

Profile of Business Office

The Business Office manages the financial transactions of the district. We provide training and ongoing assistance to building/department personnel in use of the accounting and timekeeping software packages. Software is available on key users' desktops and on the web through the employee portal, My Benefits. Our goal is to provide fiscal accountability while making budget management as easy as possible so others can concentrate on serving students.

Leadership

Molly Johnson, Director Central Office 521-5361, ext 10045 or cell 816-719-7006

- Oversees external reporting, budget development, payroll, benefits, training, user setup

Richard Farrell, Supervisor Central Office 521-5361, ext 10057

- Oversees daily operations interfacing with early education and before/after programs including related grant management; enters account numbers; processes budget adjustments; manages receivables

Aaron Hooper, Supervisor Central Office 521-5361, ext 10067

- Oversees daily operations interfacing with instructional programs including related grant management; manages cash flow, debt management, and payables; ASBR

Services and Personnel

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|-------------------------|--------------|--------------|---|
| • Accounts Payable | ext 15413 | fax 521-5673 | Christine Gross, Debi Perry, Gloria Isles |
| • Accounts Receivable | ext 15307 | fax 521-5670 | SueAdams/ChrisGilliam/CourtneySchwab |
| • Benefits | ext 15349 | fax 521-5676 | Knea Robinson-Hart |
| • General Accounting | ext 10076 | fax 521-5678 | Karen Branson |
| • Grant Management | ext 10057/67 | fax 521-5678 | Richard Farrell, Aaron Hooper |
| • Payroll | ext 15308 | fax 521-5675 | Phyllis Nelson/Sarah Sly Kirsten McNemee |
| • Secretary | ext 10084 | fax 521-5678 | Judy Luce |
| • Systems Data Support | ext 10079 | fax 521-5679 | John Willis |
| • Training Resources | ext 15361 | fax 521-5678 | Business Office |
| • Vendor Maintenance | ext 10084 | fax 521-5678 | Judy Luce |
| • Workers' Compensation | ext 15424 | fax 521-5677 | Debby Acuff |

Quick Reference

- Business Office Resources are available on the My Benefits website: includes forms, manuals, training.
- To schedule a meeting with Molly Johnson, Richard Farrell, or Aaron Hooper call extension 10084.

Profile of Accounting Department

Accounting works closely with, assists and monitors all departments in financial management. Financial management includes processing of budget and transaction adjustments, internal and external reporting requirements, bank and cash management functions as well as funding received via grants, contracts, donations, general cash receipts, etc. Support is provided to users of the financial accounting software in the form of user setup, maintenance, training and specialized reports. The Financial Systems Analyst works closely with the Technology Department coordinating all software functions within the Business Office and integration support of web software available to various employee groups through My Benefits (My Employee Information, Financial, and Benefit enrollment portal) and electronic timekeeping.

Leadership

Molly Johnson, Director	Central Office	521-5361 ext 10045 or cell 816-719-7006
Richard Farrell, Supervisor	Central Office	521-5361 ext 10057
Aaron Hooper, Supervisor	Central Office	521-5361 ext 10067
Phyllis Nelson, Supervisor	Central Office	521-5361 ext 10061

Services and Personnel

Ext.	Name	Faxes: 521-5678 Accounting 521-5679 Financial Systems Analyst
10045	Molly Johnson	Budget Development, External Reporting, Inter Department Coordination, Keystone User Setup/Maintenance
10057	Richard Farrell	Receivables, Account Setup/Maintenance, Budget Transfers, Grant Setup
10067	Aaron Hooper	Payables, Cash Management, Debt Management, ASBR
10061	Phyllis Nelson	Benefits and Payroll
10076	Karen Branson	Cash Receipts, Transaction Transfers, Bank Reconciliation, Banking Relationships, Credit Cards for Cash Receipts, Internal Reports
10079	John Willis	Database Management, Special data reports, Software resolution
10084	Judy Luce	Secretary and Trainer

Quick Reference

- Generally, Richard Farrell and Aaron Hooper coordinate processing needs with appropriate personnel on a daily basis.
- Budget control eliminates the need for most budget transfers.
- Budget transfers for lines within the same budget group can be done by email from the administrator.
- Building budget carryover dollars are calculated and posted end of September each year.

- Special reports can be created upon request. Contact Karen Branson to coordinate.
- Richard Farrell must be notified of all grants and contributions of \$250 or greater.

Accounts Receivable

Profile of Accounts Receivable

The Business Office Accounts Receivable team works closely with the Youth Development and Early Education departments to provide accounts receivable services for the families of children attending our child care programs: Early Education Programs, Kid's Safari, and Latitude. All of these programs are sometimes referred to collectively as the Child and Family Learning Centers or CFLC. Families pay in advance on a weekly basis online. They may also pay by cash or check in the Business Office. Some families qualify for state assistance through DSS or assistance through district programs (Head Start, Title I, Homeless, Early Head Start, etc.) Accounts that fall behind by two weeks have their services terminated and are submitted to collections. Our goal is to provide accurate, timely account information to families and ensure financial viability of the programs. This office also processes Central Office cash receipts and returned checks district wide.

Leadership

Oversees Business Office Accounts Receivable team and ensures best business practices

- Richard Farrell, Supervisor Business Office 521-5361 ext. 10057

Oversee direct program services, enrollment, and termination of services

- Erica Smith, Asst Director Youth Development 521-5300 ext. 10004
- Patti Simcosky, Director Early Education 521-5300 ext. 10005

Services and Personnel

All Business Office Accounts Receivable staff provide customer service to families enrolled in our child care centers. Their extension numbers and primary job functions are:

- Phone: 521-5307 Customer Service 521-5310 Payment Line
- Faxes: 521-5670 Payments
- 10017-Sue Adams, Parent Payments 10021-Clarissa Deeds, Billing
- 10033-Chris Gilliam, DSS Payments 10082-Courtney Schwab, Customer Service, Collections, Returns

Quick Reference

- Due to financial privacy, account information can only be shared with the person who signed the service agreement. This can be difficult to understand for parents.
- Outstanding balances must be paid before re-enrollment.

Profile of Accounts Payable

Board Policy requires use of purchase orders. This provides documentation of expenditure pre-authorization and ability to identify outstanding obligations. Teachers may initiate orders electronically through the financial portion of the My Benefits website. Requisitions are reviewed/entered by secretaries directly into our accounting software and approved electronically by the principal. Grants and some district programs require Central Office administration approval as well. Purchasing staff distribute POs to vendors. Reimbursements for mileage or travel as well as some professional services are entered as voucher requisitions instead of PO requisitions. The District offers use of purchase cards and petty cash checking accounts for specific types of expenditures. Purchase cards are for travel related costs, business meals, field trip entry fees, and postage. Petty cash checking accounts are for emergency needs and minor costs less than \$25. Gift cards are not acceptable for staff pay or rewards. Use of gift cards must be preapproved by an Assistant Superintendent and is limited to \$25 each with documentation requirements. Our goals are to develop positive vendor relations and to pay authorized obligations of the District in a timely manner so that vendors of the best quality and price can be maintained for program needs.

Leadership

Aaron Hooper, Supervisor Central Office 521-5361 ext 10067

Services and Personnel

Phone: ☐ 521-5413 ext 15413 Fax: ☐ 521-5673

- Debi Perry, ext 10010
- Gloria Isles, ext 10080
- Christine Broxterman, ext 10044

Vendor Setup/Maintenance – ext 10084 Judy Luce

Purchase Card Maintenance – ext 10059 Rhonda Ogle (limits, replacement cards, etc.)

Quick Reference

- Include the requisition number in email subject lines when making inquiries or requests.
- Approved POs are processed daily at 10:30 a.m. and 3:30 p.m. A copy prints to the building.
- Non-standard use of purchase cards requires documentation on the PO request.
- Use local vendors whenever possible.
- New vendors must be approved. Email completed In District Request Form to Judy Luce.
- A list of vendors that require special processing is provided on the Business Office Resources site.
- Original detailed receipts are required for all payments.
- Technology purchases must go through the Technology department.
- Mileage reimbursement is the federal business rate as of each July 1 (\$.56 for FY15)

Profile of Payroll / Benefits / Workers' Compensation

Payroll and Benefits process pay and benefits for all district employees. Employees scheduled to work 25 or more hours per week are eligible for board paid insurance benefits, have their pay annualized and are paid over 12 or 24 checks. Employees exempt from overtime are paid on the 20th of each month. Non-exempt employees are paid on the 5th and 20th of each month. All employees are required to use direct deposit. Payroll does not print pay stubs. Employees may view and print their pay stubs on the My Benefits website. Non-exempt employees time in/out using our electronic timekeeping system. Supervisors approve the electronic timesheets each week. Our employee information system interfaces with SubFinder for employee leaves and sub transactions, our emergency calling system, My Benefits website portal for employee information and benefits enrollment, Workforce for electronic timekeeping, and Power School for other software programs needing employee information. The My Benefits website provides an employee information portal of demographics, emergency contacts, tax withholdings, payroll, pay history, deductions, direct deposit, leave history, benefits, and certifications. Through My Benefits employees may print pay stubs, request changes, email HR/Payroll/Benefit staff, enroll in benefits and view benefit information. Benefit books are available at each site for employee review. Supervisors and site payroll secretaries have access to the employee information system for emergency contact information of all employees; their employees' leave and selected employment information; site leave and substitute reports; and can print a building phone directory and employee address labels. Workers' Compensation can be very complex. Supervisors, school nurses, and the workers' compensation office work very closely when an injury occurs. Please refer to the Employee Handbook, particularly the "Principal/Supervisor/Nurse Procedure for Employee Accident/Injury" page. All medical information must be kept in the Nurse's office.

Leadership

Molly Johnson, Director Central Office 521-5361 ext 10045 or cell 816-719-7006

Services and Personnel

Payroll	521-5308	ext 15308	fax 521-5675
Benefits	521-5349	ext 15349	fax 521-5676
Workers' Compensation	521-5424	ext 15424	fax 521-5677

- 10071 Teresa Propes / 10058 Sarah Sly / 10037 Kirsten McNemee
- 10029 Pam Ellis (Employee Assistance, Benefits Liaison, Employee Changes)
- 10050 Debby Acuff (Workers' Compensation, Employment Verification)
- 10020 Knea Robinson-Hart (Benefits and WC Backup, Payroll Vendor Payments)

Quick Reference

- Coordinate all work comp claims with the Work Comp office ext 15424. Work comp claims must be filed the same day and restricted duty accommodation authorizations completed before employee returns to work.
 - **ISD Employee Health Clinic** is our required worker compensation care provider for all non-emergency care. They provide primary and urgent care services and coordinate all on-going care. The Employee Health Clinic hours are Monday-Friday 7:00 am – 12:00 pm, 1:00 pm – 6:00 pm, and Saturday 9:00 am – noon. They are located at 1516 West Maple Avenue and can be reached by phone at 521-5316 (extension 15316).
 - **After hours or emergency care:**
 - *Emergency* (life threatening, head injury, heart, severe injury, etc.): Arrange immediate transportation of injured employee to CenterPoint Medical Center and call the Work Comp office ext 15424.
 - *Urgent care* (stitches, minor bone breaks, severe pain, etc.): Urgent Care of Kansas City provides urgent care services Monday-Friday 6:00-9:00 pm when injured employees need immediate care but do not have a true emergency. The injured employee must still make a follow-up appointment at the ISD Clinic the next day. Urgent Care of Kansas City is located at 4741 S Arrowhead Drive, Suite B, Independence, MO 64055 and can be reached by phone 816-795-6000.
- All employee data is maintained in the employee information system. Employees may initiate changes electronically on My Benefits.
- Benefit changes outside the open enrollment period must occur within 30 days of the change in family status creating the need.
- Non-exempt employees (those subject to overtime regulations): [1] Must maintain actual time in/out in the timekeeping system. [2] They cannot volunteer for their paid positions. [3] Board Policy and district procedure require a 30-minute unpaid duty-free break when an employee works 6 or more hours.
- Overtime and extra hours must be pre-approved by Human Resources (SPED for paras) and eliminated wherever possible. If employees are allowed to work additional hours, it must be paid.
- All work duties without a specific salary scale are to be paid based on the standardized scale for Extra Work.
- Employees are expected to take their vacation days. This is a controllable cost.
- Leaves interface from SubFinder to Keystone which will send KeyMail notifications to supervisors and employees of leave entry and approvals.
- Many types of leave are subcategories within Sick: Personal, Emergency Leaves, etc. As such, their use reduces Sick leave also.
- Authorized leaves require additional approval with an account code. They are further defined by type of authorized leave: Athletic, Building, Professional Development District, Professional Development Grants, Grants Non-PD, and District Business.