

***SISKIYOU COUNTY OFFICE OF EDUCATION***

***DISTRICT BUSINESS SERVICES GUIDE***

*January 11, 2021*

**SISKIYOU COUNTY OFFICE OF EDUCATION  
BUSINESS SERVICES GUIDE**

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# Siskiyou County Office of Education

## Business Services Guide

### **Siskiyou County Office of Education Mission Statement:**

*Providing educational leadership, resources and services to districts and schools to ensure learning for all students.*

### **Siskiyou County Office of Education Vision Statement:**

*The Siskiyou County Office of Education provides quality assistance and resources to schools as they deliver equitable learning opportunities for all students through:*

- Transformational Professional Development
- Educational Support
- Health Services
- Fiscal Services
- Technology Services
- Community Collaboration

*As together we prepare our students to be productive citizens of the 21<sup>st</sup> century.*

### **Siskiyou County Office of Education Business Department Mission Statement:**

*Provide business leadership, resources and services to districts and schools to ensure learning for all students.*

### **Siskiyou County Office of Education Business Department Vision Statement:**

*To be a respected leader in knowledge, reliability, accuracy, efficiency, courtesy, ethics, transparency, continuous improvement and educative for our departments, schools, districts and students.*

**Regulatory Compliance:** Insure compliance and conformity with regulations, guidelines and laws established by:

- Assurances and Compliance with various sources/agencies that provide funding
- Attendance Accounting and Reporting in California Public Schools
- California Department of Education
- California Government and Education Codes
- California School Accounting Manual
- Generally Accepted Accounting Procedures
- Internal Revenue Code
- Program and Fiscal Management Advisories
- Public Employees Retirement Law
- State Teachers Retirement Law
- Uniform Administrative Guidance (Federal requirements)

**Business Services:** Siskiyou County Office of Education Business Services oversight tasks include but are not limited to:

- Attendance Certification
- Budget Transfer approval (Board approved only)

- Cash Flow Monitoring
- Coordination of District/COE contracts for all services:
  - Audit finding resolution
  - Budget Approval
  - Business Services
  - Federal and State Programs Services
  - Interim Report certifications
  - LCAP Approval
  - Legal Consortiums
  - Mandated Cost Consortium
  - Nursing Services
  - Public Disclosure document review
  - SARC Consortium
  - SISnet Services
- Deposit processing
- District Budget/Interim/Year End Closing (Contracted Service)
- Financial system maintenance
- Fiscal solvency monitoring (AB 1200)
- Independent audit contract coordination
- Joint Powers Authority administrative services
- Journal entry/transfer processing
- Payroll processing, tax deposits and reporting
- Professional development
- Retirement system reporting
- State Reporting:
  - Attendance
  - Property Taxes
  - Unaudited Actuals
- Warrant processing (commercial and payroll)
- Please contact your Accounting or Budget Technician, or other business staff for assistance at anytime. Please see the *Who Do I Call* document under “Resources” on the SCOE Business Department website.

## **POLICIES AND PROCEDURES OF THE SISKIYOU COUNTY OFFICE OF EDUCATION**

### **Accounts Payable Warrant Processing Objectives:**

- Assist district staff during entry into financial system
- Audit for accuracy and compliance with regulatory agencies/requirements
  - California School Accounting Manual
  - CDE Management Advisories
  - CDE or Federal allowable use guidance
  - Compliance with Board Policies/Regulations
  - Legal expenditure of the district
- Cash Availability

- Board approval assurance (Goldenrods)
- Warrant production and registers
- Transmit back to districts
- Archiving
- Note: *CASBO Accounts Payable* and *CASBO Purchasing 101 and 201* guides are recommended

Special Batches: We offer “special batches” for limited payments that need to be expedited (i.e. credit card bills, travel payments, invoices that would otherwise be late if paid after the board meeting date).

Warrants are usually produced on Tuesday and Thursday unless there is a holiday, which can alter the schedule.

**Attendance Objectives:**

- Verify mathematical accuracy of monthly district attendance reports
- Verify mathematical accuracy certification of P-1, P-2 and annual State attendance reports
- Research and assistance with district problems/questions
- Enter into database
- Attendance transmission to State
- Note: *CASBO Pupil Attendance Accounting Strategies for School Sites* and *CASBO Pupil Attendance Accounting Strategies for Business Personnel* are recommended

**Cash Transfers/Journal Entry Objectives:**

- Assist district (non-contracting) staff in entering into QCC financial system
- Audit for accuracy and compliance with regulatory agencies/requirements
  - California School Accounting Manual
  - CDE Management Advisories
  - CDE or Federal allowable use guidance
  - Compliance with Board Policies/Regulations
- Siskiyou County Auditor/Treasurer Transfers (Court House processing)
- Transmit copies back to districts

**Deposit Objectives:**

- Assist district staff in entering into QCC financial system
- Audit for accuracy and compliance with regulatory agencies/requirements
  - California School Accounting Manual
  - Compliance with Board Policies/Regulations
- SACS coding compliance
- Siskiyou County Auditor/Treasurer Transfers (Court House processing)
- Transmit copies back to districts

### **Document Retention Objectives** - Reports archived for permanent retention:

- 1099s
- ACA Forms (1094/1095)
- Attendance
- Audits
- Budgets
- Interim Reports
- Payroll production reports
- Warrant production reports
- W-2s

### **Payroll Processing Objectives:**

- Assist district staff during entry into financial system
- Audit for accuracy and compliance with regulatory agencies/requirements
  - California School Accounting Manual
  - CDE Management Advisories
  - CDE or Federal allowable use guidance
  - Compliance with Board Policies/Regulations
  - Legal expenditure of the district
- Direct Deposit maintenance
- Insure adequate information entered for new hires or changes
- Pay Rate/Base Rate accuracy
- Retirement related code accuracy
- Deduction review
- Garnishments
- Payroll production and reports
- Siskiyou County Auditor/Treasurer Transfers (Court House processing)
- Transmit back to districts
- Direct Deposit and Trailing warrant payments
- Payroll tax deposits, quarterly and annual reporting
- Note: *CASBO Payroll Concepts* is recommended
- Note: Payroll due and processing dates are posted on the SCOE Business website. These dates are critical for processing of payrolls.

### **Harris/QSS/QCC Financial System:**

- SCOE maintains the county wide financial system. The original owners Quintessential School System (QSS), developed a newer drop down menu based system to run on Linux servers called QSS Control Center (QCC). SCOE and all districts migrated to the new system in June 2019. Since that time Harris School Solutions purchased the rights to the software and now maintain it for schools throughout the state.
- Training for district staff is provided by SCOE, as well as the *Help+Video* option within the software itself.
- SCOE has both a *Payroll and Master Report and Essential Information guide that is updated annually.*

### **Siskiyou County Auditor/Treasurer and QSS/QCC Cash Balancing Objectives:**

- Accuracy of full month's transactions
- Reconcile County Office balances with County Auditor/Treasurer
- Balancing Clearing Accounts
- Upload and maintenance of cleared warrants

### **District Business Services:**

#### District Business Offices

Each district must establish their own business office complete with specific employee assignments and internal control procedures. District business office responsibilities include but are not limited to:

- Auditor request letter information (unless contracting for Business Services (not all inclusive.))
- Budget/Interim reports (unless contracting for Business Services)
- Budget monitoring
- Deposit processing
- Journal entry requests
- Inter district/Government office invoices
- Payroll entry
- Accounts payable warrant entry
- Year-end closing (unless contracting for Business Services)
- Unaudited Actual process (unless contracting for Business Services)
- Attendance

#### Budget Monitoring

Budget monitoring is one of the most complicated functions a district must perform, however, it is one of the single most critical factors in district business operations. Most districts establish their own monitoring system for at least some budget categories. There are several sources that provide information on each district's budget:

- SACS budget documents
- QSS/QCC Financial System FAR300 requested by Fund and/or by Resource. See QSS Report Directory and Essential Information Guide available at:  
<http://www.siskiyoucoe.net/Page/214>

#### Troubleshooting:

In order to process warrants, deposits and payroll, the individual performing these functions must be familiar with, or directed by someone familiar with the district budget.

Example of how to research the question "*Where do I code this transaction?*"

Review your accounting manual for general information regarding the proper program and account classification. Review QSS/QCC Budget Reports or FAR300 (above) to determine where funds are appropriated to accommodate this transaction. If funds are

not appropriated, a budget revision may be necessary. **County Office personnel are available to assist with this process.**

### **District Deposit Processing Procedures:**

#### *Cash and Checks:*

Keep checks and cash securely under lock and key until you are ready to process. Cash should be deposited at least weekly.

#### *Daily Deposits:*

- Accumulate checks (should be stamped "For Deposit Only" as soon as they are received)
- Cash should be deposited into revolving fund and a check written payable to the district and processed with regular deposit
- Separate checks by fund (general fund deposits, developer fee deposits, etc.)
- Write up a deposit transmittal (It is helpful if the listing is done by fund with a line before each new fund. For example, list all general fund checks first, then special reserve funds, developer fee fund, etc.)
- List each check separately
- Coding is determined by the purpose of the check

*Example: Workers Compensation Insurance Payments*

Account string employee is coded to in Payroll

*Example: Retiree Insurance Paid By Retiree*

Account string retiree is coded to in Payroll

Object number 3701 or 3702

- Revenue vs. Abatement
- Useful information regarding classification as revenue or an abatement is found in the California School Accounting Manual (CSAM Procedure 560)
- Run a tape on the checks
- Balance tape with deposit transmittal
- **Stamp district deposit endorsement** of the back of the check
- A copy of the deposit will be transmitted back from the County Office.  
Processing information (receipt number) will be noted in the bottom left corner

Note: Deposits posted in the current calendar month must reach the Business Office by 9AM the last working day of the month to provide sufficient time for Court House processing.

### **L.A.I.F (Local Agency Investment Fund) Procedures:**

L.A.I.F (Local Agency Investment Fund) is an investing agency for divisions of State government.

This investment pool is controlled by a department within the State Treasurer's Office.

(Note: Transactions to be processed the same day must be called in before 9:30 AM.)

### **L.A.I.F Deposit Procedure:**



- Goldenrod and special warrant request to County Office to produce warrant(s) (coding
- ??-0000-0-9150-0000-0000 for appropriate Fund)
- Call L.A.I.F. with transaction information
- To the bank:
  - *Checking accounts:*
    - Deposit slip to your individual account
    - Warrant
    - L.A.I.F deposit slip (three copies with confirmation number)
    - Check written on your bank account to L.A.I.F
  - *Savings accounts:*
    - Deposit slip to your individual account
    - Warrant
    - L.A.I.F deposit slip (three copies with confirmation number)
    - Signed withdrawal form

**L.A.I.F. Withdrawal Procedure:**

- Call L.A.I.F with transaction information
- Enter deposit into QSS and send to County Office designating the appropriate funds (coding ??-0000-0-9150-0000-0000)
- Send endorsed check (indicate for deposit only) made payable to your school district and deposit transmittal to the County Office for deposit

**L.A.I.F Interest Calculations:**

L.A.I.F interest is deposited directly into your account at L.A.I.F. Therefore, a Cash Transfer entry is required to record the interest. There are at least two methods currently being utilized to calculate interest for the various funds on deposit with L.A.I.F.

- *Average Balance* - Determine the percentage of the total balance at L.A.I.F for each fund. Prorate the interest based on this percentage.

Example: Fund Balances

\$100,000 (General Fund)

\$150,000 (Total at L.A.I.F)

$$\frac{\$100,000}{\$150,000} = 66.67\%$$

This percentage of the total interest should be allocated to the general fund. This process is to be repeated for each individual fund. The total interest calculated for all funds must balance with the amount deposited by L.A.I.F.

- *Daily Balance* - A more time consuming, but more accurate, method of calculating interest. This method requires that you perform a calculation for each fund for the amount in the fund. This amount changes each time a transaction is processed.

Example: Two withdrawals from L.A.I.F plus automatic interest deposit within the quarter, four calculations would have to be made.

General Fund

Beginning of period to first transaction date:  
\$100,000 x \_\_\_ days/365 days x \_\_\_% interest = \_\_\_\_\_

First transaction date to second transaction date (withdrawal of \$5,000):  
\$ 95,000 x \_\_\_ days/365 days x \_\_\_% interest = \_\_\_\_\_

Second transaction date to third transaction date (withdrawal of \$10,000):  
\$ 85,000 x \_\_\_ days/365 days x \_\_\_% interest = \_\_\_\_\_

Third transaction date through quarter end (deposit of \$5,000):  
\$90,000 x \_\_\_ days/365 days x \_\_\_% interest = \_\_\_\_\_

The total calculated interest for each all funds must balance with the amount deposited by L.A.I.F.

The interest is allocated to each fund with a journal entry. The journal entry also increases the amount of the investment at L.A.I.F.

General Fund 01-0000-0-8660-0000-0000 (Interest) \_\_\_\_\_  
01-0000-0-9150-0000-0000 (Investment) \_\_\_\_\_

Other Fund(s) ??-????-0-8660-0000-0000 (Interest) \_\_\_\_\_  
??-????-0-8660-0000-0000(Investment) \_\_\_\_\_

Note: Accounting for April through June interest posted in July, is not posted to 9150 as it is not yet received as of June 30<sup>th</sup>. Use 920X for Accounts Receivable. Clear the entry in current year.

### District Journal Entry Request Procedures:

#### Cash Transfers (Journal Entries) - Corrections

If you discover something that has been coded incorrectly in warrants, deposits, or payroll, make corrections using Cash Transfers, send copies of complete back up to the County Office Business Office (contracting districts contact their Budget Technician)

**District Payroll Processing Procedures:** Each district is responsible for on-site maintenance of payroll and personnel files for each employee. Districts are responsible for payroll and personnel files. The combination of these files should include, but are not limited to the following information:

- Employment application
- Employment contract (certificated only)
- Bargaining Unit Agreement
- Bus Driver Certificate (bus drivers only)
- Finger Print Processing
- I-9 and W-4
- Insurance Applications (if applicable) or declination statement for district group

- Insurance policies:
  - Health/Dental/Vision Insurance
  - Life Insurance
- Physical exam results (1st time teachers, early childhood educators, and bus drivers only)
- Proficiency Test (Classified aides only)
- Retirement System - determine if new employees are currently a member of a retirement system, if not, follow STRS/PERS guidelines to determine. If not working sufficient hours to qualify, full social security
- Sick Leave - current California school employees can transfer sick leave from previous district
- TB screening verification
- Tax Sheltered Annuity eligibility notification
- Ten eleven or twelve check election verification

**Payroll Processing** - A summary of the items needed to begin payroll processing includes:

- New employee information (listed above)
- Time documentation (usually classified) - provides back up for audit trail and calculations for actual payments
- Time accounting for split funded employees (see CSAM procedure 905)
- Establishment of monthly "cut off" date is at district discretion. A letter with payroll due dates is sent out on an annual basis with the exact due dates. This date is significant primarily for substitute employees and classified employees paid for actual hours worked. It is also posted on the SCOE website, and should be shared with staff.
- Certificated personnel are usually on the payroll as a "lump" requiring only annual changes.
- Classified personnel are either on a "lump" or paid monthly according to actual hours worked.
- Enter this information into QSS/QCC Financial System payroll screens (MA, W4, PR, PD.)
- See QSS Payroll Screen Maintenance Guide.

#### **District Warrant Processing Procedures:**

Education Code 42636 obligates the County Office to perform audit of expenditures. Purpose is to determine compliance and conformity requirements as set forth above. District personnel are responsible for compilation and submission of warrant packets. This process is outlined below.

#### **Purchase Orders:**

Purchase Orders are documents issued to a vendor that authorizes the delivery of specified merchandise or the performance of certain services and the making of a charge for them. Purchase Orders are one component of a district's internal control procedures. They establish a legal obligation for payment.

*Sample district level purchase order system:*

Each district should have a purchasing Board policy and written procedures. The procedure outlined below should serve only as a general guide and is not intended to replace any system established by the district. Purchase Orders should be used for all purchases or services with few exceptions. The exceptions should include sufficient audit trail to document prior approval and budgetary encumbrance. Credit cards are not an exception. Purchase Orders should be made to the vendor name used to make the credit card payment (Cardmember Services, Bank of America, etc.). Annual, open or blanket Purchase Orders should be used for recurring purchases, utilities, contracts, local vendors, etc. California Association of School Business Officials (CASBO) *Accounts Payable Manual* has a comprehensive system that should be used as a guide to establish or revise current procedures to insure compliance. Uniform Guidance, the Federal requirements for conducting business for entities that receive federal funding, also require complete written procedures for purchasing and many other aspects of school business. Uniform Guidance is available at:

<http://www.ecfr.gov/cgi-bin/text-idx?SID=dfbb20c936729b7123e73ab452e58d15&mc=true&node=pt2.1.200&rgn=div5>

Employee completes request for purchase in advance of the actual purchase to assure funding is available and to encumber the funds before obligating the district to the liability.

- Supervisor approval
- Director/Principal/Superintendent approval
- Budget/Business Approval – Account string should be included on the purchase order
- Vendor number
- Type/write up/process purchase order with coding
- Authorized signature
- Distribution
  - Vendor
  - Copy to business office for numerical file and alphabetical listing
  - Two copies to ordering department (copy 1 is retained by department; copy 2 is returned to business office when goods arrive and payment authorized)

**Accounts Payable Warrant Processing:**

Warrant is the term used for a payment drawn on the County Treasury, similar to a check in private enterprise. Each district is responsible for preparation of data to be submitted to the County Office to generate warrants for payment of district obligations. Information needed to begin work on vendor payments includes:

- Alphabetical Vendor Files (chronological copies of paid warrants, invoices, statements, purchase orders and any other backup available for audit trail)
- California State School Accounting Manual
- Chart of Accounts
- Goldenrod Form
- Invoices/Statements (alphabetical then chronological order)

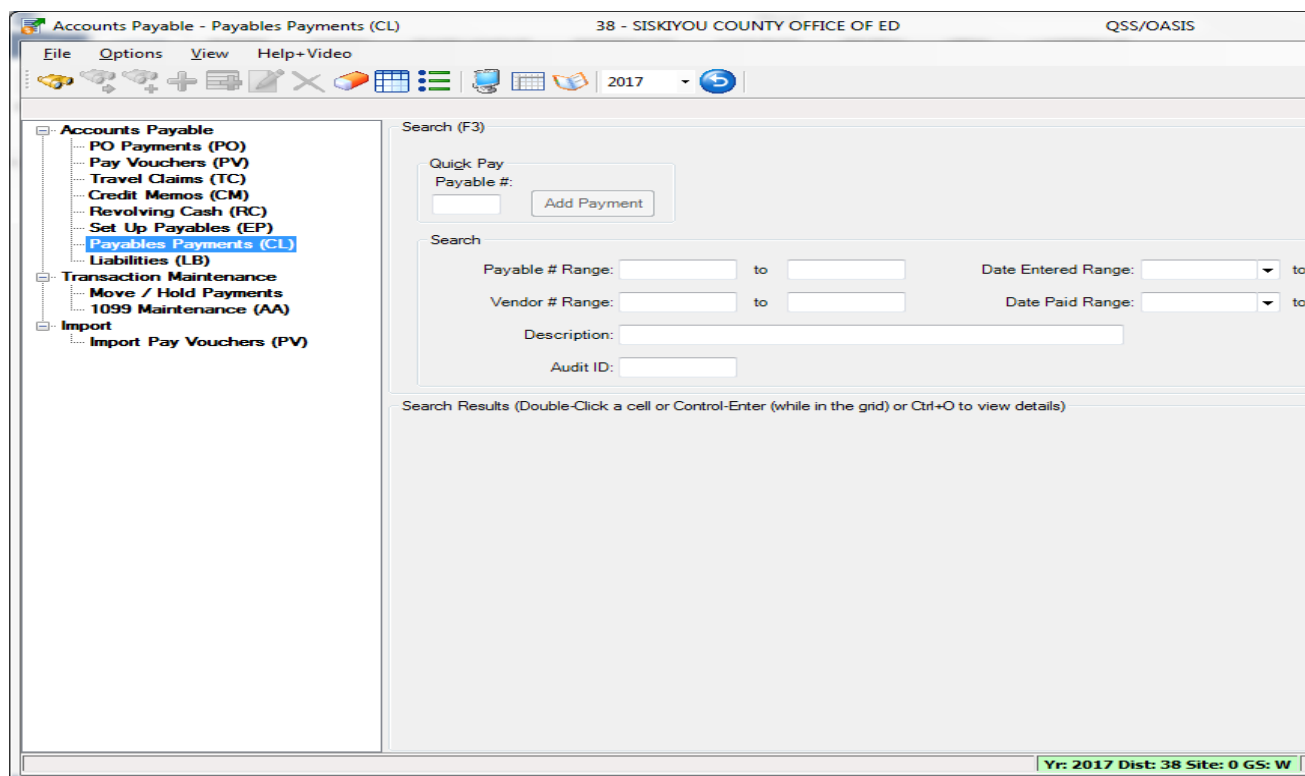
- Purchase Orders
- Contracts (SCOE must have a copy of properly executed contracts on file)
- Example of processing
- Update vendor screens as needed
- Verify remittance address on the invoice matches the address on the listing
- Write the vendor number on the invoice
- Audit Invoices
  - Mileage reimbursement: Must be itemized and include dates, miles, destination and purpose
  - Payments to individuals: Any payment that is not a reimbursement for a prior approved expense should be scrutinized; independent contractors must meet specific criteria, if they do not, they are classified and paid as employees on payroll
- Match to purchase orders
- Verify purchase is within parameters of purchase order
- Payments without purchase orders - Payments without purchase orders (meal reimbursement for overnight travel for example), should have an authorizing signature on the travel request and/or other backup to verify the district incurred the obligation and all prior approval processes were followed. (Note: Please be sure your payments for per diem are backed up with a copy of Board policy on file with the SCOE.)
- Verify accuracy of invoice (math, shipping, tax (including tax rate) is not already paid based on another copy of the invoice)
- Cautions (duplicate invoices, paying from statements (not allowed), back orders, incomplete orders, purchase order made to company name different than invoice remittance name, statements showing invoices you do not have copies (followed up with a letter requesting a copy of the invoice))
- Coding – Full account strings are required for each payment. If not already included on purchase order, it should be written on the invoice or other backup documentation
- Fund - Keep invoices for each fund separate
- Account strings are developed from the Chart of Accounts and definitions in the State School Accounting Manual
- Run a tape on your invoices, by fund, to balance with Prelist (keep for comparison during SCOE audit)
- Printouts/Goldenrod – Prelists totals must be included on the Goldenrod form that goes with the entire packet to the Board meeting. ***(Invoices must be in the same order as Prelist)***
- After the Board meeting, make changes if any requested by the Board, reprint and retain one set, with second copy to the County Office with original invoices
- Copies - make a copy of each invoice and other backup documentation to be retained by the district and provide remittance advice back to vendor.
- Submit to County Office:
  - Original invoices/backup

- Prelist
- Goldenrod
- The County Office will audit your warrants, call you with any questions, produce the warrants, and mail them back to the district.
- The district should review the warrants for accuracy, making sure they are in agreement with any changes made at the County Office.
- Mailing Warrants:
  - Briefly scan the invoice and warrant for accuracy (address & amount)
  - Enclose backup for the payment with the warrant (invoice copy, or, if the vendor did not provide extra copies, review the top portion of the warrant to determine if the vendor will know what bill you are paying. If in doubt, make a copy to attach.)
  - Mark invoice paid, staple the warrant copy to all backup
  - File in alphabetical vendor files

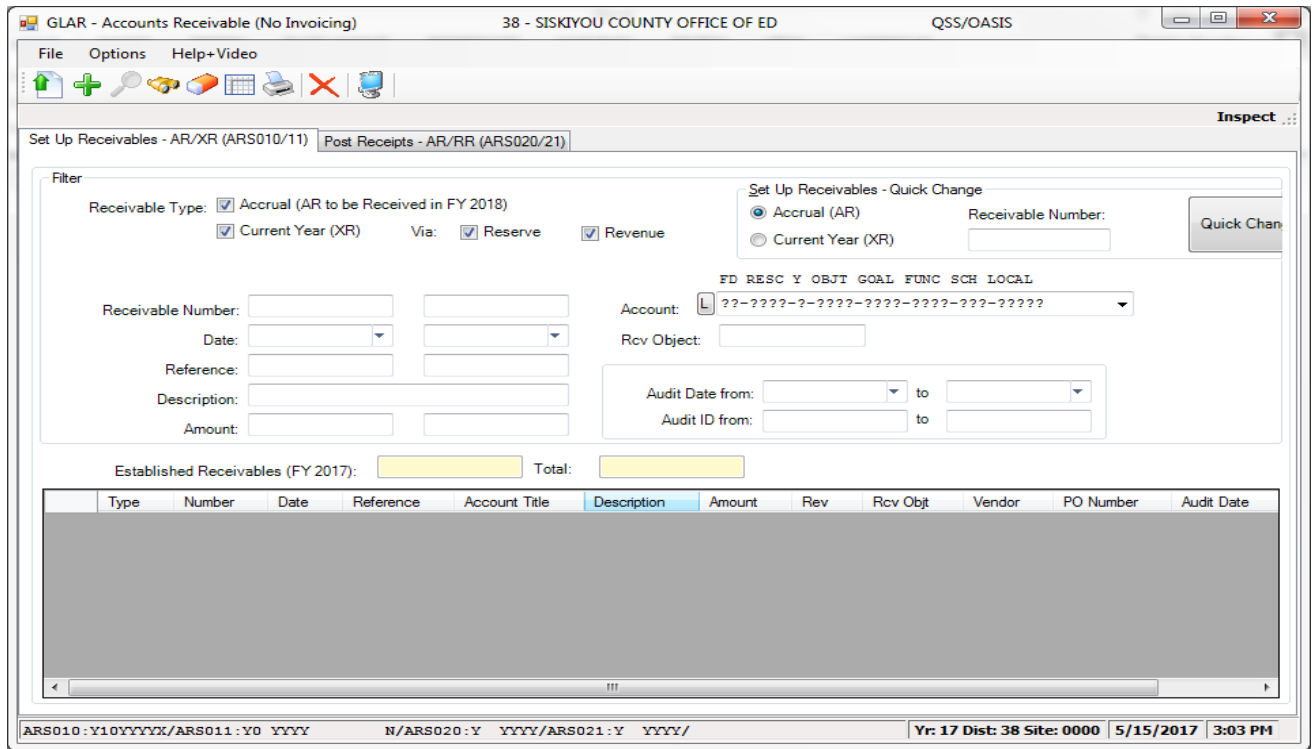
### Year-End Closing Procedures:

See most current *Year-End Closing Checklist* for detailed closing processes. The year-end closing process is primarily a function that begins in June and ends in October of each year.

- **Setting up payables and receivables is a three step process:** Identifying payables and receivables, setting them up in one fiscal year, clearing them in the next fiscal.
- **Setting up payables and writing Warrants:** Estimated Payables and Payable Payments – Amounts due to others as of June 30th. See definition below. Set Up Payables (EP), and pay in subsequent fiscal year under Payable Payments (CL).



- **Accounts Receivable and making Deposits: Accounts receivable** – Amounts due to the district as of June 30th, use Set Up Receivables and Post Receipts in the subsequent year. See definition below.



- **Definitions:**
  - **Accounts Payable** - Accounts payable are balances owed to others for goods, supplies, and services purchased on open account. Accounts payable arise because of the time lag between the receipt of services or acquisition of title to assets and the payment of them. This period of extended credit is usually found in the terms of the sale. Most accounting systems are designed to record liabilities for purchases of goods when the goods are received or, practically, when the invoices are received. Frequently there is some delay in recording the goods and the related liability on the books. If the title has passed to the purchases before the goods are received (as in most of our transactions since they are technically F.O.B. shipping point), the transactions should be recorded at the time of title passage. As a result, the accountant must pay particular attention to transactions occurring near the end of one accounting period and at the beginning of the next to ascertain that the record of goods received is in agreement with that of the liability and that both are recorded in the proper period.
  - **Accounts Receivable** - Receivables are amounts due at a specific time from individuals or other agencies. In governmental accounting, accounts receivable generally are recorded at year end only. Properly setting up the accounts receivable at year end is

an integral part of the closing process. The LEA must review all its outstanding invoices and contractual agreements to ensure all amounts due them are recorded correctly.

### General Information:

- **Construction Projects** - Projects that will total \$1,000 or more require the contractor to pay prevailing wage. It is the district's responsibility to inform the contractor of this requirement during the solicitation process. Projects \$15,000 or more require competitive bidding and registering the project on the Department of Industrial Relations Prevailing Wage website.
- **Equipment vs. Supplies** - Section 770 in California School Accounting Manual (CSAM).
- **Gift of Public Funds** - Refer to County Counsel opinion of August 24, 1992, or FCMAT Help Desk Frequently Asked Questions. District must establish which allowable category the expenditure in questions falls into. Be sure the expenditure complies with education code 44015. Generally, current practice includes the following items as Gift of Public Funds:
  - Flowers
  - Personal movies during travel
  - Personal phone calls (including those while made traveling)
  - Gift Certificates
  - Other Gifts
- **Independent Contractor vs. Employee - Utilize** common-law factors (IRS Form SS-8) and/or CASBO Accounts Payable Manual to determine validity of independent contractor status.
  - Other Requirements: Completed contract, W-9, annual 1099 (see instruction booklet for 1099s for requirements), Contractor's License for occupations listed below:
- **Insurance** - break out student insurance to Function 1110, Pupil Transportation to Function 3600. Student insurance is not required for districts with no school sponsored sports activities. Minimum insurance (per Education Code 32221) is \$5,000 for all services for each member of an athletic team).
- **Investment Transactions** – Code ??-????-9150-0000-0000 (Goldenrod with Superintendent's signature is adequate for warrants). Each district should have an investment policy to conform to Government Code section 53601 and 53601.1.
- **Lost Warrants** - Notify County Office immediately. County Office will issue a stop payment immediately and send the district an affidavit for the vendor to sign. When affidavit is returned, the warrant will be canceled and a replacement issued.



- **Prepayments** - Prepayments are utilized only when a vendor will not take a purchase order, the revolving is not sufficient to cover, and County Office deems appropriate. This process requires additional tracking by County Office personnel.
- **Pupil Transportation** - Use Resource number 0230, break out appropriate insurance from lump sum billings into this Resource. Not necessary to break out athletics and field trips. These items are all used to determine cost per mile, a transfer is made at year end from Pupil Transportation to the appropriate program(s).
- **Special Warrants** - Available for payments on construction projects, payments that run the risk of being late and emergencies.
- **Vehicles** - Do not code expenses to operations unless the vehicle is an operations vehicle (i.e. used only by Maintenance and Operations staff). Vehicles involved in pupil transportation should have charges coded to Resource 0230.
- **Warrant Coding Agreements:** See “Common Coding Practice.”

#### **District Responsibilities:**

- **1094 and 1095C Affordable Care Act** - Each district is responsible for data accumulation and proper reporting elements for calendar year annual filing. Data for all districts is reported electronically to the Internal Revenue Service.
- **1099** - Each district is responsible for data accumulation and proper reporting elements for calendar year annual filing. Payments requiring filing of the 1099 form are detailed in the "Instructions to filers of forms 1099, 1098, 5498 and W-G" available online at [www.irs.gov](http://www.irs.gov), the Internal Revenue Service. **I-9 and W-4 forms** - Each district is responsible for proper completion of the I-9 and W-4 forms for payroll processing. The County Office does not monitor these forms. 1099 data for all districts is aggregated and reported electronically to the Internal Revenue Service.
- **Attendance** - Each district is responsible for attendance recordkeeping. The independent auditors will review all attendance records at the district. Each month, the district will submit a monthly summary report to the County Office. Any problems detected on the monthly report will be addressed with the district during P-1, P-2 and Annual filings and certification with the California Department of Education.
- **Legal Compliance** - Each district is responsible for insuring legal compliance. County Counsel has issued opinions on Conflict of Interest and Gift of Public Funds issues. These are used by the County Office Staff during our audits of payroll and warrant information. We look carefully at requests for payments to employees and employee spouses for possible conflict of interest. We review travel reimbursements to insure not tips or alcohol are included. Payments to individuals for other than reimbursements should be reviewed for Independent Contractor compliance as noted above.
- **Revolving/Petty Cash Accounts** - Each district is responsible for their external Revolving/Petty Cash accounts as well as the full documentation and proper bookkeeping for the funds.

- **Sales (Use) Tax** - Each district is responsible for data accumulation and periodic reporting of Sales (Use) tax on out of State purchases. Questions regarding this tax and reporting should be directed to the State Board of Equalization.
- **Unemployment** - Each district is responsible for monitoring claims and charges against their unemployment account.

**Manuals and Forms available from the Business Office:** Most forms are available online, if you need assistance, please let us know.