



Franklin
COUNTY SCHOOLS

Business & Finance **HANDBOOK**



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Business & Finance HANDBOOK

Table of Contents

Section 1 – Introduction 4-8

- Purpose of Handbook
- From the Desk of the CFO
- Overview of the Handbook
- Business & Finance Team Contact Information

Section 2 – Financial Accounting & School-Level Procedures 9-14

- Note to Principal
- Duties of the School Treasurer
- General Accounting Procedures and Reporting
- Financial Software Systems (LINQ, SFO, Givebacks, K12PaymentCenter.com)

Section 3 – Fundraising, Donations & School Support Organizations 15-20

- Booster Clubs and PTA/PTO Oversight
- Crowdfunding, Fundraising, Donations, Grants, Ticket Sales & Gift Cards

Section 4 – Procurement and Purchasing 21-27

- Doing Business with Franklin County Schools
- Purchase Requisitions and Orders (LINQ Workflow)
- Consultant Services and Vendor Setup Requirements
- Purchase Order Monitoring and Invoices
- Purchasing Guidelines by Department
- Employee Reimbursements
- Staff Development and Employee Travel

Section 5 – Athletics & Gate Receipts 28-29

- Athletic Event Procedures and Gatekeeper Logs
- Platforms: DragonFly, Arbiter, GoFan

Section 6 – Payroll 30-33

- Salary Determination and Timekeeper Procedures
- Pay Calendars and Overtime Pre-Approval
- Leave Accrual, Separation, and Fringe Reporting
- Retirement, Empower, and Bill Backs



Business & Finance

HANDBOOK

Section 7 – Fixed Assets and Inventory **34-38**

- Overview and Object Codes
- Annual Inventory Process
- Asset Transfer & Disposal Procedures
- Bill Back Process and Related Policies

Section 8 – Venue Rentals and Insurance **39-40**

- Facility Use Application
- Insurance Coverage and Requirements

Section 9 – Budgets **41-48**

- Chart of Accounts Overview
- Fund Codes, Purpose Codes, Object Codes
- School Allotments, Transfers, and Amendments
- Quarterly Financial Status Reports

Section 10 – References, Resources and Additional Guidance **49-51**

- Resource / Organization
- Franklin County Board of Education adopted policies: Series 8000 - Fiscal Management
- Other Related Policies



Business & Finance HANDBOOK

SECTION 1.

Introduction and Purpose of this Handbook

Franklin County Schools Business & Finance Team has developed this handbook in coordination with stakeholders district-wide. The purpose of this handbook is to provide reference tools and communication of the [financial policies adopted by the Franklin County Schools Board of Education](#) to all stakeholders who handle financial matters and business decisions for the school district. While also increasing financial accountability and transparency with alignment to the district-wide procedures and guidelines, this collection of information offers guidance for compliance with the laws and regulations set forth by the [School Budget and Fiscal Control Act of the Public School Laws of North Carolina \(Article 31\)](#). In order to carry out the requirements of North Carolina Law, Federal Law, procedures of the North Carolina Local Government Commission and the directions of the Local Board of Education, it is necessary to have a standardized accounting system to record the various financial transactions.

An impermeable financial accounting system is required in order to provide accurate financial information that provides comparable and useful data for the administration of funds. It is the responsibility of each employee involved in the procurement process to understand the policies upon which these procedures were based.

Employees are expected to demonstrate the highest level of honor and integrity in all business relationships to merit the trust and confidence of governing officials and the public. They are expected to abide by approved professional practices and recommended standards. Employees are expected to recognize and be held accountable for their responsibilities as professionals in the public sector. Employees shall use district funds and other assets in the most cost-effective manner possible, consistent with the primary educational mission of the school district. Responsibility for management of the financial affairs of the school system shall be vested in the superintendent and may be delegated by the superintendent to members of his/her staff. The finance division functioning under the direct supervision of the Chief Finance Officer shall be responsible for collecting and disbursing public funds in accordance with applicable local, state and federal laws and regulations.



Business & Finance

HANDBOOK

Please contact The Business & Finance Department if you have any questions about any aspect of this handbook. School districts face a number of unique reporting issues that states, cities, counties, and other local governmental entities may also face. Assurance that the data collected is as accurate as possible is a top priority.

- **Educational Accountability:** How are educational resources linked to student achievement? Educational accountability has become a key policy issue at both the state and national levels, resulting in a number of legislative reforms. Several educational accountability reforms have required school districts to collect and present school-level financial information. School-level financial information is often related to nonfinancial information (e.g., student achievement data) and used for comparison purposes. School districts must increasingly focus on ensuring that the financial information reported is accurate and consistent across the district. Federal reporting requirements and others mandated by state-level education agencies are very detailed and have a complex account code structure. This can be an issue if we do not have an accounting system that can capture the necessary details. In order for policy makers to be able to make appropriate, cost-effective and timely decisions the district must maintain a sound financial component, student records system, property management system and a staff records system. Information should be clear, reliable, relevant, timely, consistent and comparable. Here are some examples of those stakeholders that rely on accurate reporting.

1. [Board of Education - Franklin County Schools](#)
2. [Board of Commissioners - Franklin County](#)
3. [Local Government Commission | NC Treasurer](#)
4. [School District Finance Operations | NC DPI](#)
5. [Financial Analysis Tools and Reports | NC Treasurer](#)
6. [Federal Office of Management and Budget \(OMB\)](#)
7. [Budget Manual | NC OSBM](#)
8. [TSERS Employer Handbook | My NC Retirement](#)
9. [The General Public](#)

Testing, Accountability and Student Information: How are funds allocated? Most school districts receive state, federal and/or local aid on the basis of average daily membership (ADM), average daily attendance (ADA), or a similar pupil count method. ADM and ADA data are gathered at individual school sites and then reported to the Testing and Accountability Department as well as the Director of Data Systems & Data Integration. These departments prepare reports that impact



Business & Finance

HANDBOOK

decisions surrounding state aid and, in many cases, for federal aid, such as direct impact or results driven funding. Incorrect attendance, testing etc. type reporting can lead to the allocation of too much or too little funding.

1. [Testing & Accountability - Franklin County Schools](#)
2. [Principal's Monthly Report \(PMR\) - Franklin County Schools](#)
3. [School Accountability and Reporting | NC DPI](#)
4. [School Report Cards | NC DPI](#)
5. [School Business Data Analytics and Reporting Tool \(DART\)](#)



Business & Finance HANDBOOK

From the Desk of the CFO:

Dear Colleagues,

I am pleased to present you with our school system's new **Business & Finance Handbook**, effective **February 9, 2026**. This comprehensive handbook serves as a crucial resource for all district staff, outlining the guidelines and requirements for financial management across our schools and departments.

The primary goal of this updated resource is to provide a clear, transparent, and user-friendly framework that supports our commitment to fiscal responsibility. This new handbook is designed to simplify financial processes and improve accountability, ensuring that all our fiscal decisions are aligned with the highest standards of integrity and the best interests of our students and community. Within this handbook, you will find information on a range of topics, including:

- Budgeting and procurement
- Expense and reimbursement procedures
- Internal controls and accounting practices
- Payroll policies and regulations
- Specific compliance requirements for federal, state, and local funding

We understand that sound financial management is a collaborative effort involving every employee in our school system. This handbook was developed with that principle in mind, and it reflects our ongoing effort to implement best practices and maintain fiscal strength and transparency.

Thank you for your dedication to our school system. By working together to uphold these standards, we can ensure that our financial resources are used effectively to achieve our primary goal: providing the best possible education for our students.

Sincerely,

Quinnley Coley
Chief Financial Officer (CFO)
Franklin County Schools



Business & Finance HANDBOOK

Business & Finance Department Team Contact Information and General Area(s) of Oversight

Franklin County Schools Business & Finance Team (Staff Website)

Quinnley Coley	<i>Chief of Finance</i> Overall Business and Financial Operations	quinnleycoley@fcschools.net
Tricia Preston	<i>Administrative and Finance Assistant</i> Charter School (verifications), Givebacks, and Special Projects	triciapreston@fcschools.net
Shirley Coker	<i>Finance Officer (Certified with NCDPI)</i> Federal Programs (Budgeting), Purchasing Approvals, District Bank Reconciliations, Monthly & Annual Reporting, DPI Budget Monitoring, External Auditors, Charter School Administration	shirleycoker@fcschools.net
Jama Stallings	<i>District Budget and Compliance Officer</i> Payroll Oversight, Monthly and Quarterly Reporting, District Budgeting, Special Projects	jamastallings@fcschools.net
Jamie Jones	<i>Lead Payroll Specialist and School Analyst</i> Lead for Payroll: Middle and High School Payroll Contact, TalentEd Staff Actions. School Based Accounting to include Bank Reconciliation, and Internal Audits	jamiejones@fcschools.net
Ambi Brodie	<i>Financial Systems and Payroll Specialist</i> Payroll: Elementary Payroll, Direct Deposit and Withholding Tax Updates, and CAL/AMP. Department Webmaster	ambibrodie@fcschool.net
Velvet Driver	<i>Finance Assistant-Purchasing</i> Purchasing, Fixed Assets, Inventory	velvetdriver@fcschools.net
Angela Ward	<i>Finance Assistant-Accounts Payable</i> Accounts Payable, Charter School Invoicing	angelaward@fcschools.net



Business & Finance HANDBOOK

SECTION 2.

Note to the Principal(s):

The Principal is the fiscal manager of the school. It is the Principal's responsibility to adopt a contingency plan on how money will be managed in the absence of the Treasurer. It is essential for you to follow the law, as well as the locally adopted policies and guidelines. The Principal is held accountable for expenditures of funds allocated to the school. It is the Principal's responsibility to establish sound bookkeeping and business practices for all receipts and expenditures regardless of the source of funds. This includes proper accounting of funds by organizations sponsored by the school. It is strongly advised to affiliate only with organizations that maintain transparent financial records and have documented policies and procedures in place.

The Principal shall assume responsibility for financial planning as well as protecting school funds. He/she shall develop a school budget to be used during the year. Also, the Principal shall appropriate funds for various needs throughout the school year. You must be knowledgeable about the laws regarding the handling of school funds. However, ignorance of the law is no excuse if illegal acts are committed.

Financial Accounting Duties of the School Treasurer

Each School Treasurer and Principal provides an unmeasurable layer of support for the district to assist with Individual School Accounting compliance requirements. The segregation of duties demands that more than one person be involved in satisfying accounting procedures. As a rule, although the school principal is appointed as the primary fund supervisor, other people carry out the actual work. It is particularly important to identify, describe, and monitor the duties of the Treasurer in relation to the segregation of duties. Specifically, three critical duties should be segregated for internal control purposes: (1) signing checks, (2) maintaining fund accounting records, and (3) reconciling bank statements. The Treasurer shall keep a complete record of all monies in his/her charge in such form and detail as may be prescribed by the Chief/Finance Officer of the district, and shall make such reports to the Superintendent and Chief/Finance Officer of the district as they or the Board of Education may prescribe



Business & Finance

HANDBOOK

1. To ensure continuity of financial operations, each Principal shall assign a designated back-up Treasurer to perform limited duties when the Treasurer is absent.
2. Receive all monies and write receipts in accordance with the [General Receipting & Cash Management Document](#).
3. Prepare deposits and make daily deposits
4. Make purchases on behalf of the school (following procurement guidelines for prior approvals)
5. Process and approve invoices for payment (following the requirements for prior approval)
6. Write checks. The [Cash Disbursements](#) procedures should be followed at all times.
 - a. **Employee Reimbursements:** Per Board Policy 7650, employees purchasing merchandise or other items on behalf of the school system with personal funds must have prior approval of their supervisor and may be reimbursed for reasonable costs. Expenses greater than allowed within board policy must be approved in advance by the Superintendent or designee, or in the case of the Superintendent, by the Board Chair. Requests for reimbursement must follow the procedures established by the Chief/Finance Officer. All requests for reimbursement exceeding must be accompanied by a statement of the business purpose for the expense and a detailed receipt.
7. Sign all checks in addition to the Principal (or Chief/Finance Officer in cases of emergency)
8. Maintain all books and account records as required by the Chief/Finance Officer
9. Prepare and review monthly statements of receipts and disbursements
10. Prepare and reconcile ticket sales report (including athletic gate receipts in coordination with the Athletic Director)
11. Reconcile monthly bank statements
12. Close out all accounting records as of the June 30th fiscal year-end as required
 - a. **Yearbook Guidelines:** For any school that publishes a yearbook, the [Yearbook Publication](#) procedures will be followed.
 - b. **Escheat Fund:** Any outstanding check over one year old as of June 30 of each year, has to be turned over to the State Treasurer. School Treasurers should send the payee a copy of the [Escheat Letter](#) to give them the opportunity to cash the check. This communication should be documented. If a check remains uncashed, the Treasurers will void the check in their Individual School Funds and write a check payable to the Treasurer, Franklin County Schools. Then, a check will be written to the State Treasurer.



Business & Finance

HANDBOOK

- c. **Copier allotments:** Allocation of copies are provided for the schools based on a prorated share of ADM. Any overages must be reimbursed to the district to cover costs. [FCS Copier Procedures, 2025-2026](#)
 - d. **Fundraisers:** All financial documents regarding fundraisers and grants must be completed by the end of the school/fiscal year ending June 30th. See more about fundraisers managed through Givebacks under “Financial Software Systems”.
13. Any and all other accounting responsibilities prescribed by the Principal and Chief/Finance Officer
14. Attend all training/meetings that’s designated as mandatory by the Business & Finance Team
- a. **Individual School Internal Audit Procedures:** Each school year a minimum of one Internal Audit will be done at each school location. The internal audit may be announced or unannounced. The purpose of the Internal Audit is to have great financial reporting and to be sure all policies and procedures are being followed. The Business & Finance Department is here to support our Principals, Treasurers and other school-based employees with financial oversight. The [Individual School Audit Checklist](#) will be used by the internal auditor to review each school’s financial data.
 - b. **Annual Treasurer Meeting**
 - c. **Optional Monthly Onsite “site hours” (1-on-1 assistance from the Finance Team)**

General Accounting Procedures and Reporting

The [General Receipting/Cash Management](#) procedures should be followed each day that cash, checks, money orders, or any other form of payment is collected at the school. School Treasurers should follow the [Monthly School Level Reporting Procedures](#) to ensure financial accountability at the school level. Business & Finance Team members should follow the ["Checklist"](#) provided by the NCASBO as guidance for assurance that all areas of compliance are met.

Accounts Receivable: All payments (whether by cash, check, or other form) made payable to the Franklin County Board of Education must be submitted directly to the Business & Finance Department. Each payment should include supporting documentation and, when available, the appropriate budget code indicating where the funds should be posted.



Business & Finance HANDBOOK

FINANCIAL SOFTWARE SYSTEMS

1. School LINQ (school and district level) [LINQ ERP Finance and HR](#)

Franklin County Schools utilizes the LINQ ERP system as the district's comprehensive platform for managing financial and human resources operations. Designed specifically for K-12 school systems, LINQ ERP integrates Finance, Payroll, and Human Resources into a single, cloud-based environment that enhances efficiency, accuracy, and compliance. This system enables the Business & Finance Department and Human Resources Department to maintain seamless coordination of employee records, salary schedules, position control, budgeting, purchasing, payroll processing, and financial reporting. Real-time visibility into budget and payroll data allows the district to ensure proper allocation of resources and compliance with state and federal requirements, including those established by NCDPI, the Local Government Commission, and TSERS.

In addition, LINQ's employee self-service tools empower staff to securely access payroll information, update personal data, and review employment documents without administrative delay. By integrating financial and human capital management, Franklin County Schools strengthens transparency, reduces administrative workload, and supports data-driven decision-making in alignment with the district's fiscal management goals and strategic plan.

2. School Funds Online (SFO) (school level)

The online financial management software used at the school level, managed by School Treasurers with oversight from the central office Business & Finance Department.

- **New Vendors in SFO**-New vendors are set up in SFO by the central office Purchasing contact. The [New Vendor Registration Form](#) should be completed by the School Treasurer and emailed to the central office contact.
- **New Accounts in SFO**-The School Treasurer is responsible for managing debit and credit accounts at the school level. If additional accounts are needed, the central office contact should be emailed with the request.
- **School Based Check Procedures in SFO**-All checks issued at the school level must be supported by appropriate documentation, such as an approved purchase order with an accompanying invoice, detailed receipts, or other proof of purchase. Each check must be signed by the School Treasurer and the School Principal (or the Chief/Finance Officer in cases of emergency). No individual other than those authorized on the official bank signature card may sign checks. The [Check Request](#) form must be used when processing



Business & Finance

HANDBOOK

reimbursements between funds or when a reimbursement is required from the Central Office back to the school.

- **Bank Reconciliation in SFO**-The central office contact for SFO will email bank statements to the school treasurer on the 1st of each month. A full [Bank Reconciliation](#) report, signed by the Principal is due by the 15th of each month to the central office contact for SFO.

3. Givebacks-Revenue Streams and Fund Distribution Management

Welcome to the newest edition to our finance systems, Givebacks. Givebacks serves as the centralized hub for all our external income streams. The Givebacks Platform provides integrated features to efficiently manage diverse fundraising activities, donations, grants, and fund distribution processes.

- **Fundraising Initiatives**-This feature supports the management and tracking of traditional school fundraising activities, such as bake sales, charity runs, or product drives. It enables setting financial goals, monitoring real-time progress, managing participants, and generating reports on overall performance to ensure transparency and accountability.
- **Crowdfunding Campaigns**-For specific, targeted projects (e.g., new library books, field trip funding), the platform facilitates the creation and management of dedicated crowdfunding campaigns. This functionality allows for clear project descriptions, secure online payment processing for donors, and transparent tracking of funds raised against project goals.
- **Donations**-This module streamlines the processing of direct monetary or in-kind donations. It provides capabilities for issuing automated tax-compliant receipts to donors, managing donor information securely, and allocating donations to specific school funds or departments as designated by the donor or school policy.
- **Grant Management**-The grant management feature assists in the entire grant lifecycle, from application tracking to financial reporting. It ensures that grant funds are used strictly according to the grantor's stipulations, with detailed tracking mechanisms to monitor expenditures and facilitate accurate compliance reporting.
- **Gift Card Distribution**-For various recognition or incentive programs, the system offers functionality to manage and distribute physical or digital gift cards. This ensures a secure and auditable process for distributing funds, maintaining records of recipients and amounts, and tracking the usage of allocated cards.



Business & Finance

HANDBOOK

- **Ticketed Events**-This feature supports the setup, promotion, and ticket sales for school events such as plays, concerts, or athletic competitions. It manages seating arrangements, processes online and in-person ticket payments, generates attendance reports, and consolidates all event-related revenue within the main financial system.

This [Givebacks Product Flyer](#) provides insight into the enhanced oversight this software provides for your oversight and management of fundraising activities.

4. K12paymentcenter.com

The k12paymentcenter.com website provides a platform for schools and departments to apply fees to student accounts and for parents/guardians to pay online by debit or credit card. More information and detailed instructions can be found under the Help/FAQ tab within the site. Can be used to collect School Activity Fees. **Examples of School Activity Fees:**

- **Before and After Care Fees:** The district level Before and After Care Director is responsible for the program oversight and fee collections. Elementary schools may have students enrolled in the Before and/or After Care Program. The central office contact for B/A oversees the applying and collection of fees each month. This process is done mainly online with no funds flowing through the individual school account. Occasionally, fees may be set up as school fees rather than district fees. In that case, the fees paid online will flow through the individual school bank account. In this case, the school will need to write a check to Franklin County schools in order for funds to deposit into the B/A account.
- **Technology fees:**
 - a. **Technology Fees at the District Level:** During technology device rollout events and other times during the school year, the technology department may collect fees from parents, students, or others. When this fee collection occurs, a receipt should be written, and a deposit should be made daily.
 - b. **Technology Fees at the School Level:** The Technology Department oversees the distribution and fee collection of 1:1 (Chromebook or Tablet) devices as well as insurance fees. At times it will be necessary for technology fees to be collected at the school level and deposited into the individual school bank account. In this situation, collected fees should be deposited and then a check written to Franklin County Schools in order for funds to deposit into the technology account.
- **Parking Passes**
- **Field Trip Fees**



Business & Finance

HANDBOOK

SECTION 3.

Student Support Organizations (SSO's)

Individual School Funds, Booster clubs and PTA/PTO are separate entities. A separate bank account shall be maintained for each of these different entities. The School Principal and the President/Leader of each of these entities should meet several times throughout the school year in order to stay updated on the goals of each entity, the bank account status, and any other details. A Booster club or PTA cannot use the Franklin County Schools Federal EIN. Funds should not be intermingled. Typically, athletic seasons or PTA events are scheduled in advance so everyone knows the time frame and should plan accordingly. Booster club or PTA organizations may generate funds through fundraising activities. Booster club and PTA should use the proceeds from fundraisers to make direct purchases from vendors. There should be very limited occasions when a school has to reimburse the Booster club or PTA.

Each year (before October 31st), an annual compliance report must be submitted through the district approved software Givebacks to each Principal. The annual compliance report must include the following:

- Financial Statement or Treasurer's Report
- Planned fundraisers or support for the upcoming school year
- List of board members or primary officers to include (president, vice president, treasurer and secretary at a minimum)
- Copy of most recent 501c status (if applicable)
- [PTO and Booster Club Best Practices.docx](#)

CROWDFUNDING, FUNDRAISING, DONATIONS, GRANTS, TICKET SALES, GIFT CARDS

Board Policy 7360/8225 provides guidelines requiring approval of all Crowdfunding, Fundraising, Donations, Grants, Ticket Sales, and Gift Cards. To ensure compliance, transparency, and effective management of all financial activities, the new Givebacks platform is designated as the exclusive District Approval Platform for all fundraising and related financial transactions within the school district.



Business & Finance

HANDBOOK

All schools, departments, and officially recognized student organizations must utilize and obtain approval through the Givebacks platform for the following activities:

- **Fundraising:** All traditional and ongoing fundraising efforts.
- **Crowdfunding:** Campaigns seeking contributions from the community or public.
- **Donations:** Receipt and tracking of all monetary or in-kind gifts.
- **Grants:** Management and tracking of grant applications and received funds.
- **Gift Card Distribution:** Any program involving the sale or distribution of gift cards for fundraising purposes.
- **Ticketed Sales/Events:** The sale of tickets for school events, performances, or activities (including all online and pre-sale transactions).

The below presentation provides the necessary guidance needed for fundraising activities.

[Guidance for Fundraising PP 2025.pdf](#)

Givebacks Platform Compliance Section

This section outlines the policies and procedures governing all "Givebacks" activities within the Franklin County Schools District (referred to as "FCS"), encompassing all fundraising and donation activities including but not limited to crowdfunding, grants, gift cards, ticketed events, and all direct donations (monetary, goods, or services). Adherence to these guidelines is crucial to maintain public trust, ensure financial integrity, and comply with state and federal regulations concerning public funds and resources.

Givebacks Platform Overview

FCS recognizes the importance of community partnerships and may engage in activities that involve contributions from external entities. These activities are managed through the Givebacks Fundraising and Donation Platform, which includes:

- **Donations to FCS or any of its entities:** Acceptance of monetary, in-kind (goods/services), or volunteer time donations from individuals, organizations, or businesses to support FCS programs, schools, or initiatives.
- **Fundraising Support:** Providing guidance and oversight for school-based fundraising efforts that involve external contributions or partnerships.



Business & Finance

HANDBOOK

Compliance for Donations Received by FCS

To ensure compliance and accountability, all donations to FCS schools and programs require formal documentation and approval via the Givebacks Platform. For in-person donations, [the FCS Donation Form](#) must also be completed. Once you have received a completed [FCS Donation Form](#), you can then enter this donation into the Givebacks Platform as a “**Generic Donation Request**”. This process ensures transparency, appropriate use of funds/resources, and compliance with the ethical guidelines of FCS Board of Education’s policies and procedures.

Givebacks Compliance Form

➤ Submitting the Fundraising Request Compliance Form:

1. **Submit for Principal/District Approval:** The school principal and district must review and sign the completed "Generic Fundraising, Crowdfunding, Donations, Grant, Ticket Sales, or Gift Card Request Form," confirming its accuracy and alignment with school/department needs.
2. **As an administrator or user:** (Treasurer will need to add you to Givebacks), go to the **Compliance section** and click **Submit Forms**.
3. **Find the necessary form:** click **Submit** or **Start New Form**. Fill out the required information and submit the form.
4. **Notification:** The principal and district will be automatically notified to approve or deny the Request. You will receive an email once your submission is approved or rejected.

***For additional assistance or “How To” instructions, use the following help articles to guide you:

- [How do I log in to my Givebacks site?](#)
- [Understanding the Home Page and Dashboard](#)
- [Setting up Account Codes](#)
- [How do I set up categories in my store?](#)
- [How can I submit a compliance form to my School or District?](#)
- [How do I create District Compliance Form Submission Notifications?](#)
- [What are the processing fees for purchases and donations?](#)
- [Can I have donors pay the Credit Card Processing and Platform fees?](#)



Business & Finance

HANDBOOK

Givebacks Payout or Orders Report for Reconciliation

➤ View Payout Report for Reconciliation:

1. From the toolbar, select **Financial Management**, then **Payouts**
2. You will then see a list of all payouts, with the most recent ones on top. Click the **three dots** and select **View Payout Detail** or **Download Payout Detail**.
3. **View Payout Detail** allows you to view the transaction details. Click the **Download** icon.
4. **Download Payout Detail** downloads the report as a PDF or .CSV file.

➤ View Ordered Items Report for Reconciliation:

You can view the orders placed through your Givebacks store by going to Financial Management, then Orders. This gives you a view of orders at the cart level. Click the Ordered Items button to go to the Ordered Items page, where each item ordered is listed separately.

The Ordered Items page lists all purchased items. You can access this page in two different ways:

1. From the toolbar, click on **Financial Management > Orders > click the Ordered Items button**.
2. From the toolbar, click on **Store > Ordered Items**.

***For additional assistance or “How To” instructions, use the following help articles to guide you:

- [Treasurer's Guide to Givebacks Reports](#)
- [How do I download a report of Stripe payouts for reconciliation?](#)
- [How do I view my orders?](#)
- [How do I create a QR code for products in the store?](#)
- [How to Generate a QR Code for Your Campaigns?](#)

Franklin County Schools Donation Form

➤ Submitting the Generic Donation Request Compliance Form:

Please use the following forms to reconcile any donations received on behalf of FCS that are received by mail, in person, or if the donor would like a receipt for tax purposes.



Business & Finance

HANDBOOK

- [Generic Donation Request](#)
- [FCS Donation Form](#)

The "FCS Donation Form" is mandatory for documenting all offers of donations. Complete "FCS Donation Form" for all donations.

1. **Obtain the form:** The "[FCS Donation Form](#)" can be downloaded here by clicking on the link or from the Business & Finance section under the "Internal Finance Forms" on FCS's Home Webpage.
2. **Complete the form:** The school/department receiving the offer must complete the form, including:
 - **Section 1:** Donor Information.
 - Full legal name of the individual or organization offering the donation, contact information, and nature of the donor's relationship to FCS (if any, e.g., parent, alumni, vendor).
 - **Section 2:** Donation Details.
 - Type of Donation: Monetary (specify amount), In-Kind (describe items/services in detail), Volunteer Time (describe scope/hours).
 - Estimated Fair Market Value (for In-Kind): An objective estimate is required. Attach any supporting documentation (e.g., appraisals, recent purchase receipts).
 - Purpose of Donation: Clearly state how the donation is intended to be used (e.g., specific school program, equipment for a classroom, general fund).
 - **Section 3:** Contact Information.
 - Name of the school/department, contact person, date of offer.
 - Ensure Understanding & Safety: The form includes a section for the FCS representative to acknowledge understanding of District policies regarding donation acceptance and ethical considerations.



Business & Finance

HANDBOOK

*****Note:** FCS reserves the right to decline donations with conditions that conflict with its policies, procedures, or operational needs.

Deposit/Recording/Givebacks Payouts:

- **Formal Acceptance:** A copy of the FCS Donation Form and Givebacks Fundraising Request will be maintained by the Business & Finance office and the receiving school/department. The Givebacks platform has reporting features that allow for printing of the request forms once submitted.
- **Documentation:** All supporting documentation, including the donor's original completed FCS Donation Form, offer letter (if applicable), and any valuation documents, must be kept on file.
- **Financial Records:** Monetary donations will be recorded in FCS's School Funds Online System according to standard accounting procedures. In-kind donations will be logged and tracked as required by auditing standards.
- **Tax Documentation:** The completed FCS Donation Form will serve as the official acknowledgment for all donations as required by State regulations and FCS Board of Education policies and procedures ([Policy Code:8220](#)).

Here are additional helpful links that include video guides and help articles that give you step by step instructions on how to complete each action or request:

- [All Collections of help articles](#)
- [Video Guides](#)

Gift Card Receipt and Grants

Gift cards are allowed to be distributed up to \$100 to students or staff. If gift cards are purchased and distributed, the [Gift Card Distribution](#) form must be completed along with a Generic Gift Card Request compliance form.

All pending grants are to be documented by completing the [Grant form](#). Grants in excess of \$5,000 are to be deposited through and managed by the central office. Grants under \$5,000 can be deposited through the school and managed at the school level. All grants should have documentation of application, receipt, purpose, and spend plan. Add document to record these areas.



Business & Finance

HANDBOOK

SECTION 4.

PROCUREMENT

The [Doing Business with Franklin County Schools](#) document provides a single one page view of requirements for contracting or engaging in business with Franklin County Schools. The [FCS Administration Signature Page](#) should be used to capture signatures for approvals that are not a part of the electronic approval workflow.

Per Board policy 6400, the board is committed to using its authority to purchase goods and services in a manner to aid student success. The board, superintendent/designee and any other employees authorized to participate in purchasing decisions or the purchasing process will strive to meet the following goals:

- obtaining the maximum benefits from all school system monies and furthering the educational goals of the board;
- conducting all purchasing activities according to applicable laws, rules and regulations, good purchasing practices and ethical principles;
- providing a climate of fair and open competition for all qualified vendors;
- requiring satisfactory and proper performance of all contractual obligations of vendors; and,
- providing prompt and courteous service to other school system personnel, other governmental entities and vendors

New Vendors: In order for a new vendor (that will accept POs and invoice FCS) to be considered for doing business with Franklin County Schools, a [W9](#) must be submitted by the vendor and the [New FCS Vendor Registration Form](#) completed. FCS is not a tax-exempt organization.

Consultant Services: (This section refers to payments to Non-School System Employees) When services are requested that cannot be performed by the existing school system staff, a consultant may be hired using the following procedures.

1. Upon agreement with an individual or firm, for the rendering of services, an agreement for services should be completed and signed by both parties following the guidelines within the levels of approval required within the [Doing Business With Franklin County Schools](#).
2. Please use the following [Contract Services template](#) as a guideline as you develop your contract service agreement. Then complete a Form W-9 (Request for Taxpayer Identification Number and Certification), and a requisition to the Purchasing Department. Payments cannot



Business & Finance

HANDBOOK

be issued without a current W-9 on file. You are not required to use this template if an agreement template is already available, however all *applicable* sections of this form must be included in the final version before being signed or submitted for approval.

3. Once notified by the Purchasing Department that the vendor has been set up, you can move forward with processing the purchase requisition including all supporting documentation into the LINQ financial system.
4. When services have been completed, the originator shall remain responsible for monitoring adherence to the agreement and submission of the final invoice (ok to pay). All anticipated fees and reimbursable expenses should be included in the contract to eliminate the need for subsistence receipts. Payment will be processed and mailed to the vendor/ consultant.

Purchase Requisitions: Process & Guidelines

A **Purchase Requisition** is an internal document used to request goods or services. Once created, the requisition **encumbers funds**, ensuring the budget is reserved for that specific purchase.

The Approval Workflow

1. **Documentation:** The School Treasurer or Administrative Assistant gathers a quote, contract, or virtual shopping cart.
 - o *Note: Ensure shipping fees and applicable taxes are included.*
2. **Creation:** The School Treasurer creates the [Purchase Requisition](#) in the LINQ Financial Software.
3. **Local Review:** The requisition is submitted to the *Principal or Department Head* for initial approval.
4. **Purchasing Review:** The Business & Finance Purchasing Department reviews the request to verify budget codes and ensure supporting documentation is uploaded to the document cabinet.
5. **Final Authorization:** The Chief Finance Officer provides the final approval, officially converting the requisition into a Purchase Order (PO).

Important Rules to Remember

- **Edits:** The Treasurer or Administrative Assistant may view or edit the requisition at any time *before* it is converted into a Purchase Order.
- **Re-Approvals:** If any changes are made to a requisition, it must re-enter the approval [Workflow](#) from the beginning.
- **System Access:** All entries are managed via the LINQ portal.



Business & Finance

HANDBOOK

Purchase Orders: Policies & Legal Compliance

A **Purchase Order (PO)** must be finalized and in place before Franklin County Schools is legally obligated for any purchase. This applies to all expenditures, including supplies, materials, equipment, and services (such as printing or advertising).

- **School Liability:** Franklin County Schools will not be responsible for any orders or obligations made in violation of [North Carolina G.S. 115C-441](#).
- **Personal Liability:** Any individual who violates the procedures outlined in this statute will be personally responsible for the invalid purchase or the obligation to pay.

Order Processing & Fulfillment

Once the Purchase Order is finalized, the following steps occur:

1. **Vendor Notification:** The PO and all supporting documentation from the [Document Cabinet](#) (quote, contract, or virtual cart) are emailed directly to the vendor for processing and shipping.
2. **Missing Contact Info:** If a vendor email is not on file, the PO will be sent back to the *requisitioner*, who is then responsible for placing the order with the vendor.

Important: No purchase should be initiated until a PO number has been officially generated. Proper documentation must be uploaded to the document cabinet to ensure the vendor receives everything they need for fulfillment.

Post-Order Management

Monitoring Purchase Orders (POs)

Employees who created a requisition can monitor its status via the [Monitor POs](#) tool. This allows you to:

- Verify if an order was emailed to the vendor.
- Confirm invoice payments.
- Check if a PO has been closed.

Note: A PO remains "Open" as long as there is a balance. It will not be closed until the **Business & Finance Department** is officially notified.



Business & Finance HANDBOOK

Invoices & Receiving

1. **Receipt:** Invoices arrive at the Central Office and are forwarded to the respective school or department.
2. **Verification:** The School Treasurer or Administrative Assistant must verify that all items were received in good condition.
3. **Approval:** Mark the invoice as "Approved" (indicating no issues) and return it promptly to the **Purchasing Department** to ensure timely vendor payment.

Handling Damages or Shortages

- **Action:** Notify the vendor immediately (preferably within **one week** of receipt).
- **Policy:** Invoices will **not** be processed until shortages or damages are resolved.
- **Support:** If you are unsure how to handle a vendor dispute, contact the **Purchasing Department** for guidance before reaching out to the vendor.

Specialized Purchasing Workflows

Different departments may require specific handling as outlined below:

Department	Procedure	Key Contact
Technology	Submit a request with a quote for devices or web-based subscriptions. Technology creates the requisition to ensure network compatibility.	Technology Admin Assistant / Purchasing Dept
CTE & Title 1	These departments generate their own LINQ requisitions (even for school locations). Quotes/carts must be included.	Department Admin Assistants
Furniture	For items funded via object codes 461 or 462, limited Central Office funding may be available.	Complete the District Furniture Requests form.



Business & Finance HANDBOOK

Employee Reimbursements

Per [Board Policy 7650](#), if an employee uses personal funds for school merchandise, the following rules apply:

- **Prior Approval:** All personal purchases must be approved by a supervisor in advance.
- **Limits: * Up to \$50:** Requires supervisor approval.
 - **Over \$50:** Must be approved in advance by the Superintendent (or designee). For the Superintendent, approval is required from the Board Chair.
- **Submission:** Requests must include a **statement of business purpose** and a **detailed receipt**, following the Finance Officer's established procedures.
- [Invoice Reimbursement Form.Pdf](#)

Professional Staff Development (PD) Procedures

Whenever an employee attends PD that removes them from their classroom or normal work setting, the following steps must be taken:

1. **Form Completion:** Download and print the [Staff Development Form](#) from the Finance Forms folder. Complete the top portion.
2. **Notification:** Provide copies of the completed form to both your **Treasurer** and **Principal**.
3. **Funding & Submission:**
 - **If Principal-funded:** The Principal adds the account information and submits the form to the **Payroll Department**.
 - **If Director-funded:** The form is sent to the Department Director, who completes it and submits it to **Payroll**.

Travel Standards & Conduct

Employees are expected to exercise the same care and fiscal responsibility when traveling on official business as they would when spending personal funds.

- **Out-of-State Travel:** Must be approved **in advance** by the appropriate Chief and the Superintendent.
- **Commuting:** Reimbursement is **not** provided for use of a personal vehicle in commuting between an employee's home and their regular duty station.
- **Prohibited Costs:** Excess costs, extended routes, luxury accommodations, or unnecessary services for personal convenience are prohibited.



Business & Finance

HANDBOOK

- **Excess Lodging:** Authorized only for high-cost areas where standard rates are unavailable or when personal safety is at risk (must be submitted in writing).
- **Credit Card Usage:** Misuse of school-issued credit cards is grounds for termination.

Subsistence & Reimbursement

Subsistence covers lodging and meal costs (including gratuities). Current rates are updated annually and can be found [here](#) on the NCOSBM website.

Meal & Tip Guidelines

- **Lunch Reimbursement:** Only allowed if an **overnight stay** is required AND the lunch is **not included** in the registration fee.
- **Gratuity (Tips):** Must be reasonable and are **capped at 15%**.

The Reimbursement Process

- **Deadline:** Pursuant to [G.S. 138-6 \(c\)](#), requests must be filed within **30 days** after the travel period ends. Requests submitted after 30 days may be denied.
- **Payment:** Reimbursements are paid via **direct deposit** once approved documentation is received.
- **Authorization:** Any subsistence amounts exceeding standard rates must be approved by the Superintendent or their designee.

Helpful Links in regards to Travel:

- [Guidelines for Completing the Travel Reimbursement Form](#)
- [Travel Reimbursement Form](#)
- [Policy Code 7650: Employee Travel and Other Expense Reimbursement](#)
- [Employee Travel Guidance](#)

Helpful Links in regards to Purchasing:

- [Purchasing Guidelines](#)



Business & Finance

HANDBOOK

- [NC DPI Chart of Accounts \(COA\)](#)
- [NC DPI Object Codes](#)
- [FCS most used object codes](#)
- [Treasurer Purchasing Notes](#)
- [Requisition Overview](#)
- [Purchase Narrative](#)
- [Instructions on how to monitor open purchase orders](#)
- [Food Lion procedures](#)
- [Amazon Business Presentation](#)



Business & Finance

HANDBOOK

SECTION 5.

ATHLETICS & GATE RECEIPTS

Athletic Events

- Athletic events for which tickets are sold must have 2 gatekeepers. The [Gatekeeper Log](#) should be used when employees are working as gatekeepers, scorekeepers or clock keepers. This form should be submitted monthly to payroll, following the timesheet reporting guidelines.
- All sections of the [Ticket Sales Report](#) must be completed and signed.
- **Section A: Ticket and Change Fund Issuance** – This section should be completed by the Treasurer and acknowledged by the signatures of the Gatekeepers.
Section B: Settlement – This section should be completed by the Gatekeepers and acknowledged by the signature of the Treasurer.
- [Athletic Gate Receipts](#) instructions
- Anyone wishing to coach must complete the Coaching Contract (Employee). This form must be approved by the Athletic Director, Principal and Chief of Auxiliary Services. Please see the Athletic Director for this Contract or Coaching Agreement.

DragonFly is managed at each individual school by the Treasurer. It is an online platform that is used by high schools to schedule officials and pay officials as well as SROs.

ARBITER is managed at each individual school by the Treasurer. It is an online platform that is used by middle schools to schedule officials and pay officials as well as SROs.

GoFan is an online ticketing platform that can be used as an alternative to purchasing tickets with cash. However, tickets will still be available for purchase at the athletic gate using cash.

[GoFan Guidelines.](#)

Givebacks Ticketed Events serves as another digital platform option for managing athletic gate receipts and event entry. It is a secure, paperless solution designed to streamline the ticketing process for both staff and spectators while ensuring strict financial accountability. See below links for tips and instructions on how to best utilize Givebacks for Your Athletic Events:



Business & Finance

HANDBOOK

- [How do I create tickets?](#)
- [How do I check in ticket holders with the Givebacks POS?](#)
- [How do I add offline ticket sales to my Ticketed Event?](#)

Security: [Security Guidelines for Basketball and Football Games](#)



Business & Finance

HANDBOOK

SECTION 6.

PAYROLL

Timekeeper

[Timekeeper Employee Portal Instructions](#)

Salary Determination:

For certified employees, salary is determined by the [NCDPI state salary schedules](#). For classified employees, salary is determined by experience, education, and other criteria that places the employee on the appropriate grade and step based on the Franklin County School salary tables.

Direct Deposit:

When an employee is going through the clearance process with FCS, submitting direct deposit information is a requirement. If changes are needed after hire, the employee must complete the [payroll direct deposit](#) form and submit it to the payroll department. It may take up to a month for the requested change to be processed. This could result in having to receive a paper check on pay day if you have a closed account. This form should be submitted if you are adding or deleting an account or if you are changing banking institutions completely.

Time Sheets:

Classified non-exempt employees use the [LINQ Timekeeper Portal](#) to clock in and out for permanent assignments. Meal breaks should also be recorded in the [LINQ Timekeeper Portal](#). These electronic timesheets are to be accurately maintained daily. Employees who make errors on electronic time sheets should request a correction through the [LINQ Timekeeper Portal](#) daily. For additional duty work, paper timesheets may be used.

Certified employees should use the [LINQ Timekeeper Portal](#) to request absences as much in advance as possible. Supervisors will review absences and approve at their discretion. Certified employees requiring a substitute should make the request in [Frontline](#).

Classified exempt employees should use the [LINQ Timekeeper Portal](#) to request absences as much in advance as possible. Supervisors will review absences and approve at their discretion.



Business & Finance

HANDBOOK

Staff Development:

For payroll purposes, the [Staff Development](#) form should be completed when an employee is attending a work-related event that requires a substitute.

Pay Changes, Additional Duty, Stipend, and other Miscellaneous Payments:

When an employee is to receive a change in pay, the supervisor should complete the appropriate form in [TalentEd](#). Stipend forms should be uploaded in [TalentEd](#) for approval prior to payment. The [Stipend Form-Individual](#) or [Stipend Form-Group](#) should be used to eliminate the repetitive number of forms when stipend payments are needed for multiple employees. In addition, a mass upload spreadsheet should be used when requesting pay for a list of employees with similar jobs or similar budget codes.

Pay Calendars:

Please reference the [Pay Calendars](#) in the Finance Forms Folder for timesheet due dates to payroll and payment dates.

Overtime Pre-Approval:

[Overtime Pre-Approval Forms](#) are required when an employee works in excess of 41 hours per week in one assignment. This requirement excludes dual employees unless one of their assignments exceeds 41 hours. The [Overtime Pre-Approval Form](#) should be completed prior to overtime being worked and it should include the reason for the overtime, the amount of overtime expected to be worked, and the date range the overtime is expected to be worked. Only one form is required per pay period and it should be governed by the direct supervisor.

Compensatory Time:

Compensatory time may be elected in lieu of overtime. The [Compensatory Time Form](#) should be completed at the time of hire or in July for the new year. A maximum of 40 hours compensatory time may be accumulated. Once an employee reaches 40 hours, the employee will be placed back on overtime. When an employee's compensatory time accrual decreases below 40, they will be placed back on compensatory time.

Leave Accrual:

Leave accruals can be found on your check stub in the [LINQ Timekeeper Portal](#). Balances are reflected in hours and are most accurate in the portal. Leave balances should be reviewed monthly by each employee and any discrepancies should be reported to the Treasurer or Department payroll



Business & Finance

HANDBOOK

contact. Floating leave is not permitted. If you are absent, and you have leave available it must be used within the leave usage guidelines. If leave is not available, the absence is without pay.

Use of Leave:

Guidance on the use of leave is provided in the [NCDPI Benefit and Employment Policy Manual](#).

Inclement Weather, Make-up Time:

Guidance is provided to payroll with expectations for inclement weather days from the Superintendent and Human Resources. Once that information is received, a document is created and shared with the district with those expectations. You should have tangible documentation to provide to your direct supervisor and treasurer with the form of time that is made up. When an employee works over 40 hours in a week to make up for time lost due to inclement weather, they earn **1.5 hours of make-up time for every 1 hour they work**. Annual leave, personal leave, and compensatory time may be used in lieu of making up the time worked.

W 4 & NC 4:

FCS Finance is not able to provide any tax advice. However, once you have consulted with your tax advisor all tax changes are made through the [LINQ Timekeeper Portal](#). Changes to W4 and NC4 forms should be submitted a minimum of one week prior to the pay date. If requests are submitted and are noticeably incorrect, the request will be denied.

Separation of Service:

If an employee plans to separate from service for any reason (retirement, resignation, etc.), Human Resources must be notified immediately. Once payroll receives notice from Human Resources, the calculation for final payout and leave management will occur. Certified and exempt employees will be paid out the month of separation. Non-exempt employees will be paid out the month following their last pay period worked.

Over Payments:

When payroll realizes an overpayment has occurred, communication will be made to the employee and a repayment plan will be made based on agreement with the employee and Franklin County Schools.



Business & Finance

HANDBOOK

Fringe:

Employees who drive a district vehicle to and from work each day are to report the number of days each month to their direct supervisor. The supervisor reports to payroll each month so that the fringe benefit can be documented as part of monthly payroll.

Personal Activity Report (PAR):

For employees paid from federal funds, the supervisor must certify monthly or semi-annually that the paid percentage of an employee's time is spent on the federal job assigned. The payroll department works with each supervisor to obtain signed documentation.

NC State Retirement:

Each permanent employee that works a minimum of 30 hours per week automatically contributes 6% per pay check to the NC Retirement system. The payroll department submits a monthly report to ORBIT reporting these payroll deductions. Employees should monitor their ORBIT account routinely to verify accurate service credit.

Empower:

Empower plans provide an optional payroll deduction each month that allows employees to contribute to a supplemental retirement account. If an employee wishes to contribute to this optional plan, elections must be made electronically at [Empower Participant Login](#). The payroll department will in turn withhold the elected deduction and submit payment to Empower each month. New or updated elections should be requested on the website one month prior to the pay date.

Bill Backs:

Certain payroll expenses are billed back to the school location in which they occur. Bills backs are done by the 5th of the month following the payroll expense. The school has until the 15th of the month to send payment to the central office. Once received at the central office checks are deposited and posted back to the original billback expense code.



Business & Finance

HANDBOOK

SECTION 7.

FIXED ASSETS and INVENTORY

Asset Classification and Reporting Guidelines

Major Asset Categories include:

- Cash
- Capital/Fixed assets
- Inventory
- Prepaid items
- Receivables

Asset Definitions and Thresholds:

- **Fixed Assets**
 - **Criteria:** Tangible property (real or personal) valued at \$5,000 or more with a useful life exceeding one year.
 - **Distinctions:** They are distinct from intangible property (e.g., securities, money) and consumable supplies (e.g., office supplies).
 - **Capitalization Exceptions:** Items costing \$5,000 or less may be capitalized for property control if they are susceptible to theft (e.g., computers, camcorders, other portable electronics).
- **Inventory**
 - **Standard Items:** Tangible property valued between \$500 and \$5,000.
 - **Technology Items:** Technology items with a value of \$150 to \$4,999 must be tracked for inventory purposes, even if they fall below the standard \$500 inventory threshold.

Federal and Grant Fund Regulations:

- **Tagging:** All items with a useful life of more than one year must be tagged; no minimum dollar limit applies.
- **Transfer Restrictions:** Items cannot be transferred between programs.
- **Disposition Process:** Requires a completed [NCDPI "Equipment Disposition Request Form"](#) and approval from the DPI School Business Monitoring & Compliance Section before disposal or transfer.



Business & Finance

HANDBOOK

Fixed Asset Accounting Categories:

- **Land:** Property owned in fee simple, easements, rights-of-ways, and leases.
- **Land Improvements:** Permanent additions (excluding buildings) that add value, such as sidewalks, parking lots, and fences.
- **Buildings:** Permanent or portable structures used for shelter, including schools, offices, and warehouses.
- **Equipment:** Portable tangible personal property, such as machinery, furniture, computers, and vehicles.

Oversight and Inventory Control:

- **Annual Reporting:** A report of lost, stolen, or donated items is submitted to the Superintendent after the annual inventory.
- **Departmental Responsibilities:**
 - **Business & Finance Department:** Responsible for inventorying assets purchased with Local, State, or Federal funds.
 - **Technology Department:** Responsible for inventorying devices assigned to **Object Code 462**.
- **State or Local Funds:**
 - Object code 461 (Inventoried Furniture/Equipment)
 - Object code 462 (Inventoried Technology)
 - Object code 541 (Capitalized)
 - Object code 542 (Capitalized) Technology
 - White Fixed Asset / Inventory labels
- **Federal Funds:**
 - Object code 461 (Inventoried Furniture/Equipment)
 - Object code 462 (Inventoried Technology)
 - Object code 541 (Capitalized)
 - Object code 542 (Capitalized) Technology
 - Green Fixed Asset / Inventory labels

Fixed Assets and Inventory Object Codes Defined



Business & Finance

HANDBOOK

461 Furniture and Equipment – Inventoried:

Include expenditures for the initial, additional and replacement costs of equipment for both instructional and support areas whose small unit cost and/or lease/purchase arrangement makes it inadvisable to capitalize the item. If not inventorying the item, use 411 – Supplies and Materials instead.

462 Computer Equipment – Inventoried:

Include expenditures for computer hardware whose small unit cost and/or lease/purchase arrangement makes it inadvisable to capitalize the item. Use this code only if you will inventory the items purchased. If not inventorying the item, use 411 – Supplies and Materials instead. The Technology department will create requisitions involving these items.

541 Purchase of Furniture and Equipment – Capitalized:

Include expenditures for the initial, additional, and replacement items of capitalized equipment such as furniture and machinery; including lease/purchase, for both instructional and support areas.

542 Purchase of Computer Hardware – Capitalized:

Include expenditures for the initial, additional, and replacement items of capitalized computer hardware such as microcomputers, printers, file servers, other equipment required for infrastructure/connectivity, etc.; including lease/purchases. The Technology department will create requisitions involving these items.

Specific Circumstances:

- **Individual School Funds**
Individual school funds at a school location should not be used to purchase inventoried/asset items that fall under object codes 461, 462, 541, and 542. *The Chief/Finance Officer may grant permission in special situations.
- **Equipment /Furniture Needs**
Capital Outlay funds are available on a limited basis to purchase equipment and furniture. The director of Auxiliary Services will review and make the determination whether these purchases qualify.
- **Computers /Devices requests**
Any technology device must be verified to ensure that it will be compatible with the Franklin County Schools network. Schools may submit technology requests to the Technology department and Technology will review the request, obtain quotes and determine funding.

Annual Inventory Process

Based on the information provided regarding FCS Board Policy 8350, here is an outline of the annual fixed asset and inventory procedures:



Business & Finance

HANDBOOK

Purpose and Importance of Annual Inventory

- **Asset Accountability:** Ensures the school system maintains an accurate record of the location of all equipment.
- **Stewardship:** Fulfills the responsibility to properly account for school resources on a regular basis.
- **Audit Compliance:** Satisfies the annual physical count requirement and prepares for external audits.
- **Risk Mitigation:** Identifies discrepancies or missing items to prevent loss of funding or the suspension of future purchasing abilities.

Scope of Inventory

- **Inventory Includes:** All fixed assets and inventoried items, including new purchases, transfers, disposals, and lost/stolen items.
- **Specific Categories:** Covers new construction, repairs, land improvements, and donated items.

Roles and Responsibilities

- **School Sites:** Media Assistants and a designated backup person at each location perform the physical count.
- **Specialized Departments:** Department assistants (e.g., EC, School Nutrition) are responsible for their respective inventories.
- **Technology Department:** Specifically handles inventory requirements for technology devices.
- **Business & Finance Department:** A team member records all location and status changes in the fixed asset software once the count is finished.

Timeline and Process

- **October 31st:** Inventory control sheets are shared with identified contacts at each location.
- **February (End of Month):** Final deadline for completing the annual physical inventory for the current fiscal year.
- **Reporting:** Discrepancies or unmet requirements are reported directly to Leadership for further action.

Asset Transfer

Tracking the movement of all inventory is critical to maintain the integrity of FCS property. An



Business & Finance

HANDBOOK

Asset Transfer Form should be completed if a fixed asset or inventoried item is moved from the location identified in the tracking software. Give the Principal a copy of this completed form. [Asset Transfer Form](#)

The completed and signed Asset Transfer Form should be submitted to the Fixed Asset/Inventory contact in Finance. This designated person will change the location within the tracking software so it will be updated on your next inventory list.

Asset Disposal

1. An Asset Disposal Request Form should be completed for an item that is being disposed of due to age or no longer operational. Give the Principal a copy of this completed form. [Asset Disposal Request](#)
2. The completed and signed Asset Disposal Form should be submitted to Maintenance and the Fixed Asset/Inventory contact in Finance.
3. This designated person in the Business & Finance Department will dispose of the asset / inventory within the tracking software.
4. Once an item has been identified as disposed, the item must be removed from your location and will be picked up by Maintenance to be discarded and removed from your inventory.

Bill Backs

School funds to be used for instructional furniture and/or equipment that will be inventoried or capitalized as an asset must be processed and captured by the district's central Business & Finance Department. These inventoriable asset expenses are billed back to the school location in which they occur. Bills backs are done by the 5th of the month following the purchase. The school has until the 15th of the month to send payment to the central office (or once the invoice is finalized). Once received at the central office checks are deposited and posted back to the original billback expense code.

Frequently used fixed asset links:

- [Asset Management Policy and Procedures](#)
- [Asset Process and Procedure - Technology](#)
- [Asset Management Processing in LINQ Fixed Assets](#)
- [Fixed Assets and Inventory Training Power-Point](#)
- [Policy Code: 6560 Disposal of Surplus Property](#)
- [Policy Code: 8350 Fixed Assets Inventory](#)



Business & Finance

HANDBOOK

SECTION 8.

VENUE RENTAL AND INSURANCE COVERAGE

[Facility Use Application](#)

Rental Process and How To Ensure Insurance Coverage

This section outlines the financial and insurance requirements for community organizations or individuals seeking to rent facilities within **Franklin County Schools (FCS)**. Adherence to these guidelines ensures the protection of district assets and compliance with state liability standards. **Please Note:** As of February 2026, the current facility rental form will soon be replaced by an online facility rental program. As part of this transition, updated policy information will be included within the new system.

1. General Rental Requirements

To maintain the safety and integrity of school property, all facility use requests must follow the district's formal application process.

- **Application Timeline:** Requests should be submitted through the [Auxiliary Services Department](#) at least **three (3) weeks** in advance of the event.
- **Payment Terms:** All estimated fees—including rental, custodial, and technical personnel costs—must be paid in full at least **48 hours** prior to the scheduled use. Payments are typically accepted in the form of cash, cashier's check, or money order.
- **Operational Hours:** Facilities are generally unavailable for rental during school hours and typically become available **after 6:00 PM** on days when school is in session.

2. Insurance and Liability Requirements

The [Franklin County Board of Education](#) requires all non-school groups to provide proof of insurance to mitigate risk to the district. [Policy Code 5030](#)

- **Minimum Coverage:** Renters must submit a **Certificate of Insurance (COI)** providing a minimum of **\$200,000** in General Liability coverage.
- **Additional Insured:** The policy must explicitly name **Franklin County Schools** (or the Franklin County Board of Education) as an "Additionally Insured" party for the duration of the use.
- **Special Endorsements:** The certificate should include the notation "**Public School Use**" and verify that "**No Participant is Excluded**" from the coverage.



Business & Finance

HANDBOOK

- **Submission Deadline:** The COI must be provided to the district office at least **two (2) weeks** before the event date to allow for verification.

3. Indemnification and Damages

By signing a Facility Use Agreement, the renting organization agrees to the following financial responsibilities:

- **Hold Harmless:** The renter agrees to indemnify and hold the Board of Education harmless from any claims, damages, or attorney fees arising from the use of the facility.
- **Damage Responsibility:** The sponsoring group is held strictly liable for any damages to the premises or equipment (such as AEDs or AV systems) incurred during the rental period.
- **Personnel Fees:** If the event requires specialized staff (e.g., cafeteria managers for kitchen use or stage technicians for light/sound), these hourly fees are billed in addition to the base rental rate.

4. Fee Schedule Overview

The following is a summary of standard daily rental rates (**Rental Fees-Minimum two-hour charge per space per occurrence**):

SPACE (INTERIOR)	FOR-PROFIT	NON-PROFIT	CIVIC GROUPS
AUDITORIUM	\$120	\$60	\$30
CONFERENCE ROOM	\$30	\$15	\$10
DINING HALL (ONLY)	\$80	\$40	\$20
DINING HALL + KITCHEN	\$120+STAFF	\$60 + STAFF	\$30 + STAFF
GYMNASIUM	\$120	\$60	\$30
GYMNATORIUM/MULTI-PURPOSE ROOM	\$120	\$60	\$30
SPACE (EXTERIOR)	FOR-PROFIT	NON-PROFIT	CIVIC GROUPS
BASEBALL FIELD	\$35	\$20	\$10
FOOTBALL FIELD	\$35	\$20	\$10
SOCCER FIELD	\$35	\$20	\$10

Outdoor lighting fee: An additional \$15 per hour will be charged when outdoor lighting is required.
FCS benefit-eligible employees may rent district facilities at no charge, except for any required staffing costs, in the event of the death of an immediate family member.



Business & Finance

HANDBOOK

SECTION 9.

BUDGETING

Budget:

Who pays for education and how much is spent on education? Budgeting is the process of allocating resources to the prioritized needs of the district and represents the district's legal authority to spend funds. The various types of funding sources are listed below:

- a. **Individual School Funds and Financial Oversight:** Beyond district-level expense funds, most individual schools maintain independent bank accounts and cash funds managed by principals and club advisors to support student activities. Because these decentralized funds often operate outside standard accounting controls, the Business & Finance Department establishes specific procedures aligned with Board of Education policies. To ensure rigorous oversight, the department conducts annual internal audits, site-based budget meetings, and mandatory School Treasurer training, while continuously improving school-level software to meet evolving reporting requirements.
 - **Management of Allotments and Local Accounts:** Schools manage their unique bank accounts and internal funds using School Funds Online (SFO), which also hosts school-level budgets. Specific funding streams are handled as follows:
 - **SFO Managed:** Funds for local principal office supplies, athletics (middle and high school), and band (middle and high school) are transferred directly to schools for local deposit and management within SFO.
 - **LINQ Managed:** Annual allotments for State Classroom Supplies (Fund 1/PRC 061) and Local Instructional Supplies (Fund 2/PRC 061) are managed by the district's Business & Finance Team through LINQ financial software.
- b. **Federal Program Coordination:** Federal funds, including Title 1 (PRC 050) and Exceptional Children (PRC 060), are managed by school-level administration in direct coordination with the Executive Directors overseeing those specific grants. All utilization of federal funding must strictly adhere to the regulations established by both the federal government and the Franklin County Schools Board of Education.



Business & Finance

HANDBOOK

- c. **Enterprise Funds (School Nutrition-Fund 5):** Most school districts participate in the U.S. Department of Agriculture (USDA) free or reduced-price food programs. This program requires school districts to segregate food service programs from other programs. Franklin County public school students benefit from universal free breakfast and lunch for all through the Community Eligibility Program (CEP). This initiative guarantees that every child in Franklin County Schools receives essential nutrition, fostering their health and well-being and eliminating yet another obstacle to their success. Please visit our webpage for more information about the [Franklin County School Nutrition Program](#) or you may contact the [School Nutrition Staff](#).
- d. **Enterprise Funds (Before & After Care-Fund 7):** Franklin County Public Schools Before and After School programs offer a balance of structured activities designed to stimulate students' intellectual, social, emotional, and physical development. The program extends learning beyond the regular school day and provides caring support for our students. This is another program that requires management of transactions separate from local, state, federal and other specific funding sources.
- e. **Local Current Expense Funds (Fund 2):** Appropriations are received for the current operating expenses of the local school administrative unit. These funding sources may include, but not be limited to, revenues from fines and forfeitures, county government appropriations and/or reimbursements from other entities.
- f. **State Public School Funds (Fund 1):** Allotments provided to Franklin County Schools based on formulas adopted by the state board of education. Funding formulas are subject to change annually and may be directly or indirectly based on data points such as student population, test scores, and/or the county's wealth tier status.
- g. **Federal Funds (Fund 3):** Federal funds are awarded based on grant applications submitted through the Department of Public Instruction
- h. **Capital Outlay Funds (Fund 4):** Appropriations are provided by the county commissioners.
- The acquisition of real property for school purposes, including but not limited to school sites, playgrounds, athletic fields, administrative headquarters, and garages;



Business & Finance

HANDBOOK

- The acquisition, construction, reconstruction, enlargement, renovation, or replacement of buildings and other structures, including but not limited to buildings for classrooms and laboratories, physical and vocational educational purposes, libraries, auditoriums, gymnasiums, administrative offices, storage, and vehicle maintenance;
- The acquisition or replacement of furniture and furnishings, instructional apparatus, data processing equipment, business machines, and similar items of furnishings and equipment;
- The acquisition of school buses as additions to the fleet;
- The acquisition of activity buses and other motor vehicles;
- Such other objects of expenditures may be assigned to the Capital Outlay Fund by the uniform budget format. The cost of acquiring or constructing a new building, or reconstructing, enlarging, or renovating an existing building, shall include the cost of all real property and interests in real property, and all plants, works, appurtenances, structures, facilities, furnishings, machinery, and equipment necessary or useful in connection therewith; financing charges; the cost of plans, specifications, studies, reports, and surveys; legal expenses; and all other costs necessary or incidental to the construction, reconstruction, enlargement, or renovation.

- i. **Special Reserves and Grants (Fund 8):** Revenues from reimbursements, including indirect costs, fees for actual costs, tuition, sales tax refunds, gifts and grants restricted as to use, trust funds, federal grants restricted as to use, federal appropriations made directly to local school administrative units, funds received for prekindergarten programs, and special programs and appropriated fund balances (revenues accruing to a school administrative unit in prior years but not yet expended).

BUDGET (Chart of Accounts 19 digits-currently under construction)

FUND	PURPOSE	PROGRAM	OBJECT	LOCATION
1	5110	061	411	304
State	Instructional	Classroom Material	Supplies and Material	Bunn Elementary



Business & Finance

HANDBOOK

Fund Codes:

Departments receive funds through various fund sources including State, Federal, and Local. The Business & Finance Department meets with each department's budget manager throughout the school year to plan, develop, monitor, and oversee the budget for maximum efficiency of spending. If funds need to be moved between accounts within LINQ the budget transfer instructions should be followed to complete the budget amendment and transfer form. The fund codes include state, local, federal, capital outlay, school nutrition, before & after care and special reserves and grants.

- **Fund 1** - State Public School Fund includes appropriations for the current operating expenses of the public school system from monies made available to the local school administrative unit by the Department of Public Instruction. Allotments are made to local school administrative units based on formulas adopted by the state board of education. There are several formulas used; i.e., ADM, number of state allotted teachers, categorical allotments for special programs or services.
- **Fund 2** - Local Current Expense Fund includes appropriations for the current operating expenses of the local school administrative unit other than appropriations included in the state public school fund and the federal grant fund. This shall include, but not be limited to, revenues from fines and forfeitures, county appropriations for current expenses, direct state allocations, and appropriated fund balances
- **Fund 3** - Federal Grant Fund includes appropriations for the expenditure of federal categorical grants made available through the Department of Public Instruction. These appropriations are categorical in nature; i.e., programs and services for children of low-income families, programs and services as well as services for exceptional children.
- **Fund 4** - Capital Outlay includes appropriations that are provided by the county commissioners. Funds are provided by bond revenues, sales tax revenues, or other sources used to finance the county capital improvement program. This includes, but not limited to:
 - a. The acquisition of real property for school purposes, including but not limited to school sites, playgrounds, athletic fields, administrative headquarters, and garages;
 - b. The acquisition, construction, reconstruction, enlargement, renovation, or replacement of buildings and other structures, including, but not limited to buildings for classrooms and laboratories, physical and vocational educational purposes, libraries, auditoriums, gymnasiums, administrative offices, storage, and vehicle maintenance;
 - c. The acquisition or replacement of furniture and furnishings, instructional apparatus, data processing equipment, business machines, and similar items of furnishings and equipment
 - d. The acquisition of all vehicles;



Business & Finance

HANDBOOK

- e. Such other objects of expenditures as may be assigned to the capital outlay fund by the uniform budget format.
- **Fund 5** - School Nutrition Fund includes all revenues and expenditures related to the school nutrition operations.
- **Fund 7** - Before and After Care Program Fund includes all revenues and expenditures related to the Before and After Care operations.
- **Fund 8** - Other Local Current Expenses Fund includes revenues from reimbursements, including indirect costs, fees for actual costs, tuition, sales tax refunds, gifts and grants restricted as to use, trust funds, federal grants restricted as to use, federal appropriations made directly to local school administrative units, funds received for prekindergarten programs, and special programs and appropriated fund balances.

Purpose Codes:

Purpose means the reason for which something exists or is used. Purpose includes the activities or actions that are performed to accomplish the objectives of a local school administrative use. For budgeting and accounting purposes, expenditures of a local school administrative unit are classified into five purposes as follows.

- **5000** - Instructional Services
- **6000** - System-Wide Support Services
- **7000** - Ancillary Services
- **8000** - Non-Programmed Charges
- **9000** - Capital Outlay

Program Report Codes:

A program report code (PRC) designates a plan of activities or funding designed to accomplish a predetermined objective. This dimension of program report codes allows the unit a framework for classifying expenditures by program to determine cost.

Object Codes:

An object code identifies the service or commodity obtained as a result of a specific expenditure.

- **100 series** = Salaries
- **200 series** = Benefits
- **300 series** = Purchased services
- **400 series** = Supplies, Materials & Equipment
- **500 series** = Capital Outlay



Business & Finance

HANDBOOK

Salaries = 100's

- 121 = Teachers
- 142 = Teacher Assistants
- 143 = During the School Day Tutor Pay
- 151 = Office Personnel
- 163 = Staff Development Substitute
- 181 = Supplement
- 192 = Extra Duty Pay
- 196 = Staff Development Participant Stipend
- 198 = Afterschool Tutor Pay

Benefits = 200's

- 211 = Social Security
- 221 = Retirement
- 231 = Hospitalization Insurance
- 232 = Workers' Compensation
- 235 = Life Insurance

Purchased Services = 300's

- 311 = Contracted Services
- 312 = Workshop Expenses
- 314 = Printing and Binding Fees
- 315 = Reproduction Costs
- 332 = Travel
- 333 = Field Trip Costs including Transportation

Supplies & Materials = 400's

- 411 = Supplies and Materials
- 413 = Other Textbooks
- 414 = Library books
- 415 = College Textbooks
- 418 = Computer Software
- 461 = Non-Capitalized but Inventoried Equipment
- 462 = Non-Capitalized Computer Equip

Capital Outlay = 500's

- 541 = Capitalized Equipment
- 542 = Capitalized Computer Equipment
- 551 = Vehicles



Business & Finance

HANDBOOK

BUDGET (School Allotments):

Each year schools are given allotments which can be used to pay for purchases. Each allotment has a budgeted appropriation. All purchases will be pre-audited to ascertain that an unencumbered balance remains in the appropriation. Each appropriation has an assigned budget code that must be used for all purchases that are paid from the appropriation. This budget code identifies the appropriation that can be charged for the purchase. The local and capital outlay allotments are determined by the Superintendent and the Board of Education.

BUDGET (Transfers and Amendments Procedures):

1. General Transfers (Within a Department)

- **Definition:** These involve moving funds between different object codes.
- **Submission Requirement:** An email request must be sent to the Budget and Compliance Officer.
- **Required Documentation:** A completed [Budget Transfer Form](#) must accompany the request.
- **Approval Process:** The request is reviewed and approved by the Budget and Compliance Officer in coordination with the Chief/Finance Officer.

2. Budget Amendments (Between Funding Sources)

- **Definition:** These involve moving funds between different funding sources or purpose codes.
- **Internal Review:** Requests must be reviewed by the Chief/Finance Officer.
- **Final Approval:** All budget amendments require submission to and final approval from the Board of Education.

BUDGET (Quarterly Financial Status Reports):

Financial status reports are prepared each semester for each school/department. These reports contain budget, expense, and encumbrance information in both summary and detail form. These accounts should be monitored closely. In the event that the available balance in any of these accounts drops below zero, additional purchase orders will not be processed against the account until the zero or negative available balance condition is corrected. This report shall include the Current Budget, MTD Activity, YTD Activity, Outstanding Purchase Orders, Available Balance, and Percentage Remaining. **Please Note:** This section is currently under review, with updates anticipated later in 2026.



Business & Finance

HANDBOOK

School Business Data Analytics and Reporting Tool: DART (Data Analysis & Reporting Tool)

The North Carolina Office of School Business has launched **DART**, a centralized platform designed to modernize educational financial management. By replacing legacy mainframe reports with automated business rules and interactive dashboards, DART allows leaders to shift their focus from data collection to problem-solving.

Target Audiences & Core Functions:

DART provides tailored insights for several key stakeholder groups:

- **The General Public:** Access to enrollment data (ADM), allotment calculators, annual financials, and specific tracking for Helene and COVID-19 spending.
- **Superintendents:** Strategic tools for budget planning, trend line analysis, and identifying federal funds at risk of reversion.
- **PSU Finance Teams:** Operational support for salary management, grant balances, cash/expenditure alignment, and data validations.
- **DPI Program Staff:** Specialized monitoring dashboards for Title I, Exceptional Children (EC), and Career and Technical Education (CTE).
- **DPI Finance:** Centralized resources for state-level reconciliations and regulatory compliance.



Business & Finance

HANDBOOK

SECTION 10.

References, Resources, and Additional Guidance

These resources provide reliable, no-cost opportunities for continuing education and policy compliance aligned with the Governmental Accounting Standards Board (GASB) and North Carolina Department of Public Instruction (NCDPI) guidelines.

Resource / Organization	What It Offers
GASB – Governmental Accounting Standards Board https://www.gasb.org	Free access to all GASB Statements, plain-language summaries, and implementation guides.
GFOA – Government Finance Officers Association https://www.gfoa.org	Best practices, templates, and free webinars on budgeting, financial reporting, capital assets, and debt management.
NC Office of the State Treasurer / LGC https://www.nctreasurer.com	Local Government Commission guidance, audit preparation manuals, and Annual Financial Information Report (AFIR) tools.
FASAB – Federal Accounting Standards Advisory Board https://fasab.gov	Free guides and conceptual overviews on public sector financial standards that complement GASB principles.
NCASBO – North Carolina Association of School Business Officials https://www.ncasbo.org	Statewide training and compliance tools for NC school business officials. Includes CFO checklists and internal control guides.
NCES – U.S. Department of Education Financial Accounting for State and Local School Systems	National reference guide for school district accounting and financial reporting. Explains fund structures and object codes used by NCDPI. <u>Financial Accounting for Local and State School Systems: 2014 Edition (NCES 2015-347)</u>



Business & Finance

HANDBOOK

Franklin County Board of Education adopted policies: Series 8000 - Fiscal Management

8000	Fiscal Goals
8100	Budget Planning and Adoption
8110	Budget Resolution
8210	Grants and Funding for Special Projects
8220	Gifts and Bequests
7360/8225	Crowdfunding on Behalf of the School System
8230	Penalties, Fines and Forfeitures
8300	Fiscal Management Standards
8305	Federal Grant Administration
3565/8307	Title I Program Comparability of Services
8310	Annual Independent Audit
8320	Depositories
8325	Daily Deposits
8330	Facsimile Signatures
8340	Insurance
8341	Limited Claim Settlement
8350	Fixed Assets Inventory
8410	Individual School Accounts
8510	School Finance Officer
8520	School Treasurer
8530	Fidelity Bonds



Business & Finance

HANDBOOK

Other Related Policies

5010	Parent Organizations
5070/7350	Public Records-Retention and Disposition Records Retention and Disposition Schedule: Local Public-School Units (Resource) Public Records Request Process
7620	Payroll Deductions
7650	Employee Travel and Other Expense Reimbursement
Franklin County Schools Online Board Adopted Policies	

Additional Helpful Links:

- [FCS Employee Handbook](#)
- [NC Public Schools Benefits and Employment Policy Manual](#)
- [Wikipedia.org \(Franklin County, NC\)](#)