NASBO State Convention

New Bookkeepers

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State Coding

- State Users Manual
https://www.education.ne.gov/fos/

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Base Account Code Structure (Coding is led by a hyphen and separated by hyphens):

Fund	Revenue/Expenditure	Function Code	Object Code
-XX	-1/2	-XXXXX	-XXX

Some how you are going to have to designate your school with the upload of the AFR. You will need to contact your software company to find out how that will be facilitated.
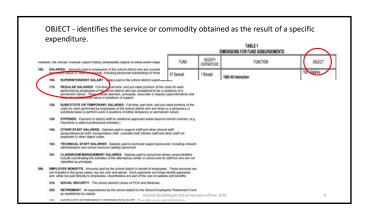
What would the coding structure look like for a district with several elementary schools?

- The following chart provides an example of how a district would identify financial transactions by school.

District Name	School Number	Name	School or District Level Expenses
Valley Center	95-0001-000	Valley Center Public School	District Level
Valley Center	95-0001-001	Valley Center High School (Grade 9-12)	School Level
Valley Center	95-0001-002	Valley Center Middle School (Grade 6-8)	School Level
Valley Center	95-0001-003	James Elementary School (Grades pk-5)	School Level
Valley Center	95-0001-004	Watson Elementary School (Grades K-4)	School Level
Valley Center	95-0001-005	Ridge Elementary School (Grades K-5)	School Level

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Slide 1

FUND - is a sum of money or is the money derived from certain sources and set aside for specific purposes and activities.

TABLE 1
DIMENSIONS FOR FUND DISBURSEMENT

FUND	RECEIPT/ EXPENDITURE	FUNCTION
01 General	1 Receipt	**1000 All Instruction**
02 Depreciation	2 Expenditure	1100 Regular Instructional Programs
03 Employee Benefit		1125 Regular Instructional Programs (Flex-Sp
		1150 Limited English Proficiency Instructional
04 Contingency		1160 Poverty Instructional Programs
		1190 Early Childhood Programs
05 Activity		1195 Regular Instructional Programs Below Ag
		1200 Special Education Instructional Programs
06 School Lunch		1290 Early Childhood Special Ed Instructional
07 Bond		**2100 Support Services -Pupils**
08 Special Building		2150 Pupil Support – Safety & Security
09 Qualified Capital Purpose		**2200 Staff Support**
		2213 Support: School Improvement
		2214 Support: Implementation of Standards

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Slide 2

FUNCTION - is the purpose for which a thing exists or is used.

TABLE 1
DIMENSIONS FOR FUND DISBURSEMENTS

FUND	RECEIPT/ EXPENDITURE	FUNCTION	OBJECT
01 General	1 Receipt	1000 All Instruction	100 Salaries

FUNCTION

1000 ALL INSTRUCTION Activities dealing directly with the teaching of pupils, or the interaction between teacher and pupils...

1100 REGULAR INSTRUCTIONAL PROGRAMS These programs funded through the General Fund that are designed primarily to prepare pupils for activities as citizens, family members, and workers.

1125 REGULAR INSTRUCTIONAL PROGRAMS SCHOOL AGE (FLEX-SPENDING) ...

1150 LIMITED ENGLISH PROFICIENCY PROGRAMS ...

1160 POVERTY PROGRAMS ...

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Slide 3

OBJECT - identifies the service or commodity obtained as the result of a specific expenditure.

TABLE 1
DIMENSIONS FOR FUND DISBURSEMENTS

FUND	RECEIPT/ EXPENDITURE	FUNCTION	OBJECT
01 General	1 Receipt	1000 All Instruction	100 Salaries

100. SALARIES Amounts paid to employees of the school district...

105. SUPERINTENDENT SALARY ...

110. REGULAR SALARIES ...

130. SUBSTITUTE OR TEMPORARY SALARIES ...

135. STIPENDS ...

140. OTHER STAFF SALARIES ...

143. TECHNICAL STAFF SALARIES ...

161. CLASSROOM MANAGEMENT SALARIES ...

200. EMPLOYEE BENEFITS ...

215. SOCIAL SECURITY ...

220. RETIREMENT ...

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Revenue

01-1-01110 Taxes Levied/Assessed by the School District
- Fund   01 (General)
- Receipt/Expenditure   1
- Function   01110 (Taxes Levied/Assessed by the School District)

PROGRAM RECEIPT CODING

1000 LOCAL RECEIPTS

11XX   TAXES

1110   LOCAL PROPERTY TAXES   Revenue derived from the local scl levy and all other local taxes which accrue to the school district, in from in-lieu-of taxes paid by public power and irrigation districts; a revenue originating from local taxation.

1111   LOCAL PROPERTY TAXES - LEARNING COMMUNITY COMMO Revenue derived from the Learning Community common levy paid are members of that Learning Community.

1115   CARLINE TAXES   Personal property taxes assessed on private collected by the state and distributed to political subdivisions base

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Expenditure

01-2-01100-110 Regular Instruction Salaries of Regular Employees Paid to Non-Instructional
- Fund   01 (General)
- Receipt/Expenditure   2
- Function   01100 (All Instruction)
- Object Code   110 (Salaries of Regular Employees Paid to Non-Instructional)

TABLE 1
DIMENSIONS FOR FUND DISBURSEMENTS

FUND	RECEIPT/ EXPENDITURE	FUNCTION	OBJECT
01 General	1 Receipt	1000 All Instruction	100 Salaries

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TABLE 1 - DIMENSIONS FOR FUND DISBURSEMENTS
(Continued from previous page)

School districts may add to the coding structure as they find necessary to accommodate the needs of school district management or for other purposes. The coding can be expanded to include identification of receipts/disbursements for one or more of the following:
- Elementary/secondary or by grade level
- Building/attendance center level
- Course level

Expanded Account Code Structure (Optional)

Fund	Revenue/Expenditure	Function Code	Object Code
-XX123456	-1789/245	-XXXXX123456	-XXX123456

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❖Give details if possible. It saves time/headaches remembering what you did when asked later.

❖Done right the first time = saves time

Human Resources/Payroll

New Hire –

Retirement	Long Term Disability
W4	COBRA – Initial Notice
I-9	Contract
Health Insurance	Leave
Life Insurance	Direct Deposit
Vision Insurance	E Verify
Section 125 Plan	State New Hire
Time/Attendance	

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Subsequent years –
Health Insurance
Life Insurance
Vision Insurance
Section 125 Plan
Contract
Leave roll over
Update Pay Levels

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Resignation–
Retirement -Non Contributing Member Form
Health Insurance
Life Insurance
Vision Insurance
Section 125 Plan
COBRA

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IN THE MIDDLE of all that you have to issue pay checks

Not quite that simple

➤ Hourly staff works as a bus driver and custodian at different rates and it all equals 45 hours/week = Blended Overtime
➤ Teacher has a baby, gets married, gets divorced.
➤ Teacher covers for another and gets paid for it.

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➤ Hourly staff work as a bus driver and custodian at different rates and it all equals 45 hours= Blended Overtime

Job	Hours	Rate of Pay	Gross Pay
Custodian	35	$ 15.00	$ 525.00
Sub Bus Driver	5	$ 25.00	$ 125.00
OT Bus Driver	5	$ 37.50	$ 187.50
Total Hours	**45**	**Total Pay $**	**837.50**

Job	Hours	Rate of Pay	Gross Pay
Custodian	35	$ 15.00	$ 525.00
Sub Bus Driver	5	$ 25.00	$ 125.00
OT Bus Cust	5	$ 22.50	$ 112.50
Total Hours	**45**	**Total Pay $**	**762.50**

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Blended OT

Job	Hours	Rate of Pay	Gross Pay
Custodian	35	$ 15.00	$ 525.00
Sub Bus Driver	10	$ 25.00	$ 250.00
Total Hours	**45**	**Total Pay $**	**775.00**

Total Pay/Total Hours=Average Rate
Average Rate/2 = Blended OT Rate

Job	Hours	Rate of Pay	Gross Pay
Custodian	35	$ 15.00	$ 525.00
Sub Bus Driver	10	$ 25.00	$ 250.00
Bleneded OT	5	$ 8.61	$ 43.05
Total Hours	**50**	**Total Pay $**	**818.05**

45 Hours reported for retirement

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➤ Teacher covers for another and gets paid for it.

Considerations:
? Is teacher in the retirement plan
? Do I count the hours/salary towards retirement

➤ Teacher has a baby, gets married, gets divorced.

✓Add/Remove from Health Insurance
1. What are the deadlines?
2. How do you add/remove?
✓Cobra requirements
1. When does coverage end?
2. What type of coverage do they currently have?
✓Retirement/Life Insurance
1. Do they want to change beneficiary?
2. Changing name?

Once everyone has been paid you have reporting to do

Monthly Reports

Retirement
Due the 10th of the month-accurate and on time.
EFTPS
Usually due 3 days after payroll-IRS does not play around with deadlines.
State Taxes
Do it when you do your EFTPS

Balance on a monthly basis – Don't wait until W2 time!

Quarterly Reports

941
  http://www.irs.gov/

941N
  http://www.revenue.nebraska.gov/

Unemployment
  https://uiconnect.ne.gov/uiconnect/faces/jsp/centerne.jsp

Balance on a monthly basis – Don't wait until W2 time!

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Yearly Reports

W-2
  http://www.ssa.gov/thirdparty/business.html

W-2N
  http://www.revenue.nebraska.gov/

1099
  https://fire.irs.gov/firev1r/

1094C
  https://www.irs.gov/for-Tax-Pros

Balance on a monthly basis – Don't wait until W2 time!

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Resources
  Circular E – IRS
  Educators Health Alliance
  Nebraska Public Employees Retirement
  EFTPS
  Nebraska Department of Revenue
  Irs.gov

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General Ledger

If you don't understand how a General Ledger works
- ❖ you need to find a support person
- ❖ take a class at the local community college
- ❖ talk to your business teacher
- ❖ You need to know what happens when you make an entry and how it effects other accounts

Reconcile your bank statement to your General Ledger

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Accounts Payable

- ➤ Be organized
- ➤ Match your invoices to purchase orders
- ➤ Don't wait until the last minute
- ➤ Follow Board Policy

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Board Policy

Read through them

Be especially aware of payroll policies

Make sure you are doing it like the policy says
    - if not change what you are doing
    - or see if it can be changed

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GMS – Grants Management System

- Code things correctly the first time so that you don't have to make journal entries.

    Accuracy = Vital
    Documentation = Necessary

    Vital + Necessary = **Seamless Reimbursements**

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Budget

This should be an administrative function but in reality it may become yours

Utilize the state as support

You need good, accurate information no matter if you are doing the budget or just providing the facts

It needs to match your Audit!!!!

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Records Retention

Organization!!!!!!!!!

Filing system – Electronic vs. paper
AP – monthly vs. vendor
HR – W4/I9/Pay documentation/Benefit election

Just because it has been "done this way" for 20 years does not mean it is efficient.

Forms – footers showing where stored/filename/date
    example: tclausen/bookkeeper101/presentation/final 2018   30

Computer System
- Many types
- Many brands
- Ask for help and use their support

Networking is vital
- Within your organization
- Within your conference
- Within the state
- With others who use your software

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Questions???

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