Quick Review of the Business Office

Business Office Functions- Supports all campuses & departments with financial matters including:

- Accounting – financial reporting
- Accounts Payable (AP) – placing purchase orders, payments to vendors, reimbursements, etc.
- Accounts Receivable (AR) - deposits and collection of fees paid
- Budget Forecasting
- Grant Reporting
- Payroll Processing & Benefits
- Staff Development, Training Registration, & Travel Arrangements (both employee & student)
- Student Activity Accounts & More

Financial Accountability: The Business Office goes through a rigorous annual audit as required by Texas Education Agency (TEA). Our audit is also a big part of the Financial Integrity Rating System of Texas (FIRST) score. The annual FIRST score is our equivalent to STAAR ratings. We are proud that Orenda annually achieves the highest score of Superior Achievement (A+) and strives to maintain this rating. Our fiscal performance is also tied into interest rates for loans based on our S&P credit rating.

The way we all handle daily financial matters is a large part of our financial success. All staff contributes to the big picture by following policies, completing forms, and submitting required documentation for proper paper trails. We appreciate your support as we work as a team with financial accountability.

Orenda Charter School District Website: www.orendaeducation.org
On the Orenda district website, access Employee Tools (on top right hand corner for resources below).

Frontline Applications (note-different password than Frontline ERP/ESC): Frontline Central to access online forms, Frontline Special Education & Intervention, Frontline Recruiting & Hiring

Frontline (ERP & SIS): Software system used by the district for business & student data.

Frontline Employee Service Center (ESC) – Report Absences, View Time Cards, Pay details, Deductions, Reimbursement, W2, & more: Access from the Orenda Website under Employee Tools. Select Frontline/TEAMS ESC Login (same user ID & password as regular Frontline).

Login is typically your first name initial, middle name initial (if applicable), and last name as your User ID and the last 4 digits of your Social Security number & 4 digit birth year as your password.

For Example (with Middle Name): Charlie Don Brown DOB: 1/23/1960 SSN: 123-45-6789
User ID: cdbrown Password: 67891960

Staples (preferred vendor for supplies): Access from the Orenda District Website under Employee Tools. Select Staples Ordering Site. Login details below (to reset password email Susie):

Orenda Customer ID: 1058447DAL
User Name: typically first name initial, followed by last name. Password created upon 1st login.

Vendor List (from Employee Tools- Google Sheet) & Vendor Lookup (Entry Point in ERP-Frontline)**:** Search vendors the district has already setup in the system by checking out these resources.

Google Drive ***Must be logged into your Google Work email to access Google Apps (squares) & Drive (triangle) icon*:** Templates of paper Business Office Forms (forms not in Central), the Business Office Reference Guide, as well as detailed information on the ESC and Staples Program.

Business Office Reference Guide (accessed from Employee Tools): A searchable document with detailed information about financial forms, policies, & procedures. Includes samples of all forms. The Reference Guide details how to complete & handle most Business Office related issues. Please refer to this guide often. The document is updated as needed- the latest version is online.

Purchase Order Reference – the Five Ws (Who, What, When, Where, Why?)

- When completing paperwork always think of the 5 Ws (**Check out Employee Tools Sample)**
  - **Who** is requesting this order (sometimes we get a PO with no employee name…)
  - **What** vendor is being used (sometimes we get a PO without the vendor name). Always write out full name, don't use abbreviations as we may not know what TAEA means)
  - **When** is this needed (don't say ASAP, always provide actual date & allow plenty of time)
  - **Where** does this ship to (select the location- don't leave it blank) and **How** do we place order after approval – see required field (do we fax it- provide fax#, email it- provide email address, or is it an online order and if so, what is the website to place order & details)
  - **Why** – explain what the purchase is for (1st grade classroom supplies or HS Science Lab)
  - **How** much does each item cost? Write out **Subtotal**, **Shipping**, & **Total** cost for the PO.
- New Electronic Purchase Order (PO) Process: Entry point from the Frontline ERP system is "Create Requisitions" to place a traditional PO.
- When printing a form from Google Drive- do not print straight from Preview Mode. Instead click the download arrow or select download and print. Why- because none of the Orenda forms located on the drive are multiple pages long. If you print from preview mode- the document is usually distorted and prints with weird page breaks that don't exist causing multiple forms. We often see this on the Local Mileage Form, Out of District Travel Form, Deposit Form, etc.
- Incomplete forms will be sent back to you- we need all the information for a reason and if randomly selected during audit, must comply and be consistent with policy and procedures. The campus should stop it before it arrives to us incomplete but will be further delayed & sent back if we receive it at the district office. Online forms will be sent back and cause delay as well.
- Plan ahead- our office is stretched, so it is very difficult when we get a last minute request (this includes last minute travel, purchase order, field trip admission check request, etc.). Due to possible shipping/delivery delays, you should **allow at minimum 2-3 weeks** for purchases. For trainings, **allow 1 month** since spots fill up quickly as well as hotel availability, if applicable.
- For absences that are not charged to your leave bank- details are required:
  - **Bereavement-** must include relationship to be sure it qualifies per policy
  - **Jury duty**- must attach the notice (does not apply to personal subpoena)
  - **School business**- remember the Five Ws again (Example: 4th grade team planning mtg. @ library from 7-4pm, HS Track Meet at Salado from 7-11am)
  - **Staff development**- remember the Five Ws again…. (Example: Dyslexia Training at Region 13 Austin Training Center from 8am-4:30pm).

Contact the Business Office team for general questions regarding:

- Margina Escobar, Chief Financial Officer – Ext#1103 (margina.escobar@orendaeducation.org)
  Financial accountability, budget, bonds, financial policies & procedures, vendor management, bids/quotes
- Susie Hubnik, Finance Coordinator – Ext#1104 (susie.hubnik@orendaeducation.org)
  Accounting, budget reports, student fees, activity accounts, field trips/travel, fundraisers, Staples program
- Laura Bizzaro, Accounting Specialist– Ext#1129 (ap@orendaeducation.org)
  Amazon ordering, accounts payable processing, proof of delivery contact, accounting journal entries
- Tonya Lambert, Business Office Specialist – Ext#1125 (tonya.lambert@orendaeducation.org)
  Placing orders & training registrations, assist with deposits, Frontline form management, HR data entry
- Olympia "Nevada" Tackett, Business Office Clerk – Ext#1125 (olympia.tackett@orendaeducation.org)
  Assist with field trips, fundraisers, travel, deposits, credit card receipts and Business Office reports
- Hallie Coombs, Payroll & Benefits Coordinator– Ext#1105 (hallie.coombs@orendaeducation.org)
  Payroll inquiries, time card & absences, Stream system, substitutes, benefit & deduction questions

For a full listing of where to direct your questions for Business Office staff, see the Reference Guide.
Orenda District Administration & Business Office Phone#: 512-869-3020 (Fax 512-869-3030)