

CLEVELAND UNIVERSITY **HEIGHTS**
CITY SCHOOL DISTRICT

# Administrative Assistants Back-to-School Refresher 8/4/25

CLEVELAND UNIVERSITY HEIGHTS CITY SCHOOL DISTRICT

# FINANCE DEPARTMENT TRAINING



eFinancePlus (eFP) and Finance

# Vision Statement

The Finance Department is a trusted team of professionals dedicated to supporting the educational mission of the District through efficient and effective operations while keeping stakeholders informed regarding District funds.



# Finance Department Staff

| | |
|---|---|
| Angéle Latham - Chief Financial Officer<br>a_latham@chuh.org | Eric Soltis - Assistant Treasurer<br>e_soltis@chuh.org |
| Arlene Mohammadpour - Supervisor of Payroll/Benefits<br>a_mohammadpour@chuh.org | Laura Bates - Supervisor of Federal Programs & Grants<br>la_bates@chuh.org |
| Nancy Clapacs - Student Activity Accounts<br>n_clapacs@chuh.org | Sondra Clarke - Confidential Administrative Assistant<br>s_clarke@chuh.org |
| Keisha Cox - Administrative Assistant (A/P)<br>k_cox@chuh.org | Carmen Jefferson - Payroll/Benefits Lead<br>c_jefferson@chuh.org |
| Angela Kennedy - Administrative Assistant (Payroll)<br>a_kennedy@chuh.org | Ashley White - Administrative Assistant (A/P)<br>as_white@chuh.org |
| Lindsay Smith - Confidential Administrative Assistant (Payroll/Benefits)<br>lin_smith@chuh.org | Payge Bass - Administrative Assistant (A/R)<br>p_bass@chuh.org |






# Training Resource Topics

| | |
|---|---|
| • Accounting Structure/Budgets | • Accounts Payable/ Receivable |
| • Reports | • Grants/Federal Funds |
| • Requisitions | • Payroll/Benefits |
| • Transactions | • Records Retention/ Disposal |
| • Finance Forms | • Student Activities |

# ROLE OF THE FINANCE OFFICE

**Our Office acts as the financial hub of the District. In short, we are responsible for:**

- **Managing the District's Finances:** Handling all district funds, bank accounts, and investments
- **Paying Bills and Payroll:** Making sure our vendors and employees are paid accurately and on time
- **Creating and Monitoring Budgets:** Ensuring we are spending within our means to support the district's goals
- **Ensuring Compliance:** Following all state and federal financial regulations to protect our public funds

# PURCHASE ORDERS

**All purchases of goods and services MUST have an *approved* Purchase Order (PO) *before* the purchase is made.**

**Why is this so important?**

- ❑ It's the **law (Ohio Revised Code Section 5705.412)**
- ❑ It helps us track our budget and prevent overspending
- ❑ It ensures we are legally compliant with our purchasing process
- ❑ It allows our vendors to be paid on time and without delay

Think of the PO as the official green light for a purchase. If you have questions about how to get a PO, please don't hesitate to reach out!

# CONFLICT OF INTEREST

This policy is in place to protect you and the district's integrity. It can seem complex, but the core principles are simple:

- **Public Service, Not Personal Gain:** Don't use your role or any information you gain at work for your personal financial benefit or the benefit of your family.
- **District Resources are for District Business:** Do not use school equipment, facilities, or materials for any private business or personal practice.
- **Gifts & Gratuities:** Don't accept gifts from contractors or vendors that are worth more than $75.
- **When in Doubt, Disclose:** If you think you might have a conflict of interest, big or small, **you MUST report it promptly**.

# FRAUD REPORTING

The District is committed to upholding the highest standards of integrity. We rely on your help to maintain this trust.

If you have credible evidence of a potential violation, such as:

- ❏ Fraud
- ❏ Conflict of Interest
- ❏ Bribery

**PROMPTLY report it to the Ohio Auditor of State's Fraud Reporting System**

**Hotline:** 866-FRAUD-OH (866-372-8364)

**Email:** fraudohio@ohioauditor.gov

**Online:** ohioauditor.gov/fraud/report-fraud.html

# ACCOUNTING STRUCTURE

- **USAS Manual** (Uniform School Accounting System)
- **USAS Fund** - Dimension of USAS used to identify pools of money (defined by legal basis, objectives to be served, source/use of funds)
- **General Fund** is used to operate the district on day-to-day basis (used for any purpose in accordance with Ohio law)
- **CHUH Commonly Used Codes**



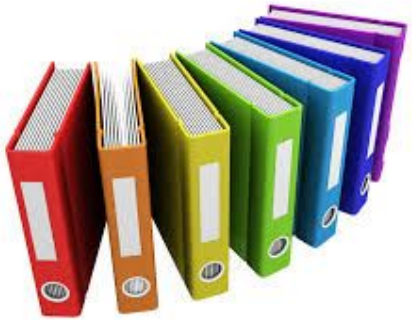
# BUDGETS

- General Comments
- Accessing Budget Ledgers
- Searching for Prior Fiscal Year Data
- Budget Control and Requisitions
- Budget Transfers
- Cash vs. Budget Explanation



# REPORTS

- OH Cash Position Report
- Encumbrance Status Report
- Purchase Order Reports
- Vendor Payment History



# TRANSACTIONS

- **Accessing within Budget Ledgers**
- **Expenditure Transaction Analysis**
- **Revenue Transaction Analysis**



# REQUISITIONS













- eFP Dashboard “My Favorites”
- Creating a Requisition
- Copying a Requisition
- Adding an Attachment
- New Vendor Requests/Code of Conduct
- Blankets/Multi-Vendors
- Approval Groups/Workflow Approvals
- eFP Password Reset
- Purchasing Tips and Reminders

# ACCOUNTS PAYABLE/RECEIVABLE

- Processing an Invoice
- Checking the Balance of a PO
- Closing a Purchase Order
- Deposits
- Amazon Business Account



# STUDENT ACTIVITY ACCOUNTS

- Student Activity Accounts
- Guidelines
- Purpose Statement and Procedures
- Fundraiser Requests and Sales

# FINANCE FORMS

- District Website Link Finance Forms
- Blanket Purchase Order Release
- Service Contract
- Credit Card Release
- Donation Forms



# PAYROLL




- Payroll Schedule
- Extra Assignments (See handouts)
- TimeClockPlus (TCP)
- Direct Deposit
- Federal and State Withholding
- Tax Sheltered Annuity (TSA) Procedures
- TSA Provider List
- Employee Access Center

# Benefits




**Reminders:**

**-New 795 staff ONLY: Benefits begin 8/14**

**-Open Enrollment (August 25th-September 5).**
**Effective Date 10/1/25**

**-FSA Enrollment (November 24-December 5).**
**Effective Date 1/1/26-12/31/26**

# FEDERAL PROGRAMS/GRANTS

- **Six Critical Questions for Using Federal Funds (SNS)**
- **CH-UH use of Parent/Family Engagement Funds**
- **Compliance**
  - ●**Allowable** - Expense must fit the purpose of grant.
  - ●**Reasonable and Necessary** – MV Blanket POs not allowed. Quotes must be attached to requisitions.
  - ●**Period of Allowability** – Ex: 7/1 – 6/30 and liquidation to 9/30

# New for FY26:

1.Titles II, III and IV budgets are not yet confirmed due to ongoing changes at the federal level. As of 7/30/25 we are awaiting confirmation from ODEW on the status of these grants.

2.Title I building budgets are not yet available because the new ED Steps software mandated by ODEW is not functioning properly. ODEW has advised a date of 8/15 for an update on software functionality.

# Federal Period of Availability

**Fiscal Year July 1st – June 30th**

1. **July 1st** – Substantially Approved Date. Budgets approved and ready to begin encumbering and expending funds

2. **Final Budget Transfers** - March 2, 2025

2. **Friday before Spring Break** – Last date to enter Requisitions

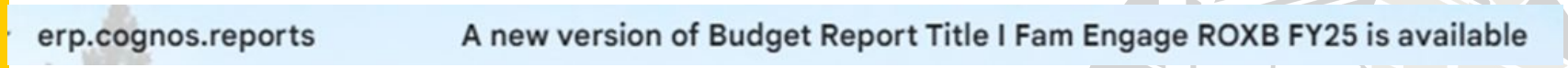
3. **June 30th** – Grants close and are in liquidation status until mid September

4. **September 15th (ish)** – All prior year POs closed. Fiscal office submits Final Expenditure Reports by September 30th. Funds returned to the grant, not the budget.

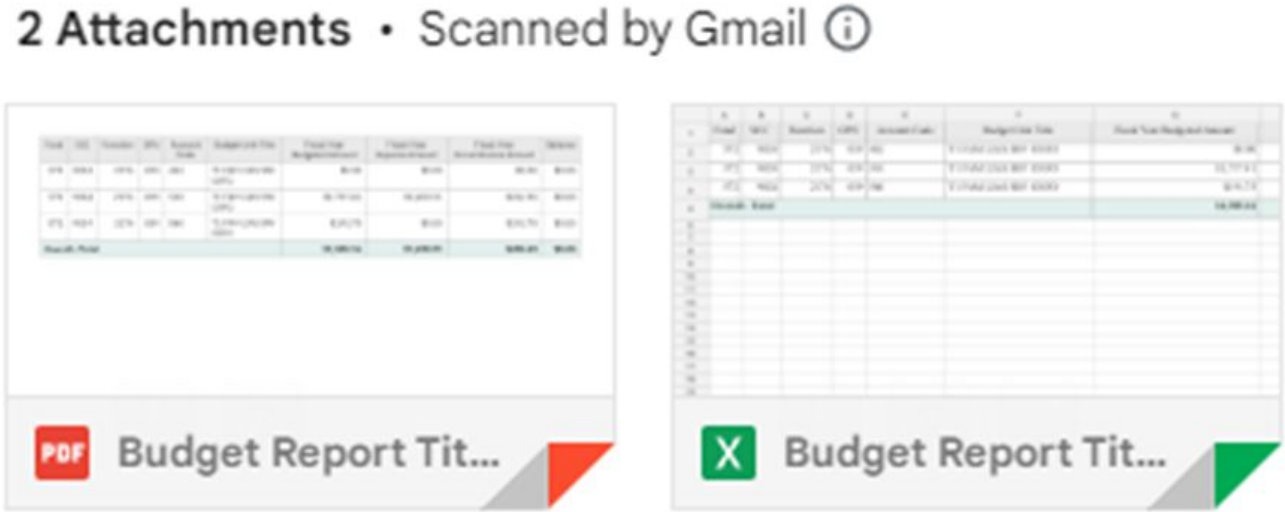
# Federal Budget Reports

## Federal budget reports emailed weekly

*Budget Reports will not appear until ED Steps / ODEW is properly functioning*



# How to Read and Utilize Budget Reports



# Function & Account Code

[redacted]

| Fund | SCC | Function | OPU | Account Code | Budget Unit Title | Fiscal Year Budgeted Amount | Fiscal Year Expense Amount | Fiscal Year Encumbrance Amount | Balance |
|---|---|---|---|---|---|---|---|---|---|
| 572 | 9324 | 1110 | 039 | 410 | T1 EOEC ES INST OXFO | $0.00 | $0.00 | $0.00 | $0.00 |
| 572 | 9324 | 2213 | 039 | 410 | T1 EOEC INST TRG SRV OXFO | $0.00 | $0.00 | $0.00 | $0.00 |
| 572 | 9324 | 2213 | 039 | 430 | T1 EOEC INST TRG SRV OXFO | $0.00 | $0.00 | $0.00 | $0.00 |
| 572 | 9324 | 1110 | 039 | 510 | T1 EOEC ES INST OXFO | $0.00 | $0.00 | $0.00 | $0.00 |
| 572 | 9324 | 1110 | 039 | 525 | T1 EOEC ES INST OXFO | $9,472.00 | $9,450.00 | $0.00 | $22.00 |
| **Overall - Total** | | | | | | **$9,472.00** | **$9,450.00** | **$0.00** | **$22.00** |

# Fully Expend Federal Funds

| Fund | SCC | Function | OPU | Account Code | Budget Unit Title | Fiscal Year Budgeted Amount | Fiscal Year Expense Amount | Fiscal Year Encumbrance Amount | Balance |
|---|---|---|---|---|---|---|---|---|---|
| 572 | 9324 | 1110 | 039 | 410 | T1 EOEC ES INST OXFO | $0.00 | $0.00 | $0.00 | $0.00 |
| 572 | 9324 | 2213 | 039 | 410 | T1 EOEC INST TRG SRV OXFO | $0.00 | $0.00 | $0.00 | $0.00 |
| 572 | 9324 | 2213 | 039 | 430 | T1 EOEC INST TRG SRV OXFO | $0.00 | $0.00 | $0.00 | $0.00 |
| 572 | 9324 | 1110 | 039 | 510 | T1 EOEC ES INST OXFO | $0.00 | $0.00 | $0.00 | $0.00 |
| 572 | 9324 | 1110 | 039 | 525 | T1 EOEC ES INST OXFO | $9,472.00 | $9,450.00 | $0.00 | $22.00 |
| **Overall - Total** | | | | | | **$9,472.00** | **$9,450.00** | **$0.00** | **$22.00** |

1. Plan events early
2. Enter Requisitions early
3. Authorize invoices for payment and request closure of POs.

Meet your goal to: *Spend Balance to ZERO*

# POs and Balances

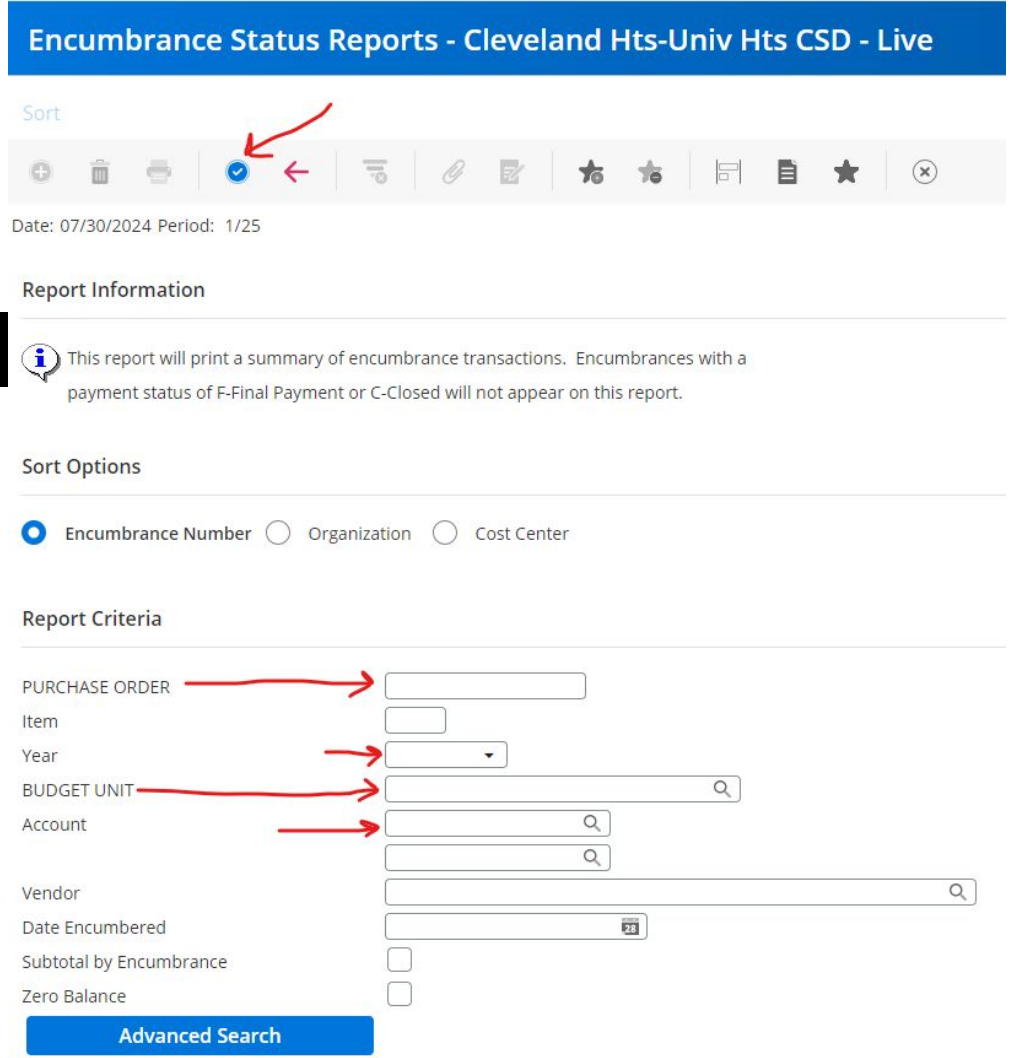
## Encumbrance Status Report

Breadcrumb Trail:



# Encumbrance Status Report:

1. Accessible to those authorized to enter reqs
2. Reports available PO balances BY ACCOUNT
3. Reports available POs and balances by account for budgets

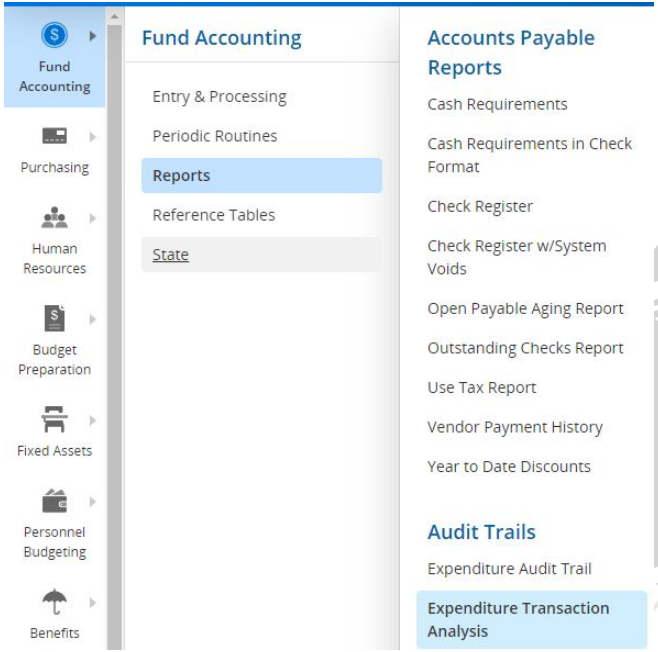


# POs and Transactions

## Expenditure Transaction Analysis

Has a bill been paid?

What has been paid on my PO?



# Expenditure Transaction Analysis - Cleveland Hts-Univ Hts CSD - Live

Delete(Ctrl+Alt+D)

Date: 07/30/2024 Period: 1/25

## Report Information

This report prints all expenditure transaction activities according to your selection criteria.

## Report Criteria

Year
Period
Transaction Code
Transaction Date
FUND/SCC
BUDGET UNIT
Account
Account
Account
Cash Account
Control Number

Check Number
Check Date
Payer/Vendor No
1099 Indicator
PURCHASE ORDER
Invoice Receipt

Advanced Search

# Difference Between A/P vs. Payroll

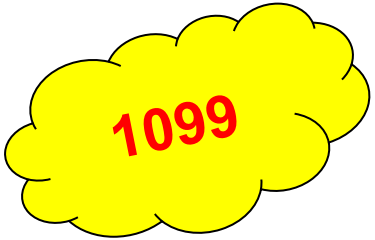
**No Purchase Order** (except Renhill 112 account)

1. Payroll = 113, 143 Accounts
2. Benefits = 2xx Accounts




**Purchase Order**

1. Purchased Services = 4xx
2. Supplies - 5xx
3. Capital Outlay - 6xx




Payroll and Accounts Payable are two different software systems

# Requisition Attachments = $ Amount

1. All federal requisitions need supporting documentation for approval to ensure grant allowability.
    a. Conference information
    b. Approved Professional Development (estimates allowed for flights, hotel, meals and mileage)
    c. Quotes
2. The $ Total of Attachments should equal the requisition total.

# Requisition Attachments = $ Amount

1. Attachments are uploaded to:



2. Excerpt of attached quote that equals total of requisition below:

| | |
|---|---|
| *Total Savings:* | $410.60 |
| *Subtotal Purchase Amount:* | $4,265.00 |
| *Shipping & Handling:* | $682.40 |
| ***Total Cost of Proposal (PO Amount):*** | **$4,947.40** |

**Please add proper sales tax to your order**

| Description | Quantity | Price | Total |
|---|---|---|---|
| SEND PO W/ATTACHED QUOTE TO | 1.00 | 4,265.0000 | 4,265.00 |
| ESTIMATED SHIPPING/HANDLING | 0.00 | 0.0000 | 682.40 |

# ODEW Guidelines

Please Remember:

[redacted]

Pre-Approval to incur the cost - Budget Revisions are not Retroactive

Meaning:

If we spend outside of ODEW approved budget OR spend on unallowable or unreasonable expenses, those expenses could be denied, charged to the general fund AND we missed an opportunity to spend grant funds.

Remedy:

Submit budget revisions in a timely fashion (not when the requisition fails to enter)

Enter requisitions with attachments for review and submit requisitions for my approval.

# Contracts

## Please Remember:

Contracts cannot be signed by ANYONE other than:

- Superintendent
- Treasurer
- Business Manager

The Board of Education / CH-UH cannot be held responsible for contracts that lack a legal signature.

# Route Requisitions for Approval

[redacted]

- [ ] GRANTS CAP - CAPITAL EXP FOR FED & STATE GRANTS
- [x] GRANTS FED & ST - GENERAL EXP FOR FED & STATE GRANTS
- [ ] GRANTS TECH - TECHNOLOGY EXP FOR FED & ST GRANTS

**Thank You and Have a GREAT YEAR!**

# RECORDS RETENTION & DISPOSAL

- General Information
- Retention Schedule



# THANK YOU!

- Q&A
- If you have any questions or need any assistance, please feel free to contact any of our staff members (See contact information on slide 4). We're here to help!

