for the per diem payment
- Receipts are required
- Rates are based on published rates at https://www.gsa.gov/travel/plan-book/per-diem-rates
- Contact Accounts Payable Office for more information
- *****A conference brochure and certificate of attendance is required***

Travel Procedures- continued

Lodging (overnight)

- Reimbursed as “per diem”
- Overnight stay is required
- Receipts are required
- Rates are based on published rates at https://www.gsa.gov/travel/plan-book/per-diem-rates

Travel Procedures- continued

Mileage & Other reimbursable expenses

- Current mileage reimbursement rate is 67 cents per mile. Mileage may be claimed only if there are no vehicles available in transportation and there are there is a campus budget available for travel.
- Receipts are required for reimbursement (parking, toll fees, taxi and Uber costs.)

Travel Procedures - continued

Post-Travel Reimbursement Request

- Submit a Reimbursement Request Form to Accounts Payable Office
- Include receipts (please obtain individual receipts/do not combine with other employees or family members)
- Do not include alcoholic beverages
- Do not include snack purchases unless they are part of a meal

Travel Procedures - continued

Student Travel - Meals

- Breakfast – depart prior to 6:00 a.m. ($6 per meal max)
- Lunch – depart prior to 12:00 noon ($10 per meal max)
- Dinner – arrive after 7:00 p.m. ($10 per meal max.)

Payroll & Employee Benefits

-If you want to make changes to your W4 please access the form on our website at: https://www.romaisd.com/departments/business-finance/payroll/w-4-form

-Health Insurance Open Enrollment for 2024-2025 will start next week.

-Current full-time employees may drop or change coverage for Health Insurance only during this annual open enrollment.

-The deadline of open enrollment will be September 2, 2024. The effective date will be October 1, 2024.

Payroll & Employee Benefits - continued

Blue Cross Blue Shield increased the health insurance rates by 9.8% for next year. Due to this high increase we decided to go out for bids to try and get a less expensive plan with the same benefits and coverages, unfortunately bids came higher than Blue Cross Blue Shield and we recommended to renew Blue Cross Blue Shield. They will provide the same coverages for next year.

BlueCross BlueShield

ROMA INDEPENDENT SCHOOL DISTRICT

Payroll & Employee Benefits - continued

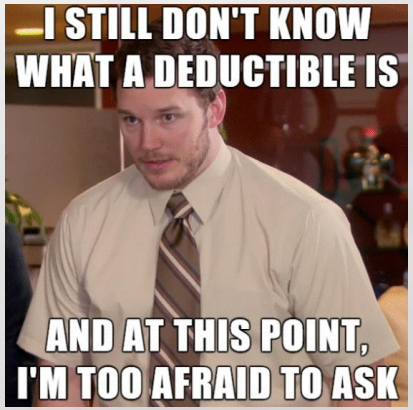
Employee only rates(Blue Cross Blue Shield)

Premium 250 (PPO) $109.02 semi-monthly

Plus 500 (PPO) $75.14 semi-monthly

Alt 2,000 (PPO) $15.64 semi-monthly

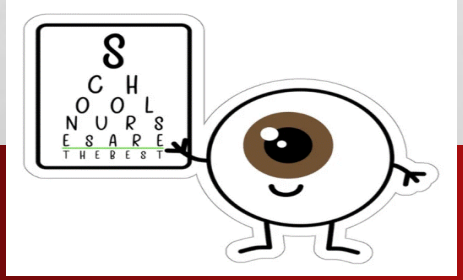
HMO Blue Essentials (free plan)



Payroll & Employee Benefits - continued

Employee Benefits/Voluntary Insurance information is available at the following link: https://www.romaisd.com/departments/business-finance/employee-benefitsinsurances

We received bids for voluntary insurances, (vision, dental, life insurance, disability, cancer, critical illness, benefit card and other benefits. Open enrollment will be during the month of October and the effective date will be November 1, 2024.



Payroll & Employee Benefits - continued

Employee Portal
The Ascender Employee Portal allow employees to view their payroll information such as paychecks, W2's and other payroll and personnel information.

You can create and manage your Employee Portal account. Contact the payroll department to set up an account or if you forget your password or are locked out.

For more information or to access your Employee Portal go to

https://www.romaisd.com/departments/business-finance/payroll

Payroll Schedule 2024-2025

2024-2025
PAYROLL SCHEDULE

Direct deposit funds will be available in your account on pay date.

Pay Date Semi-Monthly
July 15, 2024 July 24, 2024
August 15, 2024 August 23, 2024
September 13, 2024 September 24, 2024
October 15, 2024 October 24, 2024
November 15, 2024 November 22, 2024
December 13, 2024 December 18, 2024
January 15, 2025 January 24, 2025
February 14, 2025 February 24, 2025
March 14, 2025 March 24, 2025
April 15, 2025 April 24, 2025
May 15, 2025 May 23, 2025
June 13, 2025 June 24, 2025

I Love Payday by ilovemyshirt Zazzle

Workers Compensation Claims

-If an employee is injured during working hours they should notify their supervisor immediately.

-If medical care is needed, the employee should go and see a campus nurse. An Employee Accident Report should be completed and sent to one of the approved doctors.

-If outside medical care is needed, the nurse will contact the Payroll Employee Benefits Office immediately. We cannot force an employee to seek medical care.

Workers Compensation Claims- continued

-If the employee later decides to seek treatment, the employee can contact the Payroll Employee Benefits Office .

-Once the employee goes to a doctor the employee cannot report back to the job until cleared by the doctor, the supervisor and Business Office.

Extra-duty & overtime pay

-For extra-duty pay for staff such as tutorials, staff development and overtime please submit at least 20 days before the 2nd payment of the month so that it can be included.

-All extra pay must be approved by the Principal/Director and Business Office before work is performed.

Employee Schedules

-All employees schedules will be as approved in the Compensation Plan. (Part-time, 6, 7, 7 hours and 45 minutes and 8 hours)

-Hourly employees should not clock in more than 7 minutes before or after their scheduled time.

-Lunch periods will remain the same for campus employees. Police officers assigned 100% to campuses will remain in the campus and work during their lunch hour.

Annual Independent Audit

-Our independent auditors will be doing our annual audit during the months of September and November.

- They will be going to several campuses and departments checking our finances and student coding. Please make sure that you have all receipts,invoices and all the backing for all campus activity account transactions including deposits and checks issued.

State Funding

The State Funding Formula has stayed the same since 2019.
We have not received any new student funding from the State.
The Federal ESSER grants ended this year.
Funding is determined based on student attendance and the programs they participate and property tax collections.
Extra (weighted) funding is received for programs such as:

-Special Education
-Bilingual/ESL
-CCMR
-Career and Technology
-Gifted and Talented
-Early Education

Ongoing Construction Projects

- RHS Band Restrooms & Dressing Rooms
- Softball Field Artificial Turf
- RC Saenz Elementary Special Education Room Improvements
- Road to Recovery Academy Improvements

Approved Bond Projects

RHS Softball Dressing Rooms & Parking Lot
FJ Scott Gymnasium
RHS Football Stadium Bleachers
Elementary School Kickabouts
RHS Multipurpose/Gym

OTHER INFORMATION

-Teacher Incentive Allotment will be paid on August 9th.
-Federal Program Budgets started on July 1st
-General Fund Budgets will start on September 1st
-We will post the 2024-2025 Approved Budget and Compensation Plan on our website once they are approved by our School Board on August 21st

QUESTIONS?

For more information contact:

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