

SUBJECT:

2024-25 NO. BS -14

TO:

Managers, etc.

DATE:

October 1, 2024

PREPARED BY:

DEPARTMENT:

Business Services

REVIEWED BY: Janea Marking

APPROVED:

[Redacted Signature]

Chief Business and

Janea
Chief Business and

Board Policy 3400 requires that the District shall establish and maintain accurate, efficient financial management systems that meet fiscal obligations and are also compliant with laws,

[Redacted Content]

Accounting Services has two distinct teams to assist schools and departments with their daily needs- Accounts Receivable and Accounts Payable. Accounts Receivable maintains the District's ledgers, monitors student activity funds, collects and deposits cash receipts as well as reconciles petty cash receipts. In addition, Accounts Receivable tracks funds used for construction projects, renovations, and facility repairs related to the District's general and bond funds. Accounts Payable is responsible for paying the District's invoices and employee reimbursements.

[See also Accounts Payable, ASB Processes / Reconciling / Procedure, Employee Reimbursement, Unbudgeted Expenditures, Year End Timelines](#)

All budget managers (site and department leaders) and budget trackers (site and department staff) are responsible for understanding the District's account coding structure. It is expected that you review and understand the codes associated with your own site or department's budget. For questions or training, please contact your Budget Analyst. You can find links to the [Budget Department Staff Assignments](#), the [Standard Accounts Payable Structure \(SACS\) Manual](#) and [Budget Department Staff Assignments](#).

If you are not sure if an invoice was paid and/or it has been over 30 business days from the invoice or the date it was sent to Accounts Payable, send an inquiry email to . Accounts payable team will promptly respond and provide the necessary information. If vendors email/mail the invoice directly to school sites or departments, please forward the invoice to

Food sales during and wit

All site and department leaders are expected to know and understand their budgets (personnel and dollars) to ensure strategic alignment and use of resources. If training is needed, Budget Services conducts monthly Escape training for school sites and one-on-one, as requested training for departments. Training is catered to each group focusing on budget coding, requisitions, and running reports. For more information on Escape training, refer to the training schedule linked [here](#), or, reach out to the Budget staff member assigned to your school or department. Budget staff assignments can be found [here](#).

See also [Accounting Department](#), [Budget Department](#), [Purchasing Department](#)

Budget transfers are at the discretion of the Department or Site that may need funds moved to ensure adequate funds for an expenditure. Budget transfers must be submitted through ESCAPE and will receive approval via electronic workflow. Departments and School Sites are encouraged to work with Business Servicespr iag-#h t t á o r

If you use a Cal Card, you must track your receipts and submit to Accounting in a timely manner; Receipts should always be signed by the budget authority (Management). Receipts should always be accompanied with an explanation for the purchase Receipts for food MUST be accompanied by a meeting agenda and attendee list or sign-in sheet.

Tipping for a service is not allowed.

Cal Cards may not be used to purchase personal items.

Cal Cards cannot be used for travel, memberships, etc.

See also [ASB Processes/Reconciling/Procedure](#), [ASB vs PTA](#)

Access to District paid cell phone service is for specific staff that require mobile access as part of maintaining the responsibilities of a position.

The Chief Business and Operations Officer will assign cell phones as deemed appropriate. Questions regarding access should be directed to the Business Services office.

Principals/Management Staff- you can find the District's authorization form [here](#).

Staff who are not in identified positions to receive a District phone cannot be mandated to use a personal cell phone for business use.

Requests for special consideration may be submitted to the CBOO.

The District's Central Printing can assist with printing, binding, graphic designs, and bulk mailing for a much lower cost. Before contacting an outside vendor for a printing project, contact Central Printing to see if they can assist. You can find a link to the Central Printing Services webpage to view their services as well as contact information [here](#).

See also [Bulk Mailing](#)

Charter Schools authorized by SCUSD are responsible for their own expenditures given each Charter School receives individualized revenues as their own LEA (local educational agency). Charter Schools should not assume that SCUSD will cover any expenses related to implementing the Charter School's educational program.

All contracts, including ASB, require a Service Agreement (SA) requisition.

Contractors should submit invoices that are matched to the PO for payment. Please refer to the Accounts Payable process.

In the event a contract(or) begins prior to approval, the department or site must also complete an Unauthorized Contractor Form (UCF). This will require explanation of the circumstances and also a description of implemented practices to avoid future occurrences.

Contractors may not perform work represented in a job description without prior approval of labor partners.

Service Agreements/Contracts that exceed \$15,000 require Board approval. The threshold for Board approval changes every January 1st.

Any requisition that involves the use of services or products requiring access to District data must include a Data Sharing Agreement. This document serves to ensure that data security and privacy requirements will be met by outside agencies with access to District information.

Please contact the Technology Services department at support@scusd.edu to request the initiation of a Data Sharing Agreement.

In addition, all purchases of technology resources will be reviewed in detail to maintain conformance to District standards and to ensure fit to purpose. Requisitions may be adjusted to maximize the value of specific items being purchased.

If the services of an independent contractor are being considered, please reference the Independent Contractor Guidelines posted on the Contracts Office webpage at www.scusd.edu/contracts-department. This document will help you c

For high volume situations (such as certain Special Education positions) a master contract may be approved for the entire year, but quarterly reviews of position vacancies and hires must occur.

The contractor should not begin work until a purchase order is confirmed.

Any Contract for services must be PROACTIVELY discussed with labor partners AHEAD of services starting. This is a requirement under the law Educational Employment Relations Act (EERA).

An MOU (or other acknowledgement of approval) MUST be included with the contract for a potential approval.

Ample time must be given for review and processing. For instance, Summer contracts should be discussed in the Winter and Fall requests should be submitted in the Spring.

See also [Contracts](#), [Insurance Requirements](#), [Unauthorized Contractors](#), [Unbudgeted Expenditures](#)

By law, the District is required to verify and maintain back-up documentation. Failure to provide adequate documentation exposes the District to unnecessary risk.

Please remember that back-up documentation is required for ALL Business forms/requests.

This includes:

- Explanations
- Itemized Receipts
- Meeting Agendas
- Attendee Lists

The intent of the donation guidelines is to establish a District process governing the acceptance, valuation, and recognition of all types of grants, gifts, and donations received by any central office department or school, including dependent charter schools. This policy is intended to create practices that adequately safeguard public funds, provide for accountability, and ensure compliance with all state and federal laws.

The District is committed to principles of gender equity and compliance with Title IX Guidance “Sex Discrimination in Education.” The District reserves the right to decline or restrict donations, gifts, and fundraising proceeds, including those that might result in gender inequity or a violation of Title IX. The benefits derived from donations and gifts should be equitable for all students, comply with Title IX, and be in agreement with California Constitution Article 9 Education.

Donations, gifts, and sponsorships given by vendors to specific programs (e.g., drama, sports

teams) or classes shall be evaluated for compliance. As required by state law, donations will only be accepted where there is no expectation or promise, expressed or implied, of remuneration or any undue influence or special consideration. District employees are not permitted to accept personal payment or gratuities in any form from a vendor or potential vendor as a precondition for purchase of any product or service.

Important Policy Statements

“Public funds” are defined as money, funds, and accounts, regardless of the source from which the funds are derived, that are owned, held, or administered by the state or any of its political subdivisions, including Districts or other public bodies. All monies received through donations, gifts, or sponsorships are considered public funds.

All funds, property, or goods donated become public funds and the property of the District, and should be used for the purpose for which they were donated and in accordance with state and District policies.

The collection of funds or assets associated with donations, gifts, or sponsorships will comply with the District’s cash receipting policies. The expenditure of any public funds associated with donations, gifts, or sponsorships will comply with the District’s cash disbursement policies.

Donations, gifts, and sponsorships shall be directed to the District, District program(s), school, or school program(s). Donations, gifts, and sponsorships shall not be directed at specific District employees, individual students, vendors, or brand name goods or services.

-d Charitable donations to the District or individual school or school program will be provided with an acknowledgement of contributions from the District. These receipts will be generated with information provided on the “Record of Donations and Gifts” form and other

Download the OpConnect app by going to your app store

Follow the instructions to create a Driver's account:

- Click on "Create New Account"
- Fill in the form using your@scusd.edu email address
- Verify the account
- Click on "Profile" (bottom right corner)
- Click on "Account Balance"
- Add t

With over 80 properties to maintain, Facilities Support Services ensures the physical environments of our schools are clean, safe, and welcoming, but that we also look at those sites and spaces through the lens of equity and environmental stewardship. Within Facilities Support Services, multiple departments oversee various aspects of our District's properties.

- oversees and issues civic permits for the use of District facilities, including auditoriums, multi-purpose rooms, playing fields, and other locations. Civic Permit requests must be completed online at least 15 working days prior to the requested date. Additional information relating to civic permits can be found [here](#). External requesters may be directed to [Facilitron](#).

Asses the needs of our schools, plans and constructs modernization projects and additions to existing schools, as well as builds new facilities as approved by the Board of Education.

- supports our custodial team, maintains the cleanliness of our schools, provides service throughout the year to various yearly assessments such as Fire & Safety, FIT Reports, and Williams Inspections.

Forecasts District's enrollment, identifies the need for new schools, determines school site locations, and maintains school attendance boundaries. In addition, this department oversees the District's Civic Permits and Developer Fees Program.

- Provides emergency response, general maintenance repairs to buildings, as well as maintains landscaping. In addition, scheduled annual preventative maintenance is conducted to maximize the life of District facilities.

Sustainability- Supports educational fundamentals and awareness to our students and staff to reduce environmental impact, improve health and wellness, and provide effective environmental education.

Additional information relating to Facilities can be found [here](#).

See also [Work Order Submission](#)

We will stay mindful that our taxpayers and community members would expect us to make practical, frugal choices.

Food purchased for meetings should meet the following criteria:

In RARE cases, staff are being asked to work through their regular lunch time as an efficiency based upon the nature of the work being done

See also:

See also

Departments and sites should actively align their budgets to site goals (SPSA) and District goals (LCAP). Any budgeted expenditures that are not aligned to goals should be reviewed and re-considered as our resources are finite and every dollar should be maximized for student opportunities.

All MOU procedures are under review for opportunities to improve management of our agreements. Any changes to the process will be communicated.

All overtime hours must be submitted through Informed K12. You can find the link to Informed K12 [here](#)

See also

Oversees and provides students with nutritious food that meets state and federal requirements. Information about Nutrition Services and the District's Warehouse is linked [here](#)

More information and training sessions will be provided in the months ahead.

Accounting services will not reimburse for foods served or sold to students during the school day that don't meet Smart Snacks requirements. To be eligible for invoice/purchase reimbursement attach the smart snacks calculator results indicating the nutritional for the item meets or exceeds the state requirements.

For more information about the District student wellness policy and for healthy celebrations and fundraising ideas visit <https://www.scusd.edu/District-wellness-committee>. In addition, frequently asked questions can be found [here](#).

See also [Food Guidelines](#)

Special Project Requests are site based initiatives that are self-funded and help beautify the cam

Must have a separate requisition for each component of the trip. (flight, hotel, car rental, etc.)

These instructions are in place to ensure the necessary approvals are obtained and allowing Purchasing ample time to secure reasonable prices and ensure availability for lodging and transportation.

*Travel Policy and Conference procedures are under review. Any changes to the process will be communicated.

Refer to Employee Travel Guidelines linked [here](#).

See also [Accounting Services](#), [Employee Reimbursement](#), [Purchasing Department](#)

Business Services has established a new procedure for transparency and approval of unauthorized contracts. ~~for~~

Approval is not guaranteed; services may

Transporting Students

Please see the following information regarding the District's restrictions on the use of personal and commercial vehicles for transporting students. The regulations outlined below are intended for your protection as well as that of students, staff, parents/volunteers, and the District.

The District's self-insured risk pool does not cover 15 passenger vans, which includes rented or borrowed vans.

It is unlawful for employees, administrators or volunteers to drive students in a vehicle that carries more than 10 passengers (including the driver) unless the driver holds a Commercial Driver's License and School Pupil Activity Bus (SP AB) Certification and the vehicle is SP AB certified

This vehicle must pass the same inspections as a regular school bus.

The driver must meet the requirements of a school bus driver.

The seats cannot be removed from a 15 passenger vehicle to meet occupant requirements.

The vehicle must have been manufactu t

