# BEAVER LOCAL SCHOOLS



## EMPLOYEE FISCAL MANUAL

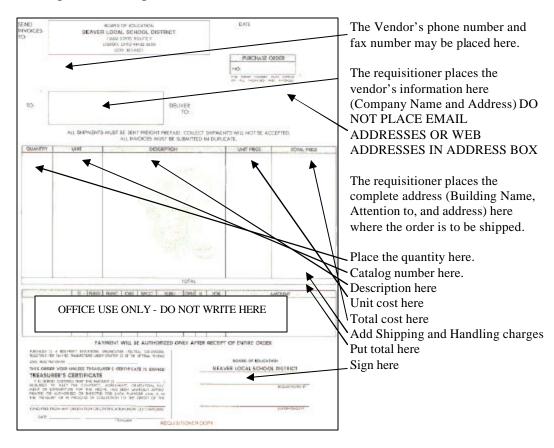
A reference guide to Beaver Local staff on fiscal and payroll procedures

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#### I. HOW DO I PLACE AN ORDER?

Before an order is placed (or called in) to a vendor, a purchase order (PO) must be completed and signed by the requisitioner and respective building principal or appropriate supervisor. The PO is forwarded to the treasurer's office for the superintendent to approve/disapprove. Once the superintendent approves the PO, the PO is forwarded to the treasurer for certification and assignment of a PO number. The PO is then mailed to the vendor for placement of order. If the requisitioner requests the PO to be "called in" (or phone order), the PO is sent to the requisitioner to phone the order to the vendor.



The requisitioner will receive a copy of the PO (or receiving order). Once the order has arrived, the requisitioner should review the order against the PO for accuracy and if the order is completely filled. Once the order is verified, the requisitioner should sign and date the receiving order, and should forward the receiving order and any shipping papers/packing slips to the treasurer's office. By signing the receiving order, the requisitioner is acknowledging that the complete order has arrived. The treasurer's office will compile and cross-check PO to the invoice to the receiving order.

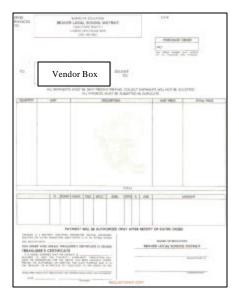
If the requisitioner ordered any type of equipment, an inventory form should be completed. See Section V for instructions.

Payment for all orders shall only be made by warrant through the treasurer's office.

**NOTE:** Any invoice arriving to the fiscal office without an approved, certified PO, can be declared null and void by the treasurer. The responsibility of payment will fall upon the staff member/requisitioner who placed the order.

#### For Reimbursement of Supplies:

Complete a purchase order PO with your name in the vendor box and complete the PO with a description of the reimbursable item. If there was any sales tax that you paid, the sales tax will be reimbursed. **Attach all original receipts**. To be reimbursed, receipts **MUST** be attached to the PO. Sign the PO and forward it to your building principal or supervisor. The principal or supervisor will sign the PO and forward it to the Treasurer's Office for processing. A warrant/check will be sent to the staff member in a reasonable period of time.



## II HOW DO I GET REIMBURSED FOR TRAVEL, PROFESSIONAL LEAVE, SUPPLIES?

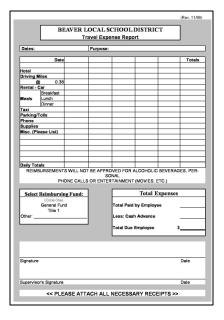
#### For Regular in-district travel:

Complete the Travel Report (example of report to the right) by date, placed traveled to, and mileage. Sign the report and forward it to your building principal or supervisor. The principal or supervisor will sign the report and forward it to the Treasurer's Office for processing. A warrant/check will be sent to the staff member in a reasonable period of time.

BEAVER LOCAL SO 13093 STATE LISBON, OH	ROUTE 7	TRAVEL REPORT	
Name	Reporting Period:		Social Security No.
DATE	PLACES TRAVELED TO	AND FROM	TOTAL MILES
		TOTAL	
EMPLOYEE SIGNATURE	DATE	FOR OFFI	CE USE ONLY MILES @ \$0.36
SUPERVISOR SIGNATURE	DATE	AMT PAID	

## For Conference/Professional Leave travel:

Complete the Expense Report (example of report to the right) by date, placed traveled to, Purpose of Conference, mileage, hotel, food, etc. in the indicated spaces. Attach all original receipts. To be reimbursed, receipts MUST be attached to the Expense report. The district will not reimburse for gratuities, alcoholic beverages, entertainment (e.g. movies), or personal phone calls. Sign the report and forward it to your building principal or supervisor. The principal or supervisor will sign the report and forward it to the Treasurer's Office for processing. A warrant/check will be sent to the staff member in a reasonable period of time.



Meal reimbursement limitations are as follows: Breakfast = \$5.00, Lunch = \$10.00, dinner = \$25.00.

## III HOW DO I TAKE CARE OF MONEY COLLECTED FOR A CLASSROOM EVENT?

#### Class Fees

Students should pay their class fees at the office, where a receipt will be issued to the student.

#### Field Trip Fees

The teacher should collect the field trip fees and issue a receipt to the student. Once collection is completed for the day, the teacher completes a pay-in form listing the club and activity (such as field trip to Kennywood), place the money and pay-in in an envelope, and take it to the office secretary. The pay-in form can be found on the web at <a href="https://www.beaver.k12.oh.us/fiscal/fiscal\_forms.htm">www.beaver.k12.oh.us/fiscal/fiscal\_forms.htm</a>.

#### Club Sales

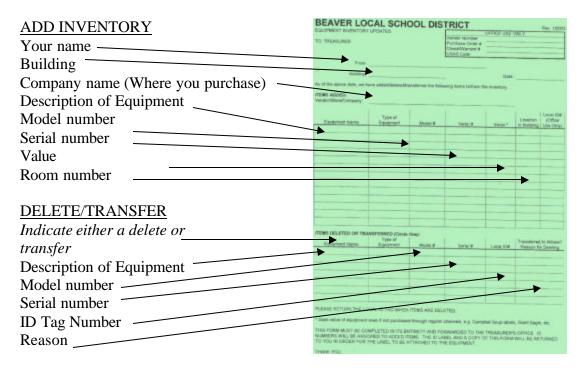
See Section VII of this manual.

#### Beaver Local Student Activity Procedure Manual

In addition, please refer to the Beaver Local Student Activity Procedure Manual at www.beaver.k12.oh.us/fiscal/safmanual.pdf.

#### V HOW TO I COMPLETE THE INVENTORY FORM?

A copy of the RECEIVING ORDER will be return to the requisitioner with an inventory report attached to the receiving order. The inventory form can be found on the web at <a href="www.beaver.k12.oh.us/fiscal/fiscal\_forms.htm">www.beaver.k12.oh.us/fiscal/fiscal\_forms.htm</a>. Please complete the **ADD** section on the inventory form.



Once the information is recorded, please forward this form with the receiving order to the treasurer's office. A copy of the inventory form will be returned to you with a numbered ID Tag. Please place the tag in the back of the equipment.

To <u>delete</u> a piece of equipment, record the ID Tag in the **DELETE/TRANSFER** section of the inventory form. If you can, please remove the ID Tag and tape it to the inventory form. In addition, please list the reason for the deletion (eg. Broken-can not be repaired, etc.). Forward the inventory form to the treasurer's office.

To <u>transfer</u> a piece of equipment from one room (building) to another, please record the ID Tag in the **DELETE/TRANSFER** section of the inventory form. Circle Transfer and record the new room (or building) that the equipment is being sent to. Forward the inventory form to the treasurer's office.

#### VI PERSONAL LONG-DISTANCE PHONE CALLS

Auditors state that **personal long distance phone calls** are a misuse of public funds and they will issue findings for recovery against the employee or employees.

If staff needs to make personal long distance phone calls, **they should use a personal calling card or their personal cell phone.** A personal calling card can be obtained through their long distance carrier, or purchase a pre-paid card from any department store.

### VII I AM AN ADVISOR FOR STUDENT ACTIVITY CLUB – WHAT TO DO?

The auditors have suggested that student activity club advisors, athletic and other fund raising type activities be reminded of the procedures needed to safeguard the funds the district collects.

#### **DEPOSITING MONEYS:**

Funds collected from revenue raising projects (example: sales projects, admissions to events, field trips) shall be deposited with the building cashier (or secretary at the elementary buildings) on a daily basis along with a pay-in. The building cashier (or secretary) will deposit the funds with the school treasurer or designate depository immediately. The pay-in form can be found on the web at www.beaver.k12.oh.us/fiscal/fiscal\_forms.htm.

	то в	E COMPLE	TED BY ACTIVITY ADVISOR	
SCHOOL BUILDING DATE			COINS	
ACTIVITY PROGRAM			CURRENCY	
ACTIVITY REVENUE ACCOUNT			CHECKS (LIST SEPARATELY)	
SOURCE OF MONEY RECEIVED - PUR	POSE			
ACTIVITY ADVISOR SIGNATURE BUILDING CASHIER SIGNATURE				
TO BE COMPLETED BY	TREASURER'S	OFFICE		
DATE RECEIVED	AMOUNT RECEIVED	RECEIPT NO.		
RECEIVED FROM	·			
TREASURER'S OFFICE SIGNATURE				
PAY IN ORDER			ATTACH DUPLICATE COPY OF DEPOSIT SLIP WHEN MONEYS DEPOSITED BY OTHER THAN CUSTODIAN.	0.00

The auditors have cited Beaver Local in the past for non-compliance concerning student activity clubs for not depositing funds within 24 hours.

Please deposit funds from sales, admissions, dances, or concession sales to your building cashier (or secretary in the elementary buildings) on the day you receive the monies. Thank you for your assistance in this matter.

#### **FUND RAISING SALES**

Before the advisor places an order with a vendor for fund raising items (e.g. candy bars), the **advisor must complete a purchase order and a sales projection form** (SAF1). The sales projection form (SAF1) can be found on the web at <a href="www.beaver.k12.oh.us/fiscal/fiscal\_forms.htm">www.beaver.k12.oh.us/fiscal/fiscal\_forms.htm</a>. Your building principal (or assistant principal) must sign both the purchase order and SAF1 form. The principal will forward both forms to the administrative building for processing. The treasurer's office will return a copy(s) of the purchase order back to the advisor. At this time, the advisor may place the order with the vendor and give the vendor a copy of the purchase order.

The advisor shall collect funds and deposit the funds along with a completed payin form with the building cashier on a daily basis (when applicable).

Once the sale is completed, the advisor must sign the receiving area of the purchase order to verify all items ordered were received, complete a pay-out form, and complete a final sales report (SAF3). The final sales report must be completed two weeks after the sale. Failure to complete a final sales report, will result in the delay of Beaver Local paying the advisor's contract in a timely fashion. The final sales report (SAF3) form can be found on the web at www.beaver.k12.oh.us/fiscal/fiscal forms.htm.

	FORMS APPR	OVED BY THE BURE	AU OF INSPECTION	AND SUPER	VISION OF PUBL	IC OFFICES	
VOUCH	HER CHECK NUMERICAL	. FILE	ACTIVITY R			ORDER NUMBER	
	ACTIVITY PROGRAM F	UND			TO BE FILLE	OF PAYMENT	S OFFICE AT TIME
			ACCOUNT NO.	DATE	DATE	AMOUNT	CHECK NO.
					ACCOUNT TO	BE CHARGED	
	PA'	YEE OR FIRM					
					NAME OF FUR	ND	
STREET ADDRESS				SIGNED - TREASURER'S OFFICE			
CITY		STATE	ZIP CODE		L		
QUANTITY		DESCRIPTIO	N OR PURPOSE			UNIT PRICE	AMOUNT
REQUESTED	BY		APPROVED BY		POSITION	TOTAL	
					L,	AMOUNT	0.00
	RTIFY THAT \$OF THE ABOVE OBLIGATION	IS AVAILABLE IN TH	E SAID ACTIVITY P	ROGRAM FU	ND SIGNATURE 1	REASURER'S OFFICE	
COPY	OF BILLING OR INVOICE	AND COPY OF PUR	CHASE ORDER	MUST BE AT	TACHED WHEN	PRESENTED FOR	PAYMENT

#### **CAR WASHES OR TAG DAYS**

- 1. Schedule the dates of the car wash or tag day with your building principal.
- 2. Complete a sales projection form (SAF1) two week prior to the dates. (If any costs are incurred {e.g. purchase of tags, etc.} a purchase order must accompany the sales projection form.)
- 3. Send projection form to your building principal for his/her approval.
- 4. The building principal will forward the sales projection form to the Superintendent for approval.
- 5. The Superintendent will forward the sales projection form to the Treasurer's office for certification.
- 6. The Treasurer's office will return a copy of the sales projection form to the club advisor.
- 7. Deposit daily, any and all monies collected for the car wash or tag day to the building cashier plus a pay-in form.
- 8. Once the car wash or tag day is completed, the advisor must complete a final sales report (SAF3). The final sales report must be completed two weeks after the car wash or tag day. Failure to complete a final sales report, will result in the delay of Beaver Local paying the advisor's contract in a timely fashion.

The necessary forms can be found on the web at www.beaver.k12.oh.us/fiscal/fiscal\_forms.htm.

#### **DANCES**

After the advisor schedules a dance with the building principal, the advisor must submit purchase orders and pay-outs for the DJ and security (security only at High School) two weeks BEFORE the dance. Please note on the purchase orders when the checks will be needed. The treasurer's office will have the checks ready before the dance. The advisor must sign a cash advance form at the treasurer's office to receive the checks. After the dance the DJ and security must complete a service form to receive payment. The service forms shall be forward to the treasurer's office. A ticket report must be completed for the dance admissions. The ticket report shall be signed by the advisor and sent to the treasurer's office. The ticket report form can be found on the web at <a href="https://www.beaver.k12.oh.us/fiscal/fiscal\_forms.htm">www.beaver.k12.oh.us/fiscal/fiscal\_forms.htm</a>.

#### **PURCHASING**

Before the advisor places an order with a vendor, the advisor must complete a purchase order. Your building principal (or assistant principal) must sign the purchase order. The principal will forward the purchase order to the administrative building for processing. The treasurer's office will return a copy of the purchase order back to the advisor. At this time, the advisor may place the order with the vendor and give the vendor a copy of the purchase order.

When the items are received, the receiving order copy of the purchase order shall be signed and dated by the advisor. The PO copy (or receiving order) and a payout form shall be sent to the treasurer's office for payment.

#### VIII ATHLETICS

#### ATHLETIC ADMISSIONS

Every athletic event or game that admissions are charged, the faculty manager must sell admission tickets. Once the ticket office is closed, a ticket report must be completed and reconciled to the money collected. The ticket report must be signed by at least two people. The faculty manager must prepare a deposit of all checks and cash collected. The deposit should be secured and deposited into the bank within twenty-four hours. A night drop is recommended to be used immediately after the event.

A ticket report must be completed for the dance admissions. The ticket report shall be signed by the advisor and sent to the treasurer's office. The ticket report form can be found on the web at www.beaver.k12.oh.us/fiscal/fiscal\_forms.htm.

#### **PURCHASING**

The coach should make his/her request to the Athletic Director (AD). The AD will complete a purchase order and sign the PO. The HS Principal (or assistant principal) must sign the purchase order. The principal will forward the purchase order to the administrative building for processing. The treasurer's office will return a copy of the purchase order back to the AD. At this time, the AD may place the order with the vendor and give the vendor a copy of the purchase order.

When the items are received, the receiving order copy of the purchase order shall be signed and dated by the AD. The PO copy (or receiving order) and a pay-out form shall be sent to the treasurer's office for payment.

#### **PAYMENT FOR OFFICIALS AND SECURITY**

The Athletic Director and Treasurer are the only positions that are permitted to sign checks out of the athletic payment account (petty cash) for the payment of officials and security. Game officials and security must complete the proper form for payment.

When the athletic payment account needs to replenished, the AD will complete a PO and pay-out and attach the game officials/security payment forms. The forms must equal the amount on the PO and pay-out forms. Once all the documents are properly signed and certified, the treasurer will make a deposit into the athletic payment account. The treasurer will notify the AD when the deposit is made, and the AD will account for the deposit in the check register.

#### IX PAYROLL – REGULAR & EXTRA/OVERTIME

- 1. No payroll deductions will be made without written authorization from the employee. Payroll change forms are available in all school offices.
- 2. Request for a change in taxes or insurance coverage must also be accompanied by the proper tax form or insurance change request forms which are available in the Treasurer's office.
- 3. Payroll changes must be submitted two weeks in advance of the effective date. All payroll changes (credit union, annuities, insurance, etc.) should be forwarded to Payroll Clerk. All time slips and payroll changes must be forwarded to treasurer's office the Monday after pay day. Please verify your time slips have the correct hours, reason(s) for the hours and your supervisor/building principal's signature. Any time slip that is missing information will be returned back to your supervisor/building principal. This can cause a processing delay into the next pay period.
- 4. Please be sure to return payroll envelopes to the office. These envelopes are coded for distribution and assure that your checks/direct deposit stub will get to the proper locations.
- 5. Absence slips must be completed for any absence from your regular position and turned in **immediately upon your return**. Please verify the correct date(s) and reasons on your absence slip.
- 6. If you have any questions regarding payroll, please contact Payroll Clerk in the Treasurer's office.
- 7. Periodically, information is sent with your pay envelope. Please check your pay envelope for important information.
- 8. Paychecks/direct deposit will be distributed every two weeks.
- 9. Please contact the Treasurer's office <u>immediately</u> concerning any changes in your insurance coverage, dependent status, etc. **Late notification of any changes can affect the effective date of these changes**.

## X PAYROLL – HOW DO I SUBMIT PAYMENT FOR A SUPPLEMENTAL CONTRACT?

Once the Board of Education has awarded you a supplemental contract, the contract and a copy will be sent to you. Sign both contracts and return one to the Treasurer's Office. If you do not receive a supplemental contract after you begin your duties, call the Treasurer's Office at 330-385-6831.

Athletic coaches - Please forward to the Payroll Department a copy of your Pupil Activity Certificate. **No payment of supplemental contract will be permitted without the Pupil Activity Certificate on file**.

After all duties are completed, the necessary paperwork, and/or equipment/uniforms are returned to your supervisor (head coach, athletic director, or building principal), a supplemental pay form should be completed and signed by you. The supplemental pay form should be given to athletic director (or building principal) for their signature. The supplemental pay form will be forwarded the Treasurer's Office for processing. The supplemental pay check will be in the next pay cycle.

Supplemental pay slip should be forwarded to the Payroll Department two weeks prior to the next pay date.

## XI PAYROLL – HOW DO I SUBMIT CHANGE FOR PAYROLL ON MY DEDUCTIONS?

Please complete a payroll change notice form to change your address, marital status, taxes, annuities, credit union deductions and any other changes. No changes can be made without your authorization on this form. The forms are available in all school buildings' offices and in the treasurer's office or on the district's web site at www.beaver.k12.oh.us/fiscal/fiscal\_forms.htm

BEAVER LOCAL SCHOOL DISTR 13093 State Route 7 Lisbon, Ohio 44432	ист		PAYRO CHANGE N	<del></del>
EMPLOYEE NAME		S.S. NUMBER	POSITION	BUILDING
ADDRESS				HOME PHONE
СІТҮ		STATE	ZIP	WORK PHONE
CHANGE ADDRESS +  MARITAL STATUS  TAXES	CREDIT U			
TO: CITY TAX CHANGE +		FROM:		
REMARKS		,	APPROVAL SIG	NATURES
+ Submit a new City Tax Form * Submit the Appropriate Tax Form @ Submit a new Credit Union Form		EMPLOYEE		DATE
ANY OTHER CHANGES OR REMARK PLEASE LIST ON THE BACK OF THIS F	DATE RECEIVED IN PAYROLL DEPT.			

#### XII HEALTH INSURANCE

#### HEALTH INSURANCE CONTACT INFORMATION

- 1. **ANTHEM BLUE CROSS BLUE SHIELD**-Health/Prescription, Major Medical, and Dental Anthem Claims Office P.O. Box 37180, Louisville, KY 40233-7180, Telephone: 1-888-290-9164, or <a href="www.Anthem.com">www.Anthem.com</a>. ? Use the Mail Order prescription option, and you can receive 90 day supply for the same costs as the 30 day supply you receive from your local drug store. Forms are available from your building secretary or call the treasurer's office. Refills are very easy. Dial the 800 number (located on the bottle) and complete the information requested (Prescription number, method of payment, address, etc.) or you can refill your prescription online. Your refill will arrive by mail within 7 to 10 business days. You can also view the status of a claim.
- 2. **SUNLIFE** Life insurance is provided through SunLife. Forms are available in the Payroll Department.
- 3. **VISION SERVICES** Vision Service Plan (VSP), Telephone: 1-800-877-7195 or <a href="www.vsp.com">www.vsp.com</a> for certificated and administration; for classified contact AFSCME. Forms for eyeglasses for OAPSE employees must be obtained by calling AFSCME at (800) 526-7201. Forms for hearing aids for OAPSE employees are available in the Treasurer's office.
- 4. Please keep these numbers where you can readily obtain them. Call the insurance companies first if you have a question or problem with hospitalization, major medical, dental or vision. If you do not get satisfaction from them, then contact our office. Insurance forms for dental and hospitalization are available in all school offices. Please see your building secretary for these. Certificated employees should contact their participating doctor and notify them that you have insurance through VSP.

## HOW DO I MAKE CHANGES IN MY HEALTH CARE COVERAGE?

Contact the Treasurer's Office. A health change enrollment form will be sent to you. Complete the form and return it to the Treasurer's Office. The Treasurer's Office will forward the changes to the health insurance carrier.

## WHEN DOES A DEPENDENT NEED TO BE REMOVED FROM THE HEALTH CARE COVERAGE?

#### Child:

If your dependent child has graduated from High School and is NOT attending a college, community college, or university full-time, you must notify the Treasurer's Office as soon as possible. The Treasurer's Office will mail out your child's notification of continued health care as provided by Federal law. Your child can elect the continuation of health care coverage for up to 36 months. The

cost of the premiums is your child's or your responsibility. The premiums must be paid by the first of each month.

If your child is a full-time student, you will need to complete a dependent eligibility form along with verification from the college. You will need to return the form to the Payroll Department. Forms are available in the Treasurer's Office.

#### **Spouse:**

If you and your spouse have divorced, you must notify the Treasurer's Office as soon as possible. The Treasurer's Office will mail out your former spouse's notification of continued health care as provided by Federal law. Your former spouse can elect the continuation of health care coverage for up to 36 months. The cost of the premiums is your former spouse's responsibility. The premiums must be paid by the first of each month.

#### **Newborns:**

Your newborn is automatically covered for the first 30 days. You must enrolled the newborn before the end of the 30 day period or you have to wait until the next enrollment period (September 1<sup>st</sup>) per Anthem's regulations.

#### XIII WORKERS COMPENSATION

IF I AM INJURED ON THE JOB – HOW DO I FILE A CLAIM?

- Employee IMMEDIATELY notifies district (supervisor) of an injury.
- If an emergency, the district (supervisor) directs injured worker to the nearest medical facility for treatment.
- If not an emergency, the district (supervisor) refers to provider directory for physician location nearby. For additional assistance in locating a physician, the district (supervisor), or injured worker may contact Sheakley UniComp, Inc. at 1-888-743-2559 or 1-513-326-8003.
- Within 24 hours of seeding medical treatment, the district (supervisor) or injured worker calls Sheakley UniComp, Inc. to report the injury occurrence or completes a Bureau of Workers Compensation (BWC) First Report of Injury form (FROI). Please fax the injured worker's signature and any medical documentation to 1-888-626-2667 or 1-513-326-8005. A FROI can also be completed online at www.ohiobwc.com.
- A Sheakley UniComp, Inc. representative will follow-up with the district to request any additional information needed to process the claim (i.e. Injured worker's return to work date, claim certification/rejection, etc.)
- If you receive any bills, please submit to:

Sheakley UniComp, Inc. Attn: Billing Department PO Box 422402

Cincinnati, OH 45242

• All pharmacy bills are processed by:

ACS State Healthcare PO Box 967

Henderson, NC 27536-0967

Bureau of Workers' Compensation handles all compensation benefits. For additional assistance, the injured worker may phone the Ohio Bureau of Workers' Compensation at 1-800-OHIOBWC.