



**ANNUAL
STUDENT ACTIVITY
WORKSHOP**

FY 2022 - 2023

AUGUST 4, 2022



STUDENT ACTIVITY WORKSHOP
FY 2022 – 2023

WELCOME & INTRODUCTION
Sherri Mathews-Hazel, CPA
Chief Financial Officer



FINANCIAL UPDATES

Sherri Mathews-Hazel, CPA
Chief Financial Office

FINANCIAL SERVICES



- **Teacher Supply Checks 1st Day August 9th**
 - Amount Change to \$275 to \$300
- **Mileage Increase**
 - Effective 07/01/2022- Amount Change to 58.5 cents to 62.5 cents.
- **FY 2022-2023 Raises:**
 - Certified \$1,500 and Step Increase
 - Classified \$1,000 and Step Increase
- **September 1st = 1st paycheck for 9 & 10 months**
- **Upcoming Kronos Training August 9th and 11th**

FINANCIAL SERVICES



**STUDENT ACTIVITY
WORKSHOP**

GREETINGS

Dr. Craig Witherspoon



STUDENT ACTIVITY WORKSHOP

PETTY CASH

- Miscellaneous Purchased Services - 390200
- Personal Items
- Cash Back
- Gift Cards
- Receipts with Food and Supplies

FINANCIAL SERVICES



Policy DIBA Foundations/Booster Clubs and other Organizations

- Schools must enter into an agreement between the PTO/PTA/Foundation by signing a memorandum of agreement (MOA).
- MOAs are renewed by clusters. Next renewal date is October 1, 2022. An email is forthcoming to Principals.





STUDENT ACTIVITY REVIEW

By Cynthia Johnson
Student Activity Monitor



STUDENT ACTIVITY REVIEW

- EPES Software Support Contract
- Verifying Funds
- Timeliness in Submitting Funds
- Payment for Services
- Fundraisers
- Solicitations





STUDENT ACTIVITY REVIEW

- Selling Food
- Call Before Making Corrections
- Vendor Files
- Transfers of \$1,500 or More
- Copy Receipt Books
- Cancelling Checks
- Signature Cards





STUDENT ACTIVITY

OPEN DISCUSSION

FINANCIAL SERVICES



**STUDENT ACTIVITY
WORKSHOP**

BREAK

QUESTIONS AND ANSWERS



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ACCOUNTS PAYABLE UPDATES

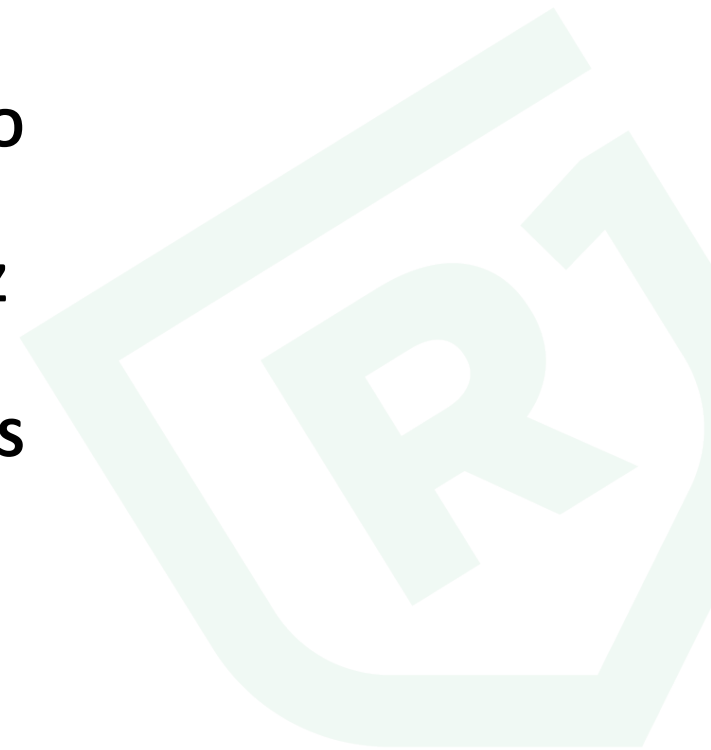
Caroline Smith
Accounts Payable Supervisor

FINANCIAL SERVICES



AP TEAM

- **KIMBERLY SMITH** **A-G**
- **LAJUANYA JONES** **H-O**
- **TOSHA SEABROOKS** **P-Z**
- **ANDREA DUNCAN** **SNS**
 & PREPAYS



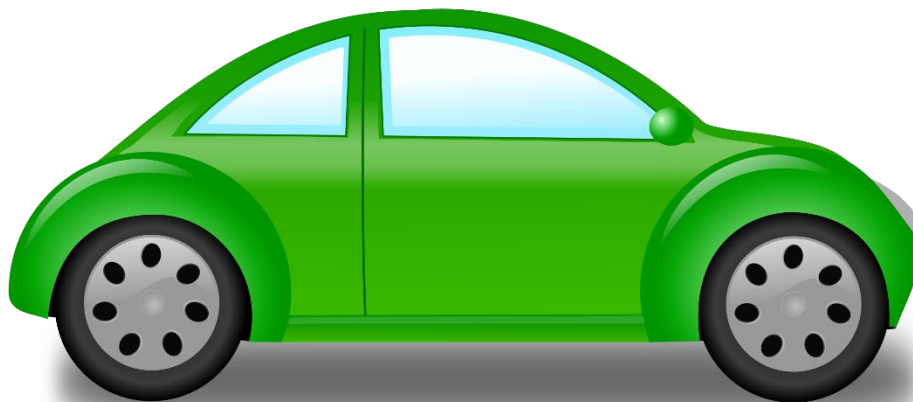
FINANCIAL SERVICES



Travel Rates—Effective 07/01/22

Mileage reimbursed at 62.5 cents per mile

Meal Per Diem: In state \$25.00 per day
Out of State \$50.00 per day



FINANCIAL SERVICES



TRAVEL TIPS

- ❖ Travel advance of 75% of Travel Request Total
- ❖ PO First then book the Flight
- ❖ Travel reimbursement submitted within 10 days after travel





Travel Approval Process

Supervisor Approval



Executive Level Approval



Budget Approval



Superintendent Approval



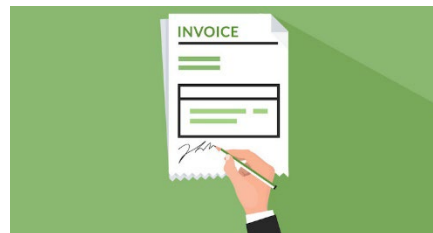
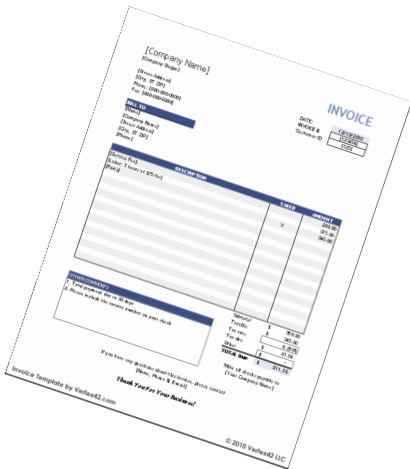
Accounts Payable for Processing

FINANCIAL SERVICES



INVOICE PROCESSING

- Receiving Reports
- **MUNIS VS MANUAL**
- Prepaid Checks
- **NET 30**



FINANCIAL SERVICES



TAX EXEMPTIONS

- Certificates
- Taxable Items

1350	STATE OF SOUTH CAROLINA DEPARTMENT OF REVENUE EXEMPTION CERTIFICATE FOR SALES AND USE TAX (Single Sale Only)	ST-8 (Rev. 7/14/16) 5009
Purchaser's Name _____ (Please Print)	Date _____	This form is to be completed by purchaser and seller must maintain copy of exemption certificate. Do not send certificate to SC Department of Revenue.
Signature _____	Amount of Sale \$ _____	
Address _____		

The undersigned hereby certifies that the purchases of tangible personal property made under this certificate are made in accordance with the exemption checked below; that in the event the property so purchased is used for purposes other than specified, the purchaser assumes full liability and must file a return and pay the tax due thereon.

Description of tangible personal property purchased _____

SCHEDULE OF EXEMPTIONS FOUND AT CHAPTER 36 OF TITLE 12 OF THE CODE OF LAWS OF SOUTH CAROLINA 1976, AS AMENDED

- Check Applicable Exemption:
- Tangible personal property sold to the federal government; [12-36-2120(2)].
 - Textbooks, books, magazines, periodicals, newspapers, and access to on-line information systems used in a course of study in primary and secondary schools and institutions of higher learning or for student's use in the school library of these schools and institutions; [12-36-2120(3)(a)].
 - Books, magazines, periodicals, newspapers, and access to on-line information system sold to publicly supported state, county, or regional libraries; items in this category may be in any form, including microfilm, microfiche, and CD ROM; [12-36-2120(3)(b)].
 - Fuel, lubricants and supplies for use or consumption aboard ships in intercoastal trade or foreign commerce. This exemption does not exempt or exclude from the tax the sale of materials and supplies used in fulfilling a contract for the painting, repair or reconditioning of ships and other watercraft; [12-36-2120(13)].
 - Wrapping paper, wrapping twine, paper bags and containers used incident to the sale and delivery of tangible personal property; [12-36-2120(4)].
 - Machines used in manufacturing, processing, agricultural packaging, recycling, compounding, mining, or quarrying tangible personal property for sale. "Machines" include the parts of machines, attachments, and replacements used, or manufactured for use, on or in the operation of the machines and which (a) are necessary to the operation of the machines and are customarily so used, or (b) are necessary to comply with the order of an agency of the United States or of this State for the prevention or abatement of pollution of air, water, or noise that is caused or threatened by any machine used as provided in this section. This exemption does not include automobiles or trucks. As used in this item "recycling" means a process by which materials that otherwise would become solid waste are collected, separated, or processed and reused, or returned to use in the form of raw materials or products, including composting, for sale; [12-36-2120(17)].
 - Electricity, natural gas, fuel oil, kerosene, LP gas, coal or any other combustible heating material or substance used for residential purposes. Individual sales of kerosene or LP gas of twenty gallons or less by retailers are considered used for residential heating purposes; [12-36-2120(33)].
 - Prescription medicines used to prevent respiratory syncytial virus, prescription medicines and therapeutic radiopharmaceuticals used in the treatment of rheumatoid arthritis, cancer, lymphoma, leukemia, or related diseases including prescription medicines used to relieve the effects of any such treatment [12-36-2120(28)(a)].
 - Prescription drugs dispensed to medicare part A patients residing in a nursing home [12-36-2120 (28)(f)].
 - Any device, equipment or machinery operated by hydrogen or fuel cells, any device, equipment or machinery used to generate, produce or distribute hydrogen and designated specifically for hydrogen applications or for fuel cell applications and any device, equipment or machinery used predominantly for the manufacturing of, or research and development involving hydrogen or fuel cell technologies [12-36-2120(71)].
 - Injectable medications and injectable biologics, so long as the medication or biologic is administered by or pursuant to the supervision of a physician in an office which is under the supervision of a physician, or in a Center for Medicare or Medicaid Services (CMS) certified kidney dialysis facility. For purposes of this exemption, "biologics" means the products that are applicable to the prevention, treatment, or cure of a disease or condition of human beings and that are produced using living organisms, materials derived from living organisms, or cellular, subcellular, or molecular components of living organisms. [12-36-2120(80)]

FINANCIAL SERVICES



BEGIN GREAT TO END GREAT



- Open POs
- Spending Deadlines
- Check Run Day



Financial Services: Payroll



- All employees are paid bi-monthly. **1st** and **16th** – 24 paydays.
- Kronos is our “Time and Attendance” software.
- Direct Deposit is mandatory.
- Paperless Pay Stubs: Munis online first time access:



- - User: Last Name**
 - Password: Last four digits of Social Security Number**
- All non-exempt and hourly employees are required to swipe in KRONOS and certified are required to swipe in for additional hours worked.
- Paymasters contact payroll office for employee questions.

Financial Services: Payroll



➤ **Avoid Payroll Overpayments**

- Return Payroll checks for absent employees on payday with reason.
- Code every absence in Kronos i.e. FMLA, IJ, SP.

➤ **Report immediately-** terminations and no shows via email to HR & Payroll supervisor.

- Kronos is accessible via the web. You no longer have to be onsite to approve. i.e. approve from home.
- Do not code employees on non-contract work days.
- Approvals are certifying all absences and swipes are correct.
- Part-time and Full-time employees are hired through frontline. Contact HR for questions.





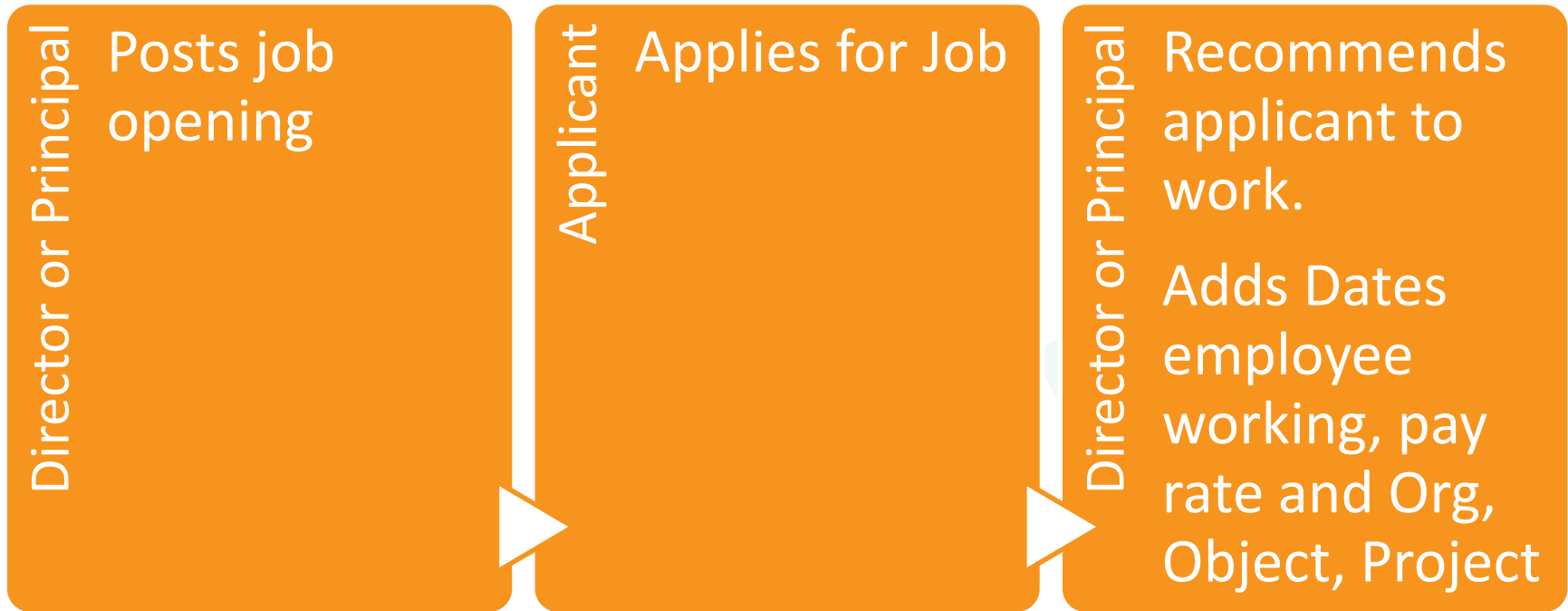
RICHLAND ONE

ENGAGE • EDUCATE • EMPOWER

Human Resources

Kathy Parker,
Personnel Analyst

Human Resources Front Line Work Flow Hourly Recommendations



Human Resources Front Line Work Flow Hourly Recommendations

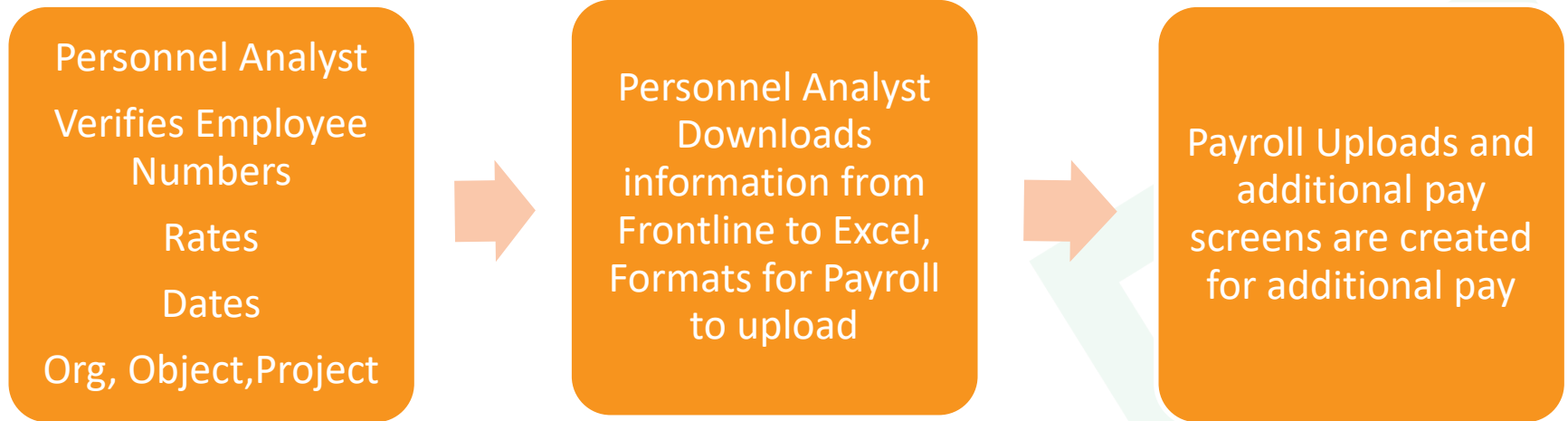


Executive
Director
Approves



Budget
Approves

Human Resources Front Line Work Flow Hourly Recommendations



Human Resources Front Line Work Flow Hourly Recommendations



Recommendation to Hire - Hourly Internal

Warning: You are not the assigned user for this stage.
[Remove Applicants or Employees](#)

Please answer the questions below.

STEP 1 - COMPLETED BY HIRING MANAGER

Location:

Job Class: HADM (Administrator)
 HCEM (Certified)
 HCLS (Classified)

Program Title:

Name of Candidate: Applicant, Sample

Employee ID Number:

Normal Work Hours:

From:

To:

Exempt
 Non-Exempt

Title of Proposed Work:

Start Date:

End Date:

of Hours per Week:

Frequency:

Pay Rate:

Budget Code:

Rationale/Justification:

+Refer to Employee Handbook, Additional Pay Rates Schedule

* Director/Executive Director/Chief:

* Hiring Manager Sign Off:



STUDENT ACTIVITY WORKSHOP

FY 2022 - 2023

AUGUST 4, 2022

CLOSING REMARKS

Arnett Edmond

Thank you for coming !!! Have a Great Year !!!!!

We Look Forward to Serving You in the New Year !!