Helpful Hints from the Bookkeepers Office

Albertville City Schools

Bookkeepers

AKPK- Ashlee Mahan- ext. 45040

APS- Baneli Garcia Trejo (General)- ext. 25040

AES- Brenda Serrato (General)- ext. 35040

APS/AES- Christy Bishop (Payroll & Inventory)- ext. 25041

AIS- Karla Hamby- ext. 75040

AMS- Ana Martinez- ext. 55005

AHS- Courtney Gregory (Athletics, Payroll & Inventory)- ext. 65040

AHS- Jordan Sutton (General, Class Accounts and Fine Arts)- ext. 65042

AIA- Jessica Ray- ext. 65041

Instructional Funds

Instructional Funds

- Instructional funds are decided by the State Legislators each year.
- Funds can only be used on items directly related to teacher and student interactions.
- Funds for 25-26 will be $1,000
  - November 1, 2025
  - Last day to spend is September 25, 2026
- Any items bought with instructional funds becomes property of Albertville City Schools.

Allowable Item Examples

- Classroom Instructional Items

- Student Seating/Task Chairs

- Bulletin Board Supplies

- Classroom Technology Items

- Printers and Ink for Classroom

- Rugs for Instructional Purposes

- Instructional/classroom lighting

- Pen, Markers, Crayons, Dry Erase
  Markers, Erasers, Board Cleaner, etc.

- Scissors, Rulers, Binders, Folders,
  etc.

- Books for Classroom

- Copy Paper, Construction Paper,
  Cardstock

- Puzzles, Games, etc

- Student Craft Supplies

- Food for Instructional Purposes
  (Lesson Plan must be attached)

Unallowable Items

- Mask/Gloves/Hand Sanitizer/PPE

- Cleaning Supplies/Air Freshener/Trash Cans

- Teachers Desk Chairs

- Personal Badge Reels/Holders

- Non-instructional Rugs

- Gifts for Kids (Holiday and End of Year)

- Roku, FireStick, ChromeCast, Etc.

- Brooms/Mops/Vacuums

- Ladders/Hand Trucks

- Lockboxes/Personal Safes

- First Aid Supplies

- Apps or Software unless pre approved by IT

- Teacher Pay Teachers

- Picture Frames

- Food for Class Parties

ClassWallet

- Instructional funds will be expended through ClassWallet.
- Each teacher will have a ClassWallet account that will display and track their instructional fund balance.
- All items will need approval by the district before purchase to ensure funds are used appropriately. Technology items will need approval from IT.
- If the items are approved, the order will be placed and shipped to the school.
- Do not place orders the week before or during an extended break. (Thanksgiving, Christmas, Spring Break) Due to expected delivery delays, no one will be available to accept packages during this time.

Technology Items that have to be Pre-Approved by IT

- PC's, Desktops & Laptops, Tablets, Mobile Computing
- Servers (including Network Attached Storage Devices)
- Software (included bundled with hardware)
- Biometric Devices (External)
- Security Cameras
- IoT Devices (Thermal Sensors, or any device that talks in the wired or wireless)
- Scanners
- Copiers

ClassWallet

Summary - Amazon Inc. Order

View Order Details

Order Total $2.94

Reference Order No. (optional)

Order Notes (optional)

Next

Type your name. This will help the office get the package to you quicker

Please include a description of how the items will be used. Example: Fidgets and games

Payroll

Timeclock Plus

- All staff must clock in when reporting to work.
- Support Staff must clock in and out daily. No work should be performed off the clock.
- Time must be approved no later than the monthly payroll due date (preferred weekly).
- To approve:
  - log on to TCP through the TCP dashboard or on the timeclock terminal >>
  - Click view hours>>
  - Ensure the time punch is accurate and click the checkbox to approve.
- If there is an error with your time, a Time Clock Override form must be completed. The form can be found in Etrieve under Payroll Forms. This should be submitted within two working days of the error.
- If your time is not correct, do not approve.
- You must clock in for yourself. No "Buddy Punch".

Timeclock Plus

- All leave should be entered in a timely manner.
- Sick, Vacation, Personal, Jury Duty* and Unpaid days are entered through TCP (excludes PD).
- Professional Development CANNOT be entered in TCP.
- To enter days:
    - Log on to TCP through the TCP dashboard>>
    - Click "Requests" on the taskbar>>
    - Select the day in which your leave begins>>
    - Request automatically defaults to ½ day leave>>
    - Enter in the necessary information, making sure to select either full day or half day on the left under Templates (Select 8am or 11am if taking a half day).
- Absence requests can be edited while in pending status. Once an absence is approved in TCP, any changes must be requested through email to the principal and bookkeeper.

*Jury Duty certificate must be turned in to the bookkeeper.

Etrieve Routing for Time Clock Override Form

- Employee/Originator → Principal/Supervisor → Bookkeeper PR → End

Contract Schedules and Payroll Cut-off Dates

Monthly Payroll Cut-off Dates and Contract Schedules

Monthly Payroll Cut-off Dates

The table listed below is for **All Staff**. This table lists the beginning and ending dates for each payroll month to show you the date range each month that leave taken will be subtracted from your balances.

Beginning Leave Dates	Ending Leave Days	Pay Date
No Leave	No Leave	7/31/2025
7/1/2025	7/31/2025	8/29/2025
8/1/2025	8/31/2025	9/30/2025
9/1/2025	9/30/2025	10/31/2025
10/1/2025	10/31/2025	11/28/2025
11/1/2025	11/30/2025	12/31/2025
12/1/2025	12/31/2025	1/30/2026
1/1/2026	1/31/2026	2/27/2026
2/1/2026	2/28/2026	3/31/2026
3/1/2026	3/31/2026	4/30/2026
4/1/2026	4/30/2026	5/29/2026
5/1/2026	6/30/2026	6/30/2026

A copy of your Contract Schedules and Payroll Cut-off Dates are available on the district website under the Document Center.

Spur Staffing

- Ongoing workers and substitutes are staffed through Spur Staffing.
- In order to request a substitute, absences must be entered in Spur.
- ACS employees must enter absences in Spur, even if you do not need a substitute.

Etrieve Professional Development

- Professional Development (PD) Forms can be found in Etrieve under Payroll Forms.
- Professional Development will NOT be entered into TCP by the employee.
- Professional Development must be approved before the trip.
- Employees are responsible to check his/her Etrieve inbox to verify the form was completed.
- Please verify the Reimbursement Needed box is checked correctly.
- Once the form has been approved, the bookkeeper will enter the absence in TCP.
- The employee must enter the absence in Spur, not TCP.
- An agenda or registration form must be attached to the request.

When to complete a Professional Development form.

- If any reimbursement is needed.
- If you are absent from your job due to a meeting or due to an extracurricular event that you are required to attend.
- Professional Development form still needs to be completed during summer breaks.

Professional Development Reimbursement

- All professional development forms must be approved by your supervisor prior to attending the professional development.
- Agendas must be attached to the reimbursement request. If no agenda was provided, please attach any documentation including time, date and place.
- All reimbursable expenses are due 7 calendar days after the end of the professional development.
- Receipts are not required for meals and mileage reimbursement.
- Receipts are required for out of pocket expenses for hotels, parking, etc.
- If a professional development form is not completed, no expenses will be reimbursed.

Etrieve Routing for Professional Development

- Professional Development without Reimbursement
  - Employee/Originator → Principal/Supervisor → Director of Instructional Services → Fund Director → Superintendent → Payroll → Bookkeeper PR → Flow Archive → End
- Professional Development with Reimbursement
  - Employee/Originator → Principal/Supervisor → Director of Instructional Services → Fund Director → Superintendent → Payroll → Bookkeeper PR → Employee(hold until you return from PD) → Flow AP ProfDev (for C/O reimbursement) or Flow Bookkeeper (for school reimbursement) → End

Staff Responsibility for Absences

- Notify the Principal or Supervisor.
- Enter absence into Spur, even if no sub is needed.
- Enter absence in TCP if Sick, Personal, Jury Duty, Unpaid or Vacation.
- If Professional Development leave, a Professional Leave Form must be completed and approved in Etrieve.

Absences from Work

- Pursuant to Board Policy 5.12.3 , persons absent from work due to surgery, contagious disease or illness serious enough for extended physician's care must present a release from their physician upon return to the job.

- **A release from your doctor will be required for the following circumstances:**
    - **An emergency room visit**
    - **Hospitalized regardless of the number of days absent**
    - **Day surgery or Outpatient surgery**
    - **Return from a Medical Leave**
- **Release should be presented to Human Resource Department prior to return.**

Medical Leave of Absence

- Pursuant to Board Policy 5.11.3 An employee who is absent more than ten (10) consecutive days due to a medical reason, must apply for a Medical Leave of Absence on an ACS Leave of Absence Request form and attach the required form ACS-CHCP in order to protect his/her employment rights. Any employee who has been absent from work for more than ten (10) consecutive days and who has not obtained an approved leave or otherwise accounted for the absences may be considered to have abandoned his/her job. The employee may be recommended for termination.
- **Employees must contact Human Resources if they will be absent more than 10 consecutive days.**

Fair Labor Standards Act

- Anytime an hourly employee is on campus, they should be clocked in using the Albertville City Schools TCP timeclock. ACS follows Department of Labor (DOL) guidelines and does not allow working off the clock in any situation.
- Employees are not allowed to submit override forms in order to reduce hours to avoid overtime.

Support Staff Overtime

- Overtime must be pre-approved by the employee's Supervisor.
- Support Staff must clock in and out each day.
- Overtime is paid after 40 *working* hours in a week.
- Overtime is paid at 1 ½ rate per hour.

Certification

All certification questions should be directed to Human Resources

Certificate Renewal

- All ACS certified staff are eligible for the online certificate renewal process.
- Educators with expiring certificates, will be notified (via email) in February of their renewal year.
- A certificate renewal checklist will be assigned in PowerSchool Records. It will contain the supplement CIT form (Citizenship Verification) and a copy of a driver's license will need to be attached.
- All renewals are to be completed by May 31st of each year.
- Certificates are valid for 5 years and expire June 30th of the 5th year.

Certificate Renewal

- In order to renew a **Professional Educator certificate** one of the following requirements must be met:
  - Three years of full-time educational experience and 50 clock hours of acceptable professional development
  - Three years of full-time educational experience and 3 semester hours of acceptable credit
  - 50 clock hours of acceptable professional development and 3 semester hours of acceptable credit
  - 6 semester hours of acceptable credit
  - Certification from the National Board for Professional Teaching Standards (NBPTS) earned during the valid period of the Professional Educator Certificate that is currently held

Certificate Renewal

- In order to renew a **Professional Leadership certificate** one of the following requirements must be met:
  - The educator earned 5 ACLD-approved
  - The educator earned 4 ACLD-approved PLUs AND 1 locally approved PLUs
  - The educator earned 3 ACLD-approved PLUs AND 2 locally approved PLUs
  - The educator earned 2 ACLD-approved PLUs AND 3 locally approved PLUs

Receipting Money

Web Receipt Module

- Bookkeeper will send you a school specific link.
- Never hold money in your classroom overnight.
- Never receipt yourself.
- Turn in money, Reports and Activity Verification Form (if printing to bookkeeping printer) by your schools cut off time.
- Activity Verification Form must be signed and dated when turned in.

Inventory

Local School Inventory Designee

- AKPK- Ashlee Mahan
- APS- Christy Bishop
- AES- Christy Bishop
- AIS- Karla Hamby
- AMS- Ana Martinez
- AHS- Courtney Gregory
- AIA- Jessica Ray

Criteria

Inventory items meet at least one of the following criteria:

- Purchase price exceeds $500.00
- Useful life is greater than one year
- Required to be tracked for state or regulatory purposes
- Deemed a "high-risk" item that can be easily transported or stolen (iPads, iPods, cameras, TVs, etc.)

If an item meets this standard, it must be tagged with a barcode label and the location will be tracked in the school's accounting system.

*Donated items are treated the same as purchased items.

Etrieve Forms

- Change of Location Form - completed when the teacher is transferring to another school or the teacher is no longer using the item and/or the item is going to another teacher
- Deletion Form - completed when an item is stolen, damaged, or being disposed of (needs board approval). Forms are due by 4pm each Tuesday prior to the regular called Board meeting.
- Property Removal Form - completed when an inventory item is taken off school campus
- New Purchase Form - Local School Inventory Designee completes this form when purchases or donations are made at the local level

How to Dispose of Items to be recycled or discarded

- NO ITEM SHOULD BE REMOVED OR DISPOSED OF PRIOR TO BOARD APPROVAL.
- This includes both inventory and non inventory items.
- A Deletion Form must be completed in Etrieve.
- Items must be approved by the Board before items are removed from location.
- Once approved by the Board technology picks up recycling.
- Other items can be discarded in trash.
- If you have large items you may contact principal for help disposing.

GovDeals

- Platform used to sell items to the public.
- A letter must be submitted to Central Office from the Principal requesting items to be removed from inventory and placed for bid on GovDeals.
- Once the item has been approved by the Board it will placed on GovDeals.
- Typically the item auction period will be 7-10 days.
- The fund used to purchase the items will receive the proceeds of the sale.
- If the items do not sell, the items can be discarded or recycled at that time.

Missing or Damaged Items

- If items are missing or damaged, you must notify your local school designee and Principal immediately.
- The local school designee will contact Central Office to begin the process of attempting to locate the missing or damaged item.
- If the item is not located within a few days, further action will be taken to determine the next step.
- If an item is stolen, a police report must be filed immediately.

Etrieve Routing for Inventory Forms

- Change of Location, New Purchase, Property Removal Forms
  - Employee/Originator → Inventory Designee → Principal → FA Clerk → End
- Deletion Forms
  - Designee/Tech Department → Principal → FA Clerk → End

Independent Contractors

Independent Contractor

- A self-employed person or entity contracted to perform work or services to the district as a non-employee is considered an Independent Contractor.
- An Independent Contractor must be approved by the Board prior to the work or service being performed.
- An Independent Contract form must be completed and a completed W-9 must be turned in to the district office on or before the due date.
- The W-9 must contain the Independent Contractor's legal name and EIN or SSN. Proof of legal name may be required.

Purchase Orders

Local School Purchase Order

1. A requisition is obtained from the local school bookkeeper by the requestor. The form must be completed in detail with a reasonable estimated amount.
2. The local school bookkeeper will check funds for availability. If funds are not available, the requisition is returned to the requestor denying the purchase order.
3. If funds are available and items meet guidelines, the local school bookkeeper will give the requisition to the principal for approval.
4. The local school bookkeeper will then assign the purchase order number to the requisition and give to the requestor.

Local School Purchase Order

5. The requestor is responsible for ordering the items. No orders should be placed without approval and a purchase order number. No back orders will be allowed on any purchase order.
6. Once the items have been ordered and received, the requestor will notify the local school bookkeeper. If the requestor receives any invoices, receipts or packing lists associated with the purchase order, he or she will turn those in to the local school bookkeeper for payment.

7. The invoices will be paid once the local school bookkeeper has verified all items and invoices have been received. The purchase order is considered complete when all invoices have been paid.

Central Office Purchase Order

1. District purchase orders are obtained through Etrieve via the district website.
2. A purchase order form must be completed and sent to the approving supervisor. No orders should be placed without approval and a purchase order number.
3. Once the request is approved by the administrator, the purchase order will be sent back to the requestor's Etrieve inbox with a purchase order number.
4. The requestor will order the items with the purchase order number. No back orders are allowed. If items are unavailable, then those items must be reordered when available with a new purchase order number.

Central Office Purchase Order

5. Once the items have been received, the requestor will electronically sign and date the purchase order in the "Received By" section and click "Approve."
6. The invoices will be paid once accounts payable has verified that all items and invoices have been received. The purchase order is considered complete when all invoices have been paid.

Etrieve Routing for Central Office Purchase Orders

- Employee/Originator →Principal/Supervisor →Director →CFO →Purchase Orders →Employee →Accounts Payable → End

Fundraisers

Fundraisers

- Anytime money is collected or items are sold it is considered a fundraiser.
- A Fundraiser Request form can be found in Etrieve. All documents related to the fundraiser should be attached.

Fundraisers

- All funds raised must be turned in daily to the bookkeeper or deposited into the night depository if received after school hours.
- At the close of the fundraiser, revenue reports will be turned in to the Central Office 30 days after fundraiser completion.

Crowdfunding

What is Crowdfunding

- Asking a large group of people usually through social media to donate monetary funds or items to a group or classroom.

Allowable Crowdfunding Board Approved Platforms

- For Tangible Items (Request for Crowdfunding Form is required):
    - Donors Choose
    - Amazon Wish List
- For Monetary Donations (fundraiser request is required):
    - E-Funds
    - Vertical Raise

Unallowable Crowdfunding Platforms

- GoFundMe
- FaceBook request for funds, games, books, gifts, etc.
- Scholastic Book campaigns
- Venmo, CashApp, Paypal, Apple Pay, etc.
- All other sites where money or items are requested that is not approved by the Board.
- Any ACS employee must remove the request from any unapproved platforms.

Donors Choose

- Any items received from Donors Choose is the property of ACS.
- The principal must be aware and approve of the Crowdfunding Request prior to application.
- The items requested through Donors Choose must be used strictly as described in the project request.

Amazon Wish List

- Any items received from Amazon Wish List is the property of ACS.
- The principal must be aware and approve of the Crowdfunding Request prior to application.
- All items must be shipped to the school.
- No food items should be requested.
- No technology or electronic items should be requested.

Efunds

- A fundraiser request must be completed.
- A link will be sent to the sponsor.
- The sponsor can share the link on social media.
- The link is also posted on the website under Fundraiser.
- If someone wants to donate cash or a paper check the funds must be turned into the bookkeeper.
- Donated money less the 3.6% will be deposited into the school's bank account within 3 business days of the donation.

Vertical Raise

- A fundraiser request must be completed.
- Parents will collect emails from individuals.
- If someone wants to donate cash or a paper check the funds must be turned in to the bookkeeper. DO NOT upload checks to the Vertical Raise platform.
- At the end of the fundraiser (typically 3 weeks) a check of 80% of what was raised will be mailed to the school.

On the Job Injury

On the Job Injury- Accident Report

- On the Job Injury Leave is found in Board Policy 5.11.4
- An Accident Report must be completed within 5 days of the accident regardless of injury
- You must contact your Principal or Supervisor when an accident happens
- The form can be found on the Albertville City Schools website the Document Center
- You must be seen by a doctor the day of the accident if you feel you have injuries