



School Accounts 2024 Annual Training

Rhondalyn Williams

Internal Auditor

Lenesius Kinnon

School Accounts Auditor

Mirza Núñez

School Accounts Auditor

Emily Bognar

Accounts Specialist

August 6, 2024





Topics

- Cashless System Implementation
- Deadlines for Administrative Guidelines
- Facility Usage
- Reimbursement vs Advancements
- Utilizing Secretary of State for Vendor Verification
- Child Nutrition
- Boosters
- Donations
- **Reimbursement to Employees: ***Persons employed by the EBR Parish School System DO NOT need a verifiable (SSN,TIN). Employees will be processed as an employee using their employee ID only. Parent reimbursement will be processed using the student ID. The aforementioned information are the only exceptions to the verification process.**





Cashless Systems

J.P. Kelly

CEO

i2 Tickets | Infinite

Infrastructure



225-362-3255



jkelly@i2enterprises.net



Teacher School Accounts Guidelines

GUIDELINES FOR HANDLING SCHOOL FUNDS

(SAF#1)

As a teacher and/or sponsor of a particular extracurricular school club or activity, it may be necessary for you to collect and receive money from students in your class(es) or extracurricular club/activity. Before any money is solicited from students or parents, administration must give formal approval of the activity.

The following are the East Baton Rouge Parish School System's policies that must be adhered to when handling these monies:

1. Written receipts should be prepared in duplicate and a copy issued to the individual from whom monies over \$3.00 are received. Teachers are responsible for keeping duplicate receipt copies and turning them in to the office at the end of each school year. Receipts should be accurate and filled out completely (name, date, and amount). If a mistake is made in preparing a receipt, both copies are marked "VOID", and a new receipt is made.
2. Teachers must turn collections in to the school office and receive a receipt for the amount turned in. Any amount over \$5.00 should be turned in at the first possible opportunity. Amounts under \$5.00 can be turned in periodically, but teachers should not keep money in their classrooms overnight. Reasonable precautions should be taken to protect all funds until they have been formally deposited. All school employees assume complete responsibility for funds in their care if these funds are lost or stolen due to their negligence or inappropriate safekeeping.
3. Report any stolen or missing funds in writing to administration and to the Internal auditor at Central Office (922-5601) and by e-mail (rwilliams36@ebrschools.org) as soon as it is discovered. Keep a copy for your records.
4. On a regular basis, check the status or balance on your account/fund and report in writing to administration any suspected discrepancies. No checks shall be drawn on a school fund account without a balance sufficient to cover the check request or without proper authorization. Any purchases made **without** administration's prior approval will not be reimbursed by the school. **Administration will submit a memo in writing to EBR Human Resources office to deduct the unauthorized balance from your paycheck.**
5. You will be our own bookkeeper as far as your personal classroom/extracurricular activity account. You will be given a receipt book to record what the money is being collected for, the students who have paid, the amount they paid, and the date you received the money from them. You will also be given an accounting record sheet to keep a running account of your receipts and disbursement amounts. The secretary will provide a statement of account showing your account balance upon request. Please review your statement monthly to ensure it is accurate. Any discrepancies found must be reported to the executive secretary within 30 days.

7. Reimbursement requests or bills to be paid must be submitted by Friday of the week preceding the week which the payment is to be made. *Example: Receipts submitted on Thursday, September 7th will be paid the following week with the regular scheduled check run.*
8. All teacher supply account funds for the year should be spent no later than April 15 of the school year. If April 15th falls on a weekend or holiday, all purchase requests/and or requests for reimbursement should be submitted the last workday prior to April 15th. **April 15th is the absolute deadline for spending all funds in the teacher supply accounts.**
9. All monies collected should be turned in to the executive secretary on a daily basis. The money envelope should include the receipt book and the money collected. **The secretary will count the money, check off the receipts, and verify the two reconcile.** If the money received by the secretary does not equal the amount received by the teachers, everything will be returned to the teacher in the classroom envelope. The teacher is responsible for correcting any discrepancies and resubmitting the items to the executive secretary.
10. Field trip money and check requests for field trips are due five (5) days before a paid trip. Your account must have enough money in it to cover the check you are requesting for the trip. Please send notices home with students one month before the trip so you will have funds for your trip. If needed, a reminder notice should be sent home with the students two weeks before the trip.
11. Store receipts, from Walmart, Target, etc., will be accepted only if attached to the back of a completed check request form with your signature. Do not include personal items on the same receipt with school items. Reimbursement requests should be submitted within two weeks of the purchase to be paid. Reimbursement request submitted more than 30 days after purchase will not be reimbursed. Reimbursements will not be made to a teacher if EBT is used on the receipt. It is prohibited for any person to purchase items for reimbursement using EBT as the payment source.
12. These Guidelines for Handling School Funds should be signed by each staff member on a yearly basis and returned to the executive secretary at the beginning of the year.



Administrative Guidelines

EAST BATON ROUGE PARISH SCHOOL SYSTEM



East Baton Rouge Parish School System

School Administrator Guidelines for Handling School Funds (SAF#2)

Revised 6/23/22

As a school administrator, it may be necessary for you to collect and receive money from teachers, parents, students, and others.

The following are the East Baton Rouge Parish School System's policies that must be adhered to when handling these monies:

1. Written receipts should be prepared in duplicate and a copy issued to the individual from whom monies are received. You are responsible for keeping duplicate receipt copies and maintaining them in the office throughout the school year. Receipt documentation must be kept and made available upon any audit request.
2. School employees must turn collections in to the school office and receive a receipt for the amount turned in. They may not keep money in their classrooms overnight. Reasonable precautions should be taken to protect all funds until the time that the funds are deposited.
3. Report any stolen or missing funds in writing to administration and to the internal auditor at the Central Office (922-5601) as soon as it is discovered. Keep a copy for your records.
4. On a regular basis, check the status or balance of your school funds and report in writing to the internal auditor any suspected discrepancies. **No checks shall be drawn on a school fund account without a balance sufficient to cover the check request.**
5. If for any reason, questions, suspicions, or concerns arise relative to the collection, handling, or deposit of school funds, notify the internal auditor rwilliams36@ebrschools.org, (922-5601) immediately.

By signing this form (School Administrator Guidelines for Handling School Funds), you agree that any loss of funds in your possession will be deducted from your payroll check immediately and in its entirety.

Printed Name

Signature/Date

This form must be completed by all individuals with bank signature authority and submitted to the internal auditor at the beginning of each school year. If the bank signature card changes new signees must complete this form prior to signing checks or receiving monies.

REMINDERS

Compliance forms are due to School Accounting by **September 30**.

- SAF Form 2 Principal/Assistant
- SAF Form 1 Sponsor's/Teacher's Responsibilities for sponsors for ALL financial activities.
- The note section in EPES system should be utilized. If used properly, this can reduce the number of calls or emails from School Accounting in regard to various activities.
- Reconciliation reports must be given to each account sponsor monthly to verify accuracy of all transactions in their account.
- This report should be signed and returned to the secretary/bookkeeper monthly.



Facility Usage Form

- <https://www.facilitron.com/accounts/signin>



Requesting public facilities has never been easier.



Log In

Trouble Logging In?

Next

Don't have an account? [Create Account](#).

Having issues with logging in?

We've enhanced our login system. Please click [here](#) and follow the steps to login with advanced security.





Travel- Reimbursement/Advances

- School activity accounts can not be advanced.
- Travel advances must go through accounting.
- Reimbursements must follow travel guidelines.
 - It is recommended that all travel be done properly through accounting.



Vendors – W-9

- All vendor information must be completely entered into EPES prior to issuing a check.
- Obtain completed form W-9 prior to issuing a check.
 - Shared drive has completed forms from prior years.
 - Best Business Practice: Inform sponsors of this requirement when they request prior approval. Do not wait until a check needs to be issued to avoid delays.
- The W-9 form provides required tax ID numbers or Social Security numbers and legal name and updated address information from vendors. Examples include:
 - Caterers
 - Game Officials
 - Security Guards
 - Disc Jockeys
 - Try out Judges
 - Event Decorators/Planners
 - Lecturers/Speakers
 - Consultants
 - Vendors who personalize items (T-shirts, trophies, uniforms, etc.)
- This will help with completing IRS Form 1099s at the beginning of the calendar year, issuing stale dated letters for checks outstanding for more than 6 months, and sending funds to Unclaimed Property that are outstanding for more than 1 year. SAF#14B is used each time you utilize officials and 1099 security detail to track address changes.
- **Reimbursement to Employees: ***Persons employed by the EBR Parish School System MAY NOT be paid by a school check for these services. They MUST be paid through Payroll in order for proper taxes and retirement to be withheld. NO EXCEPTIONS**



Vendors – W-9

Good Morning,

Due to the challenges related to vendor verification, particularly concerning athletics and the adherence of officials to the new guidelines, school accounts have been instructed to accept W-9 forms as they are, without requiring additional verification.

The EBRPSS Athletics Department will address the situation by working to obtain the necessary information to resolve the current issues with the officials. As a matter of fairness and consistency, no vendors will be required to provide an ID or SSN card to verify the authenticity of their W-9 forms.

Thank you for your understanding and cooperation.





Correct vendor information

Vendors

FIRST PREV NEXT LAST ADD EDIT DEL LIST CANCEL SAVE CLOSE SAVE - ADD ANOTHER

Vendor Code *

Vendor Name *

Address

Address line 2

City

State ZipCode

Phone

Fax

Attention

Tax ID

School Vend #

County ID

Bid Category

MEMO

- Vendor code should consist of six letters.
- **Example: RHONDA WILLIAMS =WILRHO**
- **Last Name – WIL First Name –RHO**
- Use first and last names only.
- Do not include suffixes, Jr. Mr. Mrs. etc.
- Complete address must be entered.
- Tax Id or SSN must include dashes.
- 10-0569879- TIN
- 4*3-3*-9999- SSN
- Employee and parent vendor codes will be identified as-non 1099 reportable.

EMP then employee ID
PAR then student ID





Vendor form

NEW VENDOR INFORMATION FORM



****NOTICE**** This form requires data to be **TYPED** correctly in all fields. Incomplete forms will be returned. All requests for new vendors **MUST** have a completed W-9 attached before a vendor number can be issued. **ONLY** EBR employees can submit requests. A vendor form **cannot** be requested for yourself. Incomplete forms will be **returned**.

REQUESTED BY: _____ EXT: _____ DATE: _____

VENDOR TYPE: ☐ JOINT VENT. ☐ INDIVIDUAL ☐ PARTNERSHIP ☐ LLC ☐ SOLE PROP. ☐ NON PROFIT ☐ CORP

WILL THE VENDOR BE PROVIDING A SERVICE? ☐ YES ☐ NO

ARE YOU CURRENTLY EMPLOYED OR WILL BE ☐ YES ☐ NO

EMPLOYED BY EBRPSS AT THE TIME OF SERVICE?

VENDOR INFORMATION

NAME (official name from W-9): _____
D/B/A (name if different from above): _____
MAILING ADDRESS: _____
CITY, STATE, ZIP CODE: _____
TELEPHONE #: _____ FAX #: _____
EMAIL ADDRESS: _____
TAX ID #: _____ SSN#: _____ EMP ID#: _____

PAYMENT INFORMATION (IF DIFFERENT THAN W-9 ADDRESS)

D/B/A (name if different from above): _____
MAILING ADDRESS: _____
CITY, STATE, ZIP CODE: _____
TELEPHONE #: _____ FAX #: _____

REQUESTOR SIGNATURE _____ DATE REQUESTED _____

SEND COMPLETED/APPROVED VENDOR FORMS TO: School Accounts

APPROVED BY:

EXECUTIVE SECRETARY: _____
PRINCIPAL/AP: _____
SCHOOL ACCOUNTS: _____

I ATTEST THAT THIS VENDOR DOES NOT VIOLATE ☐ YES ☐ NO
ETHICAL LAWS (R.S. 42:1111 - 1121) PERTAINING TO
ECONOMIC INTEREST?



Child Nutrition List

- [Pennington Biomedical \(LSU\) - Louisiana Smart Snacks Meeting Recommended Criteria \(louisianafitkids.com\)](https://louisianafitkids.com)



6400 Perkins Road ■ Baton Rouge, LA 70808 ■ 225.763.2500 ■ www.pbrc.edu



@penningtonbiomedical



@pbrnews



@penningtonbiomed

Pennington Biomedical Research Center in Cooperation with
the Louisiana Department of Education, Nutrition Support present:

Louisiana Smart Snacks Meeting Recommended Criteria, 04/03/2024

Smart Snacks Nutrition Standards	To Submit a Product for Evaluation
<ul style="list-style-type: none"> • 200 calories or less • 35% of total calories from fat or less • 10% of total calories from saturated fat or less • 0% trans fat • Sugars 35% by weight or less • 200 mg of sodium or less per serving 	<p>Send a website link to the product (or pdf) from the manufacturer which includes the Nutrition Facts label and ingredient statement to LouisianaFitKids@pbrc.edu</p>





Booster Clubs

- Boosters must have at least an active LLC or EIN, be active with secretary of state and approved by the principal to conduct business on behalf of their respective activity.
- Boosters must have insurance to conduct ALL business on EBR Schools campuses and a completed facility usage form on file.
- Boosters may not use the schools name, mailing address or conduct any business with the schools Capital One bank account.
- Boosters must be vetted (see vendor information).



Donations

Any donation submitted to the school for the purchase of items not allowable by the EBRPSS administrative guidelines must be documented with a specifically worded letter from the vendor.

*No illegal or unethical purchases may be made by the school.

*Donations made to the athletic department must specify whether they are to pay for the CECP coaching services. Donations made for CECP coaching services must be deposited in a designated CECP coaching account.

*If for some reason donations for CECP coaching services are deposited in a different account, the bookkeeper will **NOT** be able to cut a check from an account other than the designated CECP coaching services account.

*Any donation to employee appreciation must be supported by a letter from the donor specifying that the donation is for employee appreciation. This letter must be available for audit.



Overview

- Cashless System Implementation. (JP Kelly).
- Deadlines for administrative guidelines September 30.
- Facility usage must be completed for all after school and booster club events.
- Reimbursement vs Advancements (school accounts only cut checks for reimbursements).
- Utilizing Secretary of State for Vendor Verification.
- Child Nutrition guidelines for snacks.
- Boosters clubs guidelines must be enforced.
- Donations to include a specific wording from donor.



CECP COACHES

Non-Paid Coaches (CECP)

- Schools cannot employ individuals.
- Employees can not work as a CECP coach at the school they are employed.
- Schools can not cut payroll checks under ANY circumstance to an employee of East Baton Rouge Parish School System. (This includes part-time security detail). Payroll for EBRPSS employees must be processed through EBRPSS Payroll Department.





TRAININGS

BOOKINGS

[https://outlook.office365.com/owa/calendar/SecretaryTrainin
g@ebrschools.org/bookings/](https://outlook.office365.com/owa/calendar/SecretaryTrainin
g@ebrschools.org/bookings/)

Google form

[https://docs.google.com/forms/d/e/1FAIpQLScQmMPWxVZM
jMwOmWpL0ToQhrR4yko15c8Uqb6lYbbRZEhURA/viewform](https://docs.google.com/forms/d/e/1FAIpQLScQmMPWxVZM
jMwOmWpL0ToQhrR4yko15c8Uqb6lYbbRZEhURA/viewform)

SOS

[Search for Louisiana Business Filings \(la.gov\)](https://www.la.gov)



SCHOOL ACCOUNTING STAFF

Rhondalyn Williams, Internal Auditor

225-922-5601

rwilliams36@ebrschools.org

Mirza Núñez, School Accounts Auditor

225-922-5549

mnunez2@ebrschools.org

Lenesius Kinnon, School Accounts Auditor

225-922-5539

lkinnon@ebrschools.org

Emily Bognar, Accounts Specialist

225-922-5562

earceneaux@ebrschools.org

