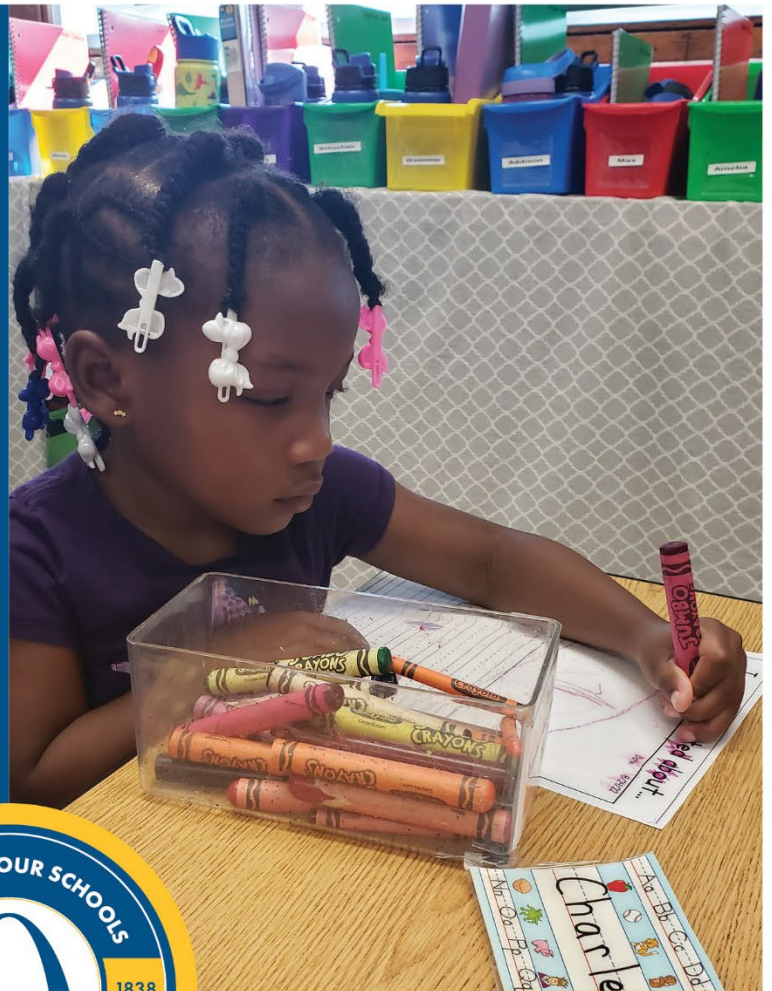


# Finance Division Manual

Saint Louis Public Schools  
801 N. 11th St.  
St. Louis, MO 63101

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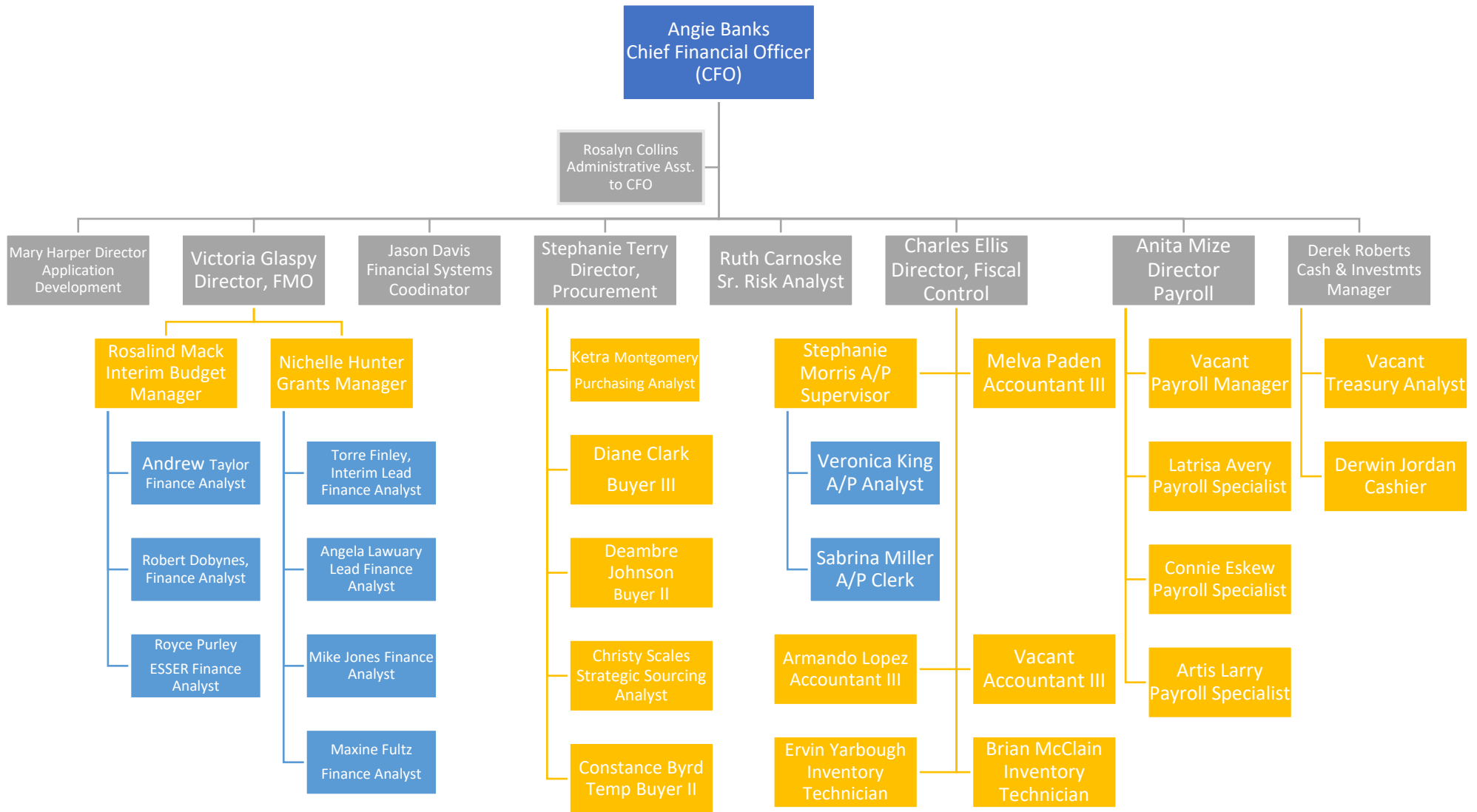
# Welcome to the Finance Division

The Finance Division is situated at 801 N. 11th Street in Saint Louis, Missouri, and its primary responsibility is to offer support and aid to both St. Louis Public Schools and central office departments. The Finance Division plays a crucial role in the management of the district's General Operating Budget (GOB) as well as local and Federal grants. These funds comprise tax revenues from local and state sources, along with grants provided by the federal government. Within the Finance Division, there are several offices that operate, including the Procurement Office, Financial Management Office, Fiscal Control Office, Payroll, and Treasurer's Office.





SLPS FINANCE DIVISION – ORGANIZATIONAL CHART



## St. Louis Public School Chart of Accounts Structure

Saint Louis Public Schools (SLPS) has adopted a CHART OF ACCOUNTS that aligns with the guidelines outlined in the Missouri Department of Elementary and Secondary Education (DESE) Financial Account Manual. The chart of accounts serves as a comprehensive catalog of all accounts utilized by the organization to classify and monitor financial transactions. These accounts can be characterized by numerical, alphabetical, or alphanumeric characters. It is important to note that the majority of financial transactions recorded at both school and central office locations are categorized as either expenditures or expenses. Provided below are examples of the expense account segments, derived from the SLPS Chart of Accounts, which are monitored at the school and central office levels:

### EXPENSE ACCOUNT – General Operating Budget (GOB) EXAMPLE: 110-1151-641101-1860-000000-00

CHART OF ACCOUNT – GOB EXAMPLE					
FUND	FUNCTION	OBJECT	LOCATION	PROJECT	FISCAL YEAR
110	1151	641101	1860	000000	00

### EXPENSE ACCOUNT – GRANT EXAMPLE: 150-1251-641100-1680-451001-24

CHART OF ACCOUNT – GRANT EXAMPLE					
FUND	FUNCTION	OBJECT	LOCATION	PROJECT	FISCAL YEAR
150	1251	641101	1860	451001	24

### Fund Structure

The initial part of the district's expense (and revenue) account structure is called the **FUND**, which consists of three digits. The district categorizes funds into two types: the General Operating Budget (GOB) and Non-General Operating Budget (Non-GOB). GOB funds primarily consist of local and state dollars that are allocated to fulfill the general operational needs of the district. Non-GOB funds mainly comprise federal funds, along with some state dollars, primarily utilized to support grants (such as Title Funds) and other funded programs. Non-GOB funds are typically subject to specific compliance mandates, regulations, and reporting requirements. Here is a list of commonly used GOB and Non-GOB funds:

GOB		NON-GOB	
110	Incidental	140	Medicaid/Student Health
210	Special Revenue – Teachers Fund	150	State and Federal Grants - Incidental
310	Debt Service	160	Local Grants - Incidental
410	Capital Outlay	250	State and Federal Grants – Teachers Fund
		260	Local Grants – Teachers Fund
		440	Food Service - Capital
		450	State and Federal Grants - Capital
		460	Local Grants - Capital



### Function Code Structure

The **FUNCTION CODE** is the second segment represented by 4-digits. Function refers to the action or purpose for which a person or object is utilized or has a reason to exist. In the context of a school district or charter school, function encompasses the various activities and actions undertaken to achieve the organization's goals. These activities within the local school system can be broadly categorized into five areas: Instruction, Supporting Services, Operation of Non-Instructional Services, Facilities Acquisition/Construction Services, and Debt Service. To provide further specificity, code numbers are assigned to each of these areas.

FUNCTION DESCRIPTION	FUNCTION CODE
Elementary School	1111
Middle School	1131
High School	1151
Special Education	1221
School-Sponsored Athletics	1421
Counseling Services	2122
Other Supportive Services	2191
Professional Development	2213
Office of the Principal Services	2411
Early Childhood Instruction	3512
Family Community Engagement	3912

### Object Code Structure

The third segment in the expense (and revenue) account structure is known as the **OBJECT CODE**, which consists of six numerical digits. Revenue commitment items are distinguished by a leading number 5, while expenditure commitment items start with the number 6. Both revenue and expense commitment items are further categorized by specific types. Revenue commitment items are commonly classified as local, county, state, or federal sources. On the other hand, expense commitment items are categorized into salaries, benefits, purchased services, supplies and materials, or capital outlay. Below is the breakdown of the categories for revenue and expense commitment items along with their corresponding leading digits.

REVENUES		EXPENDITURES	
51*	Local Revenue	61*	Salary and Payroll
52*	County Revenue	62*	Benefits and Fringes
53*	State Revenue	63*	Purchased Services
54*	Federal Revenue	64*	Supplies and Materials
55*	Non-Current Revenue	65*	Capital Outlay
56*	Revenue from other LEA's	66*	Long & Short-Term Debt (Finance Use Only)

Commonly used objects are highlighted in yellow

<b>EMPLOYEE SALARIES</b>		
611101	Classroom Teachers Sal	Salaries of all teachers.
611102	Certificated Regular Salaries	Salaries of Counselors, Psychologists, Librarians, Health, Attendants, Social Workers, etc.
611103	Support Service	Salaries pay to support staff
611201	Admin Salaries Certified	Salaries of those administrators who have teaching certificates.
611202	Admin Sal Cert Support Service	Salaries pay Admin support services
612101	Certificated Part-Time	Salaries for certificated staff working less than full time.
612102	Regular Teacher Performing Substitute	Salaries of teachers using free period for substitute teaching.
612103	Teachers as Continuing Subs	Certificated Teachers working as a Continuing sub
612104	Sub-Teachers	Salaries of substitute teachers for which expenditures are distributed by job location
612201	Other Part-Time Salaries	Other Part-Time Salaries
612202	Other P/T Sal- Discretionary	Other Part-Time Salaries Discretionary
612203	Other P/T Sal Support	Other Part-time Salaries for Support Service
<b>613101</b>	<b>Extra Service Pay</b>	<b>Salaries paid for extra service pay outside of a normal workday or contract date. This is not paid as overtime rate; rate is set at a certain amount per hour according to position.</b>
<b>613102</b>	<b>Extra Service - Professional Development</b>	<b>Salaries paid for extra service for professional development activities outside a normal workday or contract date. This is not paid as overtime rate; rate is set at a certain amount per hour according to position</b>

## EMPLOYEE SALARIES

<b>613103</b>	<b>Extra Service - Security (Fund 110 only)</b>	<b>Salaries paid for extra service performed for security services outside a normal workday or contract date. This is not paid at overtime rate; rate is set at a certain amount per hour according to position</b>
613104	Summer School - Teacher	Salaries of teachers working summer school.
613105	Summer School - Administrator	Salaries of administrative staff working during summer school.
613106	Summer School - Classified	Salaries of classified staff working during summer school
613107	Secretary/Clerical Sal OT	Overtime pay for Secretary and Clerical Salaries
613120	Extra Service-Nat'l bd Cert.	Extra Service pay of Certificated Staff Baccalaureate
615101	Admin Sal Non Certified	Salaries paid to administrators who are not certified.
615102	Secretary & Clerical Salary	Salaries of secretarial and clerical staff.
615103	Prof & Technical Sal	Salaries of professional and technical staff.
615104	Teacher Aides	Salaries of teacher aides.
615105	Custodial & Maintenance Salary	Salaries of custodial and maintenance employees
615106	Mechanics/Trade Cost Distribution	Salaries of mechanics and trades staff for which the costs are distributed to the appropriated location for which the changes are made.
615107	Safety Officers	Salaries paid to safety officers.
615108	Secretary/Clerical Sal Over Time	Overtime salaries paid to secretarial and clerical staff.
615110	Arch/Engineering Cost	Salaries of Architectural and Engineering staff
615112	Prof & Tech Sal Over Time	Overtime salaries paid to professional and technical staff

## EMPLOYEE SALARIES

615113	Teacher Aides Over Time	Overtime salaries paid to teacher aides
615114	Support Service	Overtime salaries paid for support services
615115	Custodial Maintenance Salary Over Time	Overtime salaries paid to custodial maintenance staff.
615116	Mechanical/Trade Over Time	Overtime salaries paid to mechanical and trade Staff.
615117	Safety Officers Over Time	Overtime salaries paid to safety officers.
615118	Non-Certified Salary- Summer	Salaries of clerical, teacher aides and other non-certificated staff working during summer school.
615201	Instructional Aide Salaries	Instructional Aide Salaries
615202	Instructional Aides Overtime	Overtime pay for Instructional Aides
615301	Classified Substitute Salaries & Sub-clerks	Classified Substitute Salaries & Sub clerical workers
616101	Temp Salaries Discretionary	Salaries paid to temporary or part-time staff not classified under other categories, i.e., usually a position of a technical nature paid at a specific rate
616102	Temp Salaries Non- Discretionary	Temporary or part time salaries paid to classified staff
616103	Summer School Non-Certificated	Temporary or part time salaries paid to summer school staff
616105	Temp Salaries Non cert.	Temp salaries for employees not contracted

## EMPLOYEE BENEFITS

621101	Retirement Contribution Certificated	Certificated Employer's contribution to retirement plan.
622101	Retirement Contribution Non-Certificated	Non-Certificated Employer's contributions to retirement plan.
<b>623101</b>	<b>Old Age, Survive, and Disability Insurance</b>	<b>Employer's share of Social Security paid by SLPS 6.2% of salary</b>
<b>623201</b>	<b>Medicare</b>	<b>Employer's Medicare contribution by SLPS @1.45% of salary</b>

## EMPLOYEE BENEFITS

624101	Group Med Insurance	Employer's medical insurance plan
624103	Group Life Insurance	Employer's life insurance plan.
624104	Vision Insurance	Employer's vision insurance plan.
624105	STD Insurance	Employer's short-term disability plan.
624106	LTD Insurance	Employer's long-term disability plan.
<b>626101</b>	<b>Workers Compensation &amp; Unemployment Comp - FTE</b>	<b>Amount paid by District to provide workmen's comp insurance by SLPS @ 2.9% of salary</b>
627101	Unemployment Comp	Expenditures paid by LEAs for employee benefits under unemployment compensation plans which include actual benefits paid or unemployment insurance. There are no employee contributions.
629101	Other Employer Provided Benefits	Expenditures paid for employer-provided benefits such as automobile allowances, moving expenses, day care, parking, fitness classes, on-site clinics, etc.

## PURCHASED SERVICES

631101	Tuition Service	Expenditures relating to tuition for students. This will also include school licenses for software under \$1000
<b>631201</b>	<b>Professional Ed Services</b>	<b>Expenditures relating to services performed for SLPS by persons or firms with professional education, specialized skills and knowledge. This object is also used for expenditures relating to tuition for employees. Virtual PD/Conferences fees</b>
631301	Pupil Services	Services pertaining to pupils
631302	Pupil Services - Summer Schl	Services pertaining to pupils during Summer School
631401	Staff Services	Services pertaining to contracted staff from a staffing agency

## PURCHASED SERVICES

631501	Audit & Account Services	Expenditures relating to services performed. For SLPS by outside audit/accounting firm
631601	Data Processing & Technical Services	Expenditures relating to professional or consultant services for processing data or performing technology-related services (e.g., data processing services for purchasing and warehousing and graphic art design
631701	Legal Services	Expenditures relating to services performed. For SLPS by outside legal firms
631801	Election Services	Expenditures relating to services for elections Within the School District.
<b>631902</b>	<b>Other Professional Technical Services</b>	<b>Expenditures relating to professional, or consultant services not specified in other purchased services commitment items (excludes technology - related professional services.</b>
632101	Cleaning Services	Expenditures relating to cleaning services other than those provided by system employees.
633101	Cleaning Services	Expenditures related to the hiring of cleaning services
633201	Contracted Repairs	Expenditures relating to repair services for construction, renovating and remodeling. Performed by outside contractors
633202	Repair Maintenance Other	Expenditures relating to professional or Consultant services for repair and maintenance including contracts and agreements covering upkeep of grounds, buildings, and general equipment (excludes technology –related repairs.
633301	Rental Land & Building	Expenditures relating to rental of land and buildings



## PURCHASED SERVICES

633201	Contracted Repairs	Expenditures relating to repair services for construction, renovating and remodeling. Performed by outside contractors
633202	Repair Maintenance Other	Expenditures relating to professional or Consultant services for repair and maintenance including contracts and agreements covering upkeep of grounds, buildings, and general equipment (excludes technology –related repairs.
633301	Rental Land & Building	Expenditures relating to rental of land and buildings
633401	Rentals-Equipment	Expenditures relating to lease or rental of equipment for temporary or long-range use (excludes technology-related equipment).
633501	Water Service	Expenditures relating to payment of bills for water utility services for all SLPS locations.
633502	Sewer Service	Expenditures relating to payment of bills for sewer utility services for all SLPS lo cations
633601	Trash	Trash removal
<b>633701</b>	<b>Tech Repairs &amp; Maintenance</b>	<b>Expenditures relating to professional or consultant services including ongoing service agreements for technology hardware</b>
<b>633801</b>	<b>Rental of Computers and Related Items</b>	<b>Expenditures related to the renting of computer equipment</b>
633901	Property Services	Expenditures relating to pick up, handling of garbage, and exterminating services, which are not provided by system personnel.

## PURCHASED SERVICES

634101	Contracted Transportation To-From School	Expenditures relating to transportation for students to and from school which is contracted by outside firm: payments to bus companies
634102	Contracted Transportation Special Education	Expenditures relating to transportation for Special Education.
634103	ECSE Transportation	Expenditures relating to transportation for Early Childhood Special Education.
634104	Cont. Transportation -SPED Summer	Expenditures relating to transportation for Special Education during Summer School
634105	Cont. Transportation -ECSE Summer	Expenditures relating to transportation for Early Childhood Special Education during Summer School
<b>634201</b>	<b>Other Contracted Pupil Transportation - e.g. Field Trips</b>	<b>Expenditures relating to payment to bus Companies only for transportation of students for field trips, which is contracted by Firms.</b>
634202	Contracted Transportation Sick other	Expenditures relating to transportation of students who become ill who are ordinarily Transported, i.e., taxi cabs, etc.
<b>634203</b>	<b>Contracted Transportation Afterschool</b>	<b>Expenditures relating to transportation of Students who participate in after school activities who are normally bused to the location for reg. classes, which are contracted by outside firm.</b>
634204	Other Transportation - Bus Passes	Expenditures relating to transportation, which is provided by means of bus passes.
634206	School Choice Transportation	Expenditures relating to transportation costs for students selecting schools outside of their neighborhood.

## PURCHASED SERVICES

634301	<b>Out of Town Travel &amp; Conference Expenses</b>	Expenditures relating to per diem expenses such as transportation, travel, meals, hotel, registration fees, and other expenses associated with out-of-town travel for SLPS employees.
634302	<b>Meeting Expenses</b>	Expenditures relating to food and supplies for meeting expenses
634303	Vehicle Expense	Expenditures relating to payment for superintendents monthly auto allowances
634304	<b>Mileage</b>	Expenditures relating to auto allowances for SLPS employees @\$0.56/mile or current rate.
634305	<b>In-Town Workshops</b>	Expenditures relating to in-own workshops & trainings, registration and other expenses associated with local meetings and workshops for SLPS employees and Board Members
634306	PHL Student & coaches Travel	Expenditures related to PHL Student and Coaches travel
634903	Transportation NOC	Expenditures relating to transportation cost not contracted
634904	<b>Field Trip Admission</b>	Expenditures related to field trip admission
634906	<b>Non Prof Development Travel</b>	Expenditures related to Student and Staff travel not associated with sport (i.e. Debate Team Travel)
635101	Property Including Boiler Insurance	Expenditures relating to property insurance including boiler.
635102	Vehicle Insurance	Expenditures relating to vehicle insurance, including buses, board owned vehicles, etc.
635201	Athletic Insurance	Expenditures relating to insurance for athletes

## PURCHASED SERVICES

635202	Employee Personal Liability Insurance	Expenditures relating to employee personal liability insurance in accordance with Board Regulation 4790 which protects employees against claims
635203	Worker's Compensation Program	Expenditures relating to worker's comp. Program.
635301	Employee Fidelity Insurance	Expenditures relating to Employee Fidelity Insurance
635901	Legal Settlements	Expenditures relating to the District Legal Settlements
636101	Communications	Communications
<b>636102</b>	<b>Postage</b>	<b>Expenditures relating to the purchase of postage stamps and postage meter rental.</b>
<b>636201</b>	<b>Advertising &amp; Recruitment</b>	<b>Expenditures relating to advertising.</b>
<b>636301</b>	<b>Printing &amp; Binding</b>	<b>Expenditures relating to printing and binding Services provided by outside firms.</b>
<b>637101</b>	<b>Memberships &amp; Dues</b>	<b>Expenditures relating to membership dues of SLPS employees in professional organizations</b>
639101	Licenses, Fees and Permits	Expenditures relating to licenses, fees or permits by SLPS employees, i.e., security guards, etc.
639103	Field Trip Admission	Expenditures related to admission fees Associated with field trips for students.
639104	Food Service Contractual	Contractual expenses for food service
639801	Operating Supplement	Holding spot for funds and cannot be used for purchasing items

## PURCHASED SERVICES

639804	Subsidy to Other Fund	Expenditure relating to the transferring of Revenue received from one program to another.
639805	Return of Grant-Outside Agency	Expenditure relating to the return of unspent Monies to the sponsoring agency.

## SUPPLIES AND MATERIALS

<b>641101</b>	<b>General Supplies</b>	<b>Expenditures relating to the purchase of supplies including equipment costing under \$1,000/unit, items which are not found in the warehouse</b>
641102	Standardized Tests	Expenditures relating to standardized tests
641103	Operational Supplies	Expenditures relating to the purchase of operational supplies.
<b>641104</b>	<b>Trophies/Awards/ Incentives</b>	<b>Expenditures relating to purchase of school Related awards and incentives.</b>
<b>641105</b>	<b>Uniforms</b>	<b>Expenditures relating to the purchase of uniforms.</b>
<b>641108</b>	<b>Instructional Supplies</b>	<b>Expenditures relating to the purchase of instructional supplies</b>
<b>641109</b>	<b>Furn. Under \$500</b>	<b>Expenditures relating to the purchase of furniture under \$500.</b>
<b>641201</b>	<b>Computers, Laptops and iPads &lt; \$1,000</b>	<b>Technology-related expenditures for supplies   typically hardware under \$1,000 (i.e computers, iPad, laptops, tablets)</b>

## SUPPLIES AND MATERIALS

641202	Technology supplies under \$1,000	<p>Technology-related expenditures for supplies typically hardware and software under \$1,000 (e.g. CD's, flash or jump drives, computer-related cables, accessories related to computers, active pens, bulbs for projectors, document camera, iPad covers, keyboards, keyboard cleaners, laptops cases, monitors, mouse pads, mouse's, printer cartridges, printer ink, printers, privacy filters for computer screens, projector remotes, projectors, promethean board bulbs, routers, san disk, software, software license fee, toners, replacing only parts of a promethean and not the promethean itself). Expenditures relating to the purchase of microcomputer software.</p>
643101	Textbooks Direct Purchase	Expenditures relating to textbooks purchased directly from distributor for delivery to school locations.
643102	W/ Book-Direct Purchase	Expenditures relating to workbooks purchased Directly from distributor for delivery to school locations
644101	Library Books	Expenditures relating to the purchase of library books.
645101	Periodicals	Expenditures relating to the purchase of subscriptions to magazines, newspapers, weekly readers, etc.
647112	Fresh Fruits and Vegetables	Expenditures relating to the purchase of fresh fruits and vegetables
648101	Electric Service	Expenditures relating to payment of bills for electric services for all SLPS lo cations.



## SUPPLIES AND MATERIALS

648201	Natural Gas Service	Expenditures relating to payment of bills for Heating services
648601	Gas & Oil	Expenditures related to Gas and Oil Costs
<b>649101</b>	<b>Equipment/Furniture &gt;=500&lt;\$1000</b>	<b>Expenditures relating to the purchase of equipment that is \$500 or more, but less than \$1,000. (i.e. Music Instruments, Desks, etc.)</b>
649107	Minor Raw Materials	Expenditures relating to materials stored in warehouse, used by trades' personnel and distributed by job cost.
649114	Paint	Expenditures relating to painting materials, used by trades' personnel and distributed by job cost

## CAPITAL OUTLAY

651101	Land	Expenditures related to purchase of land
652102	Land & Building Improvement	Expenditures related to improving the land and buildings owned by the district.
653101	Construction in Progress	Construction in Progress
<b>654101</b>	<b>Equipment</b>	<b>Expenditures relating to the purchase of non- classroom equipment (e.g., Laminators for office use.) Greater than \$1,000 per unit cost</b>
<b>654102</b>	<b>Furniture&gt;\$1,000</b>	<b>Expenditures relating to the purchase of furniture greater than \$1000 per unit</b>
654104	Req. Equipment-Cap. Outlay	Expenditures relating to regular equipment
654105	Audio-Visual Equipment	Expenditures relating to audio-visual capital
654201	Classroom Equipment	Expenditures relating to the purchase of classroom equipment not technology related Greater than \$1,000 per unit cost

CAPITAL OUTLAY		
654301	Technology Related – hardware	Expenditures for technology – related equipment and technology infrastructure over \$1,000 (e.g. network equipment, servers, PC's, printers, other peripherals, iPads, laptops, projectors, promethean boards, and smartboards)
654401	Computer Software	Expenditures related to the purchase of technology software over the threshold of \$5000
654501	A/V Equip Full Accrual	A/V Equip Full Accrual
659101	Other Capital Outlay	Expenditures relating to capital expenditures not specified in the above object codes

Location Code Structure



The 4th segment of the account code structure is known as the **LOCATION CODE**, which comprises four digits. This code is utilized to identify specific campuses within a district and individual components within various divisions such as administration, school services, maintenance, and operations. To distinguish separate campuses where student data is reported, the district is required to use the DESE's core data building codes. As an example, below is the location code for Soldan International Studies High School.

Location	Fully Qualified Account
1730	110-1111-641101-1730-000000-00

ELEMENTARY SCHOOLS			
4000	Adams Elem.	5100	Lexington Elem.
4060	Ashland Elem.	5180	Lyon ABI Elem.
4180	Bryan Hill Elem.	5240	Mallinckrodt ABI Elem.
4200	Buder Elem.	5260	Mann Elem.
4250	Ames VPA Elem.	5340	Mason Elem.
4400	Bertha Gilkey Pamoja @ Cole Elem.	5500	Meramec Elem.
4420	Columbia Elem.	5520	Gateway Michael Elem.
4470	Dewey Int'l Study Elem.	5560	Monroe Elem.
4660	Froebel Elem.	5590	Mullanphy ILC Elem.
4730	Gateway Elem.	5600	Oak Hill Elem.
4780	Hamilton Elem.	5610	Earl Nance Sr. Elem.
4880	Henry Elem.	5620	Peabody Elem.
4890	Hickey Elem.	5780	Shaw VPA Elem.
4900	Herzog Elem.	5800	Shenandoah Elem.
4920	Hodgen Elem.	5860	Sigel Elem.
4960	Humboldt Elem.	5930	Stix Elem.
4970	Nahed Chapman Elem.	5960	Walbridge Elem.
4990	AESM @ Carver Elem.	5970	Woerner Elem.
5020	Jefferson Elem.	6010	Washington Montessori
5030	Kennard CJA Elem.	6120	Woodward
5060	Laclede Elem.		

MIDDLE SCHOOLS	
2080	Yeatman Middle
3050	Busch AAA Middle
3070	Carr Lane VPA Middle
3090	Carnahan Middle
3230	Gateway Middle
3250	AESM @ L'Ouverture Middle
3260	Long Middle
3390	Compton Drew ILC Middle

HIGH SCHOOLS			
1100	Clyde J. Miller Career	1570	McKinley Classical Leadership Academy
1220	Gateway STEM High School	1680	Roosevelt High School
1222	Nottingham CAJT High School	1730	Soldan Int'l Studies High School
1250	Beaumont High School	1800	Sumner High School
1510	Collegiate Schl of Med & Bioscience	1830	Vashon High School
1560	Metro Academic & Classical High Schl	1860	Central VPA High School

### ALTERNATIVE SCHOOLS

1015	Griscom School
6790	Innovative Concept School
6920	NCNAA @ Roosevelt (Nahed Chapman)
6980	Fresh Start @ Sumner

### FULL-SERVICE CENTERS

0280	Oak Hill Family Support Center
0420	Walbridge Family Support Center
0450	Yeatman Family Support Center
0490	Vashon Family Support Services

### CENTRAL OFFICE

0260	Adult Ed Basic Ed Coord.	8440	Library Services
8000	Board of Education	8460	Parent Infant Interaction
8020	Chief Academic Office	8470	Teacher & Learning Supp.
8030	Deputy Supt of Operations	8490	Recruitment/ Counseling Ctr.
8040	Chief of Staff	8510	Spring Boarding
8100	Superintendent of Schools	8800	Student Support Services
8110	Deputy Supt of OIA	9050	Operations
8120	Public Info & Community Outreach	9060	Food and Nutrition Services
8140	State and Federal Programs	9140	Student Records
8150	Special Projects	9150	Procurement
8160	High Schools	9180	Transportation
8200	Centralized Budget	9190	Garage
8220	Students in Transition	9270	Transportation Taxi Cabs
8240	Professional Development	9700	Treasurer
8250	Leadership for Edu. Achieve	9720	Grants Management
8260	Career & Technical Education	9730	Development Officer
8270	Community Education	9740	Financial Management Office
8280	Special Education	9750	Treasurer
8290	Safety and Security	9760	Budget Office
8310	Deputy Superintendent of SSS	9770	Fiscal Control Office
8330	Athletics	9780	Chief Financial Officer
8350	College and Career Readiness	9790	Payroll Office
8370	Volunteer Services	9810	Information Technology
8380	Bilingual/ESL Program	9840	Research, Evaluation, Assessment
8400	Early Childhood education	9900	Human Resources
8430	Accountability Officer	9910	St. Louis Plan

Project Code Structure

The **PROJECT CODE** is the 5th segment comprised of 6-digits. Project Codes are used to identify and separate specific GOB / GRANT program expenditures, or to track expenses. The project code is used to identify an expenditure paid for with a specific source of revenue or part of a specific grant or program.

110-1151-641101-1860-**000000**-00

Project	Project Description
000000	General

Project Code	Project Code Description
000000	General
122100	K-12 SPED
128100	Early Child Spec Ed
132010	CTE Enhancmnt-Local
132030	CTE 50/50-Lcl Mtch
132050	CTE 50/50Lcl Mtch
132070	CTE Tech & Eng-Local
317000	Career Ladder Grant
332000	CTE Perf Grant
332010	CTE Enhancmnt-State
332030	CTE 50/50-Bus Mkt
332050	CTE 50/50-Hlth Sci
332060	CTE Pgm Imp-SkillTech
332070	CTE Tech & Eng - State
337000	AEL STATE GRANT
422000	ESSER III
422001	ESSER III-Lrning Loss
422010	Tchr Ret ESSER III
422060	21st Cent. ARP Grant
423000	ESSER II
423001	ESSER II Indirect
423010	Tchr Ret ESSER II
423020	Grow Your Own-HR
424000	CARES-SLPS
424001	CARES-SLPSNonPublic
424040	Tchr Ret ESSER1
426010	Gov Emerg Relief Fd
427010	Perkins (KZ)
428000	Mo Stu Cnnct-Access

<b>Project Code</b>	<b>Project Code Description</b>
436000	Adult Ed & Lit
436003	AEL Recovery Grant
436010	AEL Met
436020	AEL Corrections Grant
439000	ARP IDEA
439001	ARP IDEA Non-Public
441000	SPED - IDEA Pt B
441001	SPED - Nonpublic
442000	SPED-Erly Chldhd
442010	SPEDErlyChldIDEA619
443000	ARP IDEA 619 Grant
451001	Title I-Schlwde
451002	Title I Trnsprtn
451003	Title I-EC
451004	Title I-Neg&Del
451005	Title I-PrntlInv
451006	Title I-Homless
451009	Foster Care Transp
451010	Sch Imprvmt(SIG)
451020	Comprehensive
451030	Title I.D (A5)
459003	21st Cent (GH)
461000	Title IV.A
461001	TIV Non-Public 19-20
462000	Title III - LEP
462001	Title III-Nonpub
465000	Title II
465001	Title II Nonpub
465002	Title II-Prf Dev
467000	Rescue Plan Homeless
497040	ARP Macco Grant
497050	ARPA - Fencing
497060	Rfgee Impct (RI)
497062	Afghan Refugee Grant
497063	Afghan Refg Impact S2S
500010	SAP Financial Sys
500030	Ranken Dual Enroll
500040	E-Rate
500050	Voice Communications
500070	Eng as Sec Lang



Project Code	Project Code Description
500100	Technology Supprt
500130	Instrumntl Music
500150	Comptr Litercy
500160	New Curriculum
500170	Urban Debate League
500180	Gifted
500190	Agri Science
500200	Attndnce Incntve
500210	Magnet Program
500280	Military Science
500290	Risk Management
500320	Acdmic Ntwrk #1
500330	Network #2
500340	Network #5
500350	Network #6
500360	Network #1
500380	Science
500390	Math
500400	Social Studies
500410	English Lng Arts
500430	VICC/Lcl Tx Eff.
500440	Erly Col. Acad.
500450	Lead Wtr Testing
500460	1% Prof Dev
500470	Love of Learning
500480	Intrnl Auditing
500500	Trdes & Ind. Sci
500510	Fam&Consmr Scie
500520	Hlth Occu. Sci
500530	Business Ed
500540	Arts Program
500550	Enhancement Grt
500570	Du Enrl/Erly Col
500580	Trades
500590	Custodial
500620	VIRTUAL SCHOOLS
500630	Network #4
500660	SLPS Smmr School
500680	Air Frce Jr ROTC
500730	Visual Prfm Arts

Project Code	Project Code Description
500740	Montessori
500760	Bck to Schl Fair
500810	Homless (RM)
500840	Powerschool
500870	HStowe DI Enrll
500900	STL Community College Dual Cre
500920	International Bacculaureate Pr
500940	Kindergarten
500950	Art
500960	Music
500970	Physical Education
500990	Academic Reading Program
501020	CCR-Freshman Succ.
501070	Oasis Inst Staff Appr
501090	Sub Tchrs Trng/Supp
501120	SLPSFNDTN-00-1920
501140	MFH Data Collection
501180	Virtual Lrng Eng
501190	Replace Textbooks
501200	CTE Incentive Pymt
501210	Ricoh
501230	Network #3
501250	District Upgrade
501260	Prior Year Expenses
501300	Prop S 2022
501310	Citywide Plan Educ
501330	Climate & Culture
501350	HOME WORKS! GOB
501380	Legal Services
510010	Entrprse Grnt
510020	MO Health Grant
510030	Rsvlt Aftr Schl
510040	Taylr Fmly Grant
510050	Grants Mgmt Grnt
510060	Gifted Cert
510100	St. Louis Plan
510110	Parsons Blewett
510120	Tchr Hm Visit
510130	SPED Photo Copy
510140	Reading Cert

Project Code	Project Code Description
510160	Cllege Pthways
510170	Simon Endowmnt
510180	Student Records
510190	CNTRLAUD
510200	Lead the Way
510210	CTE Cert
510230	Cllege Career Rdy
510240	Prnt Infnt-PIIP
510250	Pub High League
510270	Susan R Buder
510280	Donald Fister Ed
510290	Argola Smith Ed
510310	Rieman Memrl Fnd
510330	Phil Hcky Schlr
510340	Broofld Mrds Sch
510350	Lorayn Strauss
510360	Medicaid Srvcs
510400	SLPS Foundation
510460	Fuel Up to 60
510470	No Kids Hungry
510550	Prsnl on LV ABS
510560	Sol M Glaser
510640	Before/After care
510760	Archs
510880	ITEF Fndtn Grnt
510890	JAG
510940	Innovation Grant
511070	Ranken Grant
511080	ATT Sttlmnt
511090	Montessori
511100	Teacher Recruitment Grant
511120	Athletic Banquet
511140	Apprntc Prgm
511150	Apprntc SalBen
511180	801 Welcome Day
511700	Hornsby Donation
511730	Silton Family Found
511740	St. Louis Blues
511750	Cardinals Care
511760	Implement/CatalytGrt

Project Code	Project Code Description
511770	504 Plan
511780	MSD Rainscaping Grt
511810	Teacher of the Year
511820	COLORS Smino
511830	Digital Promise-Vrzn
511840	Incarnate Word Found
511850	Gateway STEM Robotics
511860	Exec Coach PrnsBlwt
511870	City Plan-SLPS FNDTN
511880	Citywide Plan-Parsons
511910	CCR Counselor
511920	Ben Blewett Memorial
511930	Union Ave Social Workers Fund
511940	STL Community College (CCR)
511950	Parsons Blewett - ILA Training
511960	Early Child Getting Smart
511970	Para of the Year Grant
511980	Dell Settlement Tchnology
511990	AP Computer Science
530010	Parnts as Tchrs
530040	Reading Literacy
530050	Afterschl Gun Viol
530060	Feminine Hygiene Products
540010	Tanf Grant
540100	Farm to School Impl
540110	AELSLATE 2023
540120	Stop Schl Violence
540130	Schl Safety Enhance
540140	Safety & Scrty-DOJ
540160	Project SERV

Fiscal Year Code

The **FISCAL YEAR CODE** is the 6th segment comprised of 2-digits. It represents the fiscal year the expenses occur. SLPS fiscal year is July 1 thru June 30. GOB fiscal year will always appear as "00". Grant budgets will always have a two digit number to represent the fiscal year in which the grant falls.

<b>GOB</b>	<b>Fully Qualified Account</b>
00	110-1111-641101-5860-000000-00
<b>Grant Funded</b>	<b>Fully Qualified Account</b>
24	150-1251-641101-3230-451020-24





# **FINANCIAL MANAGEMENT OFFICE**



## Financial Management Office (FMO)

The **Financial Management Office (FMO)** is responsible for the planning, coordination, preparation, and supervision of the District's annual budget. The Financial Management Office then monitors the budget operations during the fiscal year and provides special analysis of budget and financial issues. The office prepares fiscal information for the Superintendent, Board of Education, Schools, Offices, state fiscal authorities, and the public. Some major functions of the office are:

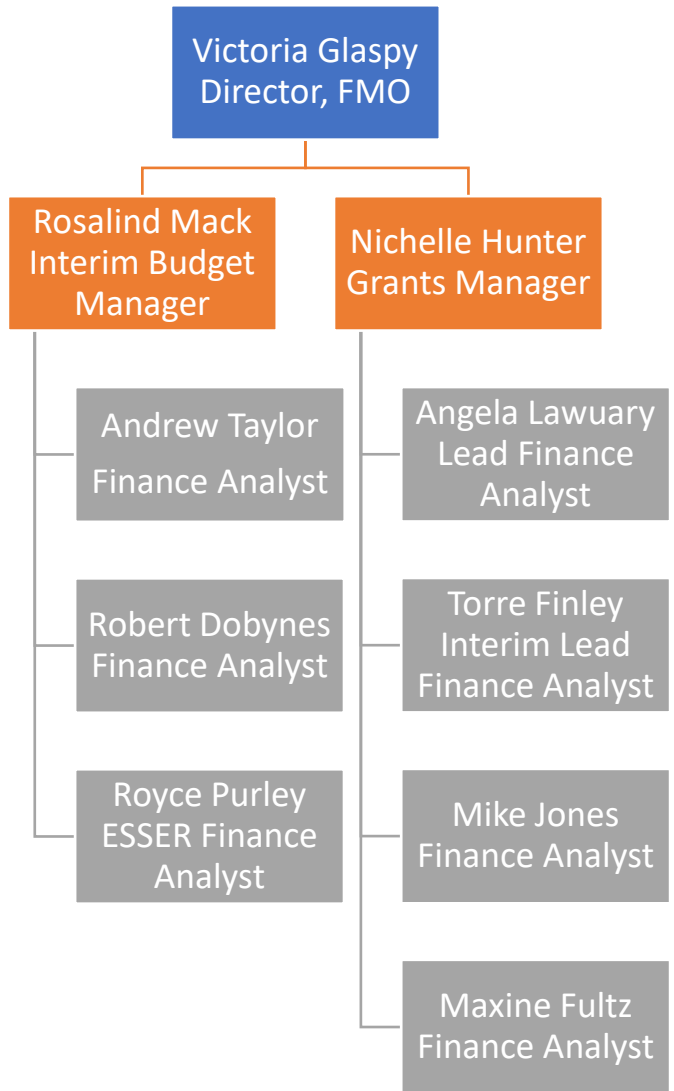
- Manage and development of the annual operating budget
- Budget monitoring and expenditure projections for current and future fiscal years
- Recommend and maintain all school staffing allocations
- Provide training to regarding the financial system and monthly budget reporting
- Monitor spending of all GOB and Grant dollars to ensure compliance to awarding agency
- Design, generate, and provide financial reports and analysis
- Budget Transfers approval and processing
- Extra Service spreadsheet/Pay agreement approval and processing

The budget of St. Louis Public Schools is prepared in accordance with the requirements of Missouri State Statutes, the Missouri Department of Elementary and Secondary Education Administrative Rules, and the "Missouri Financial Accounting Manual". Budgetary accounts are maintained on a modified accrual basis(1) in accordance with Generally Accepted Accounting Principles. The District's audited financial statements are presented in the format required by the Governmental Accounting Standards Board (GASB) Statement 34. GASB Statement 34 uses the accrual basis of accounting(2) for the Government-Wide Financial Statements, proprietary and fiduciary fund statements.

The budget is divided into five major **fund categories**:

FUND CATEGORIES	FUND TYPES	REVENUE
General Operating Funds	110, 210, 410	Funds from various local tax revenues, state aide, and some federal revenue
Local Grants	160, 260, 460	Funds awarded to the district from various local agencies.
State & Federal	150, 250, 450	Funds from state and federal agencies that award grant dollars.
Food Service	140, 240	Revenue from food sales and allocations from the state and federal government.
Debt Service	310	Funds for the retirement of debt and lease-purchase obligations

FUND CATEGORIES	FUND
General Fund – Incidental Funds	110, 160, 150, 140
Special Revenue Funds – Teachers Fund	210, 260, 250, 240
Capital Project Funds	410, 460, 450
Debt Service Fund	310



# FINANCIAL MANAGEMENT OFFICE



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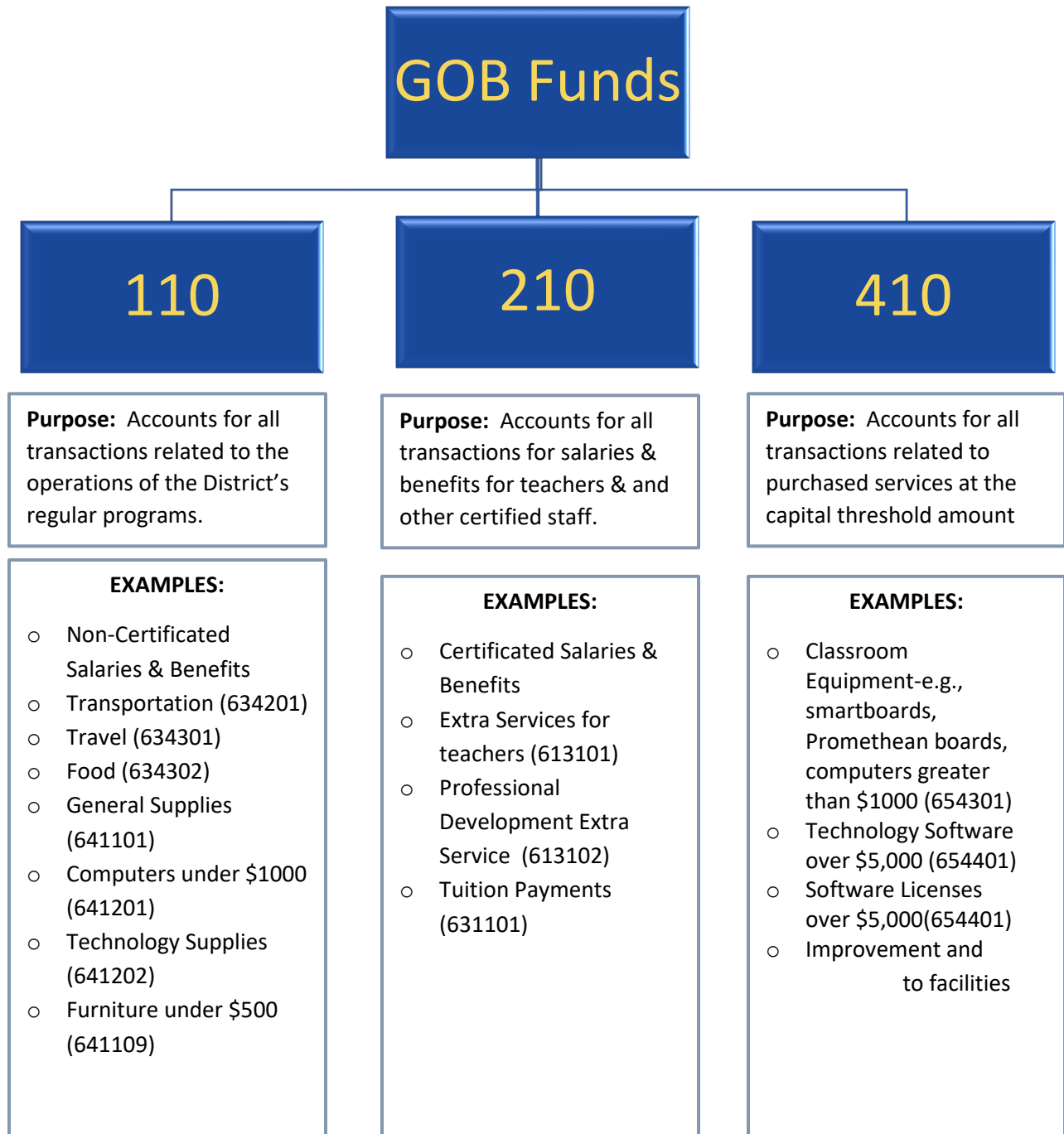
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**Assigned Locations**

Network 1	Network 4	Network 3	All Nonpublic Locations	Network 6	Network 2	Network 5
3050 Busch	0280 Oak Hill Full Srvc	1015 Griscom		1250 Beaumont	4180 Bryan Hill	4420 Columbia
3390 Compton Drew	0420 Walbridge Full Srvc	1100 Clyde C. Miller		1680 Roosevelt	4200 Buder	4780 Hamilton
1500 Carnahan	0450 Yeatman Full Srvc	1220 Gateway STEM		1800 Sumner	4400 Bertha Gilkey @ Cole	4890 Hickey
3260 Long	0490 Vashon Full Srvc	1510 CSMB		1830 Vashon	4660 Froebel	5020 Jefferson
4250 Ames VPA	4000 Adams	1560 Metro		2080 Yeatman	4880 Henry	5100 Lexington
4470 Dewey	4060 Ashland	1570 McKinley High		3070 Carr Lane	5030 Betty Wheeler	5560 Monroe
4730 Gateway	4900 Herzog	1730 Soldan		3230 Gateway Middle	5060 Laclede	5600 Oak Hill
5780 Shaw	4990 Carver	1860 Central VPA		3250 AESM Middle	5180 Lyon	5610 Nance
5930 Stix	4920 Hodgen	3130 McKinley Middle		4970 NAPAA	5240 Mallinckrodt	5620 Peabody
6010 Washington Mont	4960 Humboldt	6790 ICA @ Blewett		6920 NCNAA @ Roosevelt	5260 Mann	5860 Sigel
6030 Wilkinson	5500 Meramec	8290 Security Services		6980 Fresh Start	5340 Mason	5960 Walbridge
8000 Board of Education	5590 Mullanphy	8330 Athletics		8020 Academics	5970 Woerner	9150 Procurement
8030 Dpty Supt of Operations	5800 Shenandoah	9050 Operations		8100 Supt of Schools	8110 Dpty Supt of OIA	9700 Treasurer's Ofc
8140 State & Federal	6120 Woodward	9060 Food & Nutrition Srvc		8040 Chief of Staff	8120 Public Information	9720 Grants Management
8400 ECE	8220 Students In Transition	9180 Transportation		8150 Special Projects	8370 Volunteer Services	9740 Financial Mgmt Ofc
8460 PIIP	8260 CTE	9190 Garage		8160 High Schools	8490 Recruitment	9760 Budget Ofc
9910 St. Louis Plan	8270 Community Education	9270 Transportation		8240 Professional Development	9730 Development Ofc	9770 Fiscal Control Ofc
	8310 Dpty Supt of SSS			8250 Leadership		9780 Fiscal Officer
	8350 Career Education			8510 Springboard to Learning		9790 Payroll
	8380 ESOL	<b>Prop S Funding ESSER III Support</b>		8440 Library Services		
	8430 Accountability			8470 Teaching and Learning		
	8800 Student Support Srvc					<b>Medicaid Backup Graduation Expenses</b>
	9140 Student Records					
	9810 Technology					
	9840 Research & Assessment					
	9900 Human Resources					
				<b>POC for Amazon Issues</b>	<b>NONPUBLIC BACK-UP</b>	

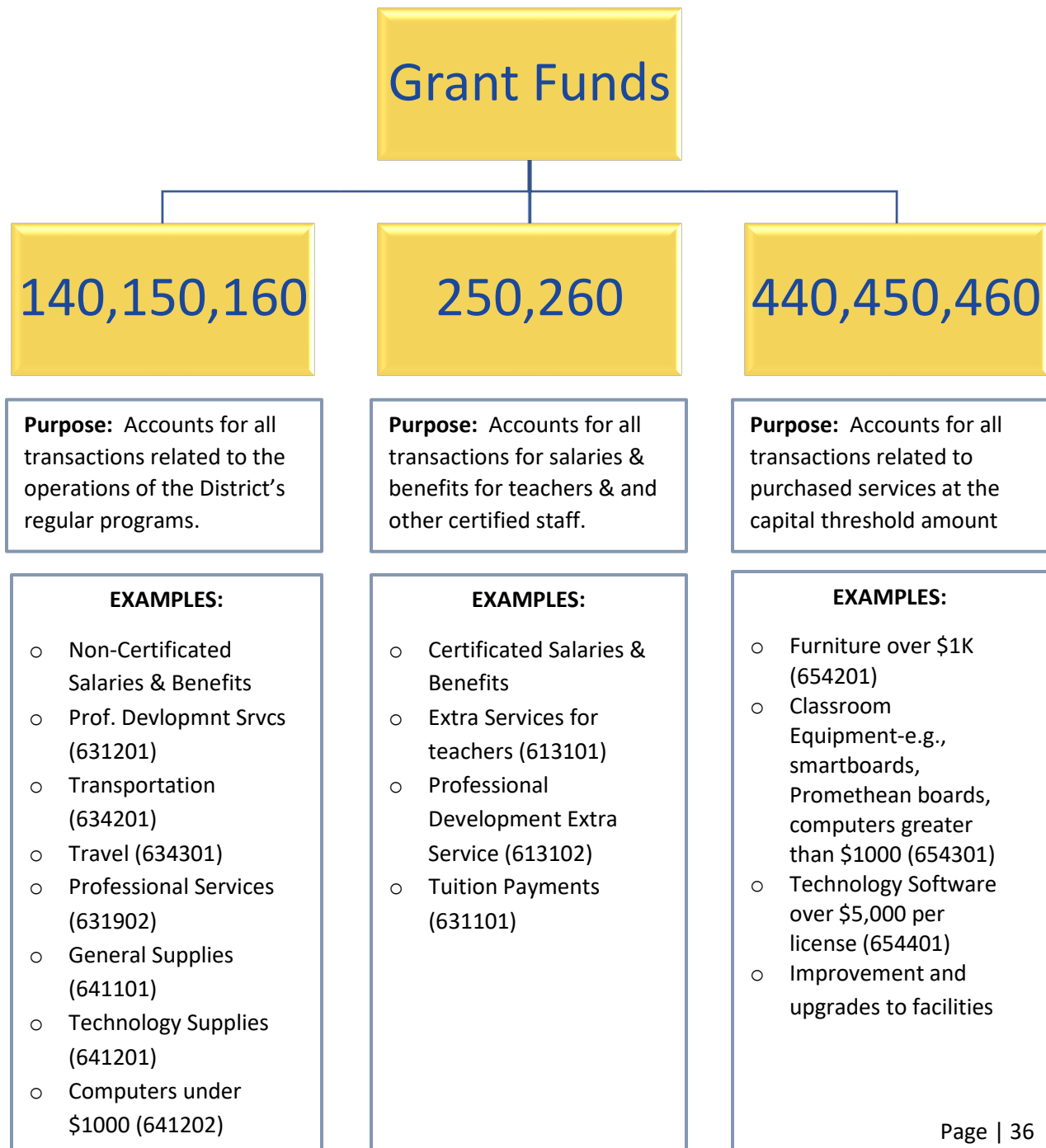
## General Operating Budget (GOB) Funds

The General Operating Budget (GOB) constitutes around 70% of the overall budget and is the least restrictive among all funds. Its primary purpose is to provide resources for implementing the initiatives mentioned in the Transformation Plan 3.0. The GOB plays a crucial role in supporting the District's academic and operational strategies to ensure students receive an exceptional educational experience. Additionally, it covers the essential daily operations of the District that do not receive funding from local, state, or federal grants.



## Grant Funds

The District receives nearly 100 Federal, Food Service and Trust grants totaling 20% of the total budget. The District's largest grants are provided through federal programs sources and include, but not limited to, Title grants, The Individuals with Disabilities Education Act (IDEA) grant for special education, the Early Childhood Special Education (ECSE) grant, CARES (Coronavirus Aid Relief and Economic Security) and funds under the Food and Nutrition programs. Trust grant funds are gifts, contributions, and donations used to fund specific programs and schools.



## Title I Grant Funds

All Expenditures should be supplemental in nature and directly related to helping increase the academic achievements of our students. Please note not all expenditures are always reasonable or necessary. The Financial Management Office reserves the right to determine whether an expense is reasonable and necessary when using Title funding.

Supplemental Includes but is not limited to:

- Reading and English Language Arts Instruction
- Science Instruction
- Writing Instruction
- Foreign Language
- Mathematics Instruction
- Professional Development
- Social Studies Instruction

## Title I Allowable Expenditures

(Not an all-inclusive list)

- 613101: Extra Service for Tutoring
- 613102: Professional Development
- 631201: Virtual Workshop or Conferences
- 641201: iPads, Desktop Computers, Laptops, Laptop Carts under \$1,000
- 641202: Technology Related Supplies (jump drives, iPad covers, printer cartridges, student headphones, projectors, document cameras, printers, software under \$5,000/license)
- 641101: General Supplies
  - Pencils or Pencil Sharpeners
  - Dictionaries/Thesaurus
  - Novels
  - Books for Classroom and Leveled Bookroom
  - Composition Books
  - Listening Centers
  - Notebooks
  - Calculators
  - Student Planners
  - Instructional Manipulatives (ACT/MAP Prep Materials)
  - Crayons
  - Post it Notes
  - Chart Paper
  - Headphones
  - Batteries
  - Chart Paper
  - Scissors
  - Dry Erase Markers
  - Magnetic write and wipe
- 654301: Promethean/Smart Boards, iPad carts, laptop carts, Software licenses over \$1,000

Title I Unallowable Expenditures

\*The items below are some of the basic items that are unallowable with Title I funding. Anyone in your workflow has the authority to decline any item if it does not align with federal regulations or SLPS policies. \*

Cameras	*Copy Paper*
*Custodial/Cleaning Supplies*	Desk Accessories
Field Trip Admission Fees	Food
*Furniture (desk, chairs, etc.) *	Awards/Incentives
*Nursing Supplies*	*Ceremonies, Banquets or Celebrations*
Scanners	Shredders
Laminating Film	*Gift Cards*
Easel	Uniforms /Specialized T-shirts /Book bags
Textbooks	Transportation
School Year Books	Athletic Equipment
Building Maintenance and Repairs	Security/ Custodial Overtime
Fund Raising Activities	School Signs /Posters

Title I Parental Involvement Funds

Title I Parental Involvement Funds support programs, activities, and procedures that involve parents in the education of their children. These funds may be used for reasonable and necessary costs that encourage the attendance of parents of participating children at these activities.

Parental Involvement funds may be used to provide food at parent meetings or workshops if the meeting adheres to the uniform grant compliance guidelines “Reasonable and necessary” rules. [Title funds may not support activities that are purely for social \(i.e, Parent-Student Dance, End of Year Celebration\).](#)

FUND	FUNCTION	OBJECT	LOCATION	PROJECT	YEAR
150	3912	634302	4000	451005	24

Title I Parental Involvement Allowable Expenditures

- **Snacks** for Instructional Parent Meetings/Activities (Bi-Annual Title I Meeting, PTO Meetings/Activities, Donuts with Dad, Muffins with Mom, Grandparents Day, Literacy Night, etc.)
- Desktop Computer for Family & Community Specialist (FCS) Office and Parent Resource Room
- Printer Cartridges for FCS Office and Parent Resource Room
- Bulletin Board (\$200 and under) and Bulletin Board Supplies (construction paper, lettering, borders, push pins, tape etc.)
- Envelopes for Parent Mailings
- Postage (This is facilitated through Student Support Office)
- Dry Erase Markers for Parent Board
- General Office Supplies for FCS Office (File folders, paper clips, stapler, staples, staple remover, post it notes, ink pens, desk calendar, three-hole punch etc.)
- Parent Resource Books (Behavior Strategies, Self Esteem, Home & School Connection, Four Steps to Responsibility, Love & Logic Solutions, and Changing Children’s Behavior etc.)



## Extra Service

Extra Service pay is used to pay **certificated** employees for additional duties worked outside of the normal workday or contract date.

### **Certificated employees only eligible include (but not limited to):**

- Teachers
- Substitute teacher (teacher of record)
- Nurses
- Counselors
- Social Worker
- Academic Instructional Coaches (AIC)

### **Who is NOT eligible for Extra Service Pay?**

- Non-exempt employees are NOT eligible for Extra Service pay.
  - Non-exempt employees are eligible for overtime via KRONOS
- Principals, Assistant Principals, Administrators and eight hour a day employees are NOT eligible for Extra Service Pay

HR and Payroll functions are still in SAP. Extra Service is considered a payroll activity and thus **SAP Funding** is to be used on the Extra Service Spreadsheet. If you are not sure of how to find the SAP Funding, please reach out to your Finance Analyst for further assistance

**BusinessPLUS Funding** is used to confirm budget availability

### **Example:**

**BP Account Code:** 250-1251-613101-2080-451020-22

**SAP Info** (to be use for Extra Service Spreadsheet)

- **Fund:** 290
- **Cost Center:** 30377-35
- **Grant:** T1SI-AZ-2324

Extra Service Activity Types

Activity Type Code	Activity Type	Extra Service Object Code	Frequency - Spreadsheet
0500 Athletic Coaches	Extra Service Payment	613101 Extra Service Pay	Semester
0507 Textbook Xservice	Extra Service Payment	613101 Extra Service Pay	As the activity occurs
0509 Homebound Inst.	Extra Service Payment	613101 Extra Service Pay	Semester
0511 Department Head	Extra Service Payment	613101 Extra Service Pay	Semester
0512 After School	Extra Service Payment	613101 Extra Service Pay	Monthly
0513 Adult Basic Ed	Extra Service Payment	613101 Extra Service Pay	Semester
<b>0514 Metal Detector</b>	<b>Extra Service - Security</b>	<b>613103 OT Cont Sub Tea</b>	<b>Semester</b>
0516 Title 1	Extra Service Payment	613101 Extra Service Pay	Monthly
<b>0518 Extra Service</b>	<b>Extra Service Payment</b>	<b>613101 Extra Service Pay</b>	<b>As the activity occurs or Monthly</b>
0519 Custodian/Safety Officer	Temporary salary	616105 Temp Salariesa Noc	As the activity occurs
0523 Tutoring	Extra Service Payment	613101 Extra Service Pay	Monthly
<b>0524 Professional Development</b>	<b>Professional Development</b>	<b>613102 Extra Service - PD</b>	<b>As the activity occurs</b>
0531 Teacher Summer School	Certificated Teacher	613104 Teach-Summer (Certi)	Summer Use Only
0532 Non Cert Summer School	Non Cert Summer School	613118 Non-cert sal-summer	Summer Use Only
0533 Admin Summer School	Admin Summer School	613105 Admin-summer (cert)	Summer Use Only
0561 Community Schools	Extra Service Payment	613101 Extra Service Pay	Semester
0583 Breakfast Program	Extra Service Payment	613101 Extra Service Pay	Semester
0595 After School Supervision	Extra Service Payment	613101 Extra Service Pay	Monthly
0596 Before School Care supervision	Extra Service Payment	613101 Extra Service Pay	Monthly
0597 Homeworks Program	Extra Service Payment	613101 Extra Service Pay	Semester
0599 Prior FY Extra Service	Extra Service Payment	613101 Extra Service Pay	As the activity occurs

\*Those highlighted in yellow are the more commonly used Activity Types\*

### Extra Service Approval Process



**Step 1:** The schools must complete the extra service spreadsheet and signed pay agreement and forward to the Network Superintendent (NS) for additional approval

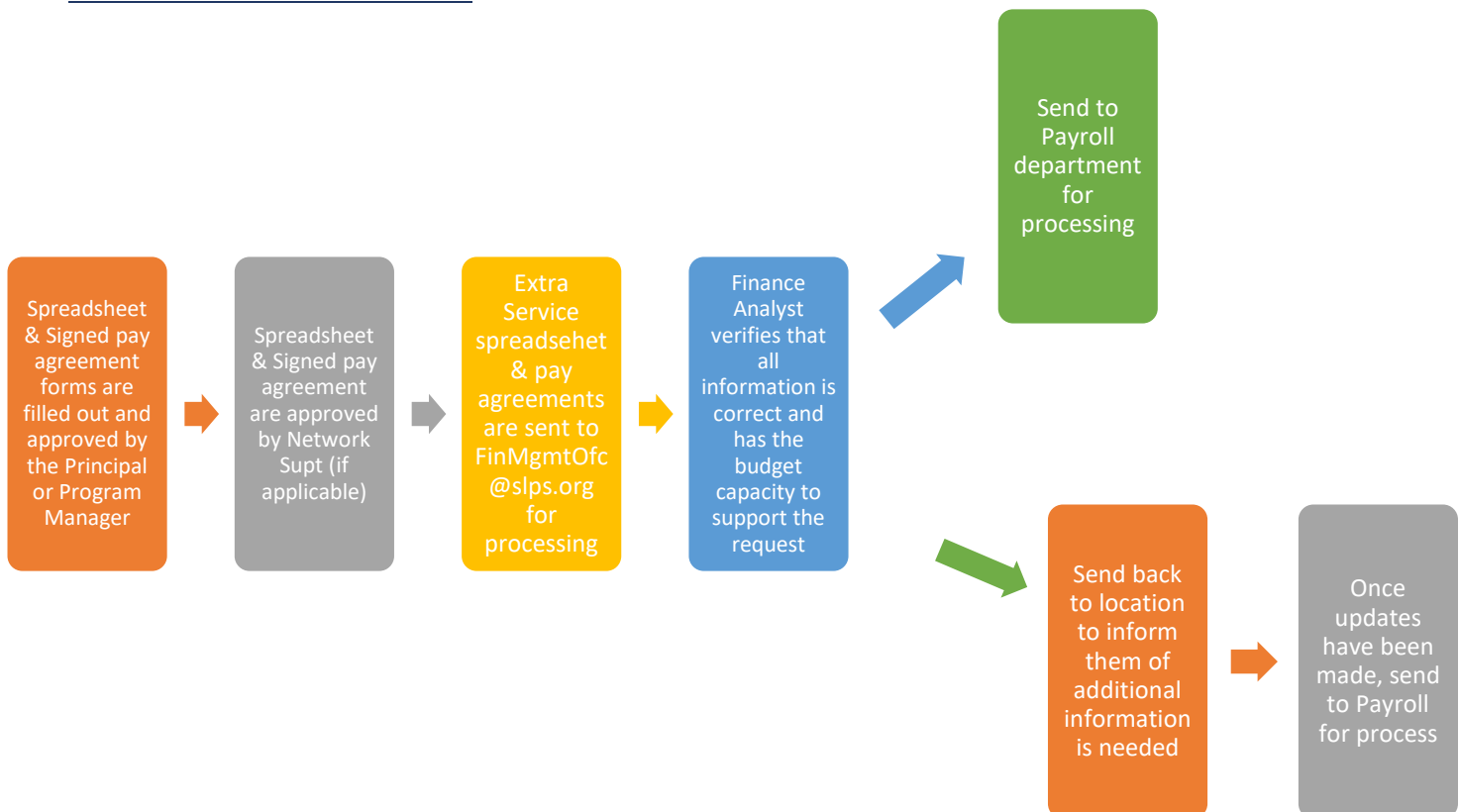
**Step 2:** The NS will review, approve, and sign the extra service pay agreements. Electronic approval is acceptable **for NS ONLY**. Both signatures (**Employee and Principal**) must be on the pay agreement when sent to the Financial Management Office

**Step 3:** The spreadsheet and pay agreement are then forwarded to the [FinMgmtOfc@slps.org](mailto:FinMgmtOfc@slps.org) for processing. Your assigned Financial Analyst will review and if there are no additional information needed or errors, it will be forwarded to the payroll dept for final approval.

**Step 4:** The Payroll department approves and uploads the spreadsheet into SAP. Employees cannot be paid unless there is a record in SAP

**Step 5:** Employees extra service hours can now be entered into SAP by the timekeeper

### Extra Service Validation Process



In order to process Extra Service pay in a timely manner the following documents must be submitted:

- Completed Extra Service Spreadsheet – Excel version only
- Completed and signed Extra Service Pay Agreement
- Any additional information requested by the Financial Management or Payroll Offices needed in order to be approve

**The most updated Extra Service Spreadsheet & Pay agreement can be found on FMO website at [Financial Management Office Webpage](#)**

For Extra Service to be processed by the end of the pay period, the spreadsheet will need to be confirmed by the Financial Management Office and uploaded by Payroll the Monday prior to the end of the pay period.

○ **Example:**

- Pay Period Ending 08/11/23, Extra Service Spreadsheet due Monday 08/07/23 for pay to be received on 08/18/2023
- Payroll entry must be completed at the end of business every Friday, meaning your KRONOS and Extra Service entries are complete for the current work week
- The grace period allowed on Monday morning of Payroll close is for last minute adjustments only!

Overtime – Non-Exempt Employees

Overtime refers to the additional hours worked by an employee beyond their regular or standard work hours as defined by the employer or the applicable labor laws. All overtime requires Principal or Program Manager approval:

- Employees must have prior approval from their immediate supervisor before they can work overtime
- All approved overtime must have funding attached within Kronos
- Overtime requires a separate approval by your Principal in Kronos
- Principals and Administrators MUST approve the overtime within Kronos with every payroll close
- Overtime being charged to a grant (e.g. Comprehensive, Homeworks) will require a signed extra service pay agreements

**IMPORTANT: Failure to approve overtime in Kronos will result in zero pay to employees.**

**Non-certificated employees include (but not limited to):**

- Secretary
- Teacher's Aide
- Book Clerk Treasurers
- Family Community Specialist (FCS)
- Clerk Typist

Over time pay will kick in once an employee exceeds 40 hours with a work week.

**Example 1:** Jane Doe works 38.5 hours in a week

OT: There will be no OT pay since Jane Doe did not work more than 40 hours

**Example 2:** John Doe stays after and at the end of the work week he has 45 hours

OT: John Doe will be paid 5 hours OT for the hours that exceeded the 40 hours

**OT Rate of Pay**


- The OT rate of pay for non-exempt employee is time and a half.

If John Doe receives OT pay for 5 hours, and his normal hourly rate of pay is \$15.00 per hour. John will receive \$22.50 per hour x 5 hours = \$112.50

Extra Service Spreadsheet

Below is a screenshot of the 23-24 Extra Service Spreadsheet.

- The grey Highlighted areas must be completed
- Information on the spreadsheet must be confirmed and validated in SAP
- Teacher information, such as Personnel Number and Job Code, can be found on the staffing rosters provided by the Human Resources Department to your Principal

SAINT LOUIS PUBLIC SCHOOLS - Finance Division - Extra Service Approval																		
PLEASE NOTE THE FOLLOWING:																		
* Please check your budget to ensure that funds are available to support the extra service duty. * Prior to completing and submitting this extra service form, an extra service pay agreement should be signed and completed. * All extra service spreadsheets must be approved by a member of the ELT, Associate Superintendent, or Network Superintendent.														623101- OASDI (6.2%) \$ - 623201 - Medicare (1.45%) \$ - 626101 - W/Comp & Unemployment (2.9%) \$ - Grand Total of Request \$ -				
**All highlighted columns below must be populated in order for the spreadsheet to be approved and processed**																		
Name	Pers. No.	Activity Type		From	To	Pay Rate	# of Hours	Total	Fund Code	Internal Order	Cost Center	Grant Number	Approved			Comments	Job Code	Job Title
		Code	Text										Flag	By	Date			

Extra Service Pay Agreement

- All employees on the extra service spreadsheet must have a signed pay agreement
- The pay agreements must have the actual signature of the employee and Building Principal or Program Manager



**St. Louis Public Schools  
Extra Service Agreement**

<b>Employee Personnel Number:</b>	
<b>Employee Name:</b>	
<b>Employee Job Title:</b>	
<b>Location Name and Number:</b>	
<b>Extra Service Duties:</b>	
<b>Extra Service Beginning Date:</b>	
<b>Extra Service Ending Date:</b>	
<b>Extra Service Amount:</b>	
<b>*Number of Extra Service Hours:</b>	
<b>Total Compensation:</b>	\$ -
<b>Extra Service Benefits Amount:</b>	\$ -
<b>Total Cost:</b>	\$ -
<b>Funding Account from Business Plus</b>	
<b>Payment Frequency:</b>	

St. Louis Public Schools and the Extra Service recipient agree that the Extra Service Recipient, in addition to the duties of his/her regular District assigned position, will carry out the required duties, under the authority of the District Board and supervision of the Principal/Program Administrator of the extra service or stipend.

The Extra Service Recipient agrees to act in accordance with all applicable laws and regulations, as well as the terms described above.

This agreement may be terminated by either party with or without cause by providing written notice to the other party. Further, the Extra Service Recipient may be removed from their extra service duties at the discretion of the principal or designee prior to the actual termination of this agreement. Termination of this agreement by either party shall not, in itself, constitute cause for termination of any separate teaching or employment contract between the Extra Service Recipient and District.

\_\_\_\_\_  
Extra Service Recipient Date

\_\_\_\_\_  
Principal/Program Administrator Date

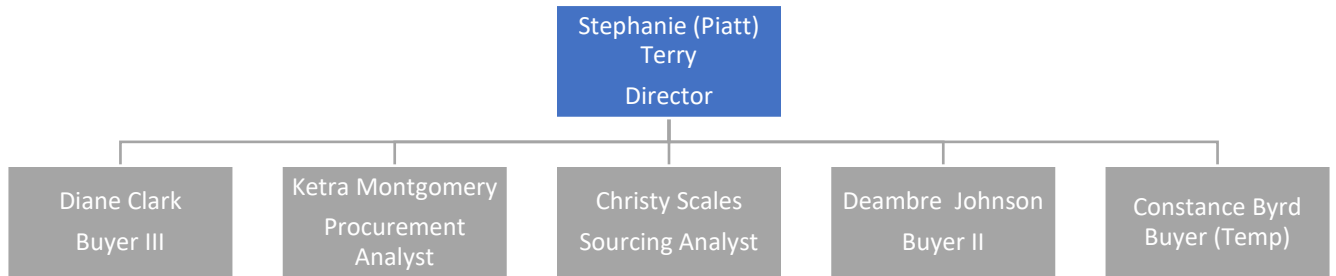
\_\_\_\_\_  
Deputy Superintendent/Superintendent Date



# **PROCUREMENT OFFICE**

## Procurement Office

### Procurement Organizational Chart



### Procurement Responsibilities

The Procurement Office is responsible for the following:

- Ensure compliant procurement policies and adherence to Procurement Manual procedures.
- Oversee competitive bidding processes.
- Support contract and vendor management
- Provide RFP and board resolution support
- Purchase Order, Blanket, and Contract approvals in BusinessPLUS
- Issuing of Bus Passes





**Welcome To The Procurement Office**  
**Interim, Procurement Director - Stephanie Terry**  
**314.345.2231**

**Ketra Montgomery**  
314.345.2495

**Constance Byrd**

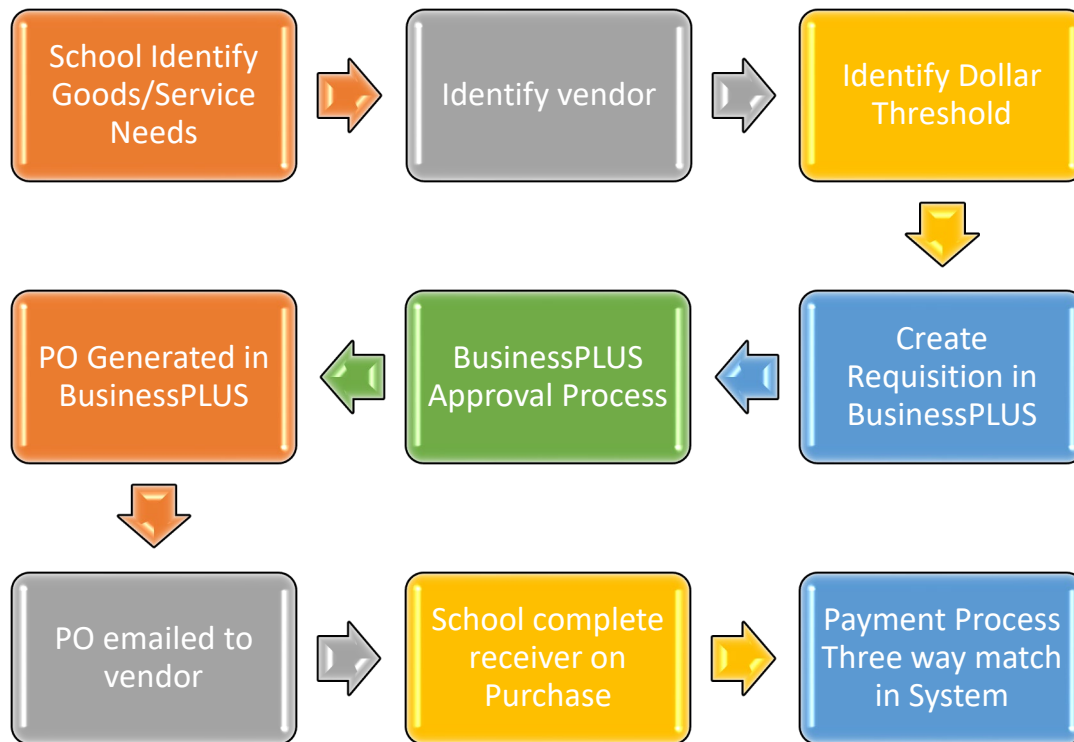
**Deambre Johnson**  
314.345.2390

**Diane Clark**  
314.345.2255

**Christy Scales**  
314.345.2393

LOC	Purchase Analyst	DEPT	LOC	Temp. Buyer II	DEPT	LOC	Buyer II	DEPT	LOC	Buyer III	DEPT	Strategic Sourcing Analyst
8000	Board of Education	Academics	0220	AEL Apprentice	Adult Ed	1015	Griscom	alternative	1100	Clyde C. Miller	school	All ESSER Funding Project Code: 423000 Project Code: 422000
8020	Academics	Academics	0230	AEL Apprentice	Adult Ed	1250	Beaumont	alternative	1220	Gateway STEM	school	
8040	Chief of Staff	Academics	0260	AEL Apprentice	Adult Ed	1500	Carnahan	school	1222	Nottingham CAJT	school	
8100	Supt of Schools	Academics	0280	Oak Hill Full Srvc	full service	1680	Roosevelt	school	1860	Central VPA	school	
8110	Dpty Supt of OIA	OIA	0420	Walbridge Full Srvc	full service	1800	Sumner	school	3250	AESM Middle	school	
8120	Public Information	OIA	0450	Yeatman Full Srvc	full service	1830	Vashon	school	4400	Bertha Gilkey @ Cole	school	
8140	State & Federal	Academics	0490	Vashon Full Srvc	full service	2080	Yeatman	school	4880	Patrick Henry	school	
8150	Special Projects	Academics	1510	CSMB	school	3070	Carr Lane	school	5030	Betty Wheeler (CJA)	school	
8160	High Schools	Academics	1560	Metro	school	4000	Adams	school	5240	Mallinckrodt	school	
8240	Professional Dvlpmt	Academics	1570	McKinley High	school	4060	Ashland	school	5520	Gateway Michael	school	
8250	Leader	Academics	1730	Soldan	school	4200	Buder	school	5590	Mullanphy	school	
8260	CTE	Academics	3050	Busch	school	4250	Ames VPA	school	5600	Oak Hill	school	
8280	Special Education	Academics	3130	Mckinley Middle	school	4420	Columbia	school	5860	Sigel	school	
8330	Athletics	Academics	3230	Gateway Mid	school	4660	Froebel	school	6920	NAPAA @ Roosevelt	school	
8350	Career Education	Academics	3260	Long	school	4780	Hamilton	school	6990	ETS @ Madison	school	
8370	Volunteer Services	OIA	3390	Compton Drew	school	4900	Herzog	school	8030	Dpty Supt of Operations	Operations	
8380	ESOL	Academics	4180	Bryan Hill	school	4990	Carver	school	8220	Students In Transition	Student Spt.	
8400	ECE	Academics	4470	Dewey	school	5020	Jefferson	school	8270	Community Education	Student Spt.	
8440	Library Services	Academics	4730	Gateway	school	5060	Laclede	school	8290	Security Services	Operations	
8460	PIIP	Academics	4890	Hickey	school	5340	Mason	school	8310	Dpty Supt of SSS	Student Spt.	
8470	Teaching and Learning	Academics	4920	Hodgen	school	5500	Meramec	school	8430	Accountability	IT	
8490	Recruitment	OIA	4960	Humboldt	school	5560	Monroe	school	8800	Student Support Srvc	Student Spt.	
8510	Springboard to Learning	Academics	4970	NAPAA	school	5610	Nance	school	9050	Operations	Operations	
9150	Procurement	Finance	5100	Lexington	school	5620	Peabody	school	9060	Food & Nutrition Srvc	Operations	
9700	Treasurer's Ofc	Finance	5180	Lyon	school	5800	Shenandoah	school	9140	Student Records	IT	
9720	Grants Management	Finance	5260	Mann	school	5930	Stix	school	9180	Transportation	Operations	
9740	Financial Mgmt Ofc	Finance	5780	Shaw	school	5960	Walbridge	school	9190	Garage	Operations	
9760	Budget Ofc	Finance	5970	Woerner	school	6030	Wilkinson	school	9270	Transportation	Operations	
9770	Fiscal Control Ofc	Finance	6010	Washington Mont	school	6790	ICA @ Blewett	alternative	9730	Development Ofc	IT	
9780	Fiscal Officer	Finance	6120	Woodward	school	6980	Fresh Start	alternative	9810	Technology	IT	
9790	Payroll	Finance	7050	Luther Assn for SPED	Non-public	7240	St. Mary's HS	Non-public	9840	Research & Assesmnt	IT	
9900	Human Resources	HR	7060	ATI St. Louis	Non-public	7260	St. Raphael	Non-public	7070	Marian Middle	Non-public	
9910	St. Louis Plan	Academics	7150	St. Ambrose	Non-public	7270	St. Roch	Non-public	7090	New City School	Non-public	
7000	Bishop DuBourg	Non-public	7160	St. Cecilia	Non-public	7280	St. Stephen Protomartyr	Non-public	7110	River Roads Lutheran	Non-public	
7010	Cardinal Ritter	Non-public	7170	St. Gabriel	Non-public	7290	St. Francis Cabrini	Non-public	7120	Rosati Kain	Non-public	
7020	City Academy	Non-public	7180	St. James	Non-public	7320	Tower Grove Christian	Non-public	7130	Sacred Heart Villa	Non-public	
7030	Crossroads	Non-public	7200	St. Catholic	Non-public	7330	Word of Life Lutheran	Non-public	7190	South City Catholic	Non-public	
7040	Loyola	Non-public	7220	SLUH	Non-public	7340	Central Inst. For the Deaf	Non-public	7140	South City Community	Non-public	
			7230	St. Margaret of Scotland	Non-public	7350	Forsyth School	Non-public				

## Procurement Workflow Process



### Dollar Value Thresholds for Determining Method of Procurement

Regardless of the source of funds, SLPS procurement procedures apply to the procurement of goods and services by all school and central office locations. We highly recommend utilizing an SLPS preferred or CO-OP vendor for purchases.

### Goods and Materials

- Purchase requests for goods and supplies or related items are generally entered into BusinessPlus as a standard PO “P” type purchase requisitions with a quantifiable measure of unit (example: each, carton, box).
- Quotes are required to ensure the purchase order (PO) detail matches vendor pricing. When the PO does not match the vendor prices, the order is delayed until the PO detail is corrected. Attaching the vendor quote minimizes purchase delays. ***The only exception is Punchout vendors.***
- **Sealed Bid or Request for Proposal Exceptions:** SLPS Preferred and CO-OP vendors have already been approved through an RFP process. A list of Preferred and CO-OP vendors is posted on the Procurement website. RFP-selected, Preferred, and CO-OP vendors are the fastest options.
- **Board Resolution Process:** Requisitions greater than \$5,000 must be entered into BoardDocs.

## Purchase Requisition (PR) Amounts:

1. Purchase Requisitions less than \$3,000 require one quote from the selected vendor.
  - a. Contact the vendor to get a quote for the items you are requesting.
  - b. Use the quote information gathered in your purchase requisition, including any freight.
  - c. Attach the quote **internally** to your purchase requisition. One quote is needed for the selected vendor.
  - d. No board resolution is required.
  - e. The purchase order serves as a contract for your approved order.
2. Purchase Requisitions between \$3,000 - \$5,000 require three vendor quotes (except Preferred and CO-OP). Multiple quotes ensure better District pricing and opportunities for more vendors.
  - a. Contact the vendors to get quotes for the items you are requesting.
  - b. Use the quote information gathered in your purchase requisition, including any freight charges. One quote for the selected vendor and two (2) additional competitive quotes.
  - c. Attach the quotes **internally** to your purchase requisition.
  - d. No board resolution is required.
  - e. The purchase order serves as a contract for your approved order.
3. Purchase Requisitions over \$5,000 require sealed bids solicited through the Invitation to Bid (ITB) or Request for Proposal process (except Preferred and CO-OP). Contact the Procurement Department for assistance as soon as possible. The sealed bid process can take 1-6 months. Resume the process after vendor selection.

### **Sealed Bid or RFP Process (Step 1):**

- a. Complete the sealed bid or RFP template and submit it to the Procurement Department.
- b. Once approved, the Sealed Bid or RFP will be posted on SLPS district website.
- c. Sealed Bid/RFP opening process, bid conference and finally the awarding.

### **Board Resolution Process (Step 2):**

- a. Complete a board resolution to be approved by the Board of Education.
- b. Complete the SLPS contract or service agreement template.
- c. Obtain vendor signature and forward it to the Procurement department for review and required District signature. This is required before requisition will be approved.
- d. Ensure vendor is established in BusinessPlus.

### **School/Central Office Process (Step 3):**

- a. Contact the vendor to get a quote for the items you are requesting.
- b. Use the quote information gathered in your purchase requisition, including any freight charges.
- c. Attach the quote **internally** to your purchase requisition.
- d. Enter a goods receipt after items are received.
- e. Forward your approved invoices to Account Payable at [AccountsPayable@slps.org](mailto:AccountsPayable@slps.org) to ensure vendor payment.

## Services, Contracts, and Agreements

- Purchase requests for services, contracts, and agreements are generally entered into BusinessPlus as contracts “C” or blanket “B” contracts.
- Forward all vendor-signed contracts to the Procurement Department for review. Procurement will obtain the required District signatures. A signed contract is required before your purchase requisition will be approved.
- Do not authorize vendor work without a completed and signed contract.
- **Sealed Bid or Request for Proposal Exceptions:** SLPS Preferred and CO-OP vendors have already been approved through an RFP process. A list of Preferred vendors is posted on the Procurement website. RFP-selected, Preferred, and CO-OP vendors are the fastest options.
- **Board Resolution Process:** Requisitions greater than \$5,000 must be entered into BoardDocs for District information. Requisitions greater than \$50,000 must be approved by the Board.

## Purchase Requisition (PR) Amounts:

1. Purchase Requisitions less than \$3,000 require one quote from the selected vendor.
  - a. Complete the SLPS contract or service agreement.
  - b. Obtain vendor signature and forward it to the Procurement department for review and required district signature(s).
  - c. Enter your contract/blanket in BusinessPlus and attach the contract *internally*.
  - d. Forward your approved invoices to Accounts Payable for vendor payment.
  - e. No board resolution is required.
2. Purchase Requisitions between \$3,000 - \$50,000 require three vendor quotes (except Preferred and CO-OP). Multiple quotes ensure better District pricing and opportunities for more vendors.
  - a. Complete a board resolution for all contracts over \$5,000. This is for District information only and generally will not need to be approved by the Board of Education.
  - b. Complete the SLPS contract or service agreement.
  - c. Obtain vendor signature and forward to the Procurement department for review and required District signature.
  - d. Enter your contract/blanket in BusinessPlus and attach the contract *internally*.
  - e. Forward your approved invoices to Accounts Payable at [AccountsPayable@slps.org](mailto:AccountsPayable@slps.org) to ensure vendor payment.
3. Purchase Requisitions over \$50,000 require sealed bids solicited through the Invitation to Bid (ITB) or Request for Proposal process (except Preferred and CO-OP). Contact the Procurement Department for assistance as soon as possible. The sealed bid process can take from 1-6 months from start to finish. Resume the process after the vendor is recommended.

### Sealed Bid/RFP Process (Step 1):

- a. Complete the appropriate sealed bid template and submit to the Procurement Department.
- b. Once approved the sealed bid will be posted on SLPS district website.
- c. Bid opening process, bid conference and finally the awarding.

**Board Resolution Process (Step 2):**

- a. Complete a board resolution to be approved by the Board of Education.
- b. Complete the SLPS contract or service agreement.
- c. Obtain vendor signature and forward it to the Procurement department for review and required District signature(s). This is required before the requisition will be approved.
- d. Ensure the vendor is established in BusinessPlus.

**School/Central Office Process (Step 3):**

- a. Enter your contract/blanket in BusinessPlus and attach the contract *internally*.
- b. Forward your approved invoices to Accounts Payable at [AccountsPayable@slps.org](mailto:AccountsPayable@slps.org) to ensure vendor payment

**Vendor Information**

Please click [here](#) to view the following:

- Preferred Vendor List
- Cooperative Vendor List
- Approved Food Vendor List
- Uniform Vendor List
- Special Event Rental Venues



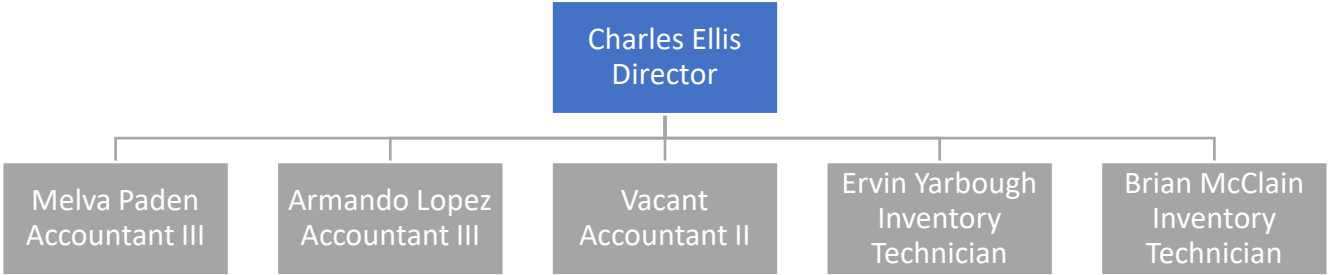


# **FISCAL CONTROL OFFICE**

## Fiscal Control Office

The St. Louis City Board of Education comprehends its responsibility to monitor income and expenditures according to generally accepted accounting principles (GAAP). The Fiscal Control department is in charge of managing the accounting system for all SLPS schools and departments. They supervise and classify the revenues and expenses of the District, preparing monthly and annual reports that are submitted to the Missouri Department of Elementary and Secondary Education (DESE)

Fiscal Control Organizational Chart



### Fiscal Control Responsibilities

- Oversees the preparation of the Annual Comprehensive Financial Report (ACFR)
- Oversees and prepares the schedules for the Annual Secretary of the Board Report (ASBR)
- Plans, organizes and maintains a system of general and subsidiary accounts for all financial transactions of the St. Louis Public Schools
- Review all district financial reports submitted to local, state, and federal granting agencies
- Responsible for year-end accounting closing activities
- Serve as liaison to external auditors
- Ensures the maintenance of accounting records including supervising the posting and balancing of the district’s ledgers; financial statements and other related reports
- Develops accounting policies and procedures; ensures adherence to generally accepted accounting practices and principles (GAAP), local and state fiscal regulations and policies and procedures of the State Education Department
- Supervises and participates in design and installation of new and revised accounting and auditing procedures, systems, and controls and coordinates such work with Technology Division



Fiscal Control Staff Assignments

Name & Contact Information	Assignments
<p><b>Charles Ellis</b> Fiscal Control Director 314-345-2389 <a href="mailto:Charles.Ellis@slps.org">Charles.Ellis@slps.org</a></p>	<ul style="list-style-type: none"> <li>▪ Oversees all Fiscal Control Policies</li> <li>▪ ASBR Report, CAFR Report</li> <li>▪ Year-end allocations in accounting software to Central Office</li> <li>▪ Accounting software master data creation</li> </ul>
<p><b>TBD</b> Accountant II</p>	<ul style="list-style-type: none"> <li>▪ ASBR Development, CAFR Development</li> <li>▪ School &amp; Department purchasing oversight</li> <li>▪ School Bank Reconciliation Review</li> </ul>
<p><b>Armando Lopez</b> Accountant III 314-345-2274 <a href="mailto:Armando.Lopez@slps.org">Armando.Lopez@slps.org</a></p>	<ul style="list-style-type: none"> <li>▪ Capital Asset monitor &amp; reporting</li> <li>▪ ASBR development, CAFR development</li> <li>▪ School &amp; Department purchasing oversight</li> <li>▪ School Bank Reconciliation Review</li> </ul>
<p><b>Melva Paden</b> Accountant III 314-345-4425 <a href="mailto:Melva.Paden@slps.org">Melva.Paden@slps.org</a></p>	<ul style="list-style-type: none"> <li>▪ ASBR development, CAFR development</li> <li>▪ Audit of school funds and federally- funded expenditures</li> <li>▪ Central Office Bank Reconciliations</li> <li>▪ School Bank Reconciliation Review</li> </ul>

Inventory Control

Inventory control is responsible for the following:

- Performing inventory site visits for school property
- Maintaining all school district property records

Inventory Staff Assignments

Name & Contact Information	Assignments
<p><b>Ervin Yarbough</b> Inventory Technician 314-345-2297 <a href="mailto:Ervin.Yarbough@slps.org">Ervin.Yarbough@slps.org</a></p>	<ul style="list-style-type: none"> <li>▪ District Property/Inventory Control</li> <li>▪ Schedule &amp; perform physical inventory visits</li> <li>▪ Maintain completed inventory reports</li> </ul>
<p><b>Brian McClain</b> Inventory Technician 314-345-2258 <a href="mailto:Brian.McClain@slps.org">Brian.McClain@slps.org</a></p>	<ul style="list-style-type: none"> <li>▪ District Property/Inventory Control</li> <li>▪ Schedule &amp; perform physical inventory visits</li> <li>▪ Maintain completed inventory reports</li> </ul>

### Student Activity Accounts

The schools are responsible for managing the student activity accounts when they receive cash and checks through fundraising efforts that pay for activities for students. These funds are not for teachers. Accounts must be set up with U.S. Bank through the District's Treasury department. Each month, the book clerk, treasurer or secretary performs bank reconciliations and reports of student activity receipts and disbursements are completed on the student account activity software. Fundraising approval forms are requested from the Office of Institutional Advancement, and should be completed and approved before a fundraiser is started. The fundraiser collections should be included on the fundraiser collection form. The tax-exempt letter should be provided to each vendor, so we don't pay sales tax on purchases.

For each quarter, the following processes should be completed in the student account activity software (currently EPES):

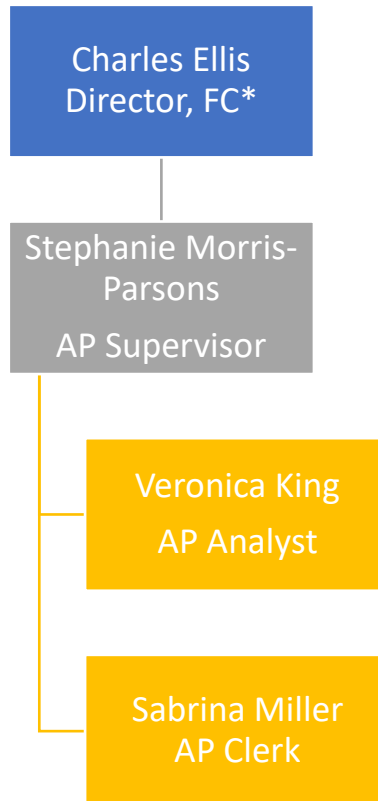
- Elementary Schools must complete by the 20<sup>th</sup> of September, December, March and 15<sup>th</sup> of June:
  - All outstanding Monthly Bank Reconciliations
  - All outstanding Student Activity Receipts and Disbursements
  
- Middle and High Schools must complete by the 20<sup>th</sup> of the following month (except the 15<sup>th</sup> of June):
  - All outstanding Monthly Bank Reconciliations
  - All outstanding Student Activity Receipts and Disbursements

The funds are for the benefit of the students and monthly bank reconciliations are to be performed by the schools.

## Accounts Payable Office

The Accounts Payable department plays a critical role in managing the organization's financial transactions related to vendor payments, invoices, and expenses. The primary function of an AP office is to ensure that the company's financial obligations to its suppliers, vendors, and service providers are met accurately and efficiently. Here are some of the key functions and responsibilities of an Accounts Payable office:

### Accounts Payable Organization Chart



### Accounts Payable Office

The Accounts Payable Department is responsible for the following:

- Processing vendor payments for goods and services
- Issuing reimbursements via voucher to employees for miscellaneous supplies, meeting expenses, travel and mileage
- Processing District employees' out of town advances
- Processing and scheduling weekly payment of District vendor invoices
- Reimbursement to employees for misc. supplies, meeting expenses, travel and mileage
- Processing District employee's out of town travel advances
- Manage all outstanding vendor invoices needing adjustments, modifications, or further information to process payments

Accounts Payable Staff Assignments

Name & Contact Information	Assignments
<p><b>Stephanie Morris-Parsons</b>                      Accounts Payable Supervisor                      314-345-2278  <a href="mailto:Stephanie.Morris@slps.org">Stephanie.Morris@slps.org</a></p>	<ul style="list-style-type: none"> <li>▪ Vouchers and Invoices via US mail and interoffice</li> <li>▪ <a href="mailto:Accountspayable@slps.org">Accountspayable@slps.org</a> mailbox</li> <li>▪ Schedule/ Process vendor check runs weekly</li> <li>▪ Handles vendor invoices (S-Z) and Haddock, Office Essentials and School Specialty</li> </ul>
<p><b>Veronica King</b>                      Accounts Payable Analyst                      314-345-2277  <a href="mailto:Veronica.King@slps.org">Veronica.King@slps.org</a></p>	<ul style="list-style-type: none"> <li>▪ Vouchers and Invoices via US mail and interoffice</li> <li>▪ <a href="mailto:Accountspayable@slps.org">Accountspayable@slps.org</a> mailbox</li> <li>▪ Schedule/ Process vendor check runs weekly</li> <li>▪ Handles vendor invoices (J-R) and Dell, Lakeshore and School Outfitters</li> <li>▪ Handles travel vouchers</li> </ul>
<p><b>Sabrina Miller</b>                      Accounts Payable Clerk                      314-345-2340  <a href="mailto:Sabrina.Miller@slps.org">Sabrina.Miller@slps.org</a></p>	<ul style="list-style-type: none"> <li>▪ Vouchers and Invoices via US mail and interoffice</li> <li>▪ <a href="mailto:Accountspayable@slps.org">Accountspayable@slps.org</a> mailbox</li> <li>▪ Schedule/ Process vendor check runs weekly</li> <li>▪ Handles vendor invoices (A-I) and Apple and Lakeshore</li> <li>▪ Handles mileage reimbursements</li> </ul>

Voucher Submittal Process

- Requestor generates a copy of location budget showing funds available in proper accounting line.
- Obtain accurate vendor number and fund account numbers to enter on voucher
- Complete voucher showing each expense
- Attach original receipts
- Dollar amount of each supply line item should not exceed \$200.00 except food items
- Employee reimbursements will require proof of purchase including either
  - copy of credit/debit card
  - check copy or bank statement
- Attach sign-in sheets, agenda, and check copy or proof of payment for meeting expenses. Sales taxes due to restaurant charges will be reimbursed however, gratuities will not be reimbursed
- Sign and date the completed voucher (principal/administrator and Network Supt. as requested)
- Requestor completes voucher form, verifies budget, verifies vendor name/code, signs voucher, and secures signature of principal or administrator.

Documentation:

- Requestor attaches documentation to verify method of payment for each voucher submitted:
- Legible scanned invoice or receipt copy
- GL\_5000\_SLPS: General Budget to Actual with Encumbrances report (budget availability)
- Check copy or bank statement (if applicable)
- Bank statements preferred, but will accept credit card copy with last four digits visible (if applicable)

Requestor forwards completed voucher and documentation to the Accounts Payable Office for processing

**VOUCHERS APPROVED FOR THE FOLLOWING EXPENDITURES:**

VOUCHER APPROVED EXPENDITURES		
<b>EMPLOYEE BENEFITS</b>		
<b>627101</b>	Unemployment Comp	Amounts paid by District to provide unemployment insurance for employees.
<b>PURCHASED SERVICES</b>		
<b>631101</b>	Tuition Service/Local Tax Effort	Expenditures relating to tuition for students.
<b>631201</b>	Professional Ed Service	Expenditures relating to services performed for SLPS by persons or firms with professional education, specialized skills and knowledge. This object is also used for expenditures relating to tuition for employees.
<b>631902</b>	Other Prof & Tech	Expenditures relating to professional or consultant services not specified in other purchased services commitment items (excludes technology-related professional services). <b>PHL officials</b>
<b>633401</b>	Rentals-Equipment (Special Event Rentals)	Expenditures relating to lease or rental of equipment for temporary or long-range use (excludes technology-related equipment). <b>Special event rentals e.g. tent for events</b>
<b>633501</b>	Water Service	Expenditures relating to payment of bills for water utility services.
<b>633502</b>	Sewer Service	Expenditures relating to payment of bills for sewer utility services.
<b>634101</b>	Contracted Transportation To-From School	Expenditures relating to transportation for students to and from school which is contracted by outside firm: payments to bus companies. <b>Students in Transition (SIT) student transportation</b>
<b>634301</b>	Out of Town Travel & Conference Expenses	Expenditures relating to per diem expenses such as transportation, travel, meals, hotel, registration fees, and other expenses associated with out of town travel for SLPS employees.
<b>634302</b>	Meeting Expenses	Expenditures relating to food and supplies associated with meeting expenses. <b>(Must follow the district Food Purchasing Guidelines)</b>
<b>634305</b>	In-Town Workshops (St. Louis Metro Area)	Expenditures relating to in-town workshops & trainings, registration and other expenses associated with local meetings and workshops for SLPS employees.
<b>634906</b>	Non Professional Development Travel	Expenditure relating to District staff and student travel expenses to academic and athletic events and competitions (not related to professional development.
<b>635202</b>	Employee Personal Liability Reimbursement	Expenditures relating to personal property damage claims for employees. Approved by Risk Management office
<b>635901</b>	Legal Settlements	Expenditures relating to the District legal settlements.
<b>636102</b>	Postage <b>\$200 Maximum limit</b>	Expenditures relating to the purchase of postage stamps and postage meter rental.
<b>636301</b>	Printing & Binding	Expenditures relating to printing and binding services provided by outside firms.
<b>637101</b>	Memberships & Dues	Expenditures relating to membership dues of SLPS employees in professional organizations.
<b>639101</b>	Licenses, Fees and Permits	Expenditures relating to any licenses, fees or permits required by SLPS employees, e.g. security guards, etc.
<b>639103</b>	Field Trip Admission	Expenditures related to admission fees associated with field trips for students.

<b>641101</b>	General Supplies – <b><i>\$200 Maximum limit</i></b>	Expenditures relating to the purchase of supplies
<b>641104</b>	Trophies/Awards/Incentives	Expenditures relating to purchase of school related trophies, awards and incentives for students (not allowed for staff, few exceptions).
<b>641105</b>	Uniforms - <b>\$200 limit per person</b>	Expenditures relating to the purchase of uniforms. Not allowed for staff, few exceptions.
<b>641202</b>	Technology Supplies- <b><i>\$200 Maximum limit</i></b>	Technology-related expenditures for supplies typically hardware and software under \$1,000 (e.g. CD's, flash or jump drives, computer-related cables, accessories related to computers, activ pens, bulbs for projectors, document camera, iPad covers, keyboards, keyboard cleaners, laptops cases, monitors, mouse pads, mouse, printer cartridges, printer ink, printers, privacy filters for computer screens, projector remotes, projectors, promethean board bulbs, routers, san disk, software, software license fee, toners, replacing only parts of a promethean and not the promethean itself)
<b>645101</b>	Periodicals	Expenditures relating to the purchase of subscriptions to magazines, newspapers, weekly readers, etc.
<b>648101</b>	Electric Services	Expenditures relating to payment of bills for electric services
<b>648601</b>	Gas Services	Expenditures relating to payment of gas services.

## REIMBURSEMENT TO STUDENT ACTIVITY ACCOUNTS

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Reimbursement to student activity accounts should not be performed for the purposes of circumventing the Purchase Order (PO) process.

### PROCEDURES FOR SUBMITTING VOUCHERS TO THE ACCOUNTS PAYABLE OFFICE:

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1. Requestor completes and signs voucher form, verifies correct vendor name and code, and secures signature of principal or administrator
2. Requestor attaches documentation to verify method of payment for each voucher submitted:
  - a. Legible scanned invoice or receipt copy
  - b. GL\_5000\_SLPS report from BusinessPlus: General Budget to Actual with Encumbrances report (budget availability)
  - c. Check copy or bank statement (if applicable)
  - d. Bank statements preferred, but will accept credit card copy with last four digits visible (If applicable)
3. **Travel Vouchers:** Principal approves Teacher travel; Network Superintendent approves Principal Travel; Superintendent or Designee approves Central Office Travel
  - a. GOB dept. – travel documents must be submitted **30 days** prior to travel dates
  - b. Grant dept. – travel documents must be submitted **45 days** prior to travel dates
4. Process Flow
  - a. GOB-funded travel - Requestor forwards completed voucher and documentation directly to the Fiscal Control Office for processing
  - b. Grant-funded travel - Requestor forwards completed voucher and documentation to the Financial Management Office for initial review, and they will forward to the Fiscal Control Office for processing after their approval

## EMPLOYEE REIMBURSEMENT FOR SPECIFIED VENDORS:

Vouchers for employee reimbursement should be submitted for the following vendors:

- Walmart- **\$200 total per voucher**
- SAMs Club- **\$200 total per voucher**
- Target- **\$200 total per voucher**

## VOUCHERS NOT APPROVED FOR THE FOLLOWING EXPENDITURES:

VOUCHERS NOT APPROVED	
x	Holiday parties (e.g. Thanksgiving, Christmas, etc.)
x	Donations to charitable organizations
x	Employee gifts (e.g. birthdays, weddings, showers, secretary/admin assistant day, etc.)
x	Condolences/get-well flowers or acknowledgements
x	Conflict of interest pay requests (e.g. payment to employees or relatives of employees for Board of Education related business)
x	Sales tax

Please contact **Stephanie Morris-Parsons**, Supervisor of Accounts Payable at 345-2278 or **Charles Ellis**, Director of Fiscal Control at 345-2389 for any additional information.

**Please Note: No sales tax/gratuities will be reimbursed (SLPS is tax exempt)**

### Food Purchasing Guidelines

In support of the SLPS mission to be responsible stewards of its resources and contract commitments, these established guidelines are for the purchase of food and/or beverages served at SLPS sponsored activities on or off campus and in offices for SLPS staff and community partners. **These guidelines are not intended for Parental Involvement Activities.** The District expects employees to spend funds sensibly while meeting all policy, compliance, and procedural requirements to ensure the business purpose of the expenditure meets the mission and objectives of the District.

### **Coffee and Light Refreshments**

Coffee encompasses any non-alcoholic beverage, such as tea, soft drinks, juice, or milk. A light refreshment is an edible item that may be served between meals, such as donuts, granola bars, fruit or cheese.

Refreshments may be provided to those attending school or department-sponsored meetings and trainings if the following criteria are met:

- Attendance is mandatory
- There is a published agenda and sign-In Sheet
- The meeting or training has an intended duration of two (2) or more hours
- There are ten (10) or more attendees; and
- The total cost per attendee per day cannot exceed \$6.00 per person

## Meals

Includes breakfast, lunch, and/or dinner.

Meals may be provided to those attending school or department-sponsored meetings and trainings if all of the following criteria are met:

- The meeting or training has an intended duration of four (4) or more hours
- There is a published agenda and sign-in sheet
- There are ten (10) or more attendees
- The location of the meeting, lack of time or scheduling conflicts do not lend themselves to a meal recess
- The meeting's business is furthered by a unique professional or celebratory event such as honor and recognition, speeches, presentations, or other interpersonal exchange.
- The total cost per attendee meal and incidentals cannot exceed:
  - \$12 per person for Breakfast (including all applicable fees)
  - \$16.50 per person for Lunch or Dinner (including all applicable fees)
  - **Tips/Gratuities and Taxes will not be paid or reimbursed**

Vendor Payments or reimbursements can only be for one (1) option from the two (2) below categories in a single calendar day:

- Coffee and Light Refreshments
- Meals (Breakfast, Lunch, or Dinner)

*For example, if you provide Coffee and Light Refreshments, you cannot provide a meal option (Breakfast, Lunch, or Dinner) for the rest of the calendar day.*

*For example, if you provide Breakfast for your meeting, you cannot provide Lunch, Dinner, or Coffee and Light Refreshments for the rest of the calendar day.*

## Parent/Teacher Conferences

Refreshments or Meals may be provided for staff that are required to stay for Parent/Teacher Conferences during the two (2) weeks observed during the school year for Parent/Teacher Conferences.

- Attendance is mandatory
- All Teachers/Staff present must sign a Sign-In Sheet that specifically identifies it is for Parent Teacher Conferences
- The total cost per attendee meal cannot exceed:
  - \$12 per person for Breakfast (including all applicable fees)
  - \$16.50 per person for Lunch or Dinner (including all applicable fees)
  - **Tips/Gratuities will not be paid or reimbursed**



#### How to submit payment for food costs

- Complete Voucher Certification Form
- Include Invoice from food vendor (if applicable)
- If a reimbursement include:
  - Original invoice that details what was purchased
  - Copy of Check/Credit Card /Debit Card used to make the payment
- Attach Event Agenda
- Attach Event Sign-In sheet
- Submit voucher certification packet to the Financial Management Office for processing within five (5) days after the event.

#### **If your voucher is deemed to be not compliant to the above guidelines, the District will:**

- Pay the invoice or reimbursement up to the identified dollar amount (Refreshment/Meal Dollar amount x number of signed attendees)
  - The school will be responsible for the balance of the invoice to the vendor directly from funds other than funds paid via a District Accounts Payable Check (i.e. School Activity Account, Personal Check, Credit Card, etc.)
- Send an email identifying the noncompliance with the Network Superintendent, Finance, and the Chief of Staff copied on the email.

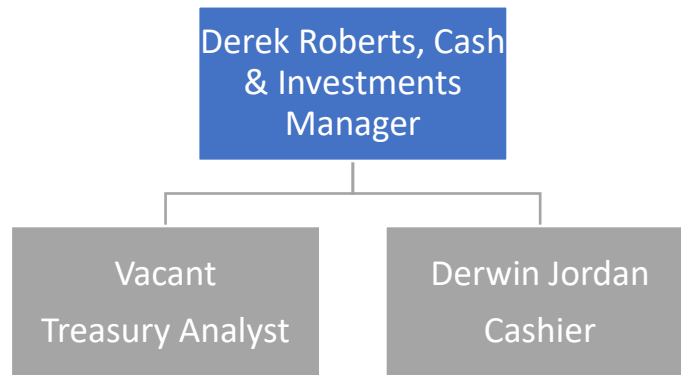




# **TREASURER'S OFFICE**

## Treasurer's Office

The St. Louis City Board of Education acknowledges the significance of responsible fiscal management when it comes to school funding. The Treasury Department plays a crucial role in supervising all district revenues collected from the Missouri Department of Elementary and Secondary Education (DESE) throughout the fiscal year. The Treasurer's office functions as the accounts receivable agent for all District funding activities, encompassing Local, State, and Federal Grants funding.



### Treasury Department Responsibilities

- Oversee District's daily cash position and approval process for wire payments and transactions regarding District Revenue
- Treasury management for daily cash position, consolidation of cash, journal entries, bank account management, and stay informed on system enhancements
- Support administration with monthly closing activities, monthly compliance, and DESE reporting
- Preparation and review of forecast 5 cash flows using a daily, weekly and annual model
- Drive strategic plans to align with the departmental goals for efficient reconciliation processes
- Manage and maintain relationships with banks and technology providers while continually conducting cost analysis reviews
- Review monthly banking statements for accuracy, conduct fee reviews, and track transactions
- Implement treasury department internal controls to manage schools and administration offices
- Provides banking assistance (Checking account opening and closing) for all schools and administration offices
- School Bank Checking Accounts
- Each individual school within the district will be responsible for managing a U. S. Bank school checking account. This account is managed by the school Principal(s).
- Each school operates a U.S. bank checking account to help manage daily operations.
- The treasury department works with each school location to complete/update bank account paperwork.

Name & Contact Information	Assignments
Derek Roberts Cash and Investments Manager 314-633-5425 <a href="mailto:Derek.Roberts@slps.org">Derek.Roberts@slps.org</a>	<ul style="list-style-type: none"> <li>▪ Monitor daily cash</li> <li>▪ Invest excess funds</li> <li>▪ Receipt and account for all district revenue</li> <li>▪ Assist schools with opening or closing bank accounts and general account maintenance</li> </ul>
Vacant Treasury Analyst 314-345-2356	<ul style="list-style-type: none"> <li>• Serve as a back up to the Manager</li> <li>• Monitor daily cash</li> <li>• Invest excess funds</li> <li>• Receipt and account for all district revenue</li> <li>• Assist schools with opening or closing bank accounts and general account maintenance</li> </ul>
Derwin Jordan Cashier 314-2232 <a href="mailto:Derwin.Jordan@slps.org">Derwin.Jordan@slps.org</a>	<ul style="list-style-type: none"> <li>▪ Process and record cash receipts</li> <li>▪ Maintain accurate records of monies received</li> <li>▪ Ensure daily bank deposits and their accuracy</li> <li>▪ Bank reconciliations</li> <li>▪ Research any bank discrepancies</li> <li>▪ Process returned check</li> </ul>

Signatures of Bank Account

Bank accounts should have minimum two (3 preferred) signers on the checking account.

1. One signer must always be the school Principal.
2. Each check issued must have two signatures

The account is used to manage daily school operations from money received as donations, or grants given directly to the school. **Donations exceeding \$500 must be recorded with the Treasury department.**

Steps to manage bank account information

New or current school principals must contact the treasury office to report changes needed to establish new signers on school bank account at [Derek.Roberts@slps.org](mailto:Derek.Roberts@slps.org)

- Principal prepares names of all check signers for the account
- Treasury office prepares bank form needed to update/adjust account signers
- Once signed by new or current principal, the form is forwarded to U.S. bank for processing
- A confirmation email will be sent to new principals stating the school bank account is open, or adjustments have been complete

Banking Notes

- School Accounts should not use debit/credit cards
- Do not issue checks unless account balance shows funds are available
- Update EPES system regularly to keep track of account balance



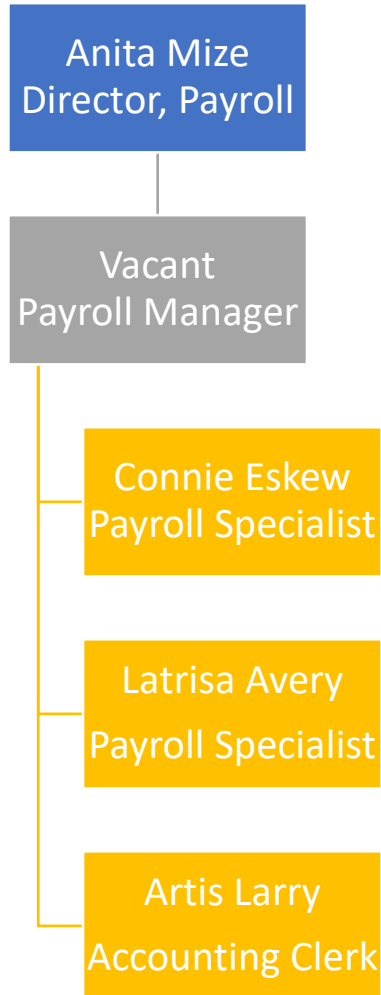


# **PAYROLL OFFICE**

# Payroll Office

The St. Louis City Board of Education oversees the payroll payment process for all SLPS staff, striving to achieve timely and accurate records for District salaries and benefits.

## Payroll Office Organizational Chart



## Payroll Department Responsibilities

- Managing and issuing employee's payments
- Developing payroll internal controls
- Monitoring hours worked
- Managing Paperless Pay
- Processing benefit payments with vendors
- Responsible for processing garnishments
- Employee escrow deductions and payments



## Payroll Specialist by Location

Payroll Specialist Connie Eskew Phone: 314-345-2417	Payroll Specialist Latris Avery Phone: 314-345-8847	<i>Vacant Position</i>	<i>Payroll Specialist Temporary Assignment</i>
Location	Location	Location	Payroll Specialist Temporary Assignment
Adult Basic Ed Coordinator	Alternative Ed	Accountability Office	Connie Eskew
AESM Elementary @ Carver	Athletics Coordinator	Adams Elementary	Latrisa Avery
AESM Middle	Bryan Hill Elementary	Assoc Supt for Site Support/Inst	Latrisa Avery
Ames VPA Elementary	Career Academy High	Bilingual / ESL Program	Connie Eskew
Ashland Elementary	Carnahan School of the Future	Busch Character & Athletics	Connie Eskew
Beaumont High	Carr Lane VPA Middle	Central VPA	Latrisa Avery
Board of Education	Cleveland / NJROTC	Collegiate Bio Medical	Connie Eskew
Buder Elementary	Community Education	Columbia Elementary	Connie Eskew
Building Commissioner	Compton Drew ILC	Deputy Superintendent	Connie Eskew
Career ED / Vocational Tech	Earl Nance Sr Elementary	Development Officer	Latrisa Avery
Chief Academic	Food & Nutrition Services	Gateway Elementary	Latrisa Avery
Deputy Office - Students	Froebel Elementary	Gateway Math & Science	Latrisa Avery
Dewey Int'l Study	Griscom School	Gateway STEM	Latrisa Avery
Early Childhood Education	Hickey Elementary	Hamilton Elementary	Connie Eskew
Fiscal Control	Humboldt	Henry Elementary	Latrisa Avery
Fiscal Control Officer	Innovation Concept @ Blewett	Herzog Elementary	Connie Eskew
Fresh Start @ Sumner	Jefferson Elementary	Innovative Studies	Latrisa Avery
Grant Management / Budget 976	Laclede Elementary	Kennard Elementary CJA	Connie Eskew
Hodgen Elementary	Lexington Elementary	Long Middle	Connie Eskew
Human Resources	Mason Elementary	Lyon Acad Basic Inst @ Blow	Connie Eskew

<b>Payroll Specialist Connie Eskew Phone: 314-345-2417</b>	<b>Payroll Specialist Latris Avery Phone: 314-345-8847</b>	<b><i>Vacant Position</i></b>	<b><i>Payroll Specialist Temporary Assignment</i></b>
Mallinckrodt ABI	Metro Acad Class HS	McKinley Leadership Academy	<b>Latrisa Avery</b>
Mann Elementary	Mullanphy ILC	Michael Ortho Handi	<b>Latrisa Avery</b>
Materials Management	NCNAA @ Roosevelt	NCAA	<b>Latrisa Avery</b>
Meramec Elementary	Oak Hill Full Service Center	Nottingham	<b>Connie Eskew</b>
Monroe Elementary	Pamoja @Cole Elementary	Professional Development	<b>Latrisa Avery</b>
Oak Hill Elementary	Peabody Elementary	Public Info & Community Outreach	<b>Latrisa Avery</b>
Operations Office	Shaw VPA	Recruitment/Counseling Center	<b>Latrisa Avery</b>
Parent Infant Interaction	Shenandoah Elementary	Research, Evaluation, Ass	<b>Connie Eskew</b>
Roosevelt High	Sigel Elementary	Special Education	<b>Connie Eskew</b>
State and Federal	Soldan Int'l Studies	Stix Early Childhood	<b>Connie Eskew</b>
Student Support Services	Special Services	Student Records	<b>Latrisa Avery</b>
Superintendent of Schools	Springboard to Learning	Sumner High	<b>Connie Eskew</b>
Teaching / Learning Support	St. Louis Plan	Washington Montessori	<b>Latrisa Avery</b>
Technology Services - MIS	Transportation Supervisor	Yeatman-Liddell Prep	<b>Connie Eskew</b>
Therapeutic School	Vashon Community Education		
Teaching / Learning Support	Walbridge Com Ed Center		
Treasurer / Payroll 979	Wilkinson ECC II		
Vashon High	Woerner Elementary		
Walbridge Elementary	Woodward Elementary		

# ST. LOUIS PUBLIC SCHOOLS - PAYROLL CALENDAR 2023-2024

2023 -2024 PAYROLL CALENDAR								12 Month	11 Month	10.5 Month	10 Month	PERIOD		ESCROW					
W2 Period	Pay Period Begin Date	Pay Period End Date	Pay Date	Holidays	No Student Dates	Breaks (Wln/Sprg)	Notes	S T U D D E A N Y T S	D A Y S P A I D	D A Y S W K D	D A Y S P A I D	D A Y S W K D	D A Y S P A I D	D A Y S W K D	D A Y S P A I D	D A Y S W K D	F I S C A L Y R	V O L D E E D	ESCROW P A Y
14	06/17/2023	06/30/2023	07/07/2023	Juneteenth 6/19			District closed on June 19,2023	0	10	9	0	0	0	0	0	0	1		3
15	07/01/2023	07/14/2023	07/21/2023	Independence Day 7/4			District closed on July 4, 2023	0	10	9	0	0	0	0	0	0	2		4
16	07/15/2023	07/28/2023	08/04/2023				11 M RTW 7/24/2023	0	10	10	5	5	0	0	0	0	3		5
17	07/29/2023	08/11/2023	08/18/2023		8-7 8-18		10.5 M RTW 7/31 - 10 M RTW 8/07-	0	10	10	10	10	10	10	5	5	4		
18	08/12/2023	08/25/2023	09/01/2023				Students 8/21/2023	5	10	10	10	10	10	10	10	10	5	12	
19	08/26/2023	09/08/2023	09/15/2023	Labor Day 9/4	4-Sep			9	10	9	10	9	10	9	10	9	6	13	
20	09/09/2023	09/22/2023	09/29/2023		22-Sep		Site Based PD 9/22	9	10	10	10	10	10	10	10	10	7	14	
21	09/23/2023	10/06/2023	10/13/2023					10	10	10	10	10	10	10	10	10	8	15	1
22	10/07/2023	10/20/2023	10/27/2023		10/13/2023 10/20/2023		No Students 10/13 & 10/20 Parent Teacher Conf.10/16- 10/19	8	10	10	10	10	10	10	10	10	9	16	2
23	10/21/2023	11/03/2023	11/10/2023					10	10	10	10	10	10	10	10	10	10	17	3
24	11/04/2023	11/17/2023	11/24/2023	Veterans Day 11/10	Nov 7 & 10		District closed Veteran's Day 11/10/2023 PD Nov 7 11/20 - 11/24 District closed	8	10	9	10	9	10	9	10	9	11	18	4
25	11/18/2023	12/01/2023	12/08/2023	Thanksgiving 23th - 24th				5	10	5	10	5	10	5	10	5	12	19	5
26	12/02/2023	12/15/2023	12/22/2023					10	10	10	10	10	10	10	10	10	13	20	6
1	12/16/2023	12/29/2023	01/05/2024	Christmas 12/25 & 12/26	20-Dec	Dec 21 - Jan 1	Winter Break 12/21 - 1/1/2024 Non 12 Month	2	10	8	10	3	10	3	10	3	14	1	7
2	12/30/2023	01/12/2024	01/19/2024	New Years Day 1/1	2-Jan		January 2 Site Base PD	8	10	9	10	9	10	9	10	9	15	2	8
3	01/13/2024	01/26/2024	02/02/2024	MLK 1/15			MLK District Closes 1/15/2024	9	10	9	10	9	10	9	10	9	16	3	9
4	01/27/2024	02/09/2024	02/16/2024					10	10	10	10	10	10	10	10	10	17	4	10
5	02/10/2024	02/23/2024	03/01/2024	Pres Day 2/19			President's day district closed 2/19/24	9	10	9	10	9	10	9	10	9	18	5	11
6	02/24/2024	03/08/2024	03/15/2024		8-Mar			9	10	10	10	10	10	10	10	10	19	6	12
7	03/09/2024	03/22/2024	03/29/2024		15-Mar	Mar 18 - 22	PTC 03/11 - 03/14/2024 Spring Break 3/18 -3/22/24	4	10	10	10	5	10	5	10	5	20	7	13
8	03/23/2024	04/05/2024	04/12/2024					10	10	10	10	10	10	10	10	10	21	8	14
9	04/06/2024	04/19/2024	04/26/2024					10	10	10	10	10	10	10	10	10	22	9	15
10	04/20/2024	05/03/2024	05/10/2024					10	10	10	10	10	10	10	10	10	23	10	16
11	05/04/2024	05/17/2024	05/24/2024					10	10	10	10	10	10	10	10	10	24	11	
12	05/18/2024	05/31/2024	06/07/2024	Memorial Day 5/27			5/23 Last Student Day - 5/24 10M - 5/31 10.5M	4	10	9	10	9	10	9	5	5	25		1
13	06/01/2024	06/14/2024	06/21/2024				6/7 Last Day 11M	0	10	10	5	5	0	0	0	0	26		2
14	06/15/2024	06/28/2024	07/05/2024	Juneteenth 6/19			District closed on June 19,2024	0	10	9	0	0					1		3
		<b>First Day</b>	<b>Last Day</b>					169	260	245	230	207	220	197	210	188			
		10.0 Month	8/7/2023	5/24/2024				169	260	230	220	210							<<TARGET
		10.5 Month	7/31/2023	5/31/2024															
		11.0 Month	7/24/2023	6/7/2024															
		12.0 Month	7/1/2023	6/30/2024															
<b>Final</b>																			
Payroll Calendar for 2023-2024																			



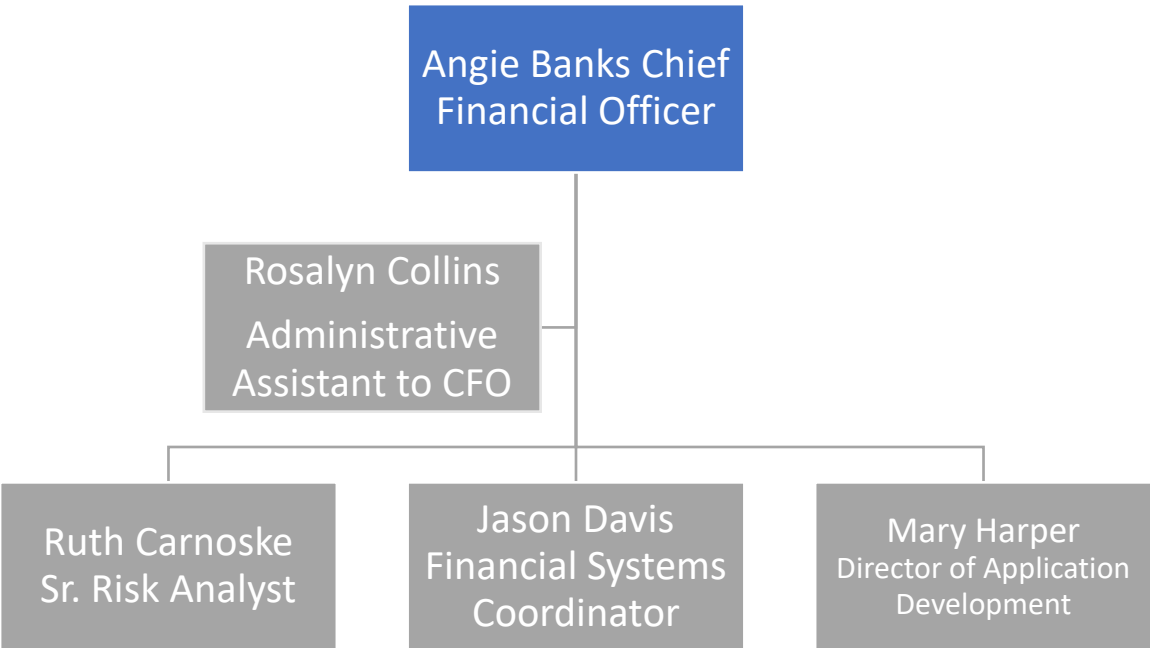


**CHIEF  
FINANCIAL  
OFFICER**

## Chief Financial Officer

The Chief Financial Officer (CFO) is responsible for overseeing the financial affairs and financial planning of the district. The CFO is multifaceted and includes the following key responsibilities:

- **Financial Planning and Budgeting:** The CFO is responsible for developing and implementing the district's financial plans and budgets. They work closely with other departments and stakeholders to allocate resources efficiently and effectively.
- **Financial Reporting:** The CFO prepares and presents financial reports to the school board, superintendent, and other relevant parties. These reports provide insights into the financial health of the district, including revenue, expenses, and fund balances.
- **Accounting and Auditing:** The CFO oversees the accounting function of the school district, ensuring that financial records are accurate, complete, and in compliance with applicable accounting standards and regulations. They may also coordinate external audits to ensure financial transparency and accountability.
- **Risk Management:** CFOs identify and manage financial risks that may impact the district's financial stability, such as changes in funding, economic fluctuations, or unexpected expenses.
- **Financial Systems Management:** The CFOs oversees the implementation, management, maintenance, and improvement of the District's Enterprise Resource Planning (ERP) System.
- **Financial Decision Making:** The CFO provides financial insights and recommendations to the school board and superintendent, assisting in making informed decisions about the district's financial future.



## Risk Management

The St. Louis City Board of Education works diligently to comply with all required compliance regulations in accordance with the Missouri Department of Elementary and Secondary Education (DESE). The Risk Management Department oversees District risk exposures by using insurance, self-insurance mechanisms and promotion of safety culture to identify and mitigate hazards.

### Risk Management Responsibilities

- Conduct investigation on any activities found to be questionable as fraudulent based on accident investigation findings, any inspection findings, and employee reports of negligence.
- Updating the workplace safety and prevention programs by evaluating employee injury and accident records, identifying trends and patterns, and formulating corrective measures to prevent recurrence.
- Participate in safety training and be responsible for assisting management in monitoring workplace safety education and training to ensure that it is in place, that it is effective, and that it is documented
- To ensure that District property and assets are protected from loss exposures and those resources are covered against the financial impact of peril.
- To mitigate risk and liability by identifying, evaluating, and controlling loss exposures.
- To promote a safety culture by providing the tools needed by staff to identify and mitigate hazards and reduce potential losses to staff, students, and visitors.

### Risk Management Staff Assignment

Name & Contact Information	Assignments
<b>Ruth Carnoske</b> Sr. Risk Manager 314-345-2397 <a href="mailto:Ruth.Carnoske@slps.org">Ruth.Carnoske@slps.org</a>	<ul style="list-style-type: none"><li>▪ Mitigate risk and liability exposures for the District</li><li>▪ Provide property and asset protection through insurance, self-insurance and risk mitigation tools</li><li>▪ Provide tools to promote work place safety</li></ul>

### Application Development

This individual is responsible for overseeing the planning, development, and implementation of software applications that align with the organization's strategic goals and objectives.

### Application Development Responsibilities

- Evaluates and helps select appropriate development frameworks, programming languages, tools, and technologies that best fit the organization's needs.
- Helps to implement best practices for testing, and quality assurance to ensure that applications meet established standards and are reliable and secure.
- Works closely with other departments, such as Human Resources and Technology Services infrastructure teams, to ensure a cohesive and integrated approach to application development.
- Identifies and mitigates potential risks and challenges associated with software development projects.

Application Development Staff Assignment

Name & Contact Information	Assignments
<p><b>Mary Harper</b>                      Director                      314-345-8594  <a href="mailto:Mary.Harper@slps.org">Mary.Harper@slps.org</a></p>	<ul style="list-style-type: none"> <li>▪ Application Development for SAP</li> <li>▪ Tech support for Finance &amp; HR Systems</li> </ul>

Financial Systems Department

Coordinates all financial computer business systems with the District’s user community, to include training assistance, user group discussions, and system coordination with Finance, Human Resources, and Information Technology departments. Work includes financial report generation within the Finance Department and coordination of staff assignments related to the financial computer business systems.

Financial Systems Staff Assignment

Name & Contact Information	Assignments
<p><b>Jason Davis</b>                      Financial Systems Coordinator                      314-345-2380  <a href="mailto:Jason.Davis2@slps.org">Jason.Davis2@slps.org</a></p>	<ul style="list-style-type: none"> <li>▪ Provides training and consultative assistance to department users</li> <li>▪ Researches and implements changes required in the financial system due to changes in system configuration or business policies</li> </ul>

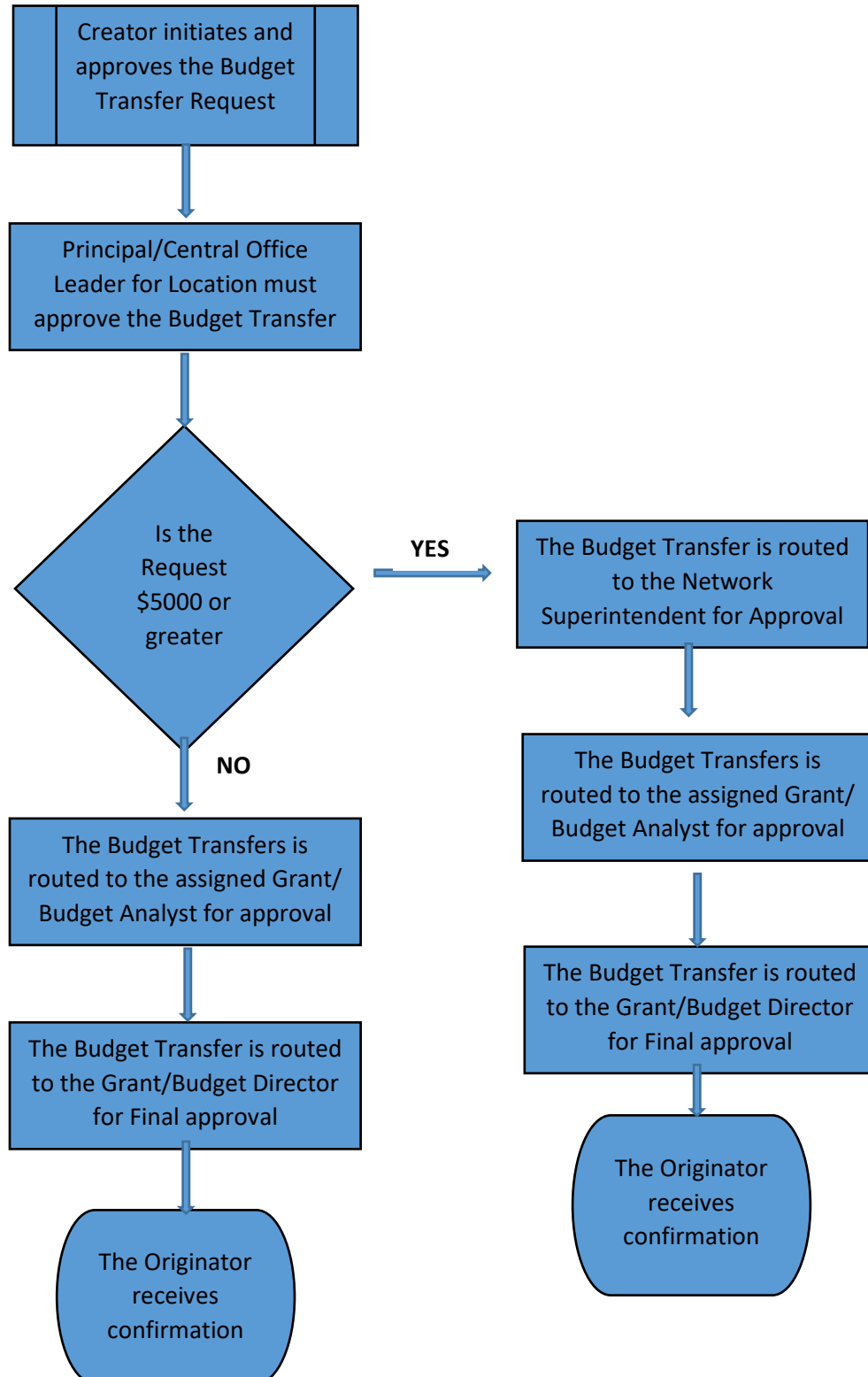
*Financial Systems Responsibilities*

- Develop and maintain BusinessPLUS workflow designer and user assignments
- Coordinate Business PLUS superuser meetings as needed to ensure data consistency and complete process understanding
- Performs functional analysis, requirements definition and ERP module testing
- Monitors user input into the financial business computer system and assists in the correction of erroneous input
- Researches system problems and errors; coordinates with vendors, consultants, contractors, and user groups in resolving issues and implementing software or business system changes, configurations, or procedures.



## BUSINESSPLUS USER INFORMATION

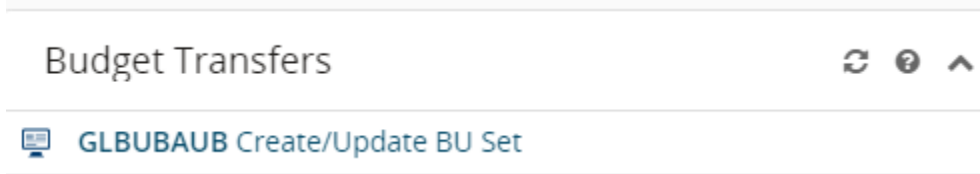
### Budget Transfer Workflow



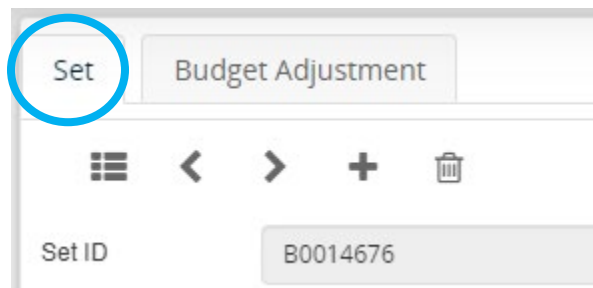
## Budget Transfer Process


### SINGLE TRANSACTION BUDGET TRANSFERS

1. Log into BusinessPlus, Click on the “**Schools/Department**” Tab, Click on “**Create/Update Bu Set – GLBBUBAUB**” under the Budget Transfer category

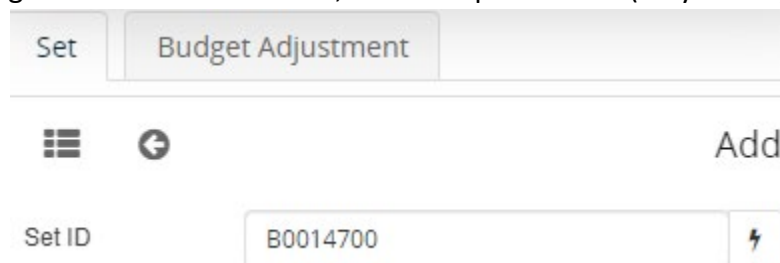


A dialogue box will appear as shown below. Confirm that the **Set** Tab is selected.




2. Click the **+** to place you in entry mode, then to create the batch, click the  **lightning**

**bolt** in the **Set ID** field, select **BTCHIDBU** from the drop-down menu to obtain the next auto-generated Set ID number, and then press **Enter** (on your keyboard).



3. You should receive a confirmation stating that the record is accepted.
4. Select the “**Budget Adjustment**” tab to begin the entry of your budget transfer



5. Click the  **lightning bolt** in the **Reference** field, then select **BUID** from the drop-down menu to obtain the next auto-generated reference number.

Set ID


B0014700

Reference\*

BU00015352

Under the **Main** Tab:

Main	Notes								Add
Description*		Fiscal Year*			2023		Date*		03/14/2023
Account*	GL	FUND	FUNC	OBJ	LOCN	PROJ	YEAR	OB	...
From	GL	FUND	FUNC	OBJ	LOCN	PROJ	YEAR	OB	...
Amount	0.00								
Transaction Type*	To Account Type			From Account Type					
Reason	To Balance Type			From Balance Type					
Budget Version*	Adjustment			From Adjustment					
Fund Type*									
Misc									

- Description:** Enter a description that will support the rationale/justification for the budget transfer (30 maximum characters). Please use the **Notes** Tab to provide or expound on a rationale/justification.
- To** and **From:** Enter or click on the  **ellipsis** to view the drop-down menu and select **Lookup Account** to obtain the fully qualified accounts (FQA) that will be adjusted. Enter specific information to filter and identify desired accounts and select **Ok** to complete the **Account Lookup** selection.
- Amount:** Enter the amount of the transfer.
- Transaction Type:** Always select **T Transfer and create new associations as needed** from the drop-down menu.
- Reason:** Select the following from the drop down menu:
  - BAPP – Board Approved**
  - BUD- non-granted funded transfers**
  - GRNT – Grant funded transfers**
  - NONE- Do not select this option**

**BAPP – Board Approved** transfers:

- (1) That exceeds \$50,000 per transaction
- (2) Between different funds (e.g. 110 and 210)
- (3) With object 634301 for out of town travel and conferences.

All budget transfers requesting a transfer to object **634301 – Out of Town Travel** should include the following information under the **NOTES** tab:

1. Conference Name
2. Conference Attendee(s)
3. Conference location
4. Conference dates


f. **Budget Version:** Select the following from the drop down menu:

e. **BA Adjustments** - (for non-grant funds)

f. **GA Adjustments**- (for Grant funds)

g. **Fund Type:** Select **RB Rebudget** from the drop-down menu.

h. Press Enter (on the keyboard) to complete the transaction.

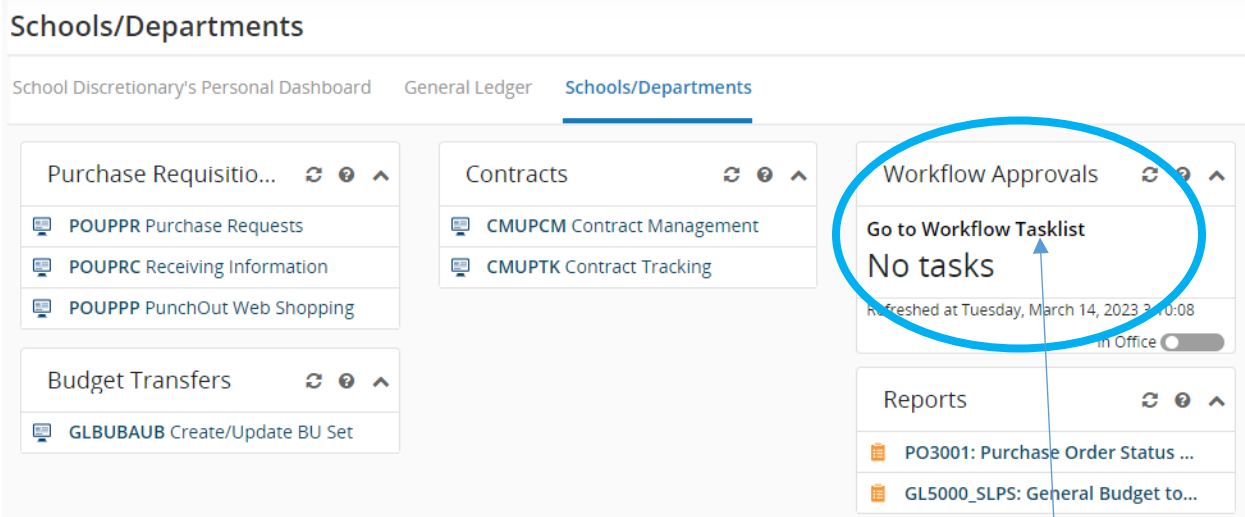
6. To confirm that the transaction is complete, a notification  will be displayed.

**The Account To line will disappear after the record accepted button is pressed.**

Account*	GL	FUND	FUNC	OBJ	LOCN	PROJ	YEAR	OB	
From	GL	150	2191	542301	9720	423000	22	OB	

### BUDGET TRANSFERS: HOW TO APPROVE BUDGET TRANSFERS


1. Begin by logging into BusinessPlus, click on the **Schools/Departments** Tab. Under **Workflow Approvals**, Select **Budget Transfer**. Please note: if you have the ability to initiate and approve budget transfers, you will be required to approve all budget transfers that you initiate.



2. The pending budget transfers will be listed in the workflow click on “**Go to Workflow Tasklist**” in the Workflow Approvals box as pictured above. To view details of a transaction click on the gray box(s)



to expand and see the detailed information for that Budget Transfer.

3. Slide the button  on the right to select the transfer for approval.

4. To respond to the pending budget transfer, select either of the following icons and submit:
  - a. **Green bar** = Approve
  - b. **Red bar** = Reject



5. An approver may add comments when responding to budget transfer.
6. After the final approver responds to the budget transfer, an email notification will be generated and sent to the person who initiated the original budget transfer. Below is an example of an email notifications for an approved budget transfer.

```

-----Original Message-----
From: BusinessPLUS
Sent: Wednesday, June 06, 2018 12:27 PM
To: Logan, Ericka R.
Subject: Budget Transfer Distribution Notification

Budget Transfer Set #B0000026 has been approved and distributed.

BUDGET INFORMATION: FQA
=====
Create Date = 6/5/2018
Create User = ELOGAN6386
Set ID = B0000026

Reference: BU00000026

FY   Vers Date/   Acct/
Desc Reason Desc           Increase   Decrease
=====
2018 BA 6/5/2018 To:110-1131-634302-3140-000000-00 $313.50
Perfect attendance incentivesBUD Fanning MS Meeting Expenses
From:110-1131-641101-3140-000000-00 $313.50
Fanning MS General Supplies

Reference Total: =====
                $313.50    $313.50
  
```

## BUSINESSPLUS PROCUREMENT PROCESSES

### PROCUREMENT TRANSACTION TYPES

Transaction	Module	Explanation
CMUPCM – Create contracts and Amendments	Contract Management	Used to enter requisitions that have a contract ( <i>physical document that requires signature from 2 or more parties</i> ) associated with the expenditure. E.g.: Professional Development Services, Service Agreements, Maintenance Services, DJ Services, Workshops, etc. <b>*NOTE: REQUIRES A SIGNED INVOICE FOR PAYMENT</b>
POUPPR – Enter Purchase Requisitions	Purchase Requisition (General)	Used when creating general requisitions for supplies, technology purchases, furniture, computers, etc. <b>*NOTE: REQUIRES GOOD RECEIPT (POUPRC) FOR PAYMENT</b>
POUPPR – Enter Purchase Requisitions	Purchase Requisition (Blanket)	Used when creating requisitions that require multi- lists such as, library books, maintenance and custodial supplies, textbooks and services that aren't contract related. <b>*NOTE: REQUIRES A SIGNED INVOICE FOR PAYMENT</b>
POUPRC – Receive on Purchase Order	Receive on Purchase Order	Used when receiving on items ordered through the general requisition process

PURCHASE REQUISITION SCREEN REVIEW

**BusinessPlus** Purchase Requests (POUPPR) JD

**Add**

PR Number \*  PO Number  Status \* PR Security Code 9780

Requested By Jason Davis Date Requested 05/19/2023 PO Total 0.00

Vendor ID  Vendor Name  PR Total 0.00

Ship To ID 9780  
FISCAL CONT OFFICER

**Details**

Board Res  Vend Account

Bid Number  Contract Number

Deliver To  Buyer

PO Type \*  Blanket Amt 0.00

**Requisition Codes**

Req Code 1  Req Code 2

**Items** **Notes**

**Add**

Item Number 0001 Quantity 0.00 Units  Unit Price 0.00000

Catalog Number

Item Description

**+ Add Account** Switch to: **Amount** Total: 100% Remaining: 0%

Account							Percent	
GL	FUND	FUNC	OBJ	LOCN	PROJ	YEAR	100	Delete

Ship To ID  PO Item Number 0000

Please note: The order of your categories on the items tab in **Grid mode** is based on the user's preference and can be changed in any order by left clicking the mouse and dragging the categories to new location

Items Notes

☰ + 🗑 Edit 📄

☑	Item Number	Catalog Number	Account	Unit Price	Units	Quantity
	0001	700534	GL 150-2219-641101-8470-465010-18	31.95000	EA	48.00
	0002	211047	GL 150-2219-641101-8470-465010-18	1.00000	EA	48.00
	0003	253711	GL 150-2219-641101-8470-465010-18	16.95000	EA	48.00
	0004	2-5258	GL 150-2219-641101-8470-465010-18	9.95000	EA	48.00

Items Notes

☰ < > + 🗑 📄 Edit 1 of 6 📄

Item Number: 0001 Vendor Item No: Quantity: 48 Units: EA

Unit Price: 31.95000 Extended Amt: 1,533.60 Catalog Number: 700534

Item Description: Guided Math

**This is the screen where you can enter line items and account information for your requisition. The above screenshot allows you to add, edit and delete in grid view.**

+ Add Account Switch to: Amount Total: 100% Remaining: 0%

Account	Percent
GL 150 2219 641101 8470 465010 18	100

Fixed Asset? N Changed Item? Ship To ID

PO Item Number: 0001

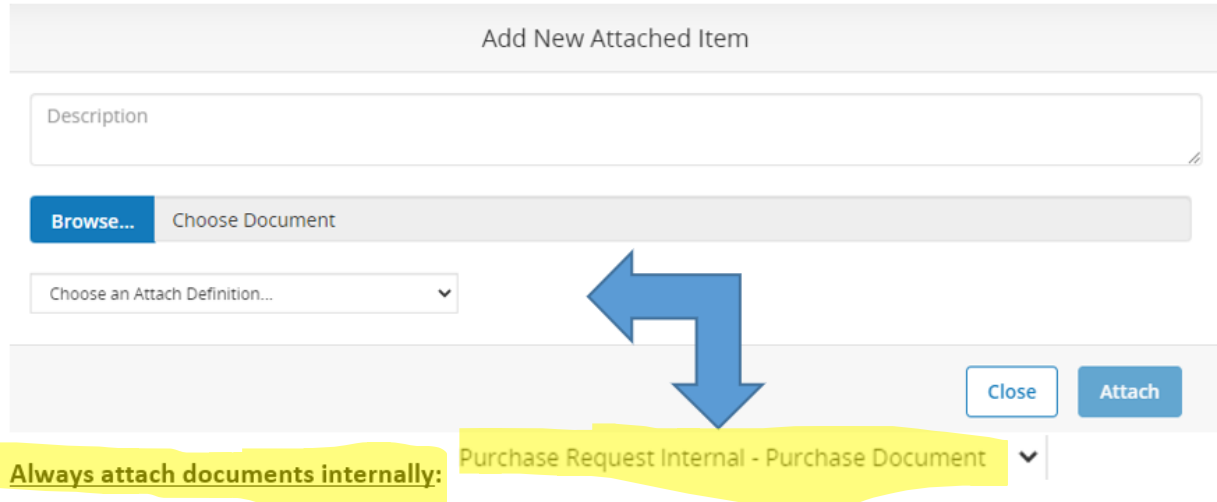
+ 🗑 Edit 📄



## REQUISITION ENTRY TIPS

- Multiple GL accounts can be used on a requisition except when using a PunchOut vendor
- External vs. Internal attachments:

Click on “Attachments”, then click on the  tab and the below drop downs will appear:



Always attach documents internally: Purchase Request Internal - Purchase Document

Select “Attach” after you have filled in the necessary information to have the ability to see attachments.


- “Receiving on purchase - POUPRC”
  - **General Requisition** – **REQUIRED** to receive on general requisitions in order for the vendor to be paid
  - **Blanket Requisition** – **NOT** necessary to receive on requisitions that were entered as PO Type: B (Blanket)
  - **Contract** - **NOT** necessary to receive on requisitions that were entered as PO Type: C (Contract)
- All requisition(s) **MUST** have a quote attached except when using PunchOut
- Shipping Charges:
  - No shipping charges - Select Req. Code NS – No shipping charges
  - Shipping Charges – must be added on the purchase requisition


## HOW TO CREATE A PURCHASE REQUISITION

A purchase requisition is used when seeking to purchase general supplies, technology purchases, furniture, etc.


1. Log into BusinessPLUS through **any browser**




- Under the School/Department tab, click on “Enter Purchase Requisition – POUPPR”, and the below screen will appear: If necessary, click on the  icon to populate a blank entry screen and this should now display the word “Add” in the top right corner

- To assign a PR: **Requisition number**, click the lightning bolt , and select “Auto [PR.SEED]” PR Number\*

- Reminder to leave the **PO Number** blank. This will autogenerate upon final workflow approval.
- On the **Security Code** please verify it matches the assigned location you are completing the requisition if you are assigned to multiple locations.
- On the **Requested By and Date Requested Field**, this information will auto populate. **DO NOT CHANGE.**

- To select a vendor: Click on the button to the right of the Vendor ID box  on the vendor

Vendor ID  

field and click to find a vendor

- The below screen will appear, enter a portion of the vendor’s name, the system will display names matching the characters entered. Select the appropriate vendor by

PE ID	Name	Security CD	Pedb Code
V600019157	35 MULTIMEDIA PRODUCTION LLC	VENDOR	P
V600016437	3D MOLECULAR DESIGNS LLC	VENDOR	P
V600006256	4IMPRINT INC	VENDOR	P
V600019073	4M BUILDING SOLUTIONS	VENDOR	P
V600018037	4MD MEDICAL SOLUTIONS LLC	VENDOR	P
V600019253	6415 ALAMO AVE 2E	VENDOR	P

1 - 10 of 5518 items

Code	Address Line 1	Address Line 2	Address Line 3	Address Line 4
P1	1000 WASHINGTON AVE APT 226			

Buttons: Add, Close, Ok

highlighting and clicking “OK” or double click on the vendor name.

Ship To ID: 8470

TEACH / LEARN SUPP

Ship To Addr Code: [Dropdown]

Phone Cd: [Dropdown]

8. In the “**Ship To ID**” section a user can specify the location an order is sent.

9. On the **Details**, section enter all applicable information:

Details

Board Res: [Input]

Vend Account: [Input]

Bid Number: [Input]

Contract Number: [Input]

Deliver To: Zehra Khan

Buyer: CONSTANCE

PO Type\*: P

Blanket Amt: 0.00

10. Do not enter anything in the “**Blanket**” amount unless completing a Blanket Requisition see **pg. 38 How To Create A Blanket Purchase Order (PO)**

11. On the **Req. Codes** section, select appropriate req codes, if none applies then you should leave blank.

Code	Description
	Not Selected
C	Close PO
CF	Confirming Order
DE	Disencumber/Cancel
ID	Inside Delivery
NL	No Loading Dock
NO	No Overage/Over Runs

Requisition Codes

Req Code 1: [Dropdown]

Req Code 2: [Dropdown]

12. On the **Items tab**, (Fig. A) populate the below information :

13. Enter **Notes** (Fig. A), if applicable by clicking on the “**NOTES**” tab

- A. The **Item Number** will auto populate -**DO NOT CHANGE**
- B. Enter the **Quantity** number, this field is **required by the purchasing department**  
Select the **Units** from the drop down option, this field is required by the purchasing department e.g. each, box, pack or power unit
- C. Enter the **Catalog Number**, If applicable
- D. Enter a brief **Description** of the item you are purchasing, this **field is required by the purchasing department**
- E. Enter the **Unit Price** of the item you are purchasing, this **field is required by the purchasing department**

Click the  icon to toggle views from grid mode to expand/entry mode(Fig. A) on page 34.

Item Number	Catalog Number	Account	Unit Price	Units	Quantity
0001	700534	CL 150-2219-641101-8470-465010-18	31.95000	EA	48.00
0002	211047	CL 150-2219-641101-8470-465010-18	1.00000	EA	48.00
0003			16.95000	EA	48.00
0004			9.95000	EA	48.00

Switch to:  Total: 100% Remaining: 0%

Account							Percent		
GL	110	1131	641101	3140	000000	00	...	100	<input type="button" value="Delete"/>

Fixed Asset?  Changed Item?

PO Item Number

**“Ship To ID”**: You can ship line items to different locations by populating this field.

F. Enter or select the **Account** information for the Lookup account option:

- a. Click on the ellipses button , and click on “Lookup Account”
- b. The below screen will appear:
  - i. If you enter known selection criteria ***e.g. project code, function, fund, location, object code*** only the account codes for that specific code will appear

Ledger Lookup

Account	Long Description	Long Desc	Year	Status
<input type="text"/>	<input type="text"/>	<input type="text"/>	2023	A
110-0000-111101-0000-122100-00	122100 BALANCE SHEET	Fund Balancing	2023	A
110-0000-111101-0000-132030-00	132030 GL	Fund Balancing	2023	A
110-0000-111101-0000-500040-00	500040 BALANCE SHEET	Fund Balancing	2023	A
110-0000-111101-0000-500050-00	500050 BALANCE SHEET	Fund Balancing	2023	A
110-0000-111101-0000-500070-00	500070 BALANCE SHEET	Fund Balancing	2023	A
110-0000-111101-0000-500100-00	500100 BALANCE SHEET	Fund Balancing	2023	A

1 - 10 of 29604 items


- ii. Accounting information for a location, with the selection criteria of project code: **423000**

Ledger Lookup

ND	FUNCTION	LOCATION	SRCE OF FUNDS	PROJECT CODE	YEAR
				423000	
0	0000	0000	4	423000	22
0	0000	0000	4	423000	22
0	0000	0000	4	423000	22
0	0000	9720	4	423000	22
0	1111	4890	4	423000	22
0	1111	5020	4	423000	22


1 - 10 of 1311 items

Close Ok

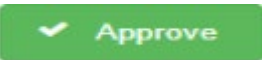



14. Once the requisition information is added, press “enter” from your keyboard, “record accepted”  will appear

HOW TO APPROVE PURCHASE REQUISITION IN BUSINESSPLUS

On the left side panel of the screen, click on the “Pending Task” tab

 Pending Tasks

to approve or decline:

- a) To approve the requisition, click the  icon, the requisition will then route to the next line of approval.
- b) To decline the requisition, click the  icon, and the requisition will be rejected.
- c) To place the requisition on hold, click the  icon, and the requisition will be hold. **Finance Department use only.**
- d) To delegate or reassign the requisition, click the  icon, and the requisition will be forwarded to another user. **Finance Department use only.**

## [HOW TO CREATE A BLANKET PURCHASE ORDER \(PO\)](#)

A **blanket order** is a **purchase order** the requestor makes with its supplier, which may contain multiple delivery dates, scheduled over an agreed period of time, often negotiated to take advantage of predetermined pricing. Blanket purchase order use may be restricted by Department needs. Normally used when there is a recurring need for expendable goods such as library books, custodial maintenance supplies and textbooks.

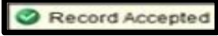
### Follow steps 1 – 14 on “HOW TO CREATE A PURCHASE REQUISITION”

15. On the **Details** section, change the PO type to “B”, which represents Blanket

PO Type\*

16. Click on **Blanket Amt** section, and enter the total dollar amount of the Blanket requisition:

Blanket Amt


17. Once the changes are made, hit the “enter” key from the keyboard to save the changes, record accepted”  will appear.


## [HOW TO CREATE A CONTRACT REQUISITION](#)

A contract requisition is used when seeking professional services, service agreements, maintenance services, professional development workshops, etc. Entering a contract in BusinessPLUS is a **two-step process**. The contract should be first created in the **Contract Management – CMUPCM** screen, and then approved in the “**Enter Purchase Requests–POUPRC**” screen.

### STEP 1

1. To create a Contract Requisition, begin by clicking on **Contracts Management – CMUPCM** on your **Schools / Departments Tab**. Please ensure that your source document provides the Budget Account Number, Vendor Name, Ship to address and any special notes.


2. Click on the **+ Icon** at the top of the screen to bring up a contract management – entry screen 

3. On the “**Contract No:”** field, Click on the  **lightning bolt**, select **CONTNUM** and document your Contract No:

CONTNUM

Contract No\*

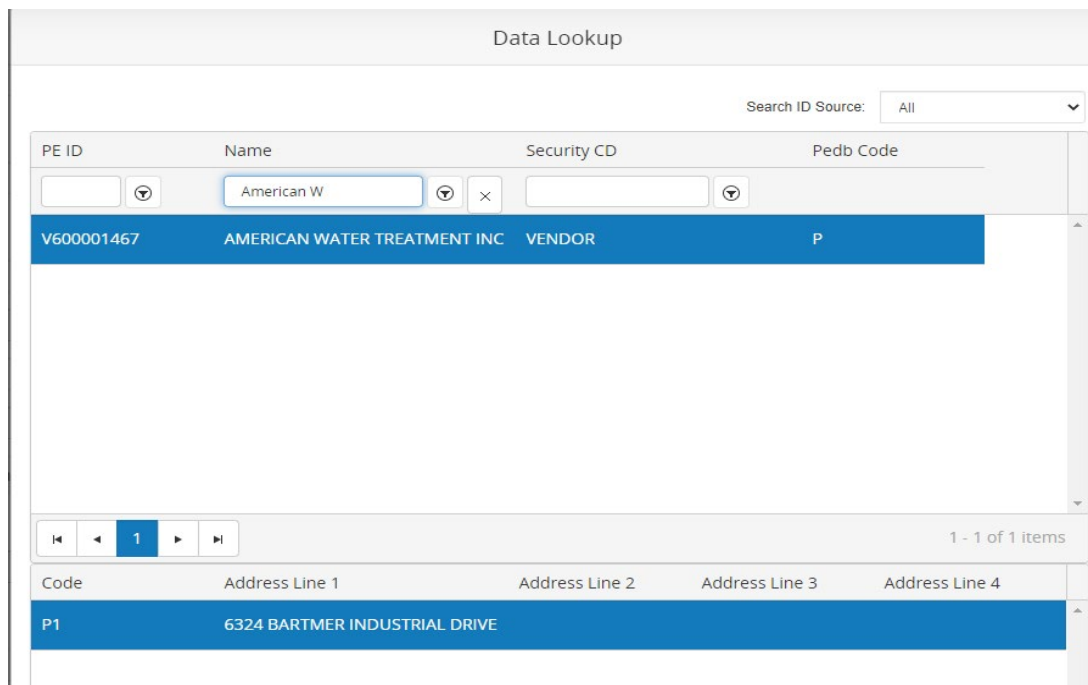
C0001901

4. In the “**Contractor ID**” field enter the Contractor ID Number or look up the Contractor ID number by clicking on the  icon and selecting Lookup Ctrl+L

Contractor ID\*

5. Enter a portion of the Contractor’s name and press **Enter** (it is not necessary to enter full name). The system will display names matching the characters entered. Select the appropriate ID by highlighting it and clicking OK. Double clicking will also pull the ID back into the record.

6.



The screenshot shows a 'Data Lookup' window with a search bar containing 'American W'. Below the search bar is a table with the following data:

PE ID	Name	Security CD	Pedb Code
V600001467	AMERICAN WATER TREATMENT INC	VENDOR	P

Below the table is a navigation bar with a '1' button and a '1 - 1 of 1 items' indicator. Below the navigation bar is another table with the following data:

Code	Address Line 1	Address Line 2	Address Line 3	Address Line 4
P1	6324 BARTMER INDUSTRIAL DRIVE			

7.

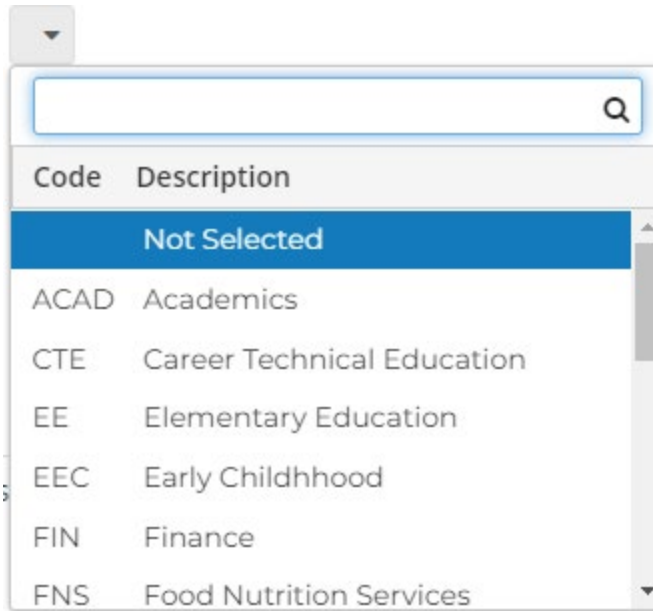
8. In the “**Desc:**” field enter a brief description of the contract.

Desc\*

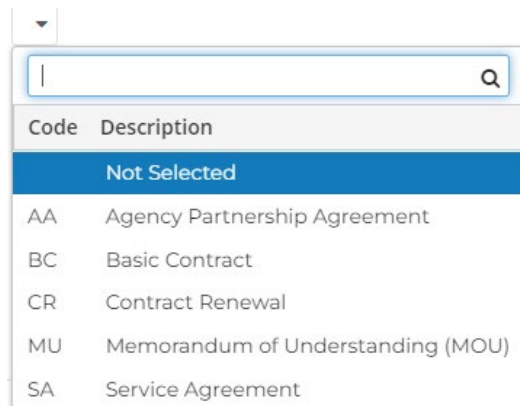
Chemical water treatment contract

9. In the **Manager\*** field clicking on the Dropdown button and select the Department that is responsible for managing the contract:





10. In the **Type\*** field clicking on the Dropdown button and select the appropriate type of contract:



11. In the **“Original Amt”** enter the total dollar amount of the contract


12. In the **“Begin Dt”** field, enter the beginning date of the contract

13. In the **“Current End Dt”** field, enter the end date of the contract

14. Enter the **“RFP/Bid No:”** field, if applicable

15. On the **“Contract Details”** tab on the **“Comments”** field, enter contract details


Contract Details	Dates	Retainage	Amendments	Encumbrances
Security Cd	9900	Human Resources	Cycle ID	
DBE Actual	0.00	DBE Goal	0.00	
% Method To Use		Percent Complete	0.00	
User 1		User 2		User 3
				User 4
Comments				

16. On the “**Encumbrance**” tab, click on the  ellipsis button and select “**Lookup Account**” to search for your specific line item account

17. Populate the applicable fields for the account you are using, and click **Ok**. A list will appear of account numbers for your department. Double click on the appropriate Account to have the system bring it up onto the Encumbrance tab.

18. In the **Description Field**, enter a Description that identifies the purpose of the Contract. **This Description will populate the Description Field on the Purchase Order.** In the **Amount Field**, enter the amount of the Contract.

19. To add attachments such as a “Contract” and / or “Letter to Proceed”, click on the

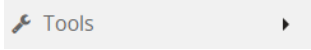
 **Attachments**

tab, on the left side panel of the screen. Click on “**Add Attachment**”.

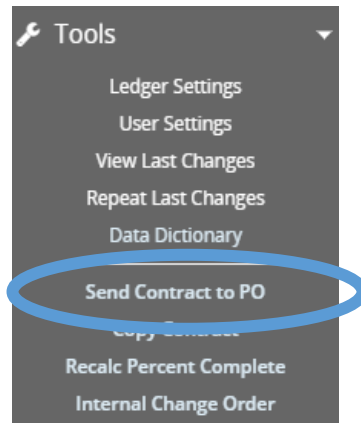
The “**Attachment Dialog**” box will appear, enter a Description in the **Description Field**. Click on **Browse**, Select your Document, Click on **Attach**.

**\*\*\*\*Press Enter to save Contract to get “Record Accepted” message\*\*\*\***

20. Once you have entered all information for the contract press, click on the



tab. Click on “Send Contract PO” and click “Send”



21. You will see the below message if the job ran successfully:

### Send Contract to PO

Contract No:

**Processing Summary:**  
Task 1 of 5 - Contract amendment processing complete.  
Successfully processed 0 amendments.  
Task 2 of 5 - Send Contract to PO processing complete.  
Contract was successfully sent to Purchasing.  
Task 3 of 5 - Contract adjustment processing complete  
Contract Amounts were successfully adjusted.  
Task 4 of 5 - Pre-encumbrance processing complete  
Task 5 of 5 - Encumbrance processing complete.  
Encumbrance was successfully completed.

22. Once the contract is successfully sent to a PO, the contract requisition is routed through the Workflow System. You **must** log into the “Enter Purchase Requisition – POUPPR” screen to approve the contract from the workflow tab

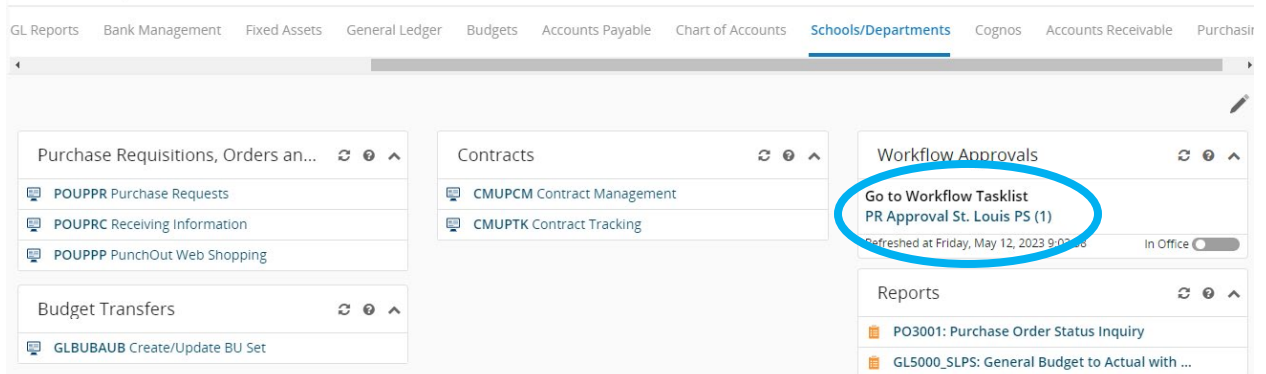
**Please Note: If the contract is not approved in the requisition screen, it is not processed, and a Purchase Order will never be generated!**

## STEP 2

### WORKFLOW APPROVALS FOR CONTRACTS THROUGH “POUPPR” SCREEN

1. Begin by logging into BusinessPlus, click on the **Schools/Departments** Tab. Under **Workflow Approvals**, Select **PR Approval** . Please note: if you have the ability to initiate and approve requisitions, you will be required to approve all activities that you initiate.


Schools/Departments



7. The pending requisition will be listed in the workflow click on **“Go to Workflow Tasklist”** in the Workflow Approvals box as pictured above. To view details of a transaction click anywhere on the gray box(s)



to expand and see the detailed information for that Purchase Requisition.

8. Slide the button  on the right to select the activity for approval.
9. To respond to the pending activity, select either of the following icons and submit:
  - a. **Green bar** = Approve
  - b. **Red bar** = Reject









2. Once the requisition is completely approved, a PO will be generated and sent to the vendor. The PO is then attached to the requisition in BusinessPLUS

### PURCHASE ORDER RECEIVING (GOODS RECEIPT) - POUPRC



PO receiving is used when you received shipment on the items listed on the purchase order

1. Click on **Receiving Information** – POUPRC Link

Purchase Requisitions, Or...   

-  **POUPPR** Purchase Requests
-  **POUPRC** Receiving Information 1
-  **POUPPP** PunchOut Web Shopping

Contracts

-  **CMUPCM** Contract Manag
-  **CMUPTK** Contract Trackin


2. Enter the Purchase Order Number in the “**PO Number**” field

Purchase Order




PO Number\*  Vendor


End Use  Ship To

Receiving Information

Date Received\*   Carrier  Freight  Packaging

Remarks

3. If all items have been received on the **left side menu**, click  **Receive All** and then  **Save Changes**
4. If all items **have not** been received, you must  **Expand All** and enter the “Quantity Accepted” for the line items that have been received

Purchase Order Items 

▶ PO Item: 0001	thinking putty	Quantity to Receive: 0	Quantity to Reject: 0	Amount to Receive: 0
▶ PO Item: 0002	sensory balls-3 pk	Quantity to Receive: 0	Quantity to Reject: 0	Amount to Receive: 0

▼ PO Item: 0001 thinking putty      Quantity to Receive: 0    Quantity to Reject: 0    Amount to Receive: 0


PR #	R0038005	PR Item	0001	Notes		Units	EA	<b>Manual</b>
Received To Date	2	Amount To Date	0.00	Quantity Ordered	2	Amount Ordered	7.98	<b>Fully Receive</b>
Serial #		Asset ID		Tag		Brand		
Location		Product		Ship ID				
Catalog	557372	Required Date	12:00:00 AM	Requested By	Lisa Brown			
Warehouse								

If all items are received for this line item you can click "Fully Receive".

- Click on **Manual** , and complete "Quantity Accepted" or "Quantity Rejected" if you are returning items to the vendor. Click "Done"

Receiving Information - Item No: 0001

Quantity Accepted	<input type="text"/>	Quantity Rejected	<input type="text"/>
Amount Accepted	<input type="text"/>	Warehouse	<input type="text"/>
<input type="checkbox"/> Complete			
			<b>Done</b>

- Upon completion of the "Manual" receiving information click  Save Changes
- If there are additional comments, you can enter the comments within the Remarks section.

## PUNCHOUT INSTRUCTIONS: HOW TO ORDER IN PUNCHOUT-POUPP

PunchOut is used to create an easy purchasing application for commonly used vendors. The vendors currently on this feature are Office Essentials, School Specialty, Amazon, Lakeshore Learning Materials and Dell. Please follow the instructions below to create a purchase request utilizing punchout.

- Begin by logging into BusinessPLUS, click on the **Schools/Departments** Tab. Once on this tab, select the **Purchase Requisitions, Orders and Receiving Box**,

## Purchase Requisitions, Orders and Receiving



-  [POUPPR Purchase Requests](#)
-  [POUPRC Receiving Information](#)
-  [POUPPP PunchOut Web Shopping](#)

then click on “**POUPPP-PunchOut Web Shopping**.”

### [POUPPP PunchOut Web Shopping](#)


2. Complete the bottom section of the POUPPP screen first.





#### Finance Defaults

Account*	GL ▾	FUND	FUNC	OBJ	LOCN	PROJ	YEAR	⋮
Ship To ID:	<input type="text"/>		Ship To Addr:	<input type="text"/>	▾			
Product Code:	<input type="text"/>		Security Code:	9780	▾	Fiscal Cont Officer		
Tax Code:	<input type="text"/>	▾	Warehouse:	<input type="text"/>	▾			
Fixed Asset?:	<input type="checkbox"/>							

- Account** – This is the account you will be charging the purchase to. You can look up your account code by clicking on the **⋮** at the end of the account line.
- Ship to ID** – This should be the location where you want the items shipped.
- Security Code** – This should automatically populate, but if it does not you will need to enter the location you are placing the order under.

**PunchOut orders can only be ordered by one Object Code i.e. (General Supplies). If you have items that fall under a different object code i.e. (Tech Supplies) then you need to generate a separate PunchOut order. PunchOut orders cannot be changed or edited after you have exited the vendor’s site. Finance will reject the Purchase Requisition if you have multiple object code items on a PunchOut order.**

- Select the vendor you wish to purchase from and click the link  button in the column labeled “**Shop**”

PunchOut Vendors		
Shop	Vendor ID	Vendor Name
	STAPLES	STAPLES BUSINESS ADVANTAGE
	V002729	SCHOOL SPECIALTY LLC
	V003148	OFFICE ESSENTIALS INC
	V007901	FOLLETT SCHOOL SOLUTIONS INC

4. This will open the external vendor's website. You can shop and build your cart. **You can not make any changes or edits to your cart after you have exited the vendor's site.**
5. After you review your cart and submit the order, the system will redirect you back to the Business Plus Purchase Requisition screen with all the purchase request information entered into the requisition. Review and submit for approval. **(Refer to page 38 for Purchase Requisition approval.)**
6. After you complete the purchase requisition and the workflow approval has been completed a purchase order is created and sent electronically to the vendor.

**Note: You do not need to attach a quote if you are using PunchOut.**




## BUSINESSPLUS REPORTS

### BUDGET REPORT – BUDGET TO ACTUALS

1. From the BusinessPLUS log in screen, please enter your User ID and Password

i. The image shows the BusinessPLUS login interface. At the top, it says "Welcome to BusinessPlus" with a logo consisting of a stylized 'P' and 'B'. Below this are two input fields: "Username" and "Password". There is a "Forgot your Password?" link below the password field. At the bottom is a blue "Log in" button.

### Schools/Departments

2. Click on the School/Departments tab  , the below screen will appear.
3. The School/Department reports will be under the School/Dept Reports box.

The image shows a "Reports" section with a list of report titles. The first report is "PO3001: Purchase Order Status Inquiry" and the second is "GL5000\_SLPS: General Budget to Actual with Encumbra...". There are icons for refresh, search, and expand in the top right corner of the list.

4. Click on the "GL5000\_SLPS: General Budget to Actual with Encumbrances" report and the below box will appear:

Selection Criteria Default

Enter the Report Date:

03/14/2023

Enter the Default Budget Version:

WB

Excel Output ? (Y or N)

N

Fund (Key Part 01)

\*

Funds to exclude:

None

Function (Key Part 02):

\*

Location (Key Part 03)

\*

Project (Key Part 05)

\*

Year (Key Part 06)

\*

Object

\*

Cancel

Submit

- If you have multiple locations, enter the location in the location box in order to pull that specific location. If you have one location you can just click **Submit** to run the report.

ST LOUIS PUBLIC SCHOOLS						
Budget to Actuals with Encumbrances						
Fiscal Year: 2020						
						Report Date: 07/09/2019
Account	Object Description	Original Budget	Current Budget	Encumb	Actual	Available Balance
<b>Location: [REDACTED] Elementary</b>						
110-1111-634302	000000-00 Meeting Expenses	1,500.00	1,500.00	0.00	0.00	1,500.00
110-1111-636102	000000-00 Postage	500.00	500.00	0.00	0.00	500.00
110-1111-641101	000000-00 General Supplies	20,082.00	20,082.00	314.95	0.00	19,767.05
110-1111-641104	000000-00 Trophies/Awards/Incentives	2,000.00	2,000.00	0.00	0.00	2,000.00
110-1111-641201	000000-00 Computers,laptops & iPads<\$1K	2,000.00	2,000.00	0.00	0.00	2,000.00
110-1111-641202	000000-00 Technology Supplies	1,000.00	1,000.00	0.00	0.00	1,000.00
<b>Project Total: 000000 - General</b>		<b>27,082.00</b>	<b>27,082.00</b>	<b>314.95</b>	<b>0.00</b>	<b>26,767.05</b>
<b>Fund Total: 110 - General</b>		<b>27,082.00</b>	<b>27,082.00</b>	<b>314.95</b>	<b>0.00</b>	<b>26,767.05</b>
150-1111-641101	451010-19 General Supplies	0.00	0.00	11,946.30	0.00	-11,946.30
150-1111-641104	451010-19 Trophies/Awards/Incentives	0.00	0.00	1,263.95	0.00	-1,263.95
150-1111-641201	451010-19 Computers,laptops & iPads<\$1K	0.00	0.00	16,087.04	0.00	-16,087.04
150-2551-634201	451010-19 Cntr Ppl Tmosp-Field Trip	0.00	0.00	5,500.00	0.00	-5,500.00
<b>Project Total: 451010 - Sch Imprvmt(SIG)</b>		<b>0.00</b>	<b>0.00</b>	<b>34,797.29</b>	<b>0.00</b>	<b>-34,797.29</b>
<b>Fund Total: 150 - Incidental Grants</b>		<b>0.00</b>	<b>0.00</b>	<b>34,797.29</b>	<b>0.00</b>	<b>-34,797.29</b>
450-1111-654301	010-19 Technology Related - Hard >\$1K	0.00	0.00	13,745.00	0.00	-13,745.00
<b>Project Total: 451010 - Sch Imprvmt(SIG)</b>		<b>0.00</b>	<b>0.00</b>	<b>13,745.00</b>	<b>0.00</b>	<b>-13,745.00</b>
<b>Fund Total: 450 - Capital -Grants</b>		<b>0.00</b>	<b>0.00</b>	<b>13,745.00</b>	<b>0.00</b>	<b>-13,745.00</b>
<b>Location Total: [REDACTED] Elementary</b>		<b>27,082.00</b>	<b>27,082.00</b>	<b>48,857.24</b>	<b>0.00</b>	<b>-21,775.24</b>

## How to review the Budget to Actual Report

### **Account:**

FUND	FUNCTION	OBJECT	LOCATION	PROJECT	FISCAL YEAR
110	1111	634302	XXXX	000000	00

**Object Description:** This object code is a 6 digit number that describes the type of expenditure e.g. 641101- supplies

**Original Budget:** This represents the adopted original budget that was approved by the board

**Current Budget:** This represents adjustments to the original budget e.g. budget transfers, etc.

**Encumb (Encumbrances):** A dollar amount held (committed) to pay for goods or services.

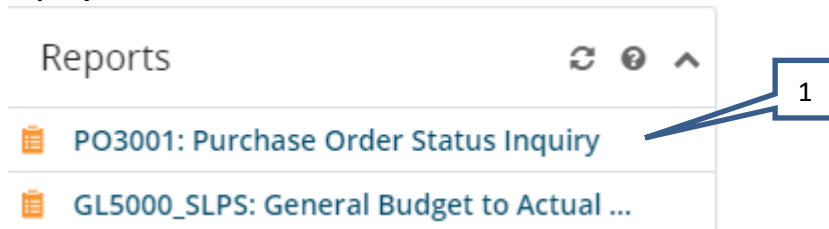
**Actual:** shows the dollar amount that was actually paid from your budget

**Available Balance:** indicates the dollar amount available to spend. Current Budget minus Encumbrances/Actuals = Available Balance

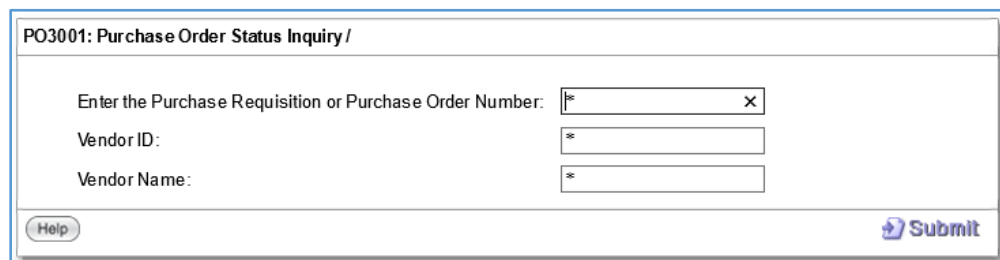
### PURCHASING REPORT – P3001: Purchase Order Status Inquiry

To check the status of a Purchase Order review the PO3001: Purchase order status inquiry report.

1. From the “School/Department” tab, under the “reports tab, click **PO3001: Purchase Order Status Inquiry**



2. Enter the Purchase Requisition or Purchase Order Number or enter the Wildcard \* into the **Enter Purchase Requisition or Purchase Order Number Field**. Click **Submit**.

A screenshot of the 'PO3001: Purchase Order Status Inquiry' form. The form has a title bar that says 'PO3001: Purchase Order Status Inquiry /'. Below the title bar, there are three input fields: 'Enter the Purchase Requisition or Purchase Order Number:' with a search icon and a close icon, 'Vendor ID:' with a search icon, and 'Vendor Name:' with a search icon. At the bottom left, there is a 'Help' button, and at the bottom right, there is a 'Submit' button with a blue arrow icon.

***The below report will appear***

**Master Information section:** Shows the basic information of the PO that was entered, the status and the items ordered:

MASTER INFORMATION				Report Date: 07/09/2019					
<u>PR Number</u>	<u>PO Number</u>	<u>Vendor ID</u>	<u>Vendor Name</u>	Fully Paid					
R0000534	P0000280	V600017663	WAREHOUSE OF FIXTURES TNG						
Address: P1 2720 MARKET ST SAINT LOUIS, MO 63103			PO Total Amount: 1,853.50						
<b>Confirm:</b>	<b>Requested by:</b> Sarah Briscoe	<b>Blanket Number:</b>	<b>Req. Dt:</b> 07/19/2018						
<b>Account:</b>	<b>Approved by:</b> Constance Byrd	<b>Blanket Amount:</b>	<b>Apr Dt:</b> 07/24/2018						
<b>Bid:</b>	<b>Printed by:</b> WORKFLOW	<b>Blanket Remaining:</b>	<b>Print Dt:</b> 07/19/2018						
<b>Contract:</b>	<b>PO Type:</b> P	<b>Req. Codes</b>	<b>Entry Dt:</b> 07/19/2018						
<b>Ship To:</b> 4180	<b>EN Flag:</b> Y	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Expr Dt:</b>						
<b>Bill To:</b>	<b>Sec Cd:</b> 4180	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Buyer:</b> CONSTANCE						
<b>End Use:</b> SBRISCOE									
ITEMS									
Item	Unit Price	Account	Tax1	Discount	Extended	Catalog	E/A	Print	
Qty Ordered	UN		Tax2	Charges	Work Order	Ship To	Whse	Chg	
School Furniture									
0001	\$1,853.50	GL 110-1111-641101-4180-000000-00	\$0.00	\$0.00	\$1,853.50	1806217	N		
	1 EA		\$0.00	\$0.00					
					\$1,853.50				

**Encumbrances:** This sections shows what funds have been encumbered and what has been paid

**Receiving detail:** This section shows what Qty. items have been received via the “receive on purchase” process. It also shows the Qty. paid that was entered by the AP department

ENCUMBRANCES							
Item #	PR Number	Batch ID	Account	Post Date	EN Amount	PD Amount	Balance Tp
School Furniture							
0001	R0000534	PO	GL 110-1111-641101-4180-000000-00	07/19/18	\$1,853.50	\$0.00	\$1,853.50 EN
0001	R0000534	OH006596	GL 110-1111-641101-4180-000000-00	11/19/18	\$0.00	\$1,853.50	\$0.00 FP
<b>PO Balance:</b>					\$1,853.50	\$1,853.50	\$0.00
RECEIVING DETAIL							
Item #	Date Received	Quantity Received	Quantity Paid	Quantity Damaged	User	Entry Date	Warehouse Asset ID
0001	09/04/2018	1.00	0.00	0.00	LDA VIS0304	09/04/2018	
0001	11/19/2018	0.00	1.00	0.00	SMORRIS782	11/19/2018	
		1.00	1.00	0.00			

**Open Hold Activity:** This sections shows what has been paid including the account, check #, check date, invoice and invoice date as well as the amount