



CAPE HENLOPEN SCHOOL DISTRICT

BUSINESS AND FINANCE REVIEW

August 2025



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.



FINANCIAL TRANSPARENCY TEST



1. Straight face - Does this make common sense?
2. Newspaper - Stay out of the paper, unless it is positive.
3. Audit - District has at least 4 audits per year. Will we pass?

TOPICS TO REVIEW



Introductions



Forms/Droplet



Business Office/
Operations
Related Items



Payroll & Benefits
Related Items



Archiving/Document
Retention



Security Items



How To
Contact Us



Questions &
Answers

INTRODUCTIONS STAFF

Finance Coordinator

- ◆ Tammy Hazzard

Business Office Staff

- ◆ Sharlene Manship
- ◆ Judy Smyk
- ◆ Theresa Slusser
- ◆ Kristi Wyatt

Payroll and Benefits Staff

- ◆ Susanne Donaway
- ◆ April James
- ◆ Amy Goodwin
- ◆ Tina Rogers

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

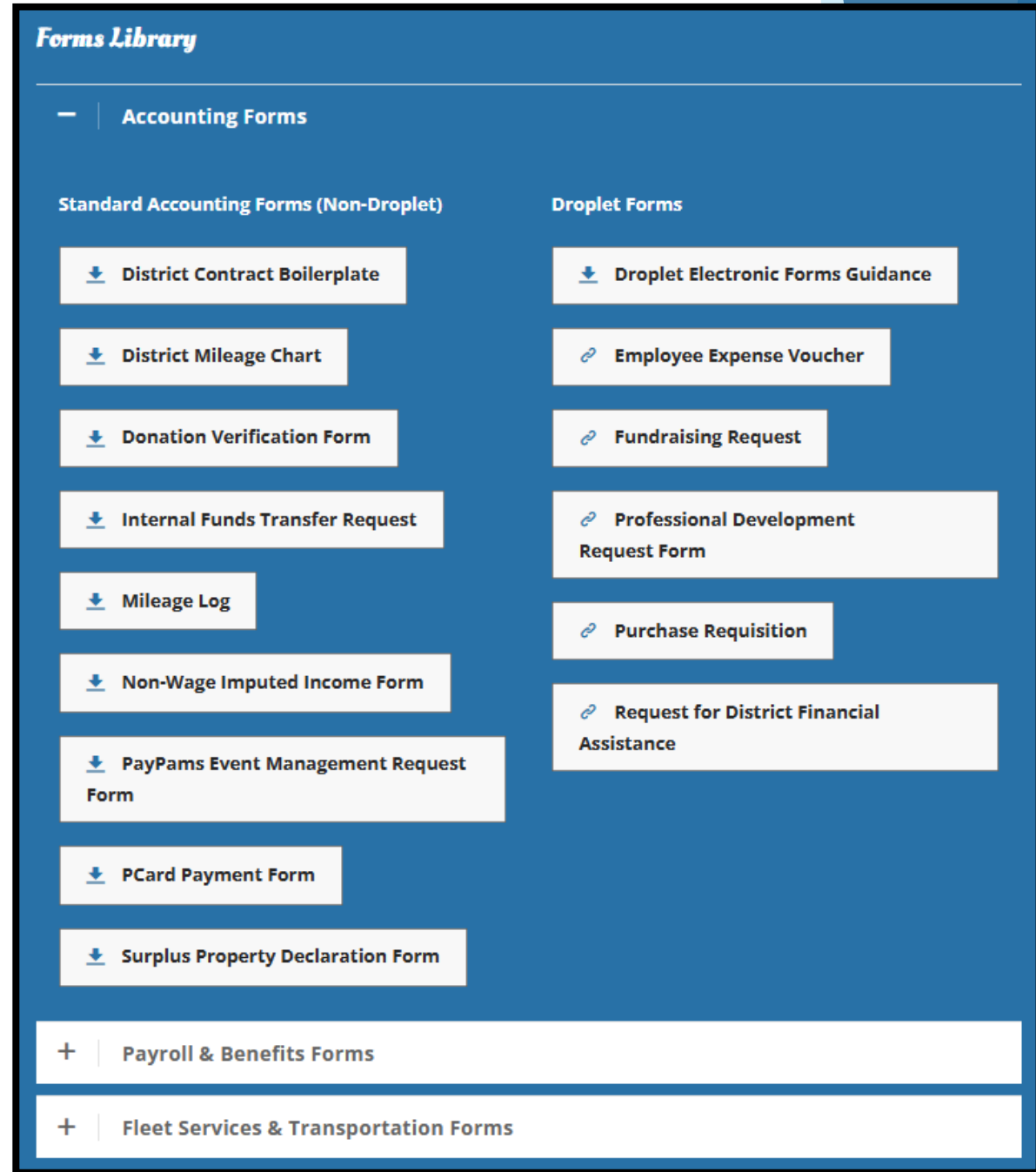
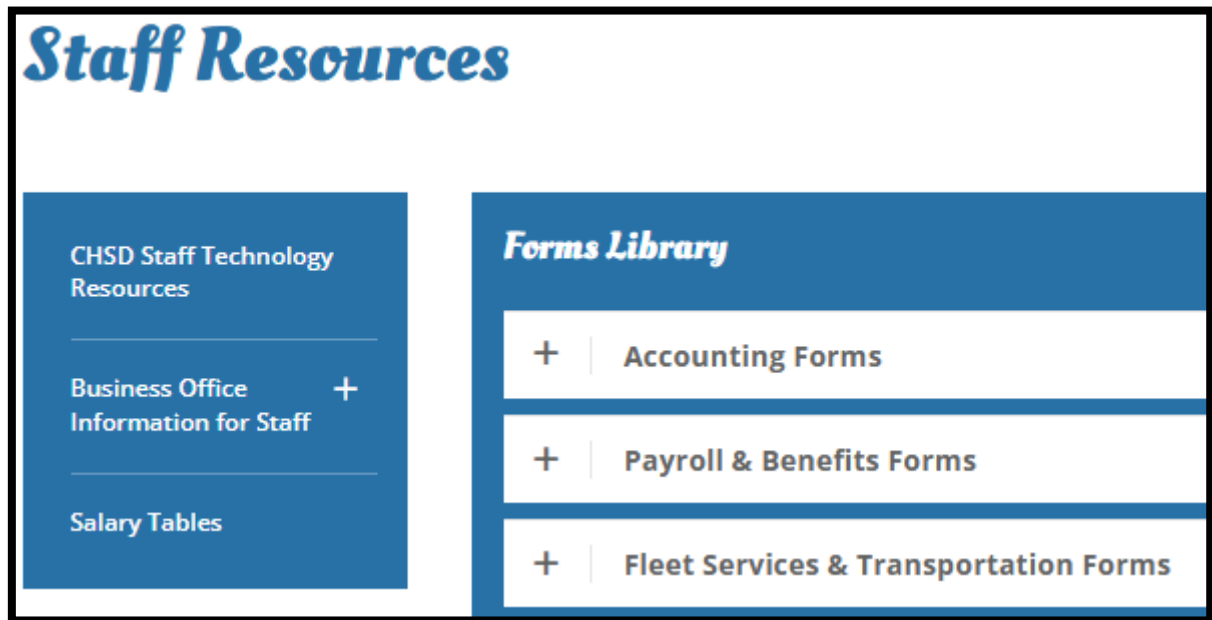
Administrative Assistant

- ▶ First point of contact within the building
- ▶ Responsible for assisting in the management and coordination of resources
 - ▶ Review of business-related documents
 - ▶ Budget management and reconciliation
 - ▶ Purchasing
 - ▶ Accounts payable and receivable

Lewes Elementary

FORMS

- ▶ Droplet Electronic Approval Process - there is a form for everything.
- ▶ To access Droplet Forms, at the home screen go to Staff Resources, then Accounting Forms or through Class Link.



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 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 the source of funding.
- ▶ Consult with your 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/marketing period basis. No blanket approvals will be granted.
- ▶ 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 accurately.

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

Is this purchase for technology or software?

Yes No

Is this purchase to alter or add to a facility?

Yes No

Is this a Federal Funds purchase?

Yes No

Is this purchase for state vocational funds?

Yes No

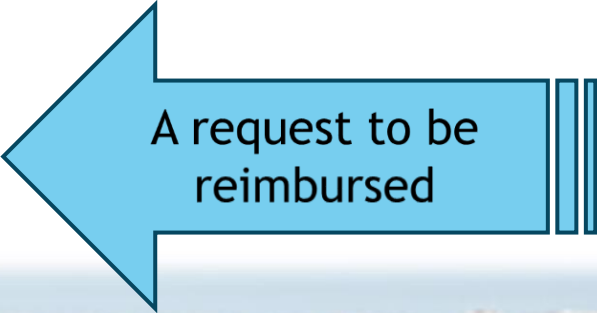
Is this a CHEF Grant expense?

Yes No

Does this purchase include District Financial Assistance?

Yes No

DROPLET FORMS: EMPLOYEE EXPENSE VOUCHER



A request to be reimbursed

▶ For the Employee Expense Voucher Form:

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

Rehoboth Elementary

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 meals provided reduces the per diem.
 - ▶ NO alcohol.
- ▶ Must have clearly legible itemized receipts.
 - ▶ NO receipt = NO reimbursement

- ▶ 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) required for out of state travel.

DROPLET FORMS: PROFESSIONAL DEVELOPMENT



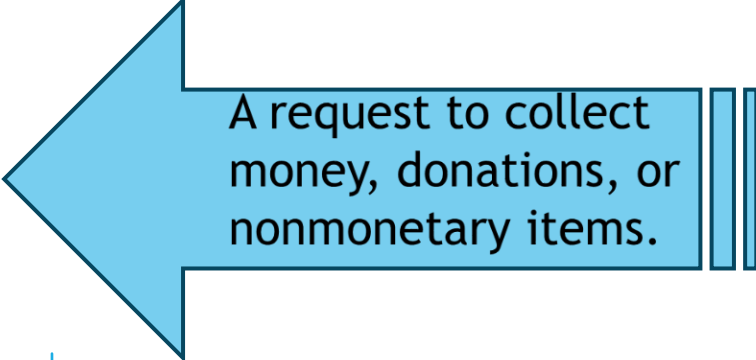
- ▶ For the Professional Development Form:
 - ▶ Professional Development form and AESOP entry required for all out of district activities.
 - ▶ Estimates and funding sources must be provided for all requested items. If form is left blank and you submit receipts, you will not be reimbursed.
 - ▶ Must 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:

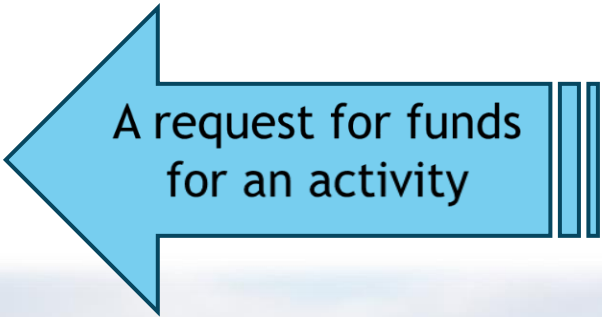
- ▶ Includes all money collection activities and/or nonmonetary items.
- ▶ Required whenever funds are being collected by, from or for a student activity.
- ▶ Forms should be submitted for review and approval at least 30 days before the activity.
- ▶ Must be fully approved prior to initiating the activity or purchase.
- ▶ Copy of the flier or solicitation must be included.
- ▶ No gambling or alcohol-related activities.



A request to collect money, donations, or nonmonetary items.

- ▶ 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.
- ▶ Amazon Wish List request must be submitted via a Fundraising Request form for review and approval.
- ▶ Use of DonorsChoose platform is strictly prohibited.

DROPLET FORMS: REQUEST FOR FINANCIAL ASSISTANCE



A request for funds
for an activity

▶ For the Request for Financial Assistance Form:

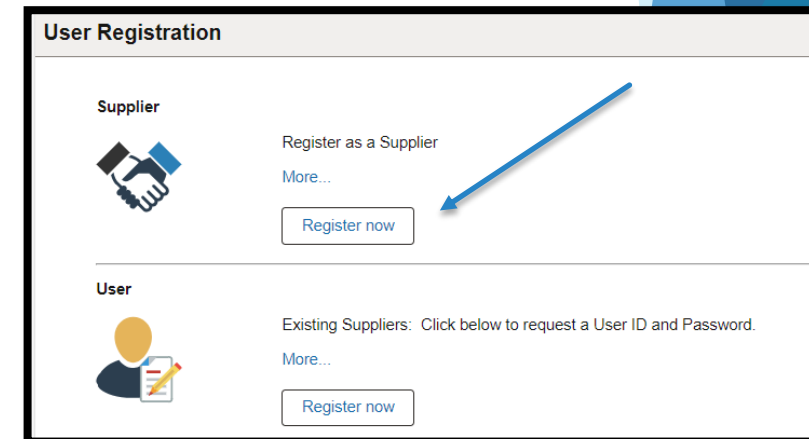
- ▶ All funded events must be recognized by one of the following: State of Delaware, Department of Education, and/or Cape Henlopen School District.
- ▶ The request for financial assistance must be made by the group leader to the Building Administrator for subsequent approval by district-level administration.
- ▶ The District may allocate up to \$500 maximum to a school group (3 or more students).
- ▶ All requests must be submitted at least one month before the event. 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 the [Supplier Public Home Page](#) 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:

APPROVED ELECTRONIC PAYMENT PLATFORMS

PAYPAMS:

- ▶ **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.**
 - ▶ Administrative Assistant must create the event in PayPAMS.
 - ▶ Event will be denied if this requirement is not completed.

- ▶ **Required Language for all fliers and/or solicitations.**
 - ▶ Payments should be made by using the PayPAMS application or via the website.

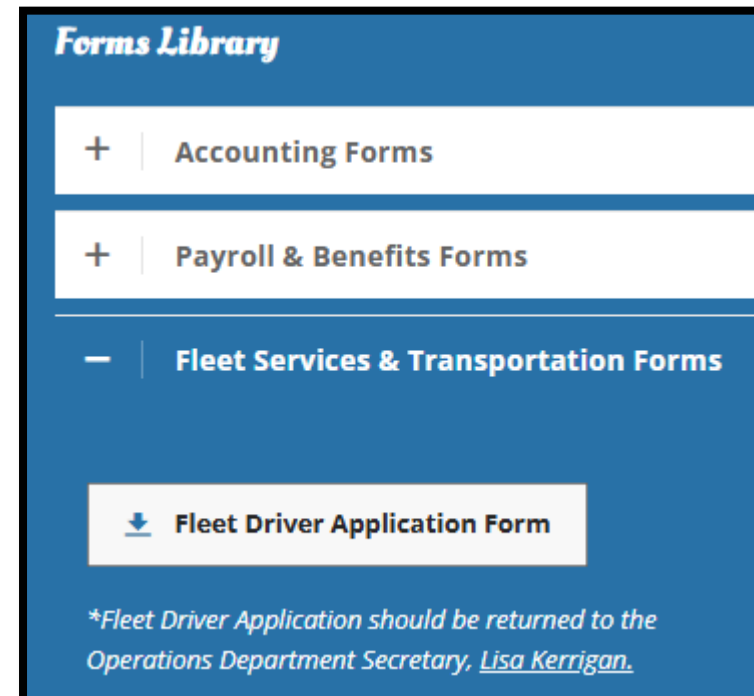


BUSINESS OFFICE: APPROVED ELECTRONIC PAYMENT PLATFORMS GOFAN:



OPERATIONS: 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.
 - ▶ For processing, forms must be emailed to Lisa.Kerrigan@cape.k12.de.us
 - ▶ No form should be sent directly to the State Fleet Services Office.



PAYROLL AND BENEFITS

- ▶ Over 1,500 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 inquiries and requests, including as many details as 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 personal email address and inform the payroll department of that address.
 - ▶ Your 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.
 - ▶ The Payroll Department does not have access to employees' paycheck stubs.
- ▶ **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

Cape High School

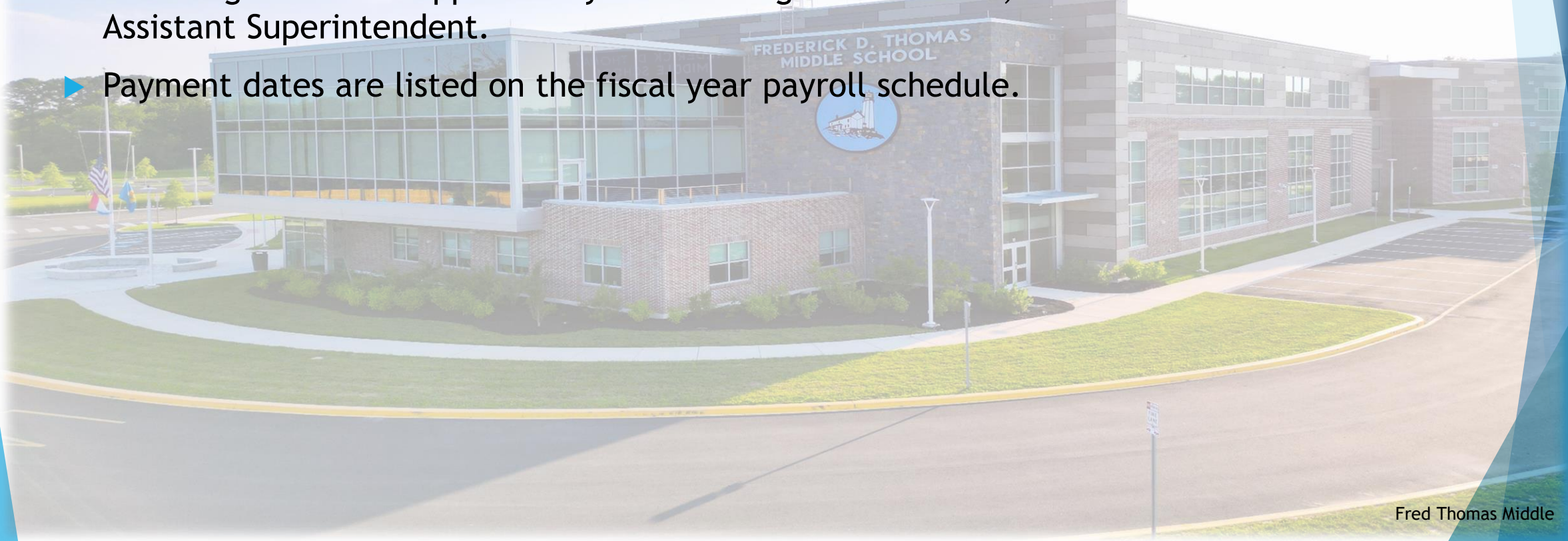
PAYROLL AND BENEFITS

▶ Data Service Center - Timesheets (Reported Time)

- ▶ 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. Payroll does not manage your time entries.
- ▶ All time can be viewed by selecting “View My History” on the main menu of the time sheet application.
- ▶ [Link to instructions for entering time sheets.](#)

PAYROLL AND BENEFITS

- ▶ **Data Service Center - Extra Pay for Extra Responsibilities (EPER)**
 - ▶ Contracts must be assigned by the Administrator to the employee.
 - ▶ Employees must accept the contract and approved to receive payment
 - ▶ 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.



Fred Thomas Middle

PAYROLL AND BENEFITS

▶ **FRONTLINE - ABSENCE MANAGEMENT (AESOP)**

- ▶ All leave requests must be entered into AESOP prior to taking leave.
 - ▶ If within two hours - contact your Administrative Assistant 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.

ARCHIVING/DOCUMENT RETENTION

- ▶ **At the request of the school, the Archives Coordinator will visit and guide the person responsible for the preparation of the files.**
 - ▶ All student files for Sussex Consortium and High School are prepared and forwarded by the Archives Coordinator.
- ▶ **Elementary and Middle Schools**
 - ▶ All files for grades 5th and 8th are required to be purged before forwarding to the middle school and high school for the upcoming school year.
 - ▶ Inactive student files are required to be purged in preparation for shipment to the Delaware Public Archives.
- ▶ **Special Education Student Records**
 - ▶ Files are purged the same as above, with exception of withdrawals. Those files are maintained in the building for three years, then prepared for shipment.
- ▶ **[Link to the Records Management Handbook](#)**

Milton Elementary

SECURITY ITEMS

▶ Employee Responsibilities

- ▶ Always report suspicious activity to the Building Administrator and Constable/SRO.
 - ▶ If you see something, say something.
- ▶ Wear your Employee ID badge.
 - ▶ Immediately report a lost or stolen badge to Nancy Wenrich in Human Resources (Nancy.Wenrich@cape.k12.de.us).
 - ▶ There is a \$15 replacement fee.
- ▶ Employees must swipe in but only need to swipe out if they leave early during the school day.
 - ▶ This must be done at the Employee Mustering Stations.
 - ▶ Daily reports are run to verify attendance and access to buildings.
- ▶ Don't allow others to piggyback 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

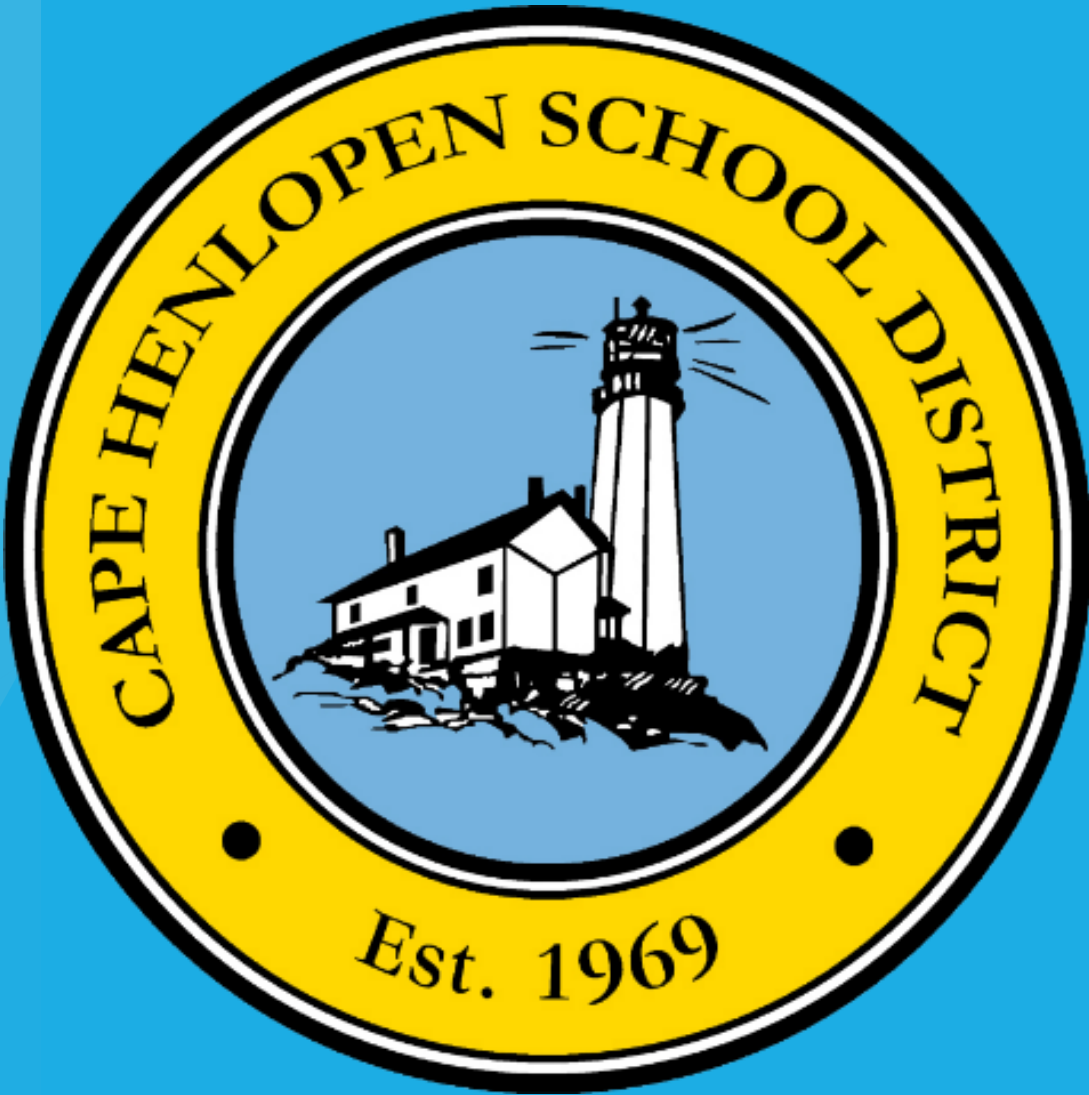


Finance Coordinator -
tamara.hazzard@cape.k12.de.us



Archiving/Document Retention
vickie.hurd@cape.k12.de.us Phone 302-703-3497

QUESTIONS & ANSWERS



THANK YOU!

