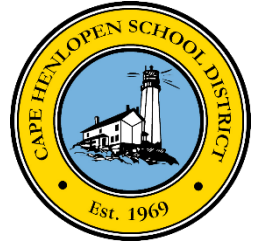# CAPE HENLOPEN SCHOOL DISTRICT

BUSINESS AND FINANCE REVIEW

OUR PROMISE AND PURPOSE

- **Our Promise:** Excellence, Equity And Responsiveness: Every Student, Every Classroom, Every Day!

- **Our Purpose:** To ensure the equitable distribution and management of district resources to meet organization goals and objectives.

- **Our Responsibility:** To effectively manage our fiduciary responsibilities in a transparent way, to meet the expectations of our community.

#CapePROUD

TOPICS TO REVIEW
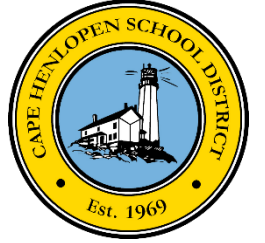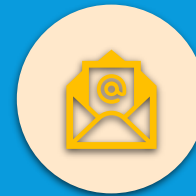
Introductions

Forms/Droplet

Business Office Related Items

Payroll & Benefits Related Items

Security Items

How To Contact Us

Questions & Answers

INTRODUCTIONS: STAFF

Finance Coordinator

- Tamara (Tammy) Hazzard

Business Office Staff

- Regina (Gina) McGirk
- Sharlene (Shar) Manship
- Judith (Judy) Smyk
- Theresa Slusser

Payroll and Benefits Staff

- Tina Rogers
- April James
- Susanne Donaway
- Awilda Ramirez

Archiving/Document Retention Staff

- Vickie Hurd

INTRODUCTIONS: BUILDING MANAGEMENT

- **Building Administration**
  - Responsible for the management of all building resources
    - Building budget
    - Internal accounts
    - Technology
    - Staff
    - Adherence to business practices
    - Review and approval of all business and finance related documents
  - Senior Secretary/Administrative Assistant
    - First point of contact within the building
    - Responsible for assisting in the management and coordination of resources
    - Responsible for the review of business-related documents
    - Budget management and reconciliation
    - Purchasing
    - Accounts payable and receivable

FORMS

- **Droplet Electronic Approval Process - there is a form for everything.**

- **At the home screen go to Staff Resources.**

Staff Resources

CHSD Staff Technology Resources

Business Office Information for Staff +

Salary Tables

ACCESS CLASSLINK HERE!

Forms Library

— Accounting Forms

Standard Accounting Forms (Non-Droplet)

- ↓ District Contract Boilerplate
- ↓ District Mileage Chart
- ↓ Donation Verification Form
- ↓ Internal Funds Transfer Request
- ↓ Mileage Log
- ↓ Non-Wage Imputed Income Form
- ↓ PayPams Event Management Request Form
- ↓ PCard Payment Form
- ↓ Surplus Property Declaration Form

Droplet Forms

- ↓ Droplet Electronic Forms Guidance
- 🔗 Employee Expense Voucher
- 🔗 Fundraising Request
- 🔗 Professional Development Request Form
- 🔗 Purchase Requisition
- 🔗 Request for District Financial Assistance

+ Payroll & Benefits Forms

+ Fleet Services & Transportation Forms

DROPLET FORMS

- **Droplet Electronic Approval Process - there is a form for everything.**

- **Forms** **Staff Resources/Forms Library**
  - Purchase Requisition
  - Employee Expense Voucher
  - Professional Development Request Form
  - Fundraising Request
  - Request For Financial Assistance

- **Specific guidance located in the Forms Library**
  - Forms must be completed and approved prior to the activity or purchase.
  - Forms are PDF fillable.
  - No handwritten forms will be accepted.

DROPLET FORMS: PURCHASE REQUISITION
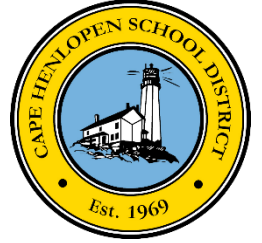
Purchase Requisition/Pre-Approval

- Consult with your Senior Secretary/Administrative Assistant or Administrator for funding source.

- Upon approval by the Director of Finance, the form will be returned to the submitter for completion.

Does this requisition include Amazon Non-Reimbursement Purchase, Clothing, Flowers, Food, or Gift Card for ANY purpose?

◉ Yes   ○ No

Item(s) Requested

☐ Amazon Non-Reimbursement Purchase

☐ Clothing

☐ Flowers

☐ Food

☐ Gift Card

Date(s) of Activity

Funding Source (select all that apply)

Please, explain the reason for this purchase:

Is this for students or staff? Is this for Professional Development or Employee Appreciation? Are there additional details that the approver should know?

DROPLET FORMS: PURCHASE REQUISITION

For the Purchase Requisition:

- Required for all purchases regardless of source of funding.
- Consult with your Senior Secretary/Administrative Assistant or Building Administrator for the funding department and/or sub-department.
- A vendor shopping cart or a list of items to be purchased must be attached.
- Purchase requisitions are to be fully approved (marked completed in Droplet) before purchases are made.
- Submitted at least on a quarterly/marking period basis.
- Field Trip, Professional Development, and Fundraising forms replace the Purchase Requisition for associated expenditures.

DROPLET FORMS: PURCHASE REQUISITION/APPROVALS

- **On the Purchase Requisition, ALL questions must be answered correctly.**

Additional approvals may be required, please answer each question appropriately:

Is this purchase for technology or software?

○ Yes   ○ No

Is this a Federal Funds purchase?

○ Yes   ○ No

Is this a CHEF Grant expense?

○ Yes   ○ No

Is this purchase to alter or add to a facility?
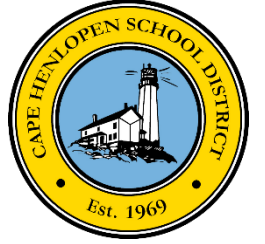
○ Yes   ○ No

Is this purchase for state vocational funds?

○ Yes   ○ No

Does this purchase include District Financial Assistance?

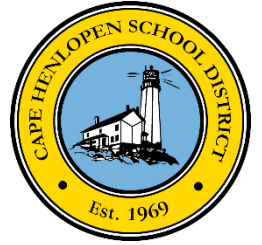○ Yes   ○ No

DROPLET FORMS:
EMPLOYEE EXPENSE VOUCHER

- **For the Employee Expense Voucher Form:**
  - Must have the related forms completed:
    - Purchase Requisition or
    - Professional Development Form or
    - Fundraising Request or
    - Field Trip Request
  - Combine Employee Expense Vouchers.
    - Submitted at least on a quarterly/marking period basis.
  - Submit all Professional Development expenses on a separate form.
  - Prior year expenses not allowed unless incurred during June of the previous year.

DROPLET FORMS: EMPLOYEE EXPENSE VOUCHER

- **For the Employee Expense Voucher Form for travel:**
  - Employees must follow the District Travel Policy **Board Policy 613**.
    - Tips are capped at 20%, make sure gratuities/service charges are not included.
    - Per diem amount is $50 per day, for allowable meals, any provided meals reduces the per diem.
  - Must have clearly legible itemized receipts.
    - NO receipt, NO reimbursement, NO alcohol
  - Rental car expenses must be preapproved by the Director of Finance.
  - Reimbursements can only be processed after the activity has occurred.
    - Reimbursements can take up to 30 days to be processed.
  - Agenda/itinerary is required to review meals provided by the conference.
  - Must have a completed Mileage Log.
    - District **Mileage Chart** and **Mileage Log** located in the Forms Library.
    - MapQUEST (or similar application) required for out of state travel.

DROPLET FORMS: PROFESSIONAL DEVELOPMENT

- **For the Professional Development Form:**
  - Professional Development form and AESOP entry required for all out of district activities.
  - Must include a copy of the agenda/itinerary.
  - Replaces the Purchase Requisition for associated expenditures.

|	Amount	Specific Funding Source
Registration		
Lodging		
Transportation		
Mileage		
Meals		
Rental Car		
Other		
	0	

DROPLET FORMS: FUNDRAISING REQUEST

- **For the Fundraising Request Form:**
  - Includes all money collection activities.
  - Required whenever funds are being collected by, from or for a student activity.
  - Must be fully approved prior to initiating the activity or purchase.
  - Staff are encouraged to submit forms for review and approval 30 days before activity.
  - Copy of the flier or solicitation must be included.
    - No gambling or alcohol-related activities.
  - Must be accompanied by an approved Facilities Use Form when held on district property.
    - This includes the authorization of food trucks on premises.
  - Must be fully approved prior to advertising.
 - Replaces the need for a Purchase Requisition for associated expenditures.

DROPLET FORMS:
# REQUEST FOR FINANCIAL ASSISTANCE
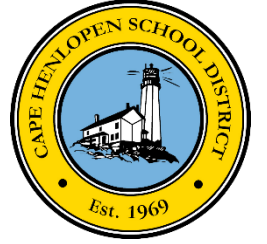
- **For the Request for Financial Assistance Form:**
  - All funded events must be recognized by one of the following: State of Delaware, Department of Education, and/or Cape Henlopen School District.
  - The request for financial assistance must be made by the group leader to the Building Administrator for subsequent approval by District-level administration at least one month before the event unless there are unusual or extenuating circumstances.
  - The District may allocate up to $500 maximum to a school group (3 or more students).
  - No request is automatic, and the District reserves the right to weigh the merits of each request.
 - Refer to **Board Policy 120** and **Board Policy 122**.

BUSINESS OFFICE: EMPLOYEE VENDOR/SUPPLIER ID
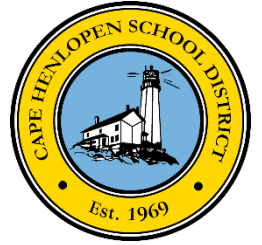
- **On the website – Staff Resources/Business Office Information for Staff/Documents/eSupplier Vendor ID**
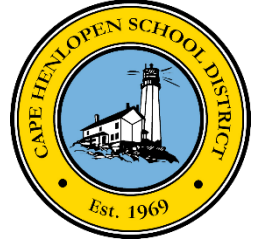 - Go to **E-Supplier** to establish or update a State of Delaware Supplier Id#
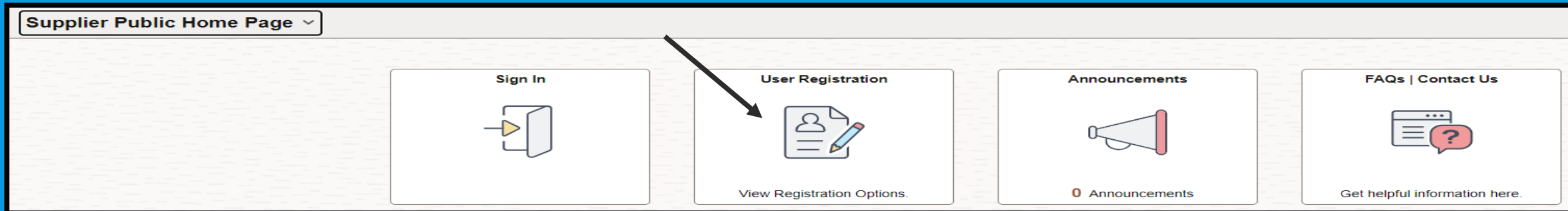
- If you have questions or need assistance obtaining your Supplier ID
  - Call Supplier Maintenance at (302) 526-5600/option #1
  - or email **fsf_supplier_maintenance@state.de.us**
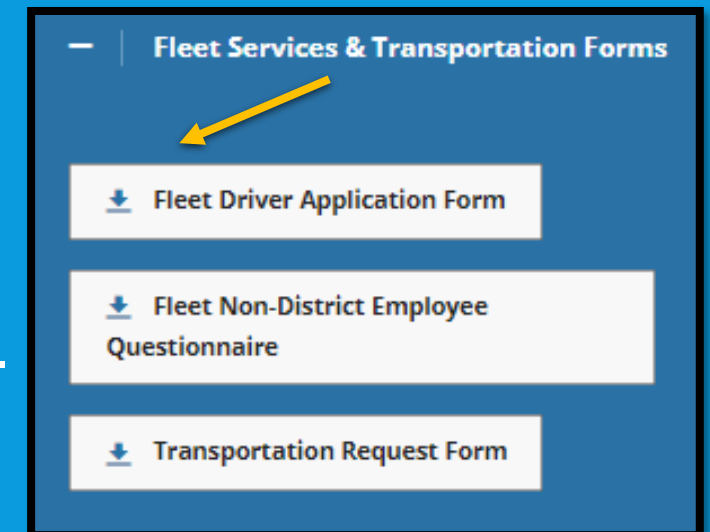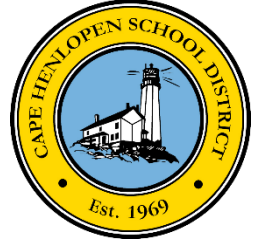- Save your Vendor/Supplier ID! This is not your Employee ID.
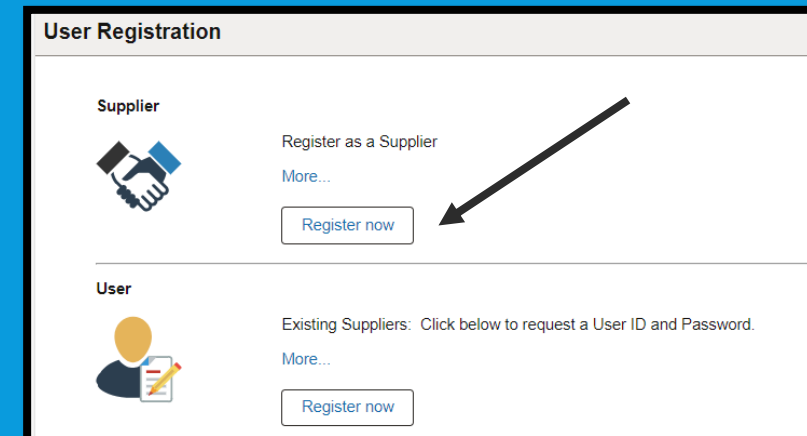
BUSINESS OFFICE: FLEET SERVICES

- **Must be a State Of Delaware Fleet Authorized Driver to operate a state or district-owned vehicle**
  - Application can be found under Staff Resources.
    - **Fleet Driver Application Form**
  - All sections must be completed with a signature.
  - No handwritten applications.
  - Forms must be submitted to the Business Office for processing.
    - **No form should be sent directly to the State Fleet Services Office.**

Fleet Services & Transportion Forms

⬇ Fleet Driver Application Form

⬇ Fleet Non-District Employee Questionnaire

⬇ Transportation Request Form

BUSINESS OFFICE: PAYPAMS REQUIREMENT

- **Mandatory as a payment option for the following:**
  - Field Trips
  - Student Debts
  - Prom
  - Homecoming Events
  - School Dances
  - Yearbooks

- **PayPAMS Event Management form must be completed and submitted**
  - Senior Secretary/Administrative Assistant must create the event in PayPAMS.
  - Events will be denied if this requirement is not completed.

- **Should be offered as a payment option when collecting fees from and specifically for a student:**
  - Athletic clothing or equipment
  - School-related items

- **Required Language for all fliers and/or solicitations**
  - Payments should be made by using the **PayPAMS** application or via the website.
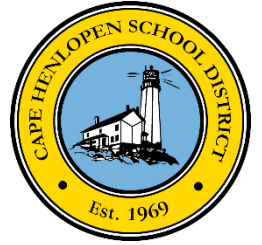
PAYROLL AND BENEFITS
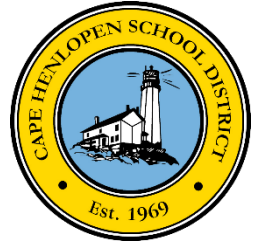
- **Over 1,400 employees and 4 staff members.**

- **Salary and benefit information can be found under Staff Resources/Business Office/Payroll and Benefits, which includes:**
  - Salary Tables
  - Daily Compensation Rates
  - Payroll Schedule
  - Benefit Program Information

- **Employees should include their Employee ID# for all payroll and benefit-related requests, whenever possible.**

- **For safety and security, the Payroll and Benefits Staff may contact an employee to verify certain information before making any changes.**

- **Employees are responsible for keeping all personal information that may affect pay or benefits current in the Employee Self-Service Application.**

PAYROLL AND BENEFITS

- **Employees must register in the My Delaware Platform: https://my.delaware.gov/**
  - Instructions may be found under Staff Resources/Human Resources Information.
  - Must use a unique personal email address and inform the payroll department of that address.
  - Unique email address must be provided by submitting an Incident IQ Ticket. (Must match the address used to register).
  - Please allow 48 Hours for the application tiles to appear on the Dashboard.
  - System availability may affect when access can be granted.

- **Employee Self Service Items:**
  - View My Paycheck
  - View My Benefits and related plan information
  - Make changes to personal information
  - Access W-2 Forms
  - Open enrollment

PAYROLL AND BENEFITS

- **Data Service Center**
  - All extra-time must have prior approval.
  - Know what time type to select and enter all extra-time no later than noon on Friday.
  - All entries must include the exact times worked and a description of work performed in the comment box.
  - Must pick the correct location for the work performed.
  - Must be fully approved by the payroll deadlines to be processed by the Payroll Department.
  - All time can be viewed by selecting "View My History" on the main menu of the time sheet application.

- **Extra Pay for Extra Responsibilities (EPER)**
  - Contracts must be assigned by the Administrator to the employee.
  - Employees must accept the contract.
  - All changes must be approved by the Building Administrator, Director of Finance and Assistant Superintendent.
  - Payment dates are listed on the fiscal year payroll schedule.

PAYROLL AND BENEFITS

- **AESOP**
  - All leave requests must be entered into AESOP prior to taking leave.
    - If within two hours – contact your Building Secretary and Administrator.
    - Must choose appropriate leave reason.
  - All Professional Development absences must have an approved PD Form or detailed comment.
    - Ask your Administrator for details of the activity.
  - Personal Leave Request
    - Part of the sick leave balance.
    - Must be approved by the Assistant Superintendent when requested on a district Professional Development Day.
  - Unpaid leave request – must follow Board Policy.

SECURITY ITEMS

- **Employee Responsibilities**
  - Always report suspicious activity to the Building Administrator and Constable/SRO.
    - See Something/Say Something
  - Wear your Employee ID badge.
    - Immediately report when lost or stolen to Nancy Wenrich, HR ($15 replacement fee).
  - Employees must swipe in, but only need to swipe out if they leave during the school day.
    - This must be done at the Employee Mustering Stations.
    - Daily reports to verify attendance and access buildings.
  - Don't allow others to piggy back into the building without swiping their badge.
  - Be aware of the School Safety Plans.
  - Never prop or leave doors open.

HOW TO CONTACT US

✉ **Business Office – chsdaccounting@cape.k12.de.us**

💳 **Payroll and Benefits – chsdpayrollbenefits@cape.k12.de.us**

📧 **Director of Finance – oliver.gumbs@cape.k12.de.us**

🧾 **Finance Coordinator – tamara.hazzard@cape.k12.de.us**

🖨 **Archiving/Document Retention – vickie.hurd@cape.k12.de.us**

QUESTIONS & ANSWERS

THANK YOU!