

Spring Hill Independent School District
Business Office Procedures Manual – Transmittal
For the 2016-2017 School Year

May 2016

The procedures contained in this manual have been developed through a collaborative effort by the SHISD business office in conjunction with the superintendent and other administrators. It is designed to be the centralized location for procedures that are necessary to manage the financial resources of the District. Further, the school board legal and local policies are incorporated here by reference. The school board policy manual sets out the legal requirements of District functions while this procedures manual describes the flow of work in meeting the board policies. This manual replaces other similar manuals that have been developed in prior years.

The creation of an administrative procedures manual is a monumental task and has been time consuming to all involved. Thank you for your support and consideration during the past year as we have worked through these numerous requirements. Care must also be taken to fully implement, evaluate and update the procedures on at least an annual basis in order to maintain the usefulness of such a manual. Campus and departmental leaders along with their lead secretaries were provided with the opportunity to suggest updates from February through May 2016. A true administrative procedures manual is by its very nature a living document. To that end, this manual is the starting point for SHISD administrative procedures. It is officially updated at least annually with training provided to staff that are required to follow these procedures. During the course of the school year, updates will also be made if necessary to properly manage the affairs of the District. Should a question arise about its contents, please bring that question to the attention of the business manager or the person noted.

This year's manual includes several updates to the state and federal grants manual which is now a requirement of the Education Department Grant Administrative Regulations (EDGAR). According to TEA, EDGAR brings the most sweeping requirements for state and federal grant procedures in over 29 years. The EDGAR requirements for state and federal funds are more detailed and rigorous than the requirements for local funds.

For the first time in the history of SHISD, this business office procedures manual will be placed on the SHISD website as requested by Superintendent, Steven Snell. Thank you Mr. Snell for suggesting this improvement. Online access will allow all stakeholders including principals, directors and other employees to have quick and constant access to needed processes and forms. Online access allows new administrative staff members an opportunity to read and familiarize themselves with work flow processes to develop a foundation for their training in specific areas.

The goal of these procedures is for the District to earn a clean audit opinion by meeting the numerous legal and grant requirements while limiting the impact to the instructional staff where possible. Care has been taken to ascertain that the integrity of the audited financial statements is protected and that the financial resources of the District are put to their highest and best use.

Finally, I want to take a moment to thank the business office staff who have worked diligently to complete this manual and to have it prepared to be accessed online.

Chenena, Edith, Janet, Peggy and Stephanie: YOU ARE SHINING STARS AND I APPRECIATE YOUR WORK ETHIC!

GO PANTHERS!!

Barbara Shurbet, Business Manager

Spring Hill ISD
Business Office Policies & Procedures
General Accounting Manual

Table of Contents

1. Forms: All forms for each section. Instructions are in each section.
2. Accounts Payable
3. Activity Funds
4. Budget
5. Calendars
6. Cash Management
7. Child Nutrition: Free & Reduced Meal Application
8. Child Nutrition Meals & Charge Limitations
9. Confidentiality
10. Conflict of Interest: Employees & Management
11. Conflict of Interest: Vendors
12. Certificate of Interested Parties: Form 1295
13. Ethics
14. Fair Labor Standards Act
15. Fixed Assets & Inventory
16. Fraud/Assess Awareness
17. Grants: Application Procedures
18. Human Resources Services (see Administration page on the SHISD website)
19. Internal Control
20. Leave: State, Local, and Sick Bank
21. Payroll Records
22. Payroll Account Distribution & Staff Responsibilities
23. PEIMS
24. Purchasing: Co-op, Local Funds
25. Requisitions: Local Funds
26. Shared Service Agreement
27. UIL
28. State & Federal Grants Manual:
Education Department Grant Administrative Regulations