



# Financial Procedures for Schools and Departments

*Updated for 2017–18 (v1.0)*

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**Lane County School District 4J**

**Financial Services**

200 N. Monroe Street • Eugene, OR 97402

p. 541-790-7600 • <http://www.4j.lane.edu/finance>

# **Financial Procedures for Schools and Departments FY18**

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### **GUIDANCE FOR USING MANUAL**

This manual is intended to provide guidance for school and department staff who work with financial information. In the electronic version, the quickest way to find information is to search for key words. For printed versions, find information by topic in the Table of Contents.

#### **Additional Financial Activity Manuals**

Additional resources *not included in this manual* are:

1. Chart of Accounts (full list of all funds and accounts, with explanations for use)
2. Student Activities Manual (for guidance in spending and recording financial information for funding held in school-based accounts)
3. Grants and Gifts Manual (for Fund 260 activities and receiving donations)
4. Various technical and procedure manuals for financial transactions

Please see the Financial Services intranet to download current manuals, which may be updated periodically throughout the year. Access is at: <http://www.4j.lane.edu/finance/intranet/>. NOTE: Access is only available through a 4J connection or through VPN access.

### FINANCIAL SERVICES CONTACTS

*Financial Services is organized in a cross-functional system that allows for multiple contacts and support. The best way to contact Finance is to use one of the distribution lists or shared emails.*

#### Distribution Lists and Email

- accounting@4j.lane.edu (all Lawson, journal entry, and general accounting)
- acctspayable@4j.lane.edu (all vendor payment requests, travel reimbursements)
- billings@4j.lane.edu (invoicing for substitutes, supplies, bus trips, etc.)
- budget@4j.lane.edu (all budget activity)
- bussys@4j.lane.edu (Lawson and other Finance technology support)
- grants@4j.lane.edu (Grants, including EEF gifts and grants; Funds 260, 270, 275)
- studentbody@4j.lane.edu (school accounting, student activities)
- payroll@4j.lane.edu (paychecks, garnishments)
- purchasing@4j.lane.edu (Vendor Contracts, RFPs, Purchase Orders)

#### Financial Services Contacts, Alphabetical

**Main Line: x7600**

**Fax: 541-790-7605**

**<http://www.4j.lane.edu/finance>**

| Staff              | Responsibility Area   | Ext. | E-Mail       |
|--------------------|---|------|--------------|
| Belz, Andrea       | Associate Director (Accounting, AP, Business Systems, Payroll, Charter Schools) | 7608 | belz_a       |
| Blyth, Bob         | Budget and Treasury Services  | 7627 | blyth_b      |
| Brown, Monica      | CFO & Director of Support Services  | 7606 | brown_mo     |
| Carpenter, Jenny   | Accounts Payable  | 7609 | carpenter_je |
| Cone, Julie        | Purchasing  | 7620 | cone_ju      |
| Cowan, Marla       | Accounts Payable  | 7615 | cowan_m      |
| Deleon, Danny      | Executive Assistant to the CFO and Position Control                             | 7629 | deleon_d     |
| Eichler, Janette   | Payroll   | 7613 | eichler      |
| Goldberg, John     | Budget and Capital Projects Analyst   | 7623 | goldberg_j   |
| Gonzalez, Eugenia  | Visas, expense reimbursements, extended contracts, outside billing              | 7611 | gonzalez_e   |
| Gordon, Matt       | Business systems  | 7626 | gordon_ma    |
| Gripp, Nancy       | Accounting (GL, Student Activities, Grants)                                     | 7621 | gripp        |
| Hebard, Tyler      | Payroll and Accounts Payable Supervisor   | 7622 | hebard       |
| Landeros, Ariana   | Accounting (GL) and outside billing   | 7617 | landeros_a   |
| Lane, Christina    | Purchasing  | 7625 | lane_c       |
| Langan, Holly      | Support Services Manager (KRVM, Nutrition Services, Purchasing, Warehouse)      | 7610 | langan_h     |
| Littrell, Jennifer | Payroll and PERS  | 7612 | littrell_j   |
| Montes, Maria      | Accounting (GL, Student Activities, Grants)                                     | 7607 | montes_m     |
| Myrand, Sharon     | Budget and Financial Analysis Manager   | 7624 | myrand_s     |
| Sunderland, Nicole | Accounting (GL, Student Activities, Grants)                                     | 7614 | sunderland_n |





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### Contacts for Requesting System Authorization for Financial Activities

Below are typical authorizations required for staff assigned to complete financial activities. The principal or administrator completes the authorization request for new staff or to update authorizations.

| Authorization   | Information required  | How to Submit  |
|---|---|--|
| Bank signature card   | Name, position, phone number, and email   | Email <a href="mailto:accounting@4j.lane.edu">accounting@4j.lane.edu</a>                             |
| Access to Lawson & Student Activities, including: <ul style="list-style-type: none"> <li>• Asset Management</li> <li>• General Ledger</li> <li>• Student Activities</li> <li>• Purchase Orders</li> <li>• Warehouse Orders</li> <li>• 4J Employee Information</li> <li>• Time and Absence Approval</li> </ul> | Employee's name, position, systems for which access is requested, and the level of access needed. If possible, provide the name of the previous employee or another employee with similar access.   | Email <a href="mailto:bussys@4j.lane.edu">bussys@4j.lane.edu</a>                                     |
| Work orders and employee badges   | Work order: Name, position, location, and description of work to be performed<br>Badges: Name, position, location, and access (locations and times)   | Contact Facilities at 790-7400<br><br>Email <a href="mailto:badge@4j.lane.edu">badge@4j.lane.edu</a> |
| Buyer status (for creating or authorizing POs)  | Name, position, phone number, e-mail address, location, and purchasing role requested (buyer, approver)   | Email <a href="mailto:purchasing@4j.lane.edu">purchasing@4j.lane.edu</a>                             |
| System training request   | Employee name, position, location, and type of training needed  | Email <a href="mailto:accounting@4j.lane.edu">accounting@4j.lane.edu</a>                             |
| Visa card administration  | <b>New request:</b> email employee name, position, email, phone number and requested card limits. Note: limits cannot exceed \$1,000 per purchase and \$2,500 per month without the approval of the CFO.<br><br><b>Annual Renewal:</b> Complete Memorandum of Understanding (MOU) - (download form at <a href="http://www.4j.lane.edu/finance/intranet/procedures-and-forms/">http://www.4j.lane.edu/finance/intranet/procedures-and-forms/</a> and submit to purchasing by September 1 <sup>st</sup> . | Email <a href="mailto:purchasing@4j.lane.edu">purchasing@4j.lane.edu</a>                             |

**FINANCIAL TASKS AND TIMELINE**

**Monthly Deadlines**

Secretaries and Finance Clerks complete the following tasks and report monthly:

- Complete receiver for purchase orders and submit invoices to Financial Services Accounts Payable for check runs at least two business days before each check run (Accounts Payable (AP) prints check twice monthly, on the 15<sup>th</sup> (or nearest business day) and the last working day of the month).
- Access monthly Visa statements around the 6<sup>th</sup> of the following month and submit reconciled statement to Financial Services Accounting by the 20<sup>th</sup>.
- Submit timesheets, reimbursements, extended contracts, and all other payroll requests on or before the 15<sup>th</sup> of each month to Financial Services Payroll. Payday is the last working day of each month.
- Submit your monthly student activities bank reconciliation to Financial Services Accounting by the 20<sup>th</sup> of the following month.
- Reconcile the 31211 account (see *Reimbursable Account (31211)*) and pay by the 20<sup>th</sup> of each month.

**Annual Activities**

| <b>Month</b> | <b>Annual Activity</b>  |
|--------------|---|
| October      | <ul style="list-style-type: none"> <li>• Special Purpose Reserve Fund beginning balances entered by Finance</li> </ul>  |
| December     | <ul style="list-style-type: none"> <li>• 1<sup>st</sup> Billing for additional staffing (Fleet, EEF, PTA/PTO, and Student Body)</li> <li>• Review open PO reports and close POs for completed purchases</li> </ul>  |
| January      | <ul style="list-style-type: none"> <li>• Complete 1099 review with Financial Services</li> <li>• Budget training provided and guidelines posted</li> <li>• Budget forms provided to schools and departments for allocations</li> <li>• Budget forms returned to Financial Services (Elem &amp; Middle Schools)</li> </ul> |
| February     | <ul style="list-style-type: none"> <li>• Budget forms returned to Financial Services (High Schools)</li> </ul>  |
| March        | <ul style="list-style-type: none"> <li>• Billings for additional staffing</li> <li>• Review open PO reports and close POs for completed purchases</li> </ul>  |
| May          | <ul style="list-style-type: none"> <li>• Special Purpose Reserve Fund (Fleet Funds) estimates due</li> <li>• Review financial transactions in preparation for year-end</li> <li>• Resolve open purchase order items for year end</li> </ul>   |
| June         | <ul style="list-style-type: none"> <li>• Board finalizes current year budget (including potential fleet transfers)</li> <li>• Board approves budget for next year</li> <li>• End of Year school check outs</li> <li>• Final bills for additional staffing</li> </ul>  |

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### **Quarterly Activities – High Schools and Middle Schools Only**

Each quarter (December, March, and early June), ASB card proceeds, sports participation fees, and gate receipts need to be submitted to the District office. We no longer need the supporting scholarship documentation. Please keep these records in your office. The breakdown in fees to be sent to the District is as follows:

- 67% of ASB Cards
- 67% of High School Athletics Participation Fees
- 100% of Gate Receipts
- 100% of Track Participation Fees (Middle School only)

### **Month End Closing Activities**

Finance closes each accounting period (“month”) and reconciles accounts and balances. Each period typically closes by the 10<sup>th</sup> of the following month, and journal entry (JE) and budget transfer (BT) documentation is due to Financial Services by the 9<sup>th</sup>. Dates vary for weekends or holidays as needed. Schools and departments help with each period close by completing a series of tasks, which reduce the time required to close out accounting records at the end of the year.

#### **Month End Closing Tasks**

1. Reconcile student activities bank statement (if applicable)
2. Reconcile petty cash account (if applicable)
3. Reconcile 31211 account
4. Review and correct substitute billings as needed
5. Review and pay other billings (bus trips, supplies, other)
6. Submit journal entries and documentation
7. Submit LTD pass information to Financial Services (high schools)
8. Review open POs and close as needed
9. Reconcile Visa Statements

### ETHICS

Questions? Contact Accounting at [accounting@4j.lane.edu](mailto:accounting@4j.lane.edu)

#### Who Must Consider Ethics

- All public officials, defined as any person who is serving any public body of the state as an elected or appointed officer, employee, agent or volunteer – regardless of whether the person is paid for such services.
- Also included are relatives (see definition below) and any associated businesses with which the public official or a relative is associated; see Guide for Public Officials and ORS 244.020
- **Public officials are held to a higher standard than other citizens.**

As public officials, all District staff, Board members, and even some District volunteers are subject to government ethics laws (Oregon Revised Statute (ORS) 244). Among other requirements, Oregon government ethic laws prohibit public officials from using their position for financial gain and require public disclosure of economic conflicts of interest. As public officials, District staff and Board members are held personally responsible for complying with the provisions in Oregon Government Ethics law. This means that each public official must make a personal judgment in deciding such matters as the use of their position for financial gain, what gifts are appropriate to accept, or when to disclose the nature of conflicts of interest. If a staff or Board member fails to comply with the law, a violation cannot be dismissed by placing the blame on direction provided by the District (the employer) or the School Board (the governing body).

Note that when a provision in ORS Chapter 244 refers to “relative” it means one of the following:

- **Spouse** of a public official or candidate
- **Children** of a public official or candidate
- **Children of the spouse** of a public official or candidate
- **Siblings** of a public official or candidate
- **Siblings of the spouse** of a public official or candidate
- **Parents** of the of public official or candidate
- **Parents of the spouse** of a public official or candidate
- **Person** for whom the public official or candidate has a **legal support obligation**
- **Person benefiting from a public official** when benefits are from the public official’s public employment
- **Person who provides benefits to a public official** or candidate when benefits are from the person’s employment

#### Who Enforces Oregon Ethics Laws

Oregon ethics laws are enforced by the Oregon Government Ethics Commission (<http://www.oregon.gov/ogec>). The following resources are available from the Commission to guide staff members:

- Guide for Public Officials – the Commission provides a guide to help public officials understand their responsibilities under the ethics law. This guide is available on the Commission’s website

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- Advisory Opinions – the Commission has issued written opinions on a variety of ethics topics, and may have already addressed the topic of your concern. Opinions are available for review on the Commission’s website (click on “Advisory Opinions” on the left-hand side of the webpage)
- Contact Commission – district staff, volunteers and Board members can contact Commission staff at [ogec.mail@oregon.gov](mailto:ogec.mail@oregon.gov) or give them a call at 1-503-378-5105. Commission staff may be able to answer simple questions over the phone; more complex responses are typically provided via e-mail.

### Penalties for Violation

Public officials (e.g. district staff and board members) may be subject to fines and penalties and be held **personally financially liable** for inappropriate activities, including a civil penalty ranging from \$5,000–10,000 per violation. An additional penalty equal to twice the amount of the financial benefit of the public official may also be imposed. (See ORS 244 for full text of enforcement)

### Ethics Guidelines

No Board member, officer, employee, volunteer, or agent of this District shall use or attempt to use their official position to obtain financial gain or for avoidance of financial detriment for himself/herself, a relative, or for any business with which the Board member, officer, employee, volunteer, agent, or a relative is associated.

*District Policy DJ “District Purchasing” goes even further than what is required by ORS 244, and states that “Acceptance of any gratuities, financial or otherwise, from any supplier of materials or services to the district by any Board member, officer, or employee of the district is prohibited.”*

### Conflicts of Interest

**ALL employees with purchasing responsibilities** or the ability to recommend or approve a purchase or personal services contract, regardless of funding source, must:

- Report any potential or actual conflict of interest (ORS 244.020) to Purchasing and to their Supervisor, who will be responsible for taking appropriate action. Employees should not participate in any purchasing process or decision-making activity that would potentially benefit themselves, a relative, or an associated business.
- Refuse any gift, gratuity or personal benefit offered by an individual or vendor who is currently, or is seeking to become, a District service provider or vendor

### Other Ethics Guidelines

- Employee private business activities may not be conducted on public time or using public resources such as District supplies, facilities, vehicles, personnel, or equipment; these resources may only be used for authorized district programs and activities.
- Employees may not sell personal property to the District.
- Employees may not use public contracts for personal use. This includes, but is not limited to, accepting special discounts or pricing from District contractors or obtaining free or reduced price goods or materials from contractors.
- Employees may not bid on District solicitations or be awarded an Independent Contractor Agreement (ICA) or personal services contract.

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- Employees should avoid the intent and appearance of unethical or uncompromising practice in relationships, actions, and communications.
- Employees should refrain from any private business or professional activity that would create a conflict between personal interests and the interests of the District.

### Receiving Gifts

Each public official is responsible for determining if the person or entity offering them a “gift” – something of economic value – is in a position to benefit from a decision or action they would take as part of their position. Additionally, Oregon Statute limits the gifts public official can receive; any gift or gifts with an **aggregate value of \$50** or more during any calendar year from any single source (person or entity) that *could* have an administrative interest in your position cannot be accepted.

- Administrative interest means that they are in a position to benefit from a decision or action you would take as part of your position. For example, a parent of one of your students or a potential vendor/contractor at your school.
- Consider what the public (parents, other students, etc.) perception will be if the gift acceptance became common knowledge.
- If the gift is offered by a person or entity associated with a current or potential public procurement (purchase/contract/ICA) the public official should not accept anything of economic value.

### Purchasing Gifts

- **Employees** may not receive gifts purchased with district managed funds; this includes all federal, state, district, bond, grant, or student body funds.
- **Volunteers** may not be given cash, gift cards or gift certificates to show appreciation. However, volunteers may receive a gift of a nominal value (e.g. not exceeding \$25) such as a school t-shirt, cap, etc.
- **Students** may receive incentives using District funds in limited circumstances; see the Gifts and Gift Cards section of this manual. All student “gifts” must be properly authorized and allowable under the terms and conditions of the applicable program or grant.

### **Frequently Asked Questions Regarding Ethics**

ORS 244.040 prohibits public employees from using their position to obtain financial gain or to avoid financial detriment for themselves or their families. Gifts, food, services, activities or entertainment from any single donor are limited to \$50 annually. The following scenarios may assist employees in determining what constitutes ethical behavior as defined by this statute.

#### **1. A parent offers to pay her child’s teacher to tutor her child after school.**

This is a conflict of interest. Teachers may not receive remuneration for tutoring their own students. Tutoring students from other schools or classes is acceptable assuming the teacher does not do so during work time or use District resources.

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- 2. A Spanish teacher wants to take a group of students to Mexico during the summer. The trip is not District-sponsored, but a travel company has offered to pay the teacher's expenses if he can arrange for at least 15 students to participate.**

Per Board Policy KI "Student Travel Services" the solicitation and sale of travel services to students is prohibited on school property and at district-sponsored activities, including interscholastic activities unless the travel is sponsored by the school district as part of a school activity. The district will not provide information to students about any such program, unless it is a paid advertisement in a regular school publication and states that drug, alcohol, and tobacco use will be prohibited, that the activity is non-school-sponsored, and that it is not warranted by District 4J. The teacher may not use their position or District resources to promote the trip, advertise it or otherwise influence their students to participate. Promotional materials should not reference the teacher's position as a District employee. Even with these safeguards in place, the possibility that an ethics complaint could be brought against the teacher for "personal benefit" exists. As the ethics law places personal liability on the teacher, they must consider this risk in accepting the travel company's offer.

- 3. A staff member uses the District's contract or discount to purchase a computer.**

The staff member may not purchase a personal computer using the district's contract or discount. This is avoiding a financial detriment since the price the District typically pays is lower than the price paid by the public.

- 4. An employee attends a conference and wins a raffle drawing. The prize is a laptop computer.**

The laptop would likely be considered a gift unless anyone could attend the conference and participate in the drawing (e.g. including the general public). As it exceeds the \$50 limit the employee must either decline the laptop or accept it on behalf of the District and give it to their school or department.

- 5. A teacher receives flowers for her birthday (\$30 value) and a \$40 restaurant gift for teacher appreciation week from the same family.**

A student's family has an administrative interest in the decisions made by their child's teacher. As a result, the teacher cannot accept gifts valuing over \$50 in a calendar year from the family.

- 6. A parent volunteers hours in the classroom, and her employer gives a donation to the school for each hour donated. The parent would like to have the donation credited to his specific student's fundraising account for a school sponsored trip.**

Unless the employer specifically indicates this use, the donation is considered a benefit to the school and not for the individual student. The donation should be used for the school or classroom and not for the individual student's benefit.

- 7. Athletic family passes are given to coaches and athletic directors from OSAA. The annual pass is valued at \$50.**

The coaches and athletic directors would be allowed to accept the OSAA gift as long as they do not receive any other gift from OSAA during the calendar year. The annual gift limit is \$50.

- 8. A staff member is offered a trip to look at a manufacturing plant or to see a particular technology in operation by the company selling the product.**

The employee should not accept the offer directly as there are very specific ethics rules regarding this type of offer and acceptance may have the appearance of violating state and district



## **Financial Procedures for Schools and Departments FY18**

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purchasing rules. Very limited exceptions for essential district business purposes may be allowed with Superintendent approval and the funding for the trip must flow through the District.

**9. A staff member attends a conference in Texas and decides to extend the trip for an extra week using vacation to visit family that lives in the same town.**

All expenses incurred as a result of the employee's extra stay must be paid by the employee. If the cost for the employee's airfare would increase due to the employee staying the week for personal business, the employee pays the additional cost. In addition, if the "work" portion of the trip is cancelled the employee could be responsible for additional travel costs.

**10. A staff member receives delivery of personal items to a district address.**

District resources may not be used for personal benefit; it is a misuse of public assets. This is also a private activity that creates a conflict between the district's interests and personal interests.

## **BUDGETING AND ACCOUNTING GUIDE**

Questions? Contact Budget at [budget@4j.lane.edu](mailto:budget@4j.lane.edu)

### **Fund Accounting**

A **fund** is a fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources together with all related liabilities and residual equities or balances and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

#### **Governmental Funds**

- The **General Fund** is the District's primary operating fund. It accounts for all financial resources except those required to be accounted for in another fund. Most staff are budgeted in the General Fund.
- The **Debt Service Fund** accounts for the resources accumulated and payments made for principal and interest on long-term general obligation debt and pension debt of governmental funds.
- The **Capital Projects Fund** accounts for resources accumulated and payments made for the acquisition and improvement of sites, construction and remodel of facilities, and bond-funded projects and initiatives.
- The **Federal, State and Local Programs Fund** (Special Revenue Fund) accounts for resources acquired and payments made for federal, state, and local grants (i.e. Title I, Eugene Education Fund, etc.).
- The **Nutrition Services Fund** (Special Revenue Fund) accounts for revenue and expenditures of the District's food programs. Principal revenue sources are cash sales of food and subsidies under the National School Lunch Act.
- The **School Resources Fund** (Special Revenue Fund) accounts for fundraising and student fees designated for extracurricular activities and projects and for the special reserve funds for schools and departments.

#### **Proprietary Funds**

- The **Insurance Reserve Fund** (Internal Service Fund) accounts for the majority of the District's insurance functions, including employee benefit plans and property and liability insurance. The fund is financed primarily by interfund charges and interest earnings.
- The **Postemployment Benefits Fund** (Internal Service Fund) accounts for the receipt and disbursement of postemployment benefits.

#### **Public Funds Law**

All revenues and expenditures in the above funds are considered *public funds* and are subject to federal and state laws as well as District policies, procedures, and guidelines. To ensure good stewardship, use of these monies must be well-documented and closely controlled. If you would like assistance in determining the appropriateness of an expenditure or documentation, contact Financial Services at x 7600, or email: Accounting ([accounting@4j.lane.edu](mailto:accounting@4j.lane.edu)) or Budget ([budget@4j.lane.edu](mailto:budget@4j.lane.edu)).

## Financial Procedures for Schools and Departments FY18

### Budget Preparation by Fund

| HOW ALLOCATED  | WHEN ALLOCATED  | SPENDING PURPOSE   | WHO BUDGETS  |
|--|---|--|--|
| <b>100: GENERAL FUND</b>   |   |  |  |
| Per pupil allocations  | Part of discretionary budget  | Supplies, textbooks, repairs, field trips& equipment ( <i>for both regular &amp;special ed.</i> )                                  | Schools  |
| Flat grants  |   | Advisory council supplies, small remodel projects, secondary intramurals and athletics, vehicle supplies, and Career Center funds. |  |
| Custodial and maintenance supplies   | Part of discretionary budget  | Based on building square footage and student enrollment. To be spent for purposes allocated.                                       | Belinda Wilton,<br>Facilities<br><i>wilton@</i>        |
| Over enrollment allocation   | October–November  | Per pupil allocation for supplies and equipment related to unanticipated enrollment increases.                                     | Financial Services<br><i>budget@</i>                   |
| Ratio staffing   | In budget process; part of staffing allocation                                  | Regular staffing and benefits.   |  |
| Targeted staffing  | In budget process; part of classified staffing allocation                       | Schools receive an equivalent allocation in classified staffing hours from the targeted funding source.                            |  |
| General Fund savings   | Year-end balances may qualify for transfer to the Special Purpose Reserve Fund. |  |  |
| <b>290: SPECIAL PURPOSE RESERVE FUND</b> ( <i>Funds remaining carry into following year</i> )                                    |   |  |  |
| Based on carry over from previous years by each school or department   | October   | Instruction related staffing, services, projects, property and equipment.  | Financial Services<br><i>budget@</i>                   |
| <b>260: FEDERAL, STATE, LOCAL PROGRAMS</b> ( <i>Funds carry into following year, if allowed by grant</i> )                       |   |  |  |
| Grants   | As awarded  | Specified by grant   | <i>grants@</i>   |
| Title grants   | As awarded  | Specified by grant   | David Pierpoint,<br>Instruction<br><i>pierpoint_d@</i> |
| <b>270: EUGENE EDUCATION FUND (EEF) GIFTS</b> ( <i>Funds carry into following year</i> )   |   |  |  |
| Grants   | Quarterly   | Specified by donor; budget as salary only or any educational use   | <i>grants@</i>   |
| <b>275: EUGENE EDUCATION FUND (EEF) GRANTS</b> ( <i>Funds must be expended by June 30; remaining funds are returned to EEF</i> ) |   |  |  |
| Grants   | Annual  | Specified by grant application   | <i>grants@</i>   |

## What's in My School Budget?

If you work in a school, your budget looks like this. The portions of your budget that you are held accountable for are based on non-FTE allocations, even though some of those dollars are used for staff-related costs.

### GENERAL FUND (Fund 100)

#### Staffing FTE Allocation

- Licensed
  - Based on projected enrollment adjusted to reflect student needs
  - Program staffing
- Classified
  - Staffing based on enrollment
  - Program staffing

*Not accountable for budget for items above ("FTE-based" allocations)*

#### Discretionary Funds

- Per pupil allocations and other flat grants to pay for supplies, materials, services and *some staffing costs* such as:
  - overtime
  - temporary help
  - extended contracts
  - substitutes
  - supervision
- Targeted staffing
- Other staffing, professional development, or materials and supplies.

### SPECIAL PURPOSE RESERVE (Fund 290)

- Dollar amounts transferred from the General Fund in previous years
- Only for Schools and Departments
- May be used for instruction-related services, projects, property and equipment

### GRANTS (Fund 260)

- Allocations for staffing, materials and supplies, as specified by grant
- Staffing charged at actual costs

### EUGENE EDUCATION FUND (Fund 270 and 275)

- Allocations for staffing, materials and supplies, as specified by donor (Fund 270) or by grant (Fund 275)
- Staffing charged at average costs

# Financial Procedures for Schools and Departments FY18

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## What's in My Department Budget?

If you work in a department, the budget looks like this. Departments are held accountable for all allocations, regardless of whether funds are used for staffing or materials, supplies or services.

### GENERAL FUND (Fund 100)

- Staffing dollars budgeted as FTE, at the same levels and job classifications as the previous year (unless additional FTE were approved during the budget process).
- Costs related to FTE added by department (not through budget process) must be paid for out of existing department funds.
- Dollars allocated for non-FTE costs are provided at the same level as previous year, unless they have been adjusted to pay for department-initiated staff conversions or CPI increases.

### SPECIAL PURPOSE RESERVE FUND (Fund 290)

#### Discretionary - \$

- Dollar amounts transferred from the General Fund in previous years
- Formerly Fund 210 and only for Schools and Departments
- May be used for instruction related services, projects, property and equipment

### CAPITAL EQUIPMENT RESERVE FUND (Fund 490)

#### Discretionary - \$

- Dollar amounts transferred from the General Fund in previous years
- Formerly Fund 210 and only for Technology, Facilities, and Transportation Departments
- Allocations for critical equipment needs approved by the superintendent's cabinet

### GRANTS (Fund 260)

- Allocations for staffing, materials and supplies, as specified by grant
- Staffing charged at actual costs

### EUGENE EDUCATION FUND (Fund 270 and 275)

- Allocations for staffing, materials and supplies, as specified by donor (Fund 270) or by gift or grant (Fund 275)
- Staffing charged at average costs

# Financial Procedures for Schools and Departments FY18

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## Chart of Accounts

### Using the Chart of Accounts

All funds received, expended, and held by the District are tracked through a shared Chart of Accounts. **All funds, including student activities funds held by schools, are recorded using the Chart of Accounts and following public funds guidelines.** The District follows the Program Budgeting and Accounting Manual (PBAM) provided by the Oregon Department of Education (ODE), which is designed to provide consistent classification of financial transactions. The accounting code structure and reporting system complies with Generally Accepted Accounting Principles (GAAP) and assists the District with reporting to federal, state, and other organizations.

### Posting Account Numbers

Funds received and expended by the District are recorded in the financial systems through the use of Posting Accounts. Each posting account is represented by three segments:

1. Accounting Units. Accounting units are constructed through the use of four parts: Fund (3 digits), Cost Center (3 digits), Function (4 digits), and Area or Grant (3 or 5 digits).
1. Accounts. Accounts are placed after the Accounting Unit to indicate the type of expenditure, revenue, asset, or liability to be recorded. Expenditure accounts are 3 digits and all other accounts are 5 digits.
2. Sub-Accounts. Sub-Accounts are three digits and allow for grouping within an account.

Together, the Posting Account Number is constructed as outlined below and detailed in the following sections. *Note that Cost Center, Function, Area, Grant, Account, and Sub-Accounts are used in the same way regardless of the fund(s) in which they are used.*

|          | Accounting Unit |             |                    |                                | Account      | Sub-Acct |
|----------|-----------------|-------------|--------------------|--------------------------------|--------------|----------|
|          | Fund            | Cost Center | Function           | Area or Grant                  | Account      | Optional |
| # digits | xxx             | xxx         | xxxx               | xxx or xxxxx                   | xxx or xxxxx | xxx      |
| Example  | 100             | 104         | 1111               | 050                            | 410          | 000      |
|          | General         | Adams       | Regular Elementary | Regular Instruction Elementary | Supplies     | none     |

### Site Defined Sub-accounts

- Sub-accounts can be added to existing accounts
- 901 through 959 (up to 49 sub-accounts for each account, except sub accounts 931-933, 944-949 and 954 which are designated for use by Financial Services and will not be available for use by schools or departments).

**For more information regarding the chart of accounts, please refer to the Chart of Accounts Manual (<http://www.4j.lane.edu/finance/intranet/forms-documents/>).**

# Financial Procedures for Schools and Departments FY18

## Discretionary Budget

### Overview of Discretionary Budget

- Mainly per pupil allocation; includes other allocations of custodial supplies, flat grants, small school funding
- Budget guidelines suggest appropriate uses (<http://www.4j.lane.edu/finance/intranet/budget/>)
- Actual spending is at principal's discretion
  - Subject to legal uses of public funds
  - Subject to district spending policy and procedures
- Schools monitor budget vs. actual for total discretionary budget
  - Use the "Current School Financial Review" report
  - Budget may be managed account by account or only to the bottom line
  - Projected year-end balance may be transferred to the Special Purpose Reserve Fund

## Lawson Financial Reports

### How to Find Lawson Reports

Below is a screenshot showing how to find financial reports in Lawson, under Reporting. As indicated by (2) below, selecting the box to the left of the report name and then clicking on (3) Add to Favorites will add frequently used reports to the Favorites list. This will save time in finding reports.

**You can create your own short list of the reports you frequently use:**

The screenshot shows the 'Reporting' section of the Lawson system. A table lists various reports with checkboxes in the left margin. Callouts provide instructions: (1) points to the 'Description' column header with an upward arrow symbol, indicating that clicking it sorts reports alphabetically; (2) points to a checkbox next to the report '4JGL001', indicating that marking it adds it to favorites; (3) points to the 'Add to Favorites' button; (4) points to the 'Favorites' link in the left sidebar, indicating that clicking it will show the list of frequently used reports.

| Report Name   | Description  |
|---|--|
| <input type="checkbox"/> 4JBN305 [Details]            | Create Employee Group B-CLAS-10 Upload                 |
| <input type="checkbox"/> 4JPR312 [Details]            | Create New Hires Workbook                              |
| <input type="checkbox"/> 4JPR303 [Details]            | Create Substitute Dues Upload File                     |
| <input type="checkbox"/> 4JPR316 [Details]            | Create Workman's Comp Holiday Ticket Upload            |
| <input type="checkbox"/> 4JGL001d [Details]           | Current Department Financial Review                    |
| <input type="checkbox"/> 4JGL012a [Details]           | Current Detail by Area                                 |
| <input type="checkbox"/> 4JGL012b [Details]           | Current Detail by Grant                                |
| <input type="checkbox"/> 4JGL006a [Details]           | Current Financial Report                               |
| <input type="checkbox"/> 4JGL006b [Details]           | Current Financial Report For Grants                    |
| <input type="checkbox"/> 4JGL304 [Details]            | Current Financial Statement Detail by Cost Center .... |
| <input checked="" type="checkbox"/> 4JGL001 [Details] | Current School Financial Review                        |

## **Financial Procedures for Schools and Departments FY18**

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### **Report Overview: Current School Financial Review**

- A financial report for use by schools (4JGL001)
- International High Schools use a similar Alt HS Current Financial Review (4JGL001b)
- Amounts reported under Fund 100 reflects discretionary account only
  - Discretionary Subtotal
  - General Fund (Fund 100)
  - Excludes salaries/benefits not controlled by school
  - Eligible for Special Purpose Reserve Fund Transfer
  - Instruction Department projects
  - Includes sub accounts 899 Literacy and 849 Avid Program
  - Separate Line for 31211 (reimbursable) accounts
- Amounts reported under other Funds
  - 270 – Eugene Education Fund (EEF) Gifts
  - 275 – Eugene Education Fund (EEF) Grants
  - 290 – Special Purpose Reserve Fund (Fleet Fund)
- **Report is complete as of the prior night's processing**

### **Report Overview: Current Financial Report**

- A financial report for use by departments instead of the Current School Financial Review (4JGL006a)
- Includes all salaries and benefits
- Provides totals by Fund
  - 100 – General Fund (remaining budget is eligible for Special Purpose Reserve Fund Transfer)
  - 260 – Federal and State Programs (Grants)
  - 270 – Eugene Education Fund (EEF) Gifts
  - 275 – Eugene Education Fund (EEF) Grants
  - 290 – Special Purpose Reserve Fund (Fleet Fund)
  - 490 – Capital Equipment Reserve (Fleet Fund for capital expenditures only – limited to Technology Department, Facilities, and Transportation)
- **Report is complete as of the prior night's processing**

### **Considerations for Understanding Reports**

- Items may not be included in report totals yet, such as:
  - Warehouse orders not yet shipped
  - Actual amounts that vary from Purchase Order amounts
  - VISA card charges that have not been processed
  - Amounts charged to the reimbursable accounts that will be charged to discretionary accounts (100xxx 31211)
  - Pending Journal Entries (in the encumbrance column) may be changed before being approved
  - Pending Budget Transfers are not included



### Example: How to Create a Financial Report for School

#### Create Report in Lawson

1. Log in to Lawson.
2. Choose **Current School Financial Review (4JGL001)** from 4J Custom Reports on the 4J Reports bookmark.
  - o Alternative High Schools should select the **Alternative High School Current School Financial Review (4JGL001b)**.
3. Enter the **fiscal year** (e.g., 2018).
4. Enter the 3-digit **cost center** assigned to the school.
5. Choose whether to include or exclude accounts with all zero balances. Click OK.

**An example of the Current School Financial Review is provided after this section.** There is also a menu choice in the 4J Reports bookmark for the Current Financial Report, but that report contains more than just discretionary accounts. This is a “current” report and includes all transactions that were released through the previous night.

#### How to Review Available Funds

Included on this report are the General Fund, Special Purpose Reserve Fund, and Eugene Education Funds. The accounts included are the “discretionary” accounts for which the school is financially responsible. Non-discretionary salary and benefit accounts are excluded. Separate subtotals in the General Fund are given for special purpose accounts, including the 31211 Reimbursable. There is an option of including the accounts that have no activity for the year.

Locate the **Discretionary Subtotal** line in the report. If the amount in the **Balance** column is positive, the General Fund discretionary budget has available funds. Keep informed about how the balance changes month to month to prevent overspending.

#### Tracking Expenditures and Overspending

Responsibility for **expenditure tracking is the bottom line for each fund and not on an account-by-account basis**. For example, if the school is over budget in supplies and under budget in postage, there are no repercussions as long as the bottom line is not overspent. It is a site-based decision whether to: 1) monitor actual spending against the budget for each account; 2) ignore overspending by account if it is less than a predetermined amount set by the principal or administrator (for example, \$100); or 3) simply focus on the bottom line.

Any overspending of the discretionary General Fund accounts, in total, will have to be charged to other funds, if appropriate money is available, or covered by the Instruction Department.

#### Considering Year-end Expenditures and Balances

As the end of the fiscal year approaches, any balance expected to be left over may be transferred to the Special Purpose Reserve Fund (Fund 290). Make sure to consider expenditures that may post after year-end as well as open purchase orders that may get cancelled or be invoiced at a different dollar amount than what was **encumbered**. Examples of expenditures that may post after year-end include print orders, postage slips, invoices for goods and services received before year end, VISA card charges, bus trips, district travel, etc.

## **Financial Procedures for Schools and Departments FY18**

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At the beginning of May, inform Financial Services of the requested amount to transfer to the Special Purpose Reserve Fund. Principals and secretaries should review what is still outstanding and discuss expected new expenditures not yet posted.

Subsequent to Board approval, the Special Purpose Reserve Fund transfer will carry forward the remaining balance in the General Fund budget at year-end and will be available in the Special Purpose Reserve Fund the following year, typically in October.

# Financial Procedures for Schools and Departments FY18

## Sample Current School Financial Review Report

Eugene Public Schools  
ADAMS  
8/27/2013 15:25

1  
GENERAL LEDGER SYSTEM  
Current School Financial Review for ADAMS  
Fiscal Year 2014

43GL001  
(Username here)  
Page 1

Selection Criteria  
Fiscal year: 2014  
Cost Center: 104  
Incl zero balance accts: N

| Accounting Unit | Acct  | Sub Acct | Account Description   | Budget           | Encumbrance   | Expenditure   | Balance          |
|-----------------|-------|----------|---|------------------|---------------|---------------|------------------|
| 1001041111050   | 410   | 0        | ADAMS GEN K-5 REG:SUPPLIES  | 12,834.00        | 1.00          | 228.36        | 12,604.64        |
| 1001041111050   | 410   | 990      | ADAMS GEN K-5 REG:SUPPLIES CIP SAVINGS CON                              | 0.00             | 148.95        | 0.00          | -148.95          |
| 1001041280000   | 131   | 0        | ADAMS GEN ALT ED:LICENSED SALARIES-ADD'L                                | 1,000.00         | 0.00          | 0.00          | 1,000.00         |
| 1001041280000   | 211   | 0        | ADAMS GEN ALT ED:PERS EMPLOYER CONTRIBUTION                             | 337.50           | 0.00          | 0.00          | 337.50           |
| 1001041280000   | 220   | 0        | ADAMS GEN ALT ED:SOCIAL SECURITY ADMINISTRATION                         | 76.50            | 0.00          | 0.00          | 76.50            |
| 1001041280000   | 231   | 0        | ADAMS GEN ALT ED:WORKER'S COMPENSATION                                  | 11.20            | 0.00          | 0.00          | 11.20            |
| 1001041280000   | 232   | 0        | ADAMS GEN ALT ED:STATE UNEMPLOYMENT INSURANCE                           | 5.00             | 0.00          | 0.00          | 5.00             |
| 1001042222000   | 410   | 0        | ADAMS GEN LIBRARY:SUPPLIES  | 100.00           | 0.00          | 0.00          | 100.00           |
| 1001042223000   | 410   | 0        | ADAMS GEN AV SVCS:SUPPLIES  | 3,700.00         | 0.00          | 0.00          | 3,700.00         |
| 1001042223000   | 470   | 0        | ADAMS GEN AV SVCS:COMPUTER SOFTWARE                                     | 1,000.00         | 0.00          | 0.00          | 1,000.00         |
| 1001042223000   | 480   | 0        | ADAMS GEN AV SVCS:COMPUTER HARDWARE                                     | 500.00           | 0.00          | 0.00          | 500.00           |
| 1001042240000   | 121   | 0        | ADAMS GEN INST STAFF DEV:SUBS-LICENSED SALARIES                         | 1,000.00         | 0.00          | 0.00          | 1,000.00         |
| 1001042240000   | 122   | 0        | ADAMS GEN INST STAFF DEV:SUBS-CLASSIFIED SALARIES                       | 1,000.00         | 0.00          | 0.00          | 1,000.00         |
| 1001042240000   | 211   | 0        | ADAMS GEN INST STAFF DEV:PERS EMPLOYER CONTRIBUTION                     | 76.20            | 0.00          | 0.00          | 76.20            |
| 1001042240000   | 220   | 0        | ADAMS GEN INST STAFF DEV:SOCIAL SECURITY ADMINISTRATION                 | 153.00           | 0.00          | 0.00          | 153.00           |
| 1001042240000   | 231   | 0        | ADAMS GEN INST STAFF DEV:WORKER'S COMPENSATION                          | 22.40            | 0.00          | 0.00          | 22.40            |
| 1001042240000   | 232   | 0        | ADAMS GEN INST STAFF DEV:STATE UNEMPLOYMENT INSURANCE                   | 10.00            | 0.00          | 0.00          | 10.00            |
| 1001042240000   | 244   | 0        | ADAMS GEN INST STAFF DEV:INSURANCE BENEFITS                             | 43.40            | 0.00          | 0.00          | 43.40            |
| 1001042411000   | 124   | 818      | ADAMS GEN PRINCIPALS:TEMP-CLASSIFIED SALARIES WORKSTUDY                 | 2,450.00         | 0.00          | 0.00          | 2,450.00         |
| 1001042411000   | 241   | 0        | ADAMS GEN PRINCIPALS:PROFESSIONAL DUES                                  | 1,700.00         | 0.00          | 0.00          | 1,700.00         |
| 1001042411000   | 322   | 0        | ADAMS GEN PRINCIPALS:REPAIRS & MAINT. SVCS. (ON CONTRACT)               | 4,600.00         | 0.00          | 7.00          | 4,593.00         |
| 1001042411000   | 324   | 0        | ADAMS GEN PRINCIPALS:RENTALS  | 3,200.00         | 0.00          | 0.00          | 3,200.00         |
| 1001042411000   | 345   | 0        | ADAMS GEN PRINCIPALS:FOOD/MEALS/SNACKS                                  | 600.00           | 0.00          | 0.00          | 600.00           |
| 1001042411000   | 346   | 0        | ADAMS GEN PRINCIPALS:IN-DISTRICT EXPENSE                                | 100.00           | 0.00          | 0.00          | 100.00           |
| 1001042411000   | 353   | 0        | ADAMS GEN PRINCIPALS:POSTAGE  | 1,200.00         | 0.00          | 0.00          | 1,200.00         |
| 1001042411000   | 410   | 0        | ADAMS GEN PRINCIPALS:SUPPLIES   | 200.00           | 0.00          | 0.00          | 200.00           |
| 1001042490000   | 319   | 881      | ADAMS GEN OTHER SCH ADM:OTHER INSTRUC.PROF. & TECH.SERVICE TARGETED FUN | 10,205.00        | 0.00          | 0.00          | 10,205.00        |
| 1001042548000   | 410   | 0        | ADAMS GEN BLDG MAINT:SUPPLIES   | 5,500.00         | 250.00        | 325.65        | 4,924.35         |
|                 |       |          | <b>Discretionary Subtotal:</b>  | <b>51,624.20</b> | <b>399.95</b> | <b>561.01</b> | <b>50,663.24</b> |
| 100104          | 31211 | 0        | ADAMS GEN:REIMBURSABLE ACCOUNT  | 0.00             | 0.00          | 370.28        | 370.28           |
|                 |       |          |   | <b>0.00</b>      | <b>0.00</b>   | <b>370.28</b> | <b>370.28</b>    |
|                 |       |          | <b>** Fund 100 Total:</b>   | <b>51,624.20</b> | <b>399.95</b> | <b>931.29</b> | <b>51,033.52</b> |

1 The "Current School Financial Review" only includes discretionary accounts. The "Current Financial Report" includes ALL of your cost center's accounts.

2 "Current" includes all released transactions to date (updated nightly)

3 Encumbrances include open purchase orders and "released" journal entries. Actual amounts may vary.

4 A positive balance in the discretionary subtotal may be eligible for transfer to the Special Purpose Reserve Fund after year-end.

5 The reimbursable account (what Student Body owes to the District) is listed separately. You may have other discretionary accounts that are not listed on this report. Only accounts with activity are listed.

Other Funds are shown in separate sections on this report. See the following pages for more information.

## Financial Procedures for Schools and Departments FY18

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### Reimbursable Account (31211)

The Reimbursable Account provides a mechanism to record expenditures lacking documentation for posting to a specific account in the general ledger (e.g. Visa charges), or that will be paid with Student Body or other funds.

#### Monthly Reconciliation of Reimbursable Account (31211)

- **This account should be reconciled monthly.** Review after e-mail from Financial Services indicates month is closed to ensure all transactions are complete.
- **Pay actual charges only.**
  - Use the Expenditure column balance to determine the amount owed.
  - Amounts in the encumbrance column may be different than the actual amount when the invoice is received.
  - If VISA charges are posted, make sure they clear out after distribution is submitted to Financial Services.
- **One check can be sent for multiple charges.**
  - When sending in one check for multiple items **always include the Account Detail by Account** for the 31211 account and indicate the items paid.
  - Indicate the 31211 account by including the full account, i.e. 100xxx 31211.
  - If multiple Student Body accounts need to be charged, distribute among the accounts when you enter the check into the Student Body system.
  - To help track what 31211 charges have been paid, consider including an identifier like the transaction number in the comment section when recording the check in Student Body.
- **Check prior year balance for new charges**
  - Any balances owed in the Reimbursable Account should be paid before fiscal year end or they may be moved to an expenditure account in the discretionary budget. If you end the year with a balance in your 31211 account submit payment to the District no later than August 31<sup>st</sup>.
  - In Account Detail by Account Report, enter prior fiscal year, enter accounting unit 100xxx, then enter account 31211.

#### How to Determine the Amount Owed to the District

Use the **Current School Financial Review (4JGL001)**, **Alt High School Current School Financial or Current Financial Review** to review the 31211 Reimbursable account.

An example of the Reimbursable Account is printed on the previous page (see 5 on the Sample Current School Financial Review Report). Four items of interest are noted on that report:

1. This is a revenue account for the District.
2. All other accounts on this report are expenditure accounts.
3. This account has **no budget** for any school or department.
4. A positive amount in the **Expenditure** column at the end of the report means there is a liability to the district funds.

Contact Accounting for help reconciling this account if needed.

# Financial Procedures for Schools and Departments FY18

## Special Purpose Reserve Fund (Fund 290)

The Special Purpose Reserve Fund (Fund 290) provides a mechanism to save and accumulate General Fund remaining balances on an annual basis.

- The unspent balance carries over to the subsequent year, subject to annual approval by Superintendent.
- Funds accumulate in this Special Purpose Reserve Fund annually when there are remaining discretionary dollars in the General Fund that have been requested by the school or administrator to carry forward, and approved by the Superintendent and Board. **Financial Services will notify sites in May of the deadline to make this request.**
- Carryover funds are typically entered by October after the District's year-end close is complete.
- Funds can be used to support instruction-related services, projects, property, and equipment.

### How to Find Special Purpose Reserve Fund Balance

1. Log in to Lawson.
2. Choose **Current Financial Report** from the 4J Reports bookmark.
3. Enter the **fiscal year** (e.g., 2018).
4. Enter **290** in the Fund field.
5. Enter the 3-digit **cost center**.
6. Enter an asterisk for Function, Area, Account from 0 to 999, and Sub Accounts from 0 to 9999.
7. Choose whether to include or exclude accounts with all zero balances. Click OK.

### How to Read the Current Financial Report for Special Reserve Funds

1. This fund's budget is loaded into the following accounts depending on whether they are for schools or departments:  
 Schools:       290 ccc 2411 000 480 0  
 Departments: 290 ccc ffff 000 480 0
2. A positive amount in the **Balance** column at the end of the report means you have money available to spend.
3. Any overspending in the Special Purpose Reserve Fund needs to be moved by journal entry to another fund.

### Example of report:

| Eugene Public Schools<br>Financial Services<br>8/20/2014 10:25  | GENERAL LEDGER SYSTEM<br>Current Financial Report<br>Fiscal Year 2014 | 4JGL006A<br>mcMahon_t<br>Page 1 |               |                 |                  |         |                     |   |      |        |          |           |                     |   |           |      |         |           |  |                         |                  |               |                 |                  |  |                        |                  |               |                 |                  |  |  |
|---|---|---------------------------------|---------------|-----------------|------------------|---------|---------------------|---|------|--------|----------|-----------|---------------------|---|-----------|------|---------|-----------|--|-------------------------|------------------|---------------|-----------------|------------------|--|------------------------|------------------|---------------|-----------------|------------------|--|--|
| Selection Criteria<br>Fiscal year: 2014<br>Fund: 290<br>Function: *<br>Cost Center: 557<br>Area: *<br>Account range: 0 - 999<br>Sub account range: 0 - 9999<br>Incl zero balances: N  |   |                                 |               |                 |                  |         |                     |   |      |        |          |           |                     |   |           |      |         |           |  |                         |                  |               |                 |                  |  |                        |                  |               |                 |                  |  |  |
| <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;">Accting Unit/Acct/SubAcct</th> <th style="text-align: left; border-bottom: 1px solid black;">Account Description</th> <th style="text-align: right; border-bottom: 1px solid black;">Budget</th> <th style="text-align: right; border-bottom: 1px solid black;">Encumbrance</th> <th style="text-align: right; border-bottom: 1px solid black;">Expenditure</th> <th style="text-align: right; border-bottom: 1px solid black;">Balance</th> </tr> </thead> <tbody> <tr> <td>2905572411000 460 0</td> <td>MONRO SP/P RES PRINCIPALS:NON-CONSUMABLE SUPPLIES</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">341.51</td> <td style="text-align: right;">5,645.05</td> <td style="text-align: right;">-5,986.56</td> </tr> <tr> <td>2905572411000 480 0</td> <td>MONRO SP/P RES PRINCIPALS:COMPUTER HARDWARE</td> <td style="text-align: right;">29,249.11</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">-898.00</td> <td style="text-align: right;">30,147.11</td> </tr> <tr> <td></td> <td style="padding-left: 20px;">* <b>Total fund 290</b></td> <td style="text-align: right;"><b>29,249.11</b></td> <td style="text-align: right;"><b>341.51</b></td> <td style="text-align: right;"><b>4,747.05</b></td> <td style="text-align: right;"><b>24,160.55</b></td> </tr> <tr> <td></td> <td style="padding-left: 20px;">** <b>Grand Total:</b></td> <td style="text-align: right;"><b>29,249.11</b></td> <td style="text-align: right;"><b>341.51</b></td> <td style="text-align: right;"><b>4,747.05</b></td> <td style="text-align: right;"><b>24,160.55</b></td> </tr> </tbody> </table> | Accting Unit/Acct/SubAcct   | Account Description             | Budget        | Encumbrance     | Expenditure      | Balance | 2905572411000 460 0 | MONRO SP/P RES PRINCIPALS:NON-CONSUMABLE SUPPLIES | 0.00 | 341.51 | 5,645.05 | -5,986.56 | 2905572411000 480 0 | MONRO SP/P RES PRINCIPALS:COMPUTER HARDWARE | 29,249.11 | 0.00 | -898.00 | 30,147.11 |  | * <b>Total fund 290</b> | <b>29,249.11</b> | <b>341.51</b> | <b>4,747.05</b> | <b>24,160.55</b> |  | ** <b>Grand Total:</b> | <b>29,249.11</b> | <b>341.51</b> | <b>4,747.05</b> | <b>24,160.55</b> |  |  |
| Accting Unit/Acct/SubAcct   | Account Description   | Budget                          | Encumbrance   | Expenditure     | Balance          |         |                     |   |      |        |          |           |                     |   |           |      |         |           |  |                         |                  |               |                 |                  |  |                        |                  |               |                 |                  |  |  |
| 2905572411000 460 0   | MONRO SP/P RES PRINCIPALS:NON-CONSUMABLE SUPPLIES                     | 0.00                            | 341.51        | 5,645.05        | -5,986.56        |         |                     |   |      |        |          |           |                     |   |           |      |         |           |  |                         |                  |               |                 |                  |  |                        |                  |               |                 |                  |  |  |
| 2905572411000 480 0   | MONRO SP/P RES PRINCIPALS:COMPUTER HARDWARE                           | 29,249.11                       | 0.00          | -898.00         | 30,147.11        |         |                     |   |      |        |          |           |                     |   |           |      |         |           |  |                         |                  |               |                 |                  |  |                        |                  |               |                 |                  |  |  |
|   | * <b>Total fund 290</b>   | <b>29,249.11</b>                | <b>341.51</b> | <b>4,747.05</b> | <b>24,160.55</b> |         |                     |   |      |        |          |           |                     |   |           |      |         |           |  |                         |                  |               |                 |                  |  |                        |                  |               |                 |                  |  |  |
|   | ** <b>Grand Total:</b>  | <b>29,249.11</b>                | <b>341.51</b> | <b>4,747.05</b> | <b>24,160.55</b> |         |                     |   |      |        |          |           |                     |   |           |      |         |           |  |                         |                  |               |                 |                  |  |                        |                  |               |                 |                  |  |  |
| ***** End of Report *****   |   |                                 |               |                 |                  |         |                     |   |      |        |          |           |                     |   |           |      |         |           |  |                         |                  |               |                 |                  |  |                        |                  |               |                 |                  |  |  |

# Financial Procedures for Schools and Departments FY18

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## Calculating Special Purpose Reserve Fund Transfer

1. Work in whole dollar amounts only; no cents.
2. Print and review the discretionary account balances using the Lawson report for "Current School Financial Review" or "Current Financial Review" (for departments).
3. Estimate charges or credits that have not been posted yet to accounts, and subtract them from the "Balance" column to determine the total request amount (see last two lines on report below).

|  |     |   |   |            |          |           |            |
|--|-----|---|---|------------|----------|-----------|------------|
| 1009992490897                                | 319 | 0 | EXAMPLE SCHOOL GEN OTHER SCH AD:OTHER I   | 26,120.00  | 0.00     | 0.00      | 26,120.00  |
| 1009992544000                                | 522 | 0 | EXAMPLE SCHOOL BUILDING MAINT:BLDG. IMPRO | 1,875.00   | 0.00     | 0.00      | 1,875.00   |
| 1009992548000                                | 410 | 0 | EXAMPLE SCHOOL GEN BLDG MAINT:SUPPLIES    | 6,392.00   | 0.00     | 5,960.95  | 431.05     |
| Discretionary Subtotal:                      |     |   |   | 126,085.00 | 6,038.99 | 59,748.44 | 60,297.57  |
| Example School estimated additional expenses |     |   |   |            |          |           | -34,500.00 |
| Example School amount to transfer            |     |   |   |            |          |           | 25,798.00  |

*(Round the cents.)*

4. In estimating additional charges or credits, be sure to consider the following:
  - Review outstanding encumbrances to determine if these will be paid, canceled, etc. (For help canceling purchase orders, e-mail [purchasing@4j.lane.edu](mailto:purchasing@4j.lane.edu).)
  - As the transfer request is typically submitted in early May, estimate any remaining May and June transactions such as: VISA, postage and printing, transportation charges, and other billings, including staffing.
4. If there are staffing transactions that could not be moved via a journal entry between discretionary and non-discretionary it will be necessary to take those into account as well.
5. Email Budget ([budget@4j.lane.edu](mailto:budget@4j.lane.edu)) with any questions, and when ready, the amount requested.

### Capital Equipment Reserve Fund (Fund 490)

This fund applies only to the Technology, Facilities, and Transportation Departments. Please contact Budget directly for instructions on calculating the Capital Equipment Reserve transfer.

### Targeted Staffing

For 2017–18 targeted funding balances have been converted to an equivalent amount of classified employee hours for each school. These hours were included in staffing allocations provided by Human Resources. Schools use this staffing just like regular staffing allocation. This eliminates the need to track staff hours paid from targeted funds and bill schools throughout the year. Requests to convert this allocation to targeted funding must be approved by the Director of Elementary Education or the Director of Secondary Education prior to submission of staffing plans for the upcoming school year.

### Budgeting for Additional Staffing

Use the staff conversion and costing table and calculator available on the Financial Services intranet Budget Preparation section (<http://www.4j.lane.edu/finance/intranet/budget/>) to estimate the cost of additional classified staff hours or changes to licensed FTE. These resources are helpful for estimating staffing costs for grant proposals, new program planning, and other staffing reviews. The rates in the calculator are updated annually and the budget team can help with staffing costing as needed.

## Budget Transfers and Journal Entries

### Budget Transfers (BT)

- Moves budget resources from one account to another, e.g. to transfer budget to sub-accounts
- **BTs cannot move resources from one fund to another fund**
- Entered using “Budget Transfer” on the “4J General Ledger” bookmark (FB40.1)
- Printed using “Budget Transfer Batch Listing” 4JGL019 on the “4J Reports/4J Custom Reports” bookmark
- Remember, actual costs do not need to match the exact budget line as long as the total costs do not exceed available budget.

### Journal Entries (JEs)

- Moves actual expenditures from one account to another
- Examples of reasons to do a JE:
  - To correct airline tickets incorrectly charged to professional development
  - To correct bus trips charged to the wrong transportation account
  - To move textbook purchase from general fund to Special Purpose Fund
- Entered using “Journal Entry” on the “4J General Ledger” bookmark (GL40.1)
  - Enter comments and/or send backup to Financial Services to provide Financial Services with enough information to verify the entry
- Printed using “Journal Entry Listing” on the “4J Reports/4J Custom Reports” bookmark (4JGL018)

## Financial Record Retention

**Financial Services is the official record retention site for all financial information** other than Student Activity transactions, monthly leave reporting, and comp time. All financial records shall be retained in compliance with Oregon Administrative Rules (OAR) and District policy.

**Schools** are the official record retention site for **Student Activity records, monthly leave reporting and comp time records.**

- In general, student activity financial records should be retained for four years as directed in OAR 166-400-0025
- Retention for student organizations (clubs, student government and activities) is three years after the school year in which records were created per OAR 166-400-0025(23).
- If the school receives and expends federal funds through its student body account, all associated financial records must be retained at least five years after final or annual expenditure report acceptance by the federal agency.
- Retention of monthly leave reporting and comp time records is four years per OAR 166-400-0045(4).



## **SPENDING AUTHORITY AND CONTROLS**

Questions? Contact Purchasing at [purchasing@4j.lane.edu](mailto:purchasing@4j.lane.edu)

### **IMPORTANT:**

- Guidelines apply to spending for all funds, including student body accounts and grant funds.
- Two *types of authority apply: Signing Authority and Purchasing Authority*
- All revenues and expenditures in all funds are considered to be “*public funds*” and are subject to the requirements of Oregon Revised Statutes and 4J Board Policy.
- Without proper authority, the individual making the expenditure or signing the contract is personally liable (ORS332.075(2))
- Original signatures are required; signature stamps are not allowed for any use.
- Oregon Statutes require the School Board to approve all contracts. The Board has delegated authority for general contracts not exceeding \$150,000; public improvement contracts not exceeding \$100,000; and specific construction and bond-related contracts exceeding \$500,000.
- Spending limits include all purchases from one vendor; splitting a purchase between payment sources or invoices to avoid purchasing policy requirements is prohibited under state law (ORS279B.065(2)) and district purchasing policy.

### **Public Funds Spending Guidelines**

As a public entity, the district is held to a high standard of stewardship for public resources. Records can be subject to review, under the Oregon Public Records Law, at any time by anyone. Travel, meals, entertainment, food, and employee reimbursements are common areas for public inquiry and investigation. Staff are required to exercise prudent judgment so as to maintain proper stewardship of taxpayer dollars. The following procedures assist staff with ensuring that expenditures are reasonable and comply with laws and policies.

### **Signing Authority**

Oregon law requires the School Board to approve all contracts or delegate the authority to do so. Signing a contract without board delegated authority results in personal liability for payment. The Board has delegated authority to sign general contracts less than \$150,000, without prior Board approval, to the Superintendent (Clerk), the Assistant Superintendent for Instruction, the Chief Financial Officer, the Director of Human Resources, the Director of Facilities and the Associate Director of Financial Services (Deputy Clerks). The Superintendent has delegated the authority to sign contracts \$50,000 or less to the Support Services Manager, who oversees the central purchasing function for the District. Public improvement contracts less than \$100,000 and construction contracts less than \$500,000 may be signed by the Director of Facilities in specific circumstances without prior board approval, with the understanding that they will be brought to the Board in a timely manner. For contracts exceeding these levels of authority, the Clerk or a Deputy Clerk may sign once Board approval has been given.

## Financial Procedures for Schools and Departments FY18

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All purchases and contracts require proper documentation of authorization. *Authorizing signature is defined as the authority to enter into and approve payment on contracts, contract amendments, and change orders obligating district funds.* Purchasing processes all agreements for proper signing authority. Purchasing requests submission of agreements or contracts **at least 2 weeks in advance** to ensure sufficient time for review, verification of legal sufficiency, and signature. Contracts that do not meet the minimum legal requirements of state law and District policy may require a longer turn-around time, as Purchasing may need to contact the other party and request modification of the contract terms.

### Summary of Authorized Signers

- **Purchase Orders \$1,000 and under** can be approved and signed by an administrator or program manager (usually a principal) with delegated purchasing authority.
- **Only the Clerk, a Deputy Clerk, or other Designee** (Superintendent, Assistant Superintendent, Chief Financial Officer, Director of Human Resources, Director of Facilities, Associate Director of Financial Services, and Support Services Manager) have authority as delegated **to sign contracts and agreements**, or similarly obligate the district to expend funds or provide services.
- Purchasing reviews all Independent Contractor Agreements (ICAs) as prepared by school and department staff. Note there are two ICAs available online, \$600 or under and exceeds \$600. See <http://www.4j.lane.edu/finance/intranet/forms-documents/>. Principals and administrators sign these agreements to indicate that the services requested are required by the District, comply with District policy requirements, and that there are sufficient funds available to pay for the services. However, the ICA is not a legal contract until it has also been signed by a Clerk, Deputy Clerk, or the Support Services Manager.

### Purchasing Authority

A summary of purchasing authority guidelines is in the following table; note that any related contracts must be authorized as outlined under Signing Authority.

| Required Authorization  | Schools and Departments | Facilities        |
|---|-------------------------|-------------------|
| Principal or Program Administrator/Manager  | \$1,000 or less         | \$5,000 or less   |
| Instruction Dept. Directors and Program Managers  | \$5,000 or less         |                   |
| Support Service Manager   | \$50,000 or less        | \$50,000 or less  |
| Department Directors  | \$150,000 or less       | \$150,000 or less |
| Clerk or Deputy Clerk<br>(based on delegated authority – some purchases require formal solicitation and Board approval) | All Purchases           |                   |

Note that purchasing staff releases all PO's exceeding \$1,000 once authorization is documented (email or hard copy approval).

# Financial Procedures for Schools and Departments FY18

## Cost Quotes and Request for Proposals

Below are cost quote requirements for each spending limit range. **Dollar limits** below reflect District-wide spending for each fiscal year or for the life of the contract.

### Quote Requirements for Goods

| Spending Total        | Quote Requirement   |
|-----------------------|---|
| Under \$5,000         | Purchase from the best source; informal quotes (oral, written, noted attempt) are allowable |
| \$ 5,000 to \$74,999  | Three verbal or written quotes required   |
| \$75,000 to \$149,999 | Three <i>written</i> quotes required  |
| \$150,000 or more     | Formal bid/proposal and Board approval required   |

### Quote Requirements for Personal Services (including ICAs)

| Spending Total         | Quote Requirement  |
|------------------------|--|
| Less than \$25,000     | Direct appointment   |
| \$25,000 to \$99,999   | Direct appointment upon a written finding by the District that states why it is in the District's best interest to do so |
| \$100,000 to \$149,999 | Informal competitive process with three <i>written</i> quotes required   |
| \$150,000 or more      | Formal solicitation and Board approval required  |

### Selecting a Vendor and Sources of Supply

Before completing a purchase, check the Sources of Supply list for required and permitted vendors: [http://www.4j.lane.edu/wp-content/uploads/2014/03/FSI\\_form\\_pu\\_src\\_of\\_supply.pdf](http://www.4j.lane.edu/wp-content/uploads/2014/03/FSI_form_pu_src_of_supply.pdf)

Staff are encouraged to communicate with Purchasing staff regarding:

- finding a suitable vendor;
- frequently purchased items for which the district has no contract;
- vendors not performing as agreed;
- difficult vendors; and
- meeting with vendors (*while staff may meet with vendors, there is no obligation to do so*).

## Buying Equipment

### Purchase Order for Buying Equipment

For equipment purchases, Purchasing recommends using Regular Purchase Orders.

*Asset inventory.* When Accounts Payable processes an invoice for an item with a PO line coded to account 460, 480, 541, or 542, the purchased item will automatically be transferred to the "Move to Inventory" screen in the Asset Inventory Management System.

## **Financial Procedures for Schools and Departments FY18**

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If a not-to-exceed PO is used to purchase equipment, then the item is *not* automatically recorded in the “Move to Inventory” screen in the Asset Inventory Management System. It will be necessary to tag the equipment and record it in the Asset Inventory Management System. *Benefit: In the case of theft, having complete records in the Asset Inventory Management System provides detailed information to Risk Management and the authorities.*

### **Fixed and Attractive Assets Definition/Inventory Requirements**

Fixed assets which must be recorded in the District’s asset inventory management system are items that are movable or fixed units of furniture or furnishings, an instrument, a machine, vehicles, buildings, improvements, an apparatus, or a set of articles that meets **all** of the following conditions:

1. It has an anticipated useful life of more than one year.
2. It has a value of \$5,000 or more, measured as original cost or estimated market value (in the case of donated items).
3. It retains its original shape and appearance with use.
4. It is nonexpendable; that is, if the article is damaged or some of its parts are lost or worn out, it is usually more feasible to repair it than to replace it with an entirely new unit.
5. It does not lose its identity through incorporation into a different or more complex unit or substance.

**Computers are required to be recorded in the District’s technology asset inventory management database.** Computers should be purchased using a purchase order to ensure tracking for inventory and insurance purposes. Prior approval from Technology is required to purchasing computers, computer related items, and software.

**Attractive assets** are items of equipment that do not meet the above definition, but are movable and valuable. Attractive assets include, but are not limited to, iPods, document cameras, clicker sets, and digital cameras. **A list of such equipment should be retained and tracked at the school, classroom, or department level if they are not in the technology database.** Schools and departments may record other items in the asset inventory management system if tracking is desirable.

**Note:** The preceding requirements of putting items into the Asset Inventory Management System are in addition to any inter-departmental tracking system that a school or department may use.

### **Assets Purchased with Federal Funds**

The Oregon Department of Education has created guidelines for entities receiving federal funding to purchase assets.

- Fixed assets should be recorded in the District’s asset inventory management system. Include information to identify the source of funding (federal grant name and CFDA#, if known) used for the purchase.
- Equipment should be tracked at the classroom level and include the following information:
  - Purchase cost and date
  - Location/or employee it is assigned to
  - Record of receipt of purchase

## **Financial Procedures for Schools and Departments FY18**

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- Funding used for purchase
- Disposition

“Equipment” is defined as items with a useful life of more than one year and an acquisition cost of less than \$5,000. Equipment examples include, but are not limited to, iPods, printers, projectors, graphing calculators, and digital cameras. Schools and departments may use the asset inventory management system to record items for tracking purposes.

## Purchasing Requirements

Questions? Contact Purchasing at [purchasing@4j.lane.edu](mailto:purchasing@4j.lane.edu)

### IMPORTANT:

- Purchase orders provide the best method for controlling expenditures and ensuring vendors are appropriately contracted.
- All purchases must be pre-approved by the appropriate staff regardless of the purchasing method used (PO, Visa, Student Body check, payroll reimbursement).

### Methods of Purchasing

The District provides three methods for completing non-student body purchases, including:

1. Purchase orders (POs)
2. Purchasing card (District Visa credit card)
3. Reimbursement

**Note that the method used to complete a purchase does not change the requirements for approval, authority, or any other policy related to expenditures.**

### Purchase orders (POs)

Principals and select Program Administrators may approve and sign POs up to \$1,000. Director approval is required for all purchases over \$1,000, *which includes multiple payments to one vendor that total more than \$1,000*. Please note that **splitting invoices is not allowed under state law (ORS279B.065(2))**. Lawson's PO module will automatically send notification when a PO exceeds spending limits for a buyer.

Additional guidelines for POs:

- Four types: regular, not-to-exceed, confirming, VISA over \$1000
- Use regular or not-to-exceed POs whenever possible to make sure the vendor receives the terms and conditions of the purchase.
- Use confirming POs to pay for goods or services for which an invoice has been received and for goods that you already have in possession or services that have already been rendered.
- VISA PO's over \$1,000 should be used when the authorized purchase exceeds \$1,000 and there is no other avenue to pay a vendor (such as a PO or check). This type of PO may also be used for Office Depot and Amazon Business purchases – contact Purchasing if you need to make a larger purchase from one of these vendors.
- **Make sure any POs less than \$1,000 are signed by the Principal or Program Administrator and the terms and conditions are sent to the vendor.**

### District Purchasing Cards (Visa)

#### Overview

Positions with frequent purchasing or travel responsibilities may be considered for assignment of a District VISA credit card. The Visa card is designed specifically for District use in purchasing low dollar materials and supplies, as well as for select District-approved travel and training expenses. Using a Visa to make purchases is a way to streamline processes and decrease costs by reducing the number of low dollar purchase orders. Authorized employees are provided an individual card with pre-determined transaction limits and monthly spending limits established by the responsible administrator. Because Directors, principals, and supervisors are responsible for the budgets that are used by credit card holders, they are to review the list of cardholders at their site annually and determine ongoing needs for cards.

Annually, all authorized cardholders sign a memorandum of understanding (MOU) that affirms they will be held responsible for maintaining sole possession and security of the card at all times and complying with district purchasing policies when using the credit card. The signed MOU should be returned to purchasing by September 1<sup>st</sup> to retain credit card privileges. The MOU can be obtained from: <http://www.4j.lane.edu/finance/intranet/forms-documents/>, "Memorandum of Understanding for Card Holders".

#### Process for Requesting New Credit Card or Cancellation of Card

Directors, principal, and supervisors may request a credit card for staff as necessary for efficient purchasing of goods and services. *Limiting the number of cards is strongly advised* due to the time-consuming nature of monitoring spending and reconciling statements. Principals and Directors should email purchasing directly to cancel or make a change to an existing card or to setup a new card ([purchasing@4j.lane.edu](mailto:purchasing@4j.lane.edu)).

#### Cardholder Obligations

- The Memorandum of Understanding outlines cardholder obligations.
- Obtain the statement, which is available online around the 6<sup>th</sup> of the month and received in hardcopy by the 10<sup>th</sup>.
- Obtain approval for statement. Cardholders do not approve their own statement.
- Submit to Finance by the 20<sup>th</sup> of the month:
  - a reconciled, approved statement
  - all original, itemized receipts (not just the charge slip)
  - approval of spending with clear indication of district purpose for expenditure
- Maintain physical custody of the credit card (each card holder).
- Report a lost or missing card immediately to US Bank (800-523-9078) and Purchasing.
- Cardholder is responsible for working with US Bank on all fraud events.

#### Credit Card Limits

- Card limits should not exceed \$1,000 maximum for a single transaction and a \$2,500 monthly spending limit, unless approved by the CFO
- Limits must align with the district spending limits.

## Financial Procedures for Schools and Departments FY18

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- Purchases exceeding \$1,000 should be completed using a special purchase order (PO) – the VISA PO over \$1000. Contact Purchasing for assistance if you have never processed this type of PO.

### Access Online

Online access to review card charges is available. Sign up is easy, improves efficiency and reduces paperwork. Instructions for registering are at: <https://access.usbank.com> - see Financial Services intranet Forms and Documents <http://www.4j.lane.edu/finance/intranet/forms-documents/>). Staff who reconcile more than one card may request statement access for others cards (e.g. principal, custodian, other staff at your site) by asking the cardholder to submit a request to Purchasing.

### Allowed Credit Card Purchases

- Purchases of goods or services that support the educational purpose of the district and that are authorized by the District's adopted budget.
- Purchases of low dollar amounts as well as District approved travel and professional development expenses.
- Purchases within all other spending guidelines and with required documentation, including preapproval by authorized staff.

### Unallowed Credit Card Purchases

- Technology (unless prior approved is obtained from the Technology department).
- Items that do not comply with district policies and procedures. Examples include:
  - Foods of minimal nutritional value that do not conform to the wellness policy (e.g., pop, most candy, candy coated popcorn).
  - Any non-district purpose (e.g., personal use, cash advances, alcoholic beverages, entertainment, gift cards, gas or other expenses for personal car, fines or penalties).
  - Gifts for staff, volunteers or students (unless explicitly allowed in policy or grant terms).
  - Flowers (prohibited except for graduation).

### Vendors Excluded (MCC)

- The District has chosen to exclude some vendors based on their Merchant Category Code (MCC). These codes are those not generally related to District business. Certain merchant categories are blocked for all District Visa card purchases and include cash advances, wire transfers, pawn shops, fur shops, financial institutions, legal and accounting services as well as others.
- If you have a special need to purchase from a blocked MCC, have your administrator contact the Purchasing team at: [purchasing@4j.lane.edu](mailto:purchasing@4j.lane.edu).

### Required Receipts and Statement Documentation

- Obtain a **detailed receipt** for each purchase. Sign the receipt if you make the purchase in person.
- **Taxes:** For non-travel related tax fees (e.g. sales tax), request an exemption certificate from Purchasing and submit to vendor.



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- Complete *Credit Card Payment Statement Form* at:  
<http://www.4j.lane.edu/finance/intranet/forms-documents/>.
  - **Attach original, itemized receipts, not just the charge slip summary.**
  - Use the missing receipt form to document purchases for which an itemized receipt is not available.
  - List and indicate account(s) to be charged and the amount to each account.
  - Do not deduct disputed amounts from your bill. Charge the amount and the corresponding credit when the dispute is resolved to the 31211 – Reimbursable Account.
  - Obtain administrator signature. Cardholders cannot approve their own statement.
  - Send to Accounts Payable by the 20<sup>th</sup> of the statement month.

### **Returns and credits**

- If a purchased item needs to be returned for any reason, make arrangements with the vendor to have the item shipped/delivered back to the vendor's place of business or warehouse.
- Keep a copy of any shipping documents used for returns and keep these records with your other documentation for future reference.
- The vendor should issue a credit for any item that has been agreed to for return. Review subsequent statements to assure that this credit has been processed and posted to your account.

### **Internet Purchase Guidelines**

When making district purchases through websites:

- Do not set up a district account unless authorized by Purchasing.
- Do not select the option to “save credit card information.”
- Ship directly to a district location. District purchases should never be received at home addresses.
- Accepting site Terms and Conditions to complete a purchase is the same as signing a contract; contact Purchasing before completing the purchase.

### **Fraud Prevention/Fraud Action**

- Contact US Bank immediately at 800-523-9078 if you feel your card has been compromised (e.g. lost, stolen or unauthorized charges on statement).
- Follow-up by contacting Purchasing at: [purchasing@4j.lane.edu](mailto:purchasing@4j.lane.edu).
- If contacted by US Bank, cardholder must provide verbal proof of identity (e.g., name, address, and phone number) and verbal verification of unauthorized transactions in order to lift the “fraud prevention hold” or to cancel card and reissue. US Bank will forward you the required paperwork.
- If charges are disputed, the cardholder must submit the required paperwork within thirty (30) days to US Bank, in order for the charges to be reversed.
- Cards that are lost/stolen/contain fraudulent activity will be canceled and a new account established. A new card will be issued and mailed to Purchasing in approximately one week. Purchasing will notify the cardholder that the new card is available to be picked up from

## Financial Procedures for Schools and Departments FY18

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Purchasing. If the old card is found, destroy it by cutting it in half and securely shredding it. Do not attempt to use the old card.

### Revoking or Suspending Credit Card Privilege

- All District credit card use is subject to examination by the state auditor's office.
- **The District shall have unlimited authority to revoke use of any purchasing card issued** and upon such revocation, the District shall not be liable for any cost subsequently charged to the card.
- The card may be revoked if charges occur that are personal, not authorized by an administrator, not allowed by federal, state or local laws and regulations or District policies and procedures, which lack proper detailed invoice support, or which lack timely receipt of documentation by accounting.
- Card holder may be required to pay unallowed charges and be disciplined up to and including termination from employment for violation of the MOU agreement.
- If an authorized *Credit Card Payment Statement Form* with all required supporting documentation for purchases is not received by Accounts Payable within one month of the applicable statement due date, the employee's card will be suspended and no additional charges will be allowed. This suspension will not be removed until all required reporting has been received and verified by Accounts Payable.

### **Employee Reimbursements**

Employees may be reimbursed for limited, small purchases as follows:

- Expenditure should be preapproved by authorized approver (e.g. principal or administrator). Consideration should be given for cost agreements for supplies, copying and printing, and other contracted services before approving reimbursement.
- Expenditure may not be for any personal services; employees providing services must be paid through payroll.
- Reimbursement is limited to \$250 per reimbursement, per month.
- Purchase must comply with district purchasing guidelines and documentation requirements.
- District staff should not benefit personally from purchases (e.g. cash-back for purchases on personal Costco card) unless this is explicitly allowed in their employment contract with the District.
- Reimbursement should be submitted and paid through Financial Services within 60 days of when the expenditure was incurred.
- Personal cell phone expenses are generally not reimbursed except as provided under an employee stipend or monthly allowance.

### **Intergovernmental Agreements (IGA)**

Pursuant to ORS 190.010, the District may contract with another government agency for performance of services. Please contact the Purchasing Department with questions regarding putting an IGA in place. See the Signing Authority section for staff authorized to sign these agreements.

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### Independent Contractor Agreements (ICA)

Independent Contractor Agreements (ICAs) are for non-employee service agreements. The ICA must be completed and **signed two weeks in advance of the work being performed**. See the Signing Authority section for staff authorized to sign these agreements. **NEW IN FY18: ALL PAYMENTS FOR ICA'S AND PERSONAL SERVICES CONTRACTS MUST BE PAID THROUGH LAWSON VIA A PURCHASE ORDER.** If outside funds (student body, parent group, etc.) will be used to pay for these services take the following actions:

- Add subaccount 998 to the accounting code – this will alert Financial Services Billings that a check will be sent to reimburse the District.
- When the work has been completed, submit the vendor invoice/bill to Accounts Payable for payment. Indicate the PO # on the invoice/bill for efficient processing.
- Ensure that a check is issued to the District for these charges.

***Even when a quote is not required, all*** personal service agreements require an ICA or other written contract /agreement. Contact Purchasing to ensure that the service qualifies as a personal service.

**Remember:** Before services are rendered an ICA must be completed and sent to Purchasing for review and approval. A background check may be required as part of the ICA if the contractor has the potential to have unsupervised access to students and/or District facilities. Either fingerprinting or a volunteer background check is allowed, depending on the circumstances. To document a volunteer background check is completed, provide to Purchasing a screen print of the name that is approved in the database. Contractors needing to be fingerprinted may pay the required fee in Financial Services. They will then receive communication from Purchasing on how to complete the process. If the contractor will not have the potential of unsupervised access to students or the facility it is a requirement that the supervising 4J employee must confirm that they will be responsible for supervising the Contractor at all times.

#### ICA Process

- Clear scope of work and terms of payment must be indicated on the ICA (e.g. flat rate, fixed rate, reimbursement, etc.).
- Contracts that exceed \$1,000 must be approved by a Director. This can be evidenced by: a) having the ICA signed by the Director, b) issuing a purchase order for the services which is approved by the Director, or c) providing an email that evidences director approval to Purchasing. Purchasing will ensure that approval is given prior to forwarding any ICA for final signature by a Clerk, Deputy Clerk, or the Support Services Manager. Note: Instruction-related ICAs over \$5,000 must also be approved by the Assistant Superintendent for Instruction.
- Contractor must be able to verify qualification as independent contractor, such as:
  - Maintenance of a business location separate from that of the client. May be a qualifying home office as defined by the IRS
  - Bearing the risk of loss of the business (e.g. contracts based on lump sum payments and/or performance standards)
  - Two or more separate clients in a 12 month period
  - Significant investment in the business (i.e. tools, equipment, etc.)

## Financial Procedures for Schools and Departments FY18

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- Authority to hire (and fire) other persons
- Schools/Departments select the ICA based on the total annual amount of business with the vendor:
  - Use the ICA noted **“Under \$600 Annually (District-wide)”** when contractor payments are expected to be less than \$600 annually on a district-wide basis. This ICA allows a lower insurance requirement for the Contractor.
  - Use the ICA noted **“\$600 and Over Annually (District-wide)”** when contractor payments are expected to exceed \$600 annually on a district-wide basis. This ICA has higher insurance requirements for the Contractor.
  - The contractor is to provide an insurance certificate indicating adequate coverage. If an insurance certificate is not provided, an exception to the insurance requirement may be approved by Purchasing and documented in the form of an email.
  - Due to IRS requirements, **payment may not be made without a completed ICA**. Any penalties for missing contracts will be paid by the department or school.

### **DISTRICT-WIDE ICA USE PROCESS**

- Review the directions and available District-wide ICA’s listed on the Financial Services Intranet at <http://www.4j.lane.edu/finance/intranet/procedures-and-forms/>. The list will provide each vendor, their point of contact, contact information, the service(s) they provide, and the status (which includes the ICA reference number) of the ICA. Status will determine if the contract is ready for use. If “In Process” is listed, your school/department will need to process a separate ICA until the District use ICA becomes available.
  - Once you have determined the appropriate contractor you **MUST**
    1. Connect with the contractor to determine dates and times for the event
    2. Complete the District-wide ICA use tracker prior to the contractor being on site – found at <http://www.4j.lane.edu/finance/intranet/procedures-and-forms/>
    3. Submit the COMPLETED use tracker by following the directions available at the above link prior to your event to purchasing at [purchasing@4j.lane.edu](mailto:purchasing@4j.lane.edu).**\*\*NOTE\*\*** There are vendors that have specific instructions. The specific instructions are listed on the directions document. There can and will be additions to the list and directions as ICA’s are added. Please read them in their entirety.

### **Paying the Contractor**

1. Contractor must submit an invoice that clearly documents services completed and billing amount
2. Advanced payment, or payment before services have been completed, is NOT ALLOWED
3. School or Department verifies services as listed on invoice are completed as agreed and at the agreed rate.
4. Confirming or not to exceed PO is submitted for ICA’s less than \$1,000 (PO should already be released for \$1,000 or greater).
5. Invoice is **submitted to AP for payment**; the ICA is not an invoice and does not generate payment.

## **GUIDELINES FOR COMMONLY USED ACCOUNTS**

Questions? Contact Accounting at [accounting@4j.lane.edu](mailto:accounting@4j.lane.edu)

*This section provides guidance for specific accounts commonly used by schools and departments. The Chart of Accounts has a detailed description for each component of the accounting system, including all Funds, Cost Centers, Functions, Areas, Accounts, and Sub-accounts. See <http://www.4j.lane.edu/finance/intranet/forms-documents/>.*

### **Petty Cash**

**For Schools:** See the student body manual for detailed procedures. The maximum General Fund Petty cash on hand allowable is \$100 for an elementary school; \$150 for middle school; and \$300 for a high school or program.

**For Programs:** Petty cash funds may only be replenished based on receipts. Include with each Petty Cash PO all receipts collected from petty cash expenditures. The monthly reconciliation with beginning balance, expenditures, and ending balance should accompany PO requests for petty cash, with signature of administrator to confirm balances.

### **Professional Development (PD)**

#### **Professional Development Plans**

Plans should be submitted to the appropriate administrator in advance explaining how the training will contribute to the achievement of Board, Superintendent, and instructional goals and the funding source for the training.

#### **Professional Development Allowable Use**

Professional Development (PD) funds are intended to be an individually driven benefit for administrators (account 241) who are expected to work with their supervisors on a professional development plan. Spending must follow district guidelines, as it is use of District funds, and be for the benefit of the employee. Use of these funds for other purposes or employees, even with the permission of the administrator, is not an allowable use of funding.

#### **Recording Use of PD**

When PD funds are budgeted through account 241, related expenditures should also be recorded to that account. PD expenditures beyond employee-contracted benefit costs should be expended to the applicable account (e.g. out of district expense).

### **Meetings, Travel, and Meals**

#### **In-District Food Purchases for Meetings**

Occasionally it is in the best interest of students and the District for staff to meet with community members, students, or other stakeholders over a meal period. In such instances, it is appropriate for the District to pay for that meal; however, meals must be reasonable in the eyes of the public. Meetings should be scheduled over meal periods **only when it is the most efficient and effective**

## Financial Procedures for Schools and Departments FY18

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**option** for conducting District business – the general expectation is that meetings will not interfere with employee break or meal times.

District funds may not be used for food or beverage purchases for either of the following:

- regularly scheduled staff meetings
- refreshments for office social events such as celebrating holidays or birthdays

District funds may be used for food or beverage purchases for the following events:

- District training sessions, workshops or staff work group/committee meetings scheduled over a meal period and *no meal break is provided by the District* (e.g. staff are not provided sufficient time to leave the location and obtain a meal or conduct personal business).
- Meetings involving members of the community who are voluntarily assisting the District in its mission (e.g. lunch or dinner for a committee meeting that is scheduled over a mealtime).
- Meetings of at least 10 people that last longer than one hour (**refreshments only** unless the meeting is scheduled over a meal period and *no meal break is provided by the District*).
- Grant-funded events when refreshments or meals were included in the grant proposal and approved by the granting agency.

The timeframes below provide guidelines for which, if any, meals or refreshments may be provided.

|                     |   |
|---------------------|---|
| <b>Breakfast</b>    | Meeting/Training commences prior to 7:00 a.m.                   |
| <b>Lunch</b>        | Meeting/Training runs continuously from 11:00 a.m. to 1:00 p.m. |
| <b>Dinner</b>       | Meeting/Training extends past 7:00 p.m.                         |
| <b>Refreshments</b> | More than 10 participants and exceeds one hour                  |

Additional considerations for in-district food or beverage purchases include:

- Receipts and invoices must be itemized
- Documentation supporting the expenditure must include a list of attendees and describe the District business/educational purpose.
- Alcohol costs are non-reimbursable.
- Costs exceeding the spending limits noted below are not eligible for reimbursement; any over-expended District Funds will be paid with personal funds.
- Exceptions to these guidelines require preapproval by the Superintendent, including any food or beverage purchase with public funds for staff celebrations.

### **Spending Limit for Meal Purchases**

Non-travel expenditures for meals or refreshments should be reasonable in cost and generally not exceed the related GSA rate for Eugene (<http://www.gsa.gov/portal/content/104877>). Through September 2017, the full-day rate is set at \$59.00 per person. The following guidelines provide the per meal maximum cost per person including gratuity:

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| Meal(s)           | Spending Limit with Gratuity | Per Person Limit |
|-------------------|------------------------------|------------------|
| Breakfast only    | 25% of per diem limit        | \$14.75          |
| Lunch only        | 25% of per diem limit        | \$14.75          |
| Dinner only       | 50% of per diem limit        | \$29.50          |
| Refreshments only |                              | \$ 5.00          |

### In-District Travel and Mileage Costs

1. Employees attending functions within driving distance should commute together if schedules permit.
2. Direct costs for personal cars such as a tank of gas, repairs, washing, and maintenance are not reimbursable. **Only a mileage allowance may be claimed and a District Visa cannot be used for related travel purchases (e.g. gas).**
3. When preapproved by a supervisor, use of an employee's personal vehicle for District business will be reimbursed at the IRS mileage rate for miles as supported by documentation (e.g. Google Maps). The actual expense for tolls and parking is reimbursable and must be documented with receipts.
4. Commuting mileage is not reimbursable as it is a personal expense and defined as the distance from the employee's residence to their primary workstation.
5. Staff retreats may be scheduled with prior approval of the Superintendent or Assistant Superintendent.

### Out of District and Out of State Travel

District employees may be authorized for travel when required for essential professional development or attendance at specific conferences or meetings related to District operations, programs, or curriculum. Staff are expected to use sound judgment to ensure travel and related expenses are necessary and reasonable. Non-travel options for training are preferred (e.g. web-based trainings, group onsite training, videos) when comparable and less expensive.

#### Qualifying Overnight Travel

- Lodging is allowed for trips that exceed 75 miles one-way, unless preapproved by a supervisor (exception for safety, multi-day event, or other issues may be considered)
- Overnight travel within the state should be for events that span at least two days.

#### Procedure for Requesting Approval and Reimbursement for Travel

1. Traveler completes the Travel Approval Request form (<http://www.4j.lane.edu/finance/forms/>)
  - Estimate all travel costs and consider expenses for lodging, air and ground travel, mileage, meals, parking, registration, baggage fees, substitute, etc.
  - Include the funding source for travel (such as PD funds, grant, general fund, etc.). Note that reimbursements may be limited in certain instances by contractual restrictions found in some grants, by the availability of funds, or by the approving administrator. Travelers should determine whether there are any such limitations before committing to travel. *Note: Perkins grants require actual receipts for all reimbursements-schools will be responsible for any charges that cannot be billed to Perkins.*

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- Provide the conference or event agenda as applicable
2. Traveler submits Travel Approval Request form to Supervisor
  - All out of district travel **must be preapproved by a Director** for each employee.
  - All out of state travel **must be preapproved by a Director and the Superintendent** for each employee.
3. Supervisor or last signer submits completed and approved form to [accounting@4j.lane.edu](mailto:accounting@4j.lane.edu). Finance uses the preapproval to review related expenditures, such as backup for employee reimbursement requests. Only preapproved costs will be reimbursed.
4. Traveler requests substitute coverage (as applicable and authorized).
5. Traveler completes travel and submits reimbursement form to supervisor, including original receipts for all expenditures except meals (paid at per diem except for Perkins related travel or other funder limitations).
6. Supervisor verifies appropriateness of reimbursement and submits approved form with backup documentation to payroll.
7. Payroll processes reimbursements received by the 15<sup>th</sup> with the next payroll (last working day of the month).

### **Additional Travel Considerations**

- Costs in excess of approved travel reimbursement and available funding will be covered by employee's personal funds.
- Travelers with a District Visa are not allowed to purchase meals or food with their credit card. Allowable meal per diem or reimbursement amounts must be requested through the travel reimbursement process.
- Additional costs of travel for personal time (e.g. vacation added onto travel) or an accompanying spouse/family member are not reimbursable and are the sole responsibility of the employee.
- Reimbursement of personal expenses shall not be authorized for payment at any time. For example, employees will not be reimbursed for parking tickets, lodging safe fees, or commuting mileage. Commuting mileage is defined as the distance from the employee's residence to primary workstation.
- Exceptions require preapproval by the Superintendent.

### **Food and Beverage Costs while Traveling**

Employees may be eligible to receive a per diem for meals during authorized District travel. Food and beverages cannot be charged to a District Visa during travel to prevent accidental payment for both the charged meal and a per diem reimbursement. Once travel is complete, the reimbursement form is submitted and meals eligible for per diem will be paid to the employee. Current per diem rates by location can be accessed on the GSA website (<http://www.gsa.gov/portal/content/104877>). Note that if travel related meals are accidentally charged to a District Visa, then the amount charged will either be deducted from the employee's travel reimbursements or the employee will be required to reimburse the District.



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### **Transportation Costs**

- District employees are expected to use the least cost carrier and class available and to car pool, where possible. Business and first class airfare are not reimbursable.
- If an employee chooses to use a personal vehicle in lieu of air travel, the employee will be reimbursed on the basis of airfare or mileage rate, **whichever is lower**.
- The District will reimburse employees for reasonable taxi, bus, shuttle, subway or rental car expenses, based on receipts and with a tip of up to 15%.

### **Lodging Costs**

- Itemized hotel receipts are required. Room charges must be at GSA single occupancy rate (<http://www.gsa.gov/portal/category/100120>) or the standard conference hotel rate (with a copy of the conference application and conditions) unless staff shares a room on a trip. For example, the maximum reimbursable room rate in Eugene is \$110.00 plus applicable taxes per day through September 2017. Any difference must be supported by a business reason and approved in advance by a Director.
- Staff should request the government rate, or lowest rate available.
- Lodging may be paid for in advance with a District Visa; hotels typically also require a credit card to be on file for incidentals. For travel involving multiple staff members where the charges would exceed regular Visa card limits, please contact Purchasing at [purchasing@4j.lane.edu](mailto:purchasing@4j.lane.edu) for assistance.
- Charges for business related faxes, internet service, photocopying, parking and business related local or long-distance calls will be reimbursed when free services are not available and must be detailed on the hotel receipt. Document on the receipt the business purpose.
- Charges for staying with friends or relatives are not reimbursable.
- In-room movies are not reimbursable.

## Staff Celebrations and Flowers

### Staff Celebrations

Costs related to staff celebrations must be paid with non-district or personal funds.

### Flowers

Flowers are not allowable expenditures except for graduation decorations, within a reasonable cost.

## Gifts and Gift Cards

Gifts are generally not an allowable use of District funds. Below are specific procedures related to gift giving.

### Volunteers

Gifts may be given to volunteers to show appreciation, if the amount is of a nominal value (e.g. not exceeding \$25) and not in the form of cash or a gift card. Gifts should be from student body funds raised for this purpose.

### Staff

District funds may not be used to purchase gifts for employees. Please see the *Ethics Guidelines* section of this guide for more information on employees accepting gifts from other organizations or individuals.

### Students

Generally, District funds should not be used to buy gifts for students. An allowed student exception might be the payment of living or transportation expenses associated with a District program or grant specifically designed for that purpose. For example, such payments may be a part of the District's McKinney Vento program. Students may also receive "gifts" as part of a District incentive program. See comments below for more information:

- a) *General Funds*. Allowed student exceptions are extremely limited. One example is the Positive Behavior Interventions and Supports (PBIS) program. **PBIS** is a program designed to encourage positive student behavior and an allowance is provided to each school to provide resources for this program. Intervention programs might comprise specific activities or rewards and awards for students. Because public funds support purchases of incentives it is important to ensure purchase of an identifiable educational good or service with the funds and that the incentive is received by the intended student. The cost of these items should be nominal and in any event no greater than \$15. Examples of incentives are a hat, t-shirt, backpack, or water bottle.

With prior approval through the PBIS office and submitted to Finance, schools may purchase gift certificates or stored value (gift) cards that are linked to a specific good or service. An example of such a card would be a stored value card for the cost of a movie ticket. Other examples should align with the District's wellness policy.

If the school purchases gift certificates or stored value cards, please follow these additional procedures to verify that the purchase reaches the intended recipient:

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1. Keep a description of the purchase of the incentive and criteria for getting one.
  2. Keep the cards in a locked cabinet or drawer until distributed.
  3. Keep a list of who received cards; the list should be signed by students as the cards are distributed to them.
  4. Once the cards are all given out, ensure that the list contains the same number of recipients as the number of cards that were distributed.
- b) *Grant Funds*. Allowed student exceptions must align with the specific terms of the grant. The grant must state that gifts or gift cards are allowed. For example, Title funds may not be used for the purchase of gifts. Limited exceptions for students are made when the item is:
- a. non-cash or cash-like (no gift card or retail vouchers) items without a restriction over purchase (some tickets for admittance might be allowable),
  - b. of an amount that is of minimal value (with a transaction value of less than \$25), and/or,
  - c. a token (hat, t-shirt, pen, baseball cap, backpack, water bottle).

Moreover, the gift must satisfy the following conditions:

- Be approved by the Grantor– or clearly be within the spirit of the grant (grant manager will be required to justify),
- Meet the District’s goals,
- Be in response to an activity – not a giveaway – specified in the reimbursement request, and
- A list of recipients, signed by recipients, should be provided to accounting for the request for reimbursement.

## Payroll

### Payroll Assistance

Please contact Payroll at [payroll@4j.lane.edu](mailto:payroll@4j.lane.edu) for questions and general assistance. For reference, employee payroll processing is assigned as follows:

|                   |     |          |
|-------------------|-----|----------|
| Janette Eichler:  | A–L | 790-7613 |
| Jennifer Littrell | M–Z | 790-7612 |

Note: extended contracts and employee reimbursements are processed by Eugenia Gonzalez. She can be contacted at [Gonzalez\\_e@4j.lane.edu](mailto:Gonzalez_e@4j.lane.edu) or x7917.

### Payroll Forms: Timesheets

Staff paid through timesheets record time over the period from the 16<sup>th</sup> of the previous month to the 15<sup>th</sup> of the current month. Please submit appropriately signed timesheets by the end of the next business day following the 15th.

### Payroll Forms: Direct Deposit Request

Direct deposit forms are due by the 15<sup>th</sup> of the month for current month payroll. Forms received after the 15<sup>th</sup> will be entered if possible up to the point in time that payroll records are transmitted to the bank (about 3 business days before payday). Remember that a paper check will be printed the first payday after a direct deposit account is established or changed. This allows the bank to verify the deposit information.

### Other Payroll Forms

Forms received by the 15<sup>th</sup> of the month will be processed in the current month. Forms received after the 15<sup>th</sup> will be processed the following month. Other payroll forms include:

- Extended Contract Form
- W4 Federal Tax Withholding Form
- Request for Removal from Payroll Deduction
- Tax Sheltered Annuity (TSA, 403b) Enrollment Form
- Mileage Reimbursement Form
- Travel Reimbursement Form
- Employee Reimbursement Form

## **Payroll Forms and Information**

### Payroll Forms Online

Many payroll forms are available online at <http://www.4j.lane.edu/staff/forms> , <http://www.4j.lane.edu/finance/intranet/procedures-and-forms/> and <http://www.4j.lane.edu/finance/forms/>.

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The web page forms:

- Are the current official version
- May be completed directly on-line
- May still be printed and completed manually
- Forms that have an asterisk require a signature (print the completed form, obtain the required signature, and send to appropriate department)

### **Monthly Wage Statements (My Pay Stub)**

**Direct deposit** wage statements are available online and directions are provided at <http://www.4j.lane.edu/staff/paystub/>. Initial access to the My Pay Stub website requires a six digit employee number and an employee-selected password. Note: to display wage statements the employee must enter the last four digits of their social security number when prompted. Wage statements for employees who receive a paper check are attached to their check and are not available through My Pay Stub. Employees are directed to access Lawson Employee Self Service for historical information regarding their monthly paycheck.

### **W-2s**

W-2's are not available online. To receive a copy of a W2, e-mail your request to [payroll@4j.lane.edu](mailto:payroll@4j.lane.edu) from your 4J District e-mail account. Requests will be completed within 3 business days. Copies can be mailed to the employee's official 4J home address or picked up at the Finance Office – indicate your preference when submitting your request. W-2's cannot be e-mailed to staff.

### **Employee Self Service**

Lawson Employee Self-Service is a collection of web forms from which you can view and change some of your Human Resources and Payroll information. To access any of the information listed below, go to <http://www.4j.lane.edu/finance/intranet/lawson-employee-self-service/>

*Note: To access the ESS site, User must be connected to the 4J network, either from within a District building, or via VPN.*

### **Time and Absence Reporting**

Enter absence hours for vacation, sick leave, or other leave types available to staff for paid and unpaid leave.

### **Personal Profile**

Displays basic personnel information: employee name, preferred name, social security number (last four digits), birth date, gender, race, and ethnicity.

### **Leave Balances**

Displays balances for sick leave, vacation, and other leave types.

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### **Pay Checks**

Displays paycheck information for the last 12 months. This is the same information as on your direct deposit notice, but presented in a tabular format. Visit the My Pay Stub web site to view or print a formatted copy (see *Monthly Wage Statements (My Pay Stub)*)

### **Additional Compensation**

#### **Classified Overtime/Additional Hours**

- Overtime and Compensatory Time must have **prior, written approval from a supervisor**
- Additional hours (straight time) for time worked up to 8 hours per day or 40 hours per week
- Overtime or Compensatory (comp) time (time and a half) for any time worked in excess of 8 hours per day or 40 hours per week. (Temporary and substitute employees' and walk-on coaches' overtime is paid for hours in excess of 40 per week.)
- Overtime should be submitted on an employee timesheet
- Comp time must be tracked at the building level
  - Only for occasional and irregular overtime work
  - Maximum of 240 hours may be accumulated
  - Must be used or paid within 26 months of earning
  - If employee changes buildings, send comp time records to secretary/principal at the new building
  - Comp time balances must be paid when an employee discontinues working for the district - notify principal, human resources and payroll

#### **Licensed/Administrator/Professional Extended Contracts**

- Payment for special or one-time projects over and above the employee's assigned work (**these positions are not eligible for overtime or compensatory time**)
- May pay flat fee (licensed per diem daily rate for district sponsored trainings) or base on hourly wage
- Submit on Extended Contract form ( <http://www.4j.lane.edu/finance/forms/>)

### **Labor Laws and Exempt Status**

#### **Fair Labor Standards Act (FLSA)**

The FLSA establishes minimum wage, overtime pay, recordkeeping, and youth employment standards affecting employees in the private sector and in Federal, State, and local governments. Following are examples of exemptions which are illustrative, but not all-inclusive. These examples do not define the conditions for each exemption.

Exemptions include:

1. executive, administrative, and professional employees (including teachers and academic administrative personnel in elementary and secondary schools)
2. outside sales employees
3. employees in certain computer-related occupations (as defined in Department of Labor regulations)

## **Nutrition Services**

### **Important Phone Numbers**

**Main Line 541-790-7656**

**Fax 541-790-7650**

| <b>Responsibility Area</b>  | <b>Contact</b>   |
|---|--|
| Contract management, 4J staff hiring and reviews, budget oversight, site reviews, and policy issues                                     | <b>Holly Langan</b> , Support Services Manager x7610<br><i>langan_h@4j.lane.edu</i>          |
| Program and kitchen operations, inventory management, USDA compliance, financial reporting, program information for schools and parents | <b>Kaylynn Olney</b> , Sodexo Director x7658<br><i>kolney@4j.lane.edu</i>                    |
| Kitchen staff supervision, including safety and training, Mealtime support for staff  | <b>Julie Whittlesey</b> , Sodexo Assistant Director x7655<br><i>whittlesey_j@4j.lane.edu</i> |
| Dietician (including menus and allergies)   | <b>Marquis Scurlock</b> , Sodexo Dietician x7657<br><i>scurlock_m@4j.lane.edu</i>            |
| Free & Reduced applications, accounting questions, USDA/ODE claim billing, Mealtime payment questions, financial reporting              | <b>Karla Bengtson</b> , Accounting Clerk x7659<br><i>bengtson_k@4j.lane.edu</i>              |
| General questions, employee time reporting, substitute coordination   | <b>Terry Hafdahl</b> , Program Assistant x7656<br><i>hafdahl@4j.lane.edu</i>                 |
| Free & Reduced applications, negative meal account balance notifications, employee PD tracking  | <b>Diann Rosenburg</b> , Department Assistant x7653<br><i>rosenburg_d@4j.lane.edu</i>        |

### **Free and Reduced Applications**

**Free and Reduced Applications may be completed electronically and are available from the 4J web site:** <http://www.4j.lane.edu/nutrition/freelunch>. Paper copies can be provided to schools by request. Please send all applications to Nutrition Services, and due to high volume, please do not fax applications. Place an "N" in the top left hand corner of the application if the student is new. Our office will give these applications priority.

**The free and reduced meals program drop date for families who do not submit a new application is October 13, 2017.**

## Warehouse

If you have questions, please contact Ron Bell at x 7646 or by email at [warehouse@4j.lane.edu](mailto:warehouse@4j.lane.edu)

### **Confidential Shred**

Confidential Materials to be discarded should be sealed and labeled as “Confidential Shred” and returned to the warehouse. **Please remove documents from any folders or binders prior to boxing the documents.** The warehouse will coordinate with our confidential recycling company to ensure appropriate distribution.

### **In-District Mail**

The warehouse also handles in-district mail distribution. To ensure expeditious delivery, in-district mail should be labeled as follows:

|  |  |
|--|--|
| <b>From:</b><br>Name and school/department | <b>To:</b><br>Name and school/department |
|--|--|

### **Surplus Property & Loaner Equipment**

Warehouse staff manages surplus furniture and equipment. The warehouse also has a few items that are available for loan to schools. **Loaner equipment is available for school district functions only on a first come, first served basis; no personal use is allowed.** Requests for surplus property and loaner equipment should be made on the work order system. If you are interested in an item, please enter a work order, and warehouse staff will notify you of item availability. Access to the system can be obtained by contacting Facilities.

#### Items Available for Loan

1. Tables – 8 feet, rectangular, folding, available in groups of 10
2. Chairs – Metal, folding, available in groups of 30
3. Scaffolding – aluminum, available on rolling cart (needs to be assembled)

**Please place requests for loaner equipment at least 2 weeks prior to your event to ensure availability and to allow warehouse staff time to schedule delivery**

#### Discarding Books

Discard books must be placed in boxes for pickup by the Warehouse. As books can be heavy and pose a lift hazard, please use reasonably sized boxes (no larger than the size of copy paper boxes). Boxes should only contain books – do not include other items such as instructional aids, flipcharts, tapes or blocks.



# Financial Procedures for Schools and Departments FY18

## Warehouse Catalog for Schools and Departments

*\*Prices are subject to change*

| <u>Item No.</u> | <u>Item Description</u>                                   | <u>U/M</u> | <u>Price</u> |
|-----------------|---|------------|--------------|
| 21741           | 4J CERTIFIED REQUEST FOR LEAVE 50/PKG                     | PK         | 3.62         |
| 14005           | BACK TO SCHOOL ENVELOPES 100/PKG                          | PK         | 6.70         |
| 05062           | BAG PAPER #02 4" X 2 X 8" 100/PKG 1000/BALE 07139         | PK         | 4.07         |
| 05066           | BAG PAPER #06 6" X 3 3/4" X 11" 100/PKG 500/BALE UG 30923 | PK         | 2.83         |
| 05064           | BAG PAPER 8 1/2" X 6" X 14" 500/BNDL/420S UG # 30923      | PK         | 8.26         |
| 05340           | BOOK LESSON PLAN 6-SUBJECT 40 WEEKS HAMM & STEPHNS 456    | EA         | 2.16         |
| 13004           | BOX CARDBOARD 15"X12"X10" R278 25/BNDL 700/PALLET         | EA         | 1.11         |
| 13001           | BOX CARDBOARD 20" X 14" X 14 R561 20/BNDL 240/PALLET      | EA         | 2.06         |
| 06981           | CUP COLD 3 OZ 100/PKG 12200 3 OZ REFILL 50/CA SWHRT       | PK         | 4.30         |
| 22641           | DIRECTED PENMANSHIP I                                     | EA         | 1.34         |
| 22642           | DIRECTED PENMANSHIP II                                    | EA         | 1.41         |
| 22643           | DIRECTED PENMANSHIP III                                   | EA         | 1.32         |
| 22644           | DIRECTED PENMANSHIP IV                                    | EA         | 1.77         |
| 22645           | DIRECTED PENMANSHIP V                                     | EA         | 1.95         |
| 14004           | ENVELOPE #10 PRINTED 4J RETURN ADDRESS 500/BX             | BX         | 18.23        |
| 14000           | ENVELOPE HOMEWORK 10 X 13 STDNT NAME PARENT SIG. 100/PK   | PK         | 18.47        |
| 21813           | FORM POSTAGE METER CHARGE SLIPS 100 PER PKG.              | PK         | 0.00         |
| 21023           | FORM PRINT JOB INSTA PRINT pk/ 100                        | PK         | 10.36        |
| 21025           | FORM PRINT JOB SHELTON TURNBUL pk/100                     | PK         | 10.36        |
| 19568           | GLOVES NURSES MED. LG 100/BX LATEX PWDRED UG58494         | BX         | 5.26         |
| 19569           | GLOVES NURSES MED. MED. 100/BX LATEX PWDRED 58492         | BX         | 6.34         |
| 59652           | HAND SANITIZER 8 OZ PUMP PURELL                           | EA         | 2.89         |
| 16136           | HAND SANITIZING WIPES 300/TUB                             | EA         | 9.60         |
| 07755           | LABELS POSTAL SCHOOL DIST. 4J PRINTED RETRNR ADDRESS 50/F | PK         | 1.77         |
| 07820           | LAMINATING FILM 25" X 500' GLOSS GBC# 3000004 2 ROLLS/BX  | BX         | 23.17        |
| 59662           | MASK FACE SURGICAL 50/bx                                  | BX         | 5.00         |
| 12055           | PAPER BOND 11 X 17 WHITE 5/case 20#                       | RM         | 5.57         |
| 12005           | PAPER BOND 3 HOLE WHITE 8 1/2X11 10/case 20#              | RM         | 2.73         |
| 12385           | PAPER BOND 3-HOLE PINK 8 1/2 x 11 10/case 20#             | RM         | 3.49         |
| 12383           | PAPER BOND 3-HOLE CANARY 8 1/2x11 10/case 20#             | RM         | 3.48         |
| 12380           | PAPER BOND 3-HOLE STARLITBLUE 8 1/2 X 11 10/case 20#      | RM         | 3.56         |
| 12300           | PAPER BOND 8 1/2 X 11 BLUE 10/case 20#                    | RM         | 3.51         |
| 12303           | PAPER BOND 8 1/2 X 11 BUFF 10/case 20#                    | RM         | 3.28         |
| 12306           | PAPER BOND 8 1/2 X 11 CANARY 10/case 20#                  | RM         | 3.75         |
| 12309           | PAPER BOND 8 1/2 X 11 CHERRY 10/case 20#                  | RM         | 3.28         |
| 12331           | PAPER BOND 8 1/2 X 11 GRAY 10/case 20#                    | RM         | 3.06         |
| 12312           | PAPER BOND 8 1/2 X 11 GREEN 10/case 20#                   | RM         | 3.49         |
| 12318           | PAPER BOND 8 1/2 X 11 IVORY 10/case 20#                   | RM         | 3.49         |
| 12321           | PAPER BOND 8 1/2 X 11 ORCHID 10/case 20#                  | RM         | 3.42         |
| 12324           | PAPER BOND 8 1/2 X 11 PINK 10/case 20#                    | RM         | 3.45         |
| 12327           | PAPER BOND 8 1/2 X 11 SALMON 10/case 20#                  | RM         | 3.34         |
| 12334           | PAPER BOND 8 1/2 X 11 TAN 10/case 20#                     | RM         | 3.27         |
| 12000           | PAPER BOND 8 1/2 X 11 WHITE 10/case 20#                   | RM         | 2.36         |
| 12043           | PAPER BOND 8 1/2 X 14 WHITE 10/case 20#                   | RM         | 3.63         |
| 12009           | PAPER BOND PRINTED DIST 4J LETTERHEAD 8 1/2 X 11 25% RAG  | RM         | 15.96        |
| 12120           | PAPER BROCHURE WHITE 8.5 X 11 10/case 60#                 | RM         | 2.34         |
| 13012           | PAPER CARDBOARD 36" X 72" 32ECT CORRUGATED PAD 270/PLT    | SH         | 2.28         |

## Financial Procedures for Schools and Departments FY18

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| <u>Item No.</u> | <u>Item Description</u>                                  | <u>U/M</u> | <u>Price</u> |
|-----------------|--|------------|--------------|
| 13090           | PAPER INDEX 8 1/2 X 11 BLUE 10 pkg/case 90#              | PK         | 4.45         |
| 13092           | PAPER INDEX 8 1/2 X 11 CANARY 10 pkg/case 90#            | PK         | 4.47         |
| 13094           | PAPER INDEX 8 1/2 X 11 CHERRY 8 pkg/case 90#             | PK         | 4.45         |
| 13096           | PAPER INDEX 8 1/2 X 11 GREEN 8 pkg/case 90#              | PK         | 4.25         |
| 13098           | PAPER INDEX 8 1/2 X 11 WHITE 8 pkg/case 90#              | PK         | 4.40         |
| 13050           | PAPER RAILROAD BLACK 25/PKG 6 PLY 22 X 28                | SH         | 0.30         |
| 13052           | PAPER RAILROAD BLUE AZURE (LIGHT) 25/PKG                 | SH         | 0.30         |
| 13064           | PAPER RAILROAD BOARD BROWN 25/pkg 6ply 22 x 28           | SH         | 0.38         |
| 13058           | PAPER RAILROAD CORAL PINK 25/PKG 6 PLY 22 X 28           | SH         | 0.30         |
| 13054           | PAPER RAILROAD DARK BLUE 25/PKG 6 PLY 22 X 28            | SH         | 0.30         |
| 13062           | PAPER RAILROAD GREEN EMERALD 25/PKG 4 PLY 22 X 28        | SH         | 0.30         |
| 13056           | PAPER RAILROAD LIGHT BLUE 25/PKG 6 PLY 22 X 28           | SH         | 0.30         |
| 13068           | PAPER RAILROAD MAGENTA 25/PKG 6 PLY 22 X 28              | SH         | 0.30         |
| 13070           | PAPER RAILROAD ORANGE 25/PKG 6 PLY 22 X 28               | SH         | 0.30         |
| 13074           | PAPER RAILROAD RED 25/PKG 6 PLY 22 X 28                  | SH         | 0.30         |
| 13076           | PAPER RAILROAD WHITE 25 SHTS PER PKG 6 PLY 22 X 28       | SH         | 0.26         |
| 13080           | PAPER RAILROAD YELLOW CANARY 25/PKG 6 PLY 22 X 28        | SH         | 0.30         |
| 13082           | PAPER RAILROAD YELLOW LEMON 25/PKG 6 PLY 22 X 28         | SH         | 0.30         |
| 13100           | PAPER TAG 12" X 18" MANILA S-150 EVERETT 47-710          | SH         | 0.01         |
| 13104           | PAPER TAG 24" X 36" MANILA TORCHGLOW 150 LB 500/CTN      | SH         | 0.26         |
| 22735           | PUB.LANG.ARTS MY WORD BOOK-WITH WORDS.                   | EA         | 0.23         |
| 22739           | PUB.LANG.ARTS MY WORD BOOK-WITHOUT WORDS.                | EA         | 0.23         |
| 09115           | SHARPENER PENCIL CHICAGO BEROL M3-51130 12/CA            | EA         | 8.14         |
| 07000           | SHARPENER PENCIL CUTTER HEAD CHICAGO 2-A M3-51150 12/CA  | EA         | 8.91         |
| 07005           | SHARPENER PENCIL CUTTER HEAD GIANT 3-1 BEROL M3-3222 12/ | EA         | 5.82         |
| 09120           | SHARPENER PENCIL GIANT SANFOR M3-51131                   | EA         | 5.25         |
| 21491           | STUDENT ACCIDENT REPORT GSP-70 (1PKG=100)                | PK         | 18.73        |
| 13002           | TAPE BOX SEALING 2"X 54 YDS. ITEM # A83750-2-CR          | RL         | 3.27         |
| 19620           | TOOTHBRUSHES (NURSE SUPPLY)                              | EA         | 0.00         |
| 14131           | WRITING TABLET (LANDSCAPE) #SS15 ORDER FROM INSTA PRINT  | EA         | 1.23         |

## Financial Procedures for Schools and Departments FY18

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### Warehouse Delivery Schedule

The warehouse delivery schedules provide estimated times only. We appreciate your patience if due to heavy loads and/or traffic, drivers are later than the estimated time.

**\*No district mail delivery or pickup on Fridays**

#### North Route

Monday/Wednesday Office Deliveries  
Driver: Cal Pearman

| School or Building | Approximate Arrival Time |
|--------------------|--------------------------|
| River Road         | 10:00                    |
| Kelly              | 10:30                    |
| Howard             | 10:45                    |
| Yujin Gakuen       | 11:00                    |
| Corridor           | 11:05                    |
| North Eugene       | 11:20                    |
| Madison            | 11:40                    |
| Awbrey Park        | 12:00                    |
| Spring Creek       | 12:20                    |
| Trans/Grounds      | 12:45                    |

#### North/Sheldon Route

Tuesday/Thursday Only Mail Deliveries  
Driver: Dave Fleming

| School         | Approximate Arrival Time |
|----------------|--------------------------|
| River Road     | 9:30 AM                  |
| Kelly          | 9:55 AM                  |
| Howard         | 10:15 AM                 |
| YG             | 10:25 AM                 |
| Corridor       | 10:30 AM                 |
| North Eugene   | 10:40 AM                 |
| Madison        | 11:05 AM                 |
| Awbrey Park    | 11:30 AM                 |
| Spring Creek   | 11:40 AM                 |
| Willagillespie | 12:05 PM                 |
| Buena Vista    | 12:15 PM                 |
| Cal Young      | 12:25 PM                 |
| Gilham         | 12:50 PM                 |
| EEA            | 1:10 PM                  |
| Sheldon        | 1:30 PM                  |
| Monroe         | 1:45 PM                  |
| Holt           | 2:15 PM                  |

#### Sheldon Route

Monday/Wednesday Office Deliveries  
Driver: Andrew Fischer

| School         | Approximate Arrival Time |
|----------------|--------------------------|
| Facilities     | 10:00                    |
| OSEA           | 10:15 as needed          |
| Holt           | 10:30                    |
| Monroe         | 10:45                    |
| Sheldon        | 11:00                    |
| Willagillespie | 11:15                    |
| Buena Vista    | 11:30                    |
| Cal Young      | 11:50                    |
| Gilham         | 12:10                    |
| EEA            | 12:25                    |

## Financial Procedures for Schools and Departments FY18

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### South Route

Tuesday/Thursday Office Deliveries  
Driver: Andrew Fischer

| School        | Approximate Arrival Time |
|---------------|--------------------------|
| Facilities    | 9:45                     |
| OSEA          | 10:00 as needed          |
| Spencer Butte | 10:15                    |
| Edgewood      | 10:30                    |
| Fox Hollow    | 10:40                    |
| Camas Ridge   | 11:00                    |
| LCC           | 11:30                    |
| Edison        | 11:40                    |
| Roosevelt     | 12:00                    |
| South         | 12:20                    |

### Churchill/South Route

Monday/Wednesday Mail Only Deliveries  
Driver: Dave Fleming

| School        | Approximate Arrival Time |
|---------------|--------------------------|
| McCornack     | 9:45 AM                  |
| Chavez        | 10:05 AM                 |
| ATA           | 10:20 AM                 |
| Adams         | 10:35 AM                 |
| South         | 10:55 AM                 |
| Roosevelt     | 11:20 AM                 |
| Edison        | 11:35 AM                 |
| Camas Ridge   | 11:50 AM                 |
| Ecco          | 12:10 PM                 |
| Charlamagne   | 12:35 PM                 |
| Edgewood      | 12:50 PM                 |
| Spencer Butte | 1:00 PM                  |
| Family School | 1:20 PM                  |
| Twin Oaks     | 1:35 PM                  |
| Natives       | 1:50 PM                  |
| Kennedy       | 2:05 PM                  |
| Churchill     | 2:15 PM                  |

### Churchill Route

Tuesday/Thursday Office Deliveries  
Driver: Cal Pearman

| School               | Approximate Arrival Time |
|----------------------|--------------------------|
| Family @ Crest Drive | 9:45                     |
| Twin Oaks            | 10:00                    |
| Natives              | 10:10                    |
| Kennedy              | 10:20                    |
| Churchill            | 10:45                    |
| McCornack            | 11:05                    |
| ATA                  | 11:20                    |
| Adams                | 11:40                    |
| Chavez               | 12:05                    |
| Grounds              | 12:25                    |
|                      |                          |

### Wellness Policy

#### Healthy Snacks Guidelines

These healthy snack guidelines apply to items sold in a school at all times during the regular or extended school day, except for events at which adults are a significant part of the audience such as athletic events, carnivals or performances. Below are general guidelines; additional guidance is available on the Nutrition Services website at <http://www.4j.lane.edu/nutrition/wellness/>.

#### Snack Foods

Each individual food item may not contain any trans fat and will have no more than:

- 35% of its calories from fat (excluding legumes, nuts, seeds, nonfried vegetables, cheese, eggs, and other nut butters) and 10% of its calories from saturated fat (excluding nuts, eggs, and cheese).
- 35% of its weight from added sugars (does not apply to fruit and vegetables).
- 350 mg of sodium per serving for bread, sweets and salty snacks; 480 mg for nutrient-dense snacks, such as nuts, seeds, fruits, vegetables, dairy; 530 mg for pre-packaged entrees, such as “hot pockets,” soups, burritos; 600 mg for freshly made daily entrees.
- Elementary school (K–5) items may not contain more than 150 total calories.
- Middle school (6–8) items may not contain more than 180 total calories.
- High school (9–12) items may not contain more than 200 total calories.

#### Beverages

Kindergarten–5<sup>th</sup> Grade: Beverages will be limited to water and the following:

- Fruit or vegetable juice, provided the beverage item is not more than 8 ounces, is 100% juice with no added sweeteners and contains no more than 120 calories per 8 ounces.
- Milk or a nutritionally equivalent milk alternative, provided the beverage item is not more than 8 ounces, is fat-free or low-fat and, if flavored, contains no more than 150 calories per 8 ounces.

6<sup>th</sup>–8<sup>th</sup> Grade: Beverages will be limited to water and the following:

- Fruit or vegetable juice, provided the beverage item is not more than 10 ounces, is 100% juice with no added sweeteners and contains no more than 150 calories.
- Milk or a nutritionally equivalent milk alternative, provided the beverage item is not more than 10 ounces, is fat-free or low-fat and, if flavored, contains no more than 190 calories.

## **Financial Procedures for Schools and Departments FY18**

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9<sup>th</sup>-12<sup>th</sup> Grade: Beverages will be limited to water and the following:

- Fruit or vegetable juice, provided the beverage item is not more than 12 ounces, is 100% juice with no added sweeteners and contains no more than 180 calories.
- Milk or a nutritionally equivalent milk alternative, provided the beverage item is not more than 12 ounces, is fat-free or low-fat and, if flavored, contains no more than 225 calories.
- A no-calorie or low-calorie beverage if the beverage contains no more than 10 calories per 8 ounces, excluding beverages defined by the U.S. Department of Agriculture (USDA) as “Foods of Minimal Nutritional Value” (see definition below).
- A beverage that is not more than 12 ounces and contains no more than 100 calories, excluding beverages defined by the USDA as “Foods of Minimal Nutritional Value.”

### **Healthy Parties Guidelines**

These healthy snack guidelines apply to food distributed during the school day as part of a celebration or school party.

#### **Encouraged Beverages**

K–5<sup>th</sup> Grade: Beverages limited to water and the following:

- Fruit or vegetable juice, provided the beverage item is not more than 8 ounces, is 100% juice with no added sweeteners and contains no more than 120 calories per 8 ounces.
- Milk or a nutritionally equivalent milk alternative, provided the beverage item is not more than 8 ounces, is fat-free or low-fat and, if flavored, contains no more than 150 calories per 8 ounces.

6–8<sup>th</sup> Grade: Beverages limited to water and the following:

- Fruit or vegetable juice, provided the beverage item is not more than 10 ounces, is 100% juice with no added sweeteners and contains no more than 150 calories.
- Milk or a nutritionally equivalent milk alternative, provided the beverage item is not more than 10 ounces, is fat-free or low-fat and, if flavored, contains no more than 190 calories.

9-12<sup>th</sup> Grade: Beverages limited to water and the following:

- Fruit or vegetable juice, provided the beverage item is not more than 12 ounces, is 100% juice with no added sweeteners and contains no more than 180 calories.
- Milk or a nutritionally equivalent milk alternative, provided the beverage item is not more than 12 ounces, is fat-free or low-fat and, if flavored, contains no more than 225 calories.
- A no-calorie or low-calorie beverage if the beverage contains no more than 10 calories per 8 ounces, excluding beverages defined by the U.S. Department of Agriculture (USDA) as “Foods of Minimal Nutritional Value” (e.g., soda water).

## **Financial Procedures for Schools and Departments FY18**

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- A beverage that is not more than 12 ounces and contains no more than 100 calories, excluding beverages defined by the USDA as “Foods of Minimal Nutritional Value.”

**Not allowed:** Beverages of Minimal Nutritional Value as defined by the USDA (see definition below).

### **Encouraged Foods**

- Food items that do not contain any trans fat and have no more than:
- 35% of its calories from fat (excluding legumes, nuts, seeds, nonfried vegetables, cheese, eggs, and other nut butters) and 10% of its calories from saturated fat (excluding nuts, eggs, and cheese).
- 35% of its weight from added sugars (does not apply to fruit and vegetables)
- 350 mg of sodium per serving for bread, sweets and salty snacks; 480 mg for nutrient-dense snacks, such as nuts, seeds, fruits, vegetables, dairy; 530 mg for pre-packaged entrees, such as “hot pockets,” soups, burritos; 600 mg for freshly made entrees.

### **Foods and Beverages of Minimal Nutritional Value**

As defined by the U.S. Department of Agriculture:

- Soda Water—A class of beverages made by absorbing carbon dioxide in potable water. The amount of carbon dioxide used is not less than that which will be absorbed by the beverage at a pressure of one atmosphere and at a temperature of 60 deg. F. It either contains no alcohol or only such alcohol, not in excess of 0.5 percent by weight of the finished beverage, as is contributed by the flavoring ingredient used. No product shall be excluded from this definition because it contains artificial sweeteners or discrete nutrients added to the food such as vitamins, minerals and protein.
- Water Ices—As defined by 21 CFR 135.160 Food and Drug Administration Regulations except that water ices which contain fruit or fruit juices are not included in this definition.
- Chewing Gum—Flavored products from natural or synthetic gums and other ingredients which form an insoluble mass for chewing.
- Certain Candies—Processed foods made predominantly from sweeteners or artificial sweeteners with a variety of minor ingredients which characterize the following types:
  - Hard Candy—A product made predominantly from sugar (sucrose) and corn syrup which may be flavored and colored, is characterized by a hard, brittle texture, and includes such items as sour balls, fruit balls, candy sticks, lollipops, starlight mints, after dinner mints, sugar wafers, rock candy, cinnamon candies, breath mints, jaw breakers and cough drops.
  - Jellies and Gums—A mixture of carbohydrates which are combined to form a stable gelatinous system of jelly-like character, and are generally flavored and colored, and include gum drops, jelly beans, jellied and fruit-flavored slices.
  - Marshmallow Candies—An aerated confection composed as sugar, corn syrup, invert sugar, 20 percent water and gelatin or egg white to which flavors and colors may be added.

## **Financial Procedures for Schools and Departments FY18**

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- Fondant—A product consisting of microscopic-sized sugar crystals which are separated by thin film of sugar and/or invert sugar in solution such as candy corn, soft mints.
- Licorice—A product made predominantly from sugar and corn syrup which is flavored with an extract made from the licorice root.
- Spun Candy—A product that is made from sugar that has been boiled at high temperature and spun at a high speed in a special machine.
- Candy Coated Popcorn—Popcorn which is coated with a mixture made predominantly from sugar and corn syrup.

### **Portion Sizes**

Portion sizes should be reasonable given the age of the student. Appropriate portion sizes for beverages are noted under “Beverages.”



## FORMS AND TECHNICAL ASSISTANCE

Most forms and “how-to-guides” are available on 4J Intranet sites. The intranet site is accessed at <http://www.4j.lane.edu/finance/intranet/>. NOTE: Access is only available through a 4J connection or through VPN access.

**Eugene School District**  
200 North Monroe St., Eugene, Oregon • 541-790-7700

FAQS DIRECTORY CALENDARS

To search, type and hit enter

Home District » Departments » Schools » Parents » Students » Staff » Hot Topics »

Home » [Financial Services](#) » Financial Services Intranet

**Financial Services Intranet**  
Working together in a respectful and ethical manner, Financial Services provides high quality financial, food, and warehouse services to our students, staff, and community.

**The Financial Services intranet has moved to a new server.**  
The new URL is <http://www.4j.lane.edu/finance/intranet/>. If you arrived at this page using a bookmark to [fsweb.lane.edu](http://fsweb.lane.edu), please update your bookmark(s).

**Budget Preparation**  
Budget calendar, guidelines, and building allocations.

**Payroll Information**  
Payroll schedules and forms. If you need to change your W-4 or submit a travel expenses, you can download the form from this page.

**Procedures and Forms**  
Documents and forms related to Financial Services operations, including the Financial Procedures for Schools and Departments.

**Lawson**  
Information on Lawson Business Systems, including logging in, Internet Explorer settings, new user access, and troubleshooting.

**Legacy Business Systems**  
Information on older business systems that have not yet been replaced by Lawson.

Financial Services Intranet

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Each of the sections are updated as policies, procedures, forms, and technology change. Contact anyone in Financial Services for help with finding documents.

We appreciate suggestions for “how-to-guides” and other technical assistance such as screen-shot guides.