

FINANCE HANDBOOK

A Guide for all district staff on policies and procedures
related to business operations in Hazelwood School
District.

FINANCE HANDBOOK

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FINANCE HANDBOOK

SECTION 1 – BUDGET AND IFAS

Each building submits a budget for the school year. The total dollars which may be spent by the building are included in the budget. The principal has discretion with how most of the money will be spent. Budgets can be reviewed by logging on to IFAS - <https://ifas/ifas7>. Following are the broad categories of money budgeted by each building:

1. Supplies – the allocation for supplies is based upon the projected enrollment for the building. This allocation may be spent for building needs at the principal's discretion. The per pupil allocation for supplies is designed to fund all school instructional supplies, repair of equipment, administrative expenses, office of the principal expenses, audio visual instructional apparatus, and graduation supplies (high schools). We consider all items, including furniture, with an individual cost of less than **\$1,000** to be a supply.
2. Disposable textbooks – this allocation is also based on projected enrollment and is to be spent for disposable instructional materials. Items which should be ordered from the textbook allocation include tests, instrumental music student books, and computer software. Fines collected from students for lost or damaged books **MUST** be used to replace the textbook. If you find that you do not have a sufficient number of text books for your enrollment, additional text books will be obtained for you by the central office if none are available in the warehouse. If you find that you have more textbooks than you need for your enrollment, please return extra books to the warehouse. If there are funds remaining, this allocation can be transferred to meet other building needs.
3. Library Books and Periodicals – Each building receives an allocation based on projected enrollment to purchase library books, periodicals and library software. This allocation is not available to transfer to meet other building needs.
4. Administrator Leadership Training – There is no longer an additional allocation for administrators. Administrative travel is allowed under your professional development allocation as approved by your building professional development committee.
5. Teacher Professional Development – Each building receives an allocation to provide professional development for teachers and administrators as determined by each building's professional development committee. This allocation cannot be used for any other purposes.
6. Educational Conference Leave - Each building receives an allocation for educational conference leave for teachers. This allocation cannot be used for any other purposes.

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SECTION 1 – BUDGET AND IFAS

All expenditures of these funds from each building must be approved by the principal. A minimum of three phone bids or written inquiries for prices are required for a purchase of more than \$500. These quotes must be documented in the “Notes” section of the purchase order. The principal approves these expenditures either by approving the purchase order or by approving placing money on a purchasing card.

Approval of purchase orders can be accomplished in two ways. The principal should receive an email with the purchase order detail. The principal should review the purchase order and approve it by replying “Y” or “yes” or reject it by replying “N” or “no”. Principals may also log into IFAS (<https://ifas/ifas7/home>) and approve the purchase order from their “Tasklist” on their dashboard.

A copy of credit memos for returned items must be sent to the business office. It is your responsibility to monitor your budget reports to ensure that credit memos are applied.

The following guidelines apply to purchasing gift cards:

1. Only gift cards purchased for students may be charged to a district budget account (example – PBIS rewards)
2. Cards for **ANY** employee must be charged to a non-student related activity account.

Purchasing cards can be obtained for any staff member. The principal must send an email to the Director of Accounting with the amount that the individual is authorized to spend. These authorizations do not encumber funds. Money spent on a Visa is posted to the general ledger when the Visa is paid. Purchasing cards should be used for travel or small purchases where the purchase order process would be too cumbersome. Please review the purchasing card manual for a complete description of procedures. Petty cash should NEVER be kept at the school building.

A report on the status of your building comparing your building’s budget to actual expenditures is available anytime in real time from your dashboard in IFAS. See the document titled “Running Reports” under “Hints and Tips” on your IFAS dashboard for explanations and detailed instructions. It is your responsibility to monitor your budget and request adjustments to reallocate funds as needed.

Budget transfers between line items can be made by submitting a “Budget Change Request”. See the document titled “Budget Change Request User Guide” under “Hints and Tips” on your IFAS dashboard for explanations and detailed instructions. The budget change requests follows the same approval process as described above under purchase orders.

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If while reviewing your budget, you discover that a purchase has mistakenly been coded to an incorrect account, you can correct the coding of the expenditure by submitting a “Code Correction/Journal Entry Request” form. See the document titled “Code Correction/Journal Entry Request User Guide” under “Hints and Tips” on your IFAS dashboard for explanations and detailed instructions. The Code Correction/Journal Entry Request follows the same approval process as described above under purchase orders.

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SECTION 2 – STUDENT ACTIVITY ACCOUNTS

Student Activity Accounts

As principal, you are also responsible for Student Activity Funds. The status of these funds can be reviewed at any time by running the report titled “Student Activity Account Report”. All student activity funds must be deposited intact and the deposit slip should reflect the key for the student activity being credited with the deposit of funds. Petty cash should NEVER be kept at the school building. **All expenditures, including activity account funds, must follow the district’s normal purchasing procedures.**

Two individuals should be involved in the deposit process. Cash should be counted by two individuals in each other’s presence. The deposit slip should be prepared by one individual and verified by the second. The entire deposit *including the deposit slip* should be placed in a bank bag and sealed. The bag number should be recorded on a deposit log. A signature should be obtained from the armored car driver for each deposit picked up. The pick-up must be observed by an HSD employee to insure that a signature is obtained for all bags. A copy of the deposit slip should be forwarded to the business office so that the deposit can be recorded.

Each principal can use profits from the sale of soda in machines at their discretion. Please be certain that there are sufficient funds remaining in this activity account to pay for soda to refill the machines.

Each principal should periodically run the Student Activity Account report to review activity in these accounts. This report can be accessed from your IFAS dashboard.

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SECTION 3 – CASH RECEIPTS/DEPOSITS

The district continues to review its guidelines and procedures and in doing so has updated its cash handling procedures to help re-iterate the importance of safe handling of district funds. Specifically these procedures will:

- Increase security of funds
- Increase consistency throughout the district
- Increase accountability related to cash handling activities

The guidelines and procedures outlined below will be used to provide for district-wide consistent handling of cash in the Hazelwood School District. Adherence to these procedures is expected from all district staff and will be reviewed through ongoing evaluations in the buildings.

These guidelines and procedures have been developed to protect Hazelwood School District assets against losses associated with the mishandling of funds. These controls will also help protect District staff against false accusations of mishandling funds by promoting proper segregation of duties and by providing the tools and resources necessary to handle funds collected. Segregation of duties is necessary to prevent one individual from having responsibility over more than one area of the cash handling cycle—collecting, depositing, and reconciling. For the purpose of these guidelines and procedures cash includes coins, currency, checks and money orders

Historical practices shall not constitute justification for deviation from the following guidelines and procedures. The material contained in this document supersedes any previous guidelines and procedures regarding the handling of cash followed within the district and/or within departments.

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SECTION 3 – CASH RECEIPTS/DEPOSITS

The principal should designate an individual to perform the cashier function. The cashier is responsible for collecting and depositing all fees, fines and activity funds from students and staff. The cashier may keep a small change fund in the safe, but all other amounts collected must be deposited intact on a daily basis. Money collected by the cashier should NEVER be used as petty cash. **All expenditures, including activity account funds, must follow the district’s normal purchasing procedures.** Normal procedures include creation of a purchase order requisition which follows our approval workflow or purchase card procedures. The change fund should be periodically reconciled.

The following procedures should be followed.

1. Each person giving money to the cashier will receive a pre-numbered receipt. The receipt will include the payer’s name, amount paid and purpose of the payment and bag number if deposit has already been prepared.
2. The cashier will use the pre-numbered receipts to prepare a spreadsheet detailing the deposit.

Sample Deposit Worksheet						
Activity Account						
Receipt #	Athletic/ Activities S403100001	Advanced Placement S403200001	ID Cards S403249001	Lost/ Damaged Books S403262001	Yearbook S403321001	Total
403261				36.50		36.50
403262	250.00					250.00
403263		34.00	5.00			39.00
403264			5.00	35.00		40.00
403265	1,530.00					1,530.00
403267			5.00			5.00
Deposit Total	1,780.00	34.00	15.00	71.50	-	1,900.50

3. The cashier will prepare the deposit slip in the presence of second employee. Both employees will verify the amount of the deposit and insure that it is equal to the spreadsheet. Both employees should initial the bottom of the spreadsheet to indicate that the total has been verified.
4. Attach the spreadsheet to a copy of the deposit slip. Place the original deposit slip and cash/checks in a deposit bag.
5. Lock the deposit bag in the safe or other secure location.
6. Log the deposit bag number in the armored car pick-up log.
7. Forward the copy of the deposit slip and receipt log to the business office for recording and deposit verification.
8. A receipt should be obtained from the armored car pick-up driver for each deposit bag.

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SECTION 3 – CASH RECEIPTS/DEPOSITS

Gate Receipt/Athletic Event Procedures

- Beginning event cash will be kept in bank bags and locked in the Cashiers Office safe.
- The event cash is for the use of making change for the sale of tickets at athletic events. It should not be used as petty cash or comingled with other funds at any time.
- Gate cash will be checked out from the cashier/Principal designee.
- Two different pre-numbered tickets are to be used for each event. One color will be designated for adults and the other for students. The beginning ticket number for each color should be recorded on the Cash Check Out Form that stays in the cashiers office
- Two people must sign/initial the Cash Check Out Form before the gate box leaves the cashiers office. This verifies the cash in the gate box and beginning ticket numbers.
- After ticket sales are complete the last ticket number sold should be noted on the Gate Receipts Reconciliation Form. The gate person will complete the form at this time.
- Each gate box should be counted by two individuals. The count for each type of currency/coin should be noted on the Cash Check Count Form. The form should be signed by the two individuals that counted the cash verifying the totals.
- The gate box cash and forms should be placed into the safe in the AD office or Cashier Office for verification the next morning. After verification the form should be signed by the cashier and the Principal.
- Event cash will be re-deposited at the end of the school year and will be reissued at the beginning of the next school year.

General Cash Management Guidelines and Procedures

- Each district building shall have a cashier/Principal designee to handle cash transactions. Principals will also designate a backup cashier/designee for situations when the primary cashier/designee are absent or unavailable.
- All district cashiers and Principal designees will be required to attend a mandatory annual training session.
- Each building Administrator, cashier and/or Principal designee and the backup person will be required to sign an Acknowledgement of Hazelwood School District Cash Handling Policies Form on an annual basis. A copy of this form will be kept in the District Administrative Offices. The employee shall retain a copy of the form for their records.
- Sponsors of Student Activity Groups must also sign the Acknowledgement of Hazelwood School District Cash Handling Procedures Form.
- No money should ever be left unattended or in the open in any school or department.
- Funds are not allowed to be taken home by any district employee
- Money should not be left overnight in any desk drawer, file cabinet or other unsecure area.
- All checks should immediately be restrictively endorsed upon receipt with the Hazelwood Account stamp

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SECTION 3 – CASH RECEIPTS/DEPOSITS

- Deposits should be prepared daily. All collected monies should be deposited no less than twice weekly and more frequently if dictated by volume.
- No change shall be made out of collected funds
- No cash purchases or payments including refunds should be made with un-deposited cash receipts. All money collected should be receipted and deposited into the appropriate district account. No expenditure should ever be made from collected funds for any reason. Expenditures must follow the districts' normal purchasing procedures.
- The District will not provide check cashing services to employees, students or community patrons. Checks should only be accepted for the amount needed. Post-dated checks will not be accepted.
- Cash should not be taken out of collected funds and replaced with a group sponsor or district employees personal check.
- School administrators are responsible for ensuring the following occur:
 - Changing safe combinations and collection of keys with personnel changes
 - Limiting the number of people who have access to combinations and keys
 - Making sure Finance has on record the people that have access to the safe/combination for their respective building
 - Ensuring that cash is not stored in areas where staff, students or visitors have access
 - Ensuring that bank deposits are made in a timely manner
 - Providing Finance with the name of the building cashier and any changes to that position as soon as they occur

Change Funds

The principal will designate an individual to perform the cashier function and the person to be utilized for backup when the cashier is not available. The cashier is responsible for collecting and depositing cash items including but not limited to fees (i.e. parking passes, yearbooks, and transcripts), fines and activity funds from students, district patrons and staff. The cashier will have a small change fund in the safe. The amount of the change fund should always remain the same. All other amounts collected must be deposited, intact as collected, with the district banking institution. Receipts must be issued for all cash collected there are no exceptions.

- The District will supply a non-replenishable cash amount for making change. The original cash allotment should always be maintained. It should be counted and reconciled daily when used, and weekly when not used, by the cashier/Principal designee when the deposit is prepared. The cash change fund and reconciliation sheet will be reviewed during random building reviews. The change fund amount given will be as follows:
 - Elementary School - \$150
 - Middle School - \$200
 - High School - \$300
 - Please contact the Director of Accounting if additional funds are needed.
- Change funds must not be commingled with other funds or used for any other purpose
- Periodic unannounced counts of the change funds will take place throughout the school year

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SECTION 3 – CASH RECEIPTS/DEPOSITS

- Re-establishing / Depositing the Change Fund
 - Change Fund - Beginning of School Year Process:
 - Submit a PO (Purchase Order) requesting your Change Fund to be re-established. On the PO please state, "\$150 Change Fund – re-establishing for 2019 – 2020 school year".
 - The vendor will be the Principal.
 - The Key and Object code will be the "Student Activity" you are getting the funds from to establish the Change Fund.
 - Per the PO the check will be cut to the Principal and sent to the school location stated on the PO.
 - Principal will cash the check and bring the funds to the Secretary/Cashier, therefore re-establishing the Change Fund.
 - Once the Change Fund has been re-established, "Daily Reconciliations" of the Change Fund will resume, including the day the Change Fund was re-established.
 - Notify the Financial Services Supervisor (Deedra Roberts) that your Change Fund has or has not been re-established. The Financial Services Supervisor will update the Change Fund Log Sheet accordingly.
 - Change Fund - End of School Year Process:
 - Deposit the Change Fund separate from the rest of the deposits for the day, do not include any other funds on the deposit slip.
 - Write "Change Fund" on the deposit slip when making the deposit.
 - Secure the funds and have them ready for armored car pickup.
 - Send a copy of your deposit slip and backup support to the Business Office (Mary Daniel) and the Financial Services Supervisor (Deedra Roberts).

Non-district funds

- Do not keep any PTA/PTO or faculty moneys in the district safe. A separate secure collection box can be used as long as the money is picked up within 2 business days by a group representative.
- Parent funds from PTO/PTA are private funds and accounted for by that entities rules and regulations. District staff should not be responsible for these funds or any financial accounts associated with them, for example checking or savings accounts.
- No district employee is allowed to open any type of bank account for depositing school district funds without notifying the CFO or Director of Accounting. This includes independent debit/credit card applications. If you become aware of one you should immediately notify your Principal and the CFO.

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Cash Receipts

- Any money collected by a Hazelwood School District employee shall be receipted at the time of collection either by a district issued pre-numbered receipt book, cash register receipt or point of sale program.
- Receipt forms must be standard throughout the district. Pre numbered receipt books will be used and are ordered by the School.
- Receipts must be;
 - Issued in numeric order
 - Original goes to customer
 - Second copy goes with deposit backup
 - Third copy stays in book
 - Voided receipts are to be noted as such and left in the book intact. Write the word Void across the receipt and have a building administrator initial.
 - No receipt is to be altered if a mistake is made void the receipt and start a new one.
- Cash register receipts are acceptable as an alternative to the handwritten district receipt
- At the conclusion of each day the cash register tape or handwritten receipts should be reconciled against the deposit and the cash drawer counted.
- After the funds have been counted, verified by 2 employees and prepared for deposit they should be locked in the cashier safe until pick up.
- Any discrepancies found at the bank will be addressed between the building Principal and the CFO.
- A copy of deposit documentation (class lists, ticket sales recording, receipts, etc.) should be kept onsite and available for review upon request.

Cash Overages and Shortages

- If the amount of cash on hand is different than total receipts issued or ending cash register tape for that day an attempt should be made to determine the cause of the discrepancy and the proper steps taken to resolve the error.
- Overages – the amount of the overage should be immediately receipted on a district receipt with the explanation of “Cash Overage” written on the receipt. The money should be deposited and the information forwarded to Central Office.
- Shortages – the bank deposit records submitted to Central Office should note the shortage. The employee should immediately notify the Principal or Building Administrator on duty and also Central Office.

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Cash Deposits

- The cashier/Principal designee shall prepare a bank deposit when cash receipts are received. It should be done even if the armored car pick up is not schedule to take place on that day.
- The deposit will be prepared in the presence of a second employee. Both employees will verify the amount of the deposit and ensure that it is equal to the deposit worksheet. Both employees should initial the deposit slip and also the deposit backup to be sent to Finance. This will indicate they have both reviewed the information and the total has been verified.
- Make a copy of the deposit slip. This will be included with the deposit backup information that goes to Finance.
- Place the original deposit slip and cash/checks in the deposit bag. Make sure the bag is sealed and secured.
- Forward the copy of the deposit slip along with the backup information and receipt log to the business office for recording and deposit verification.
- This information should be sent to the business office daily regardless of armored car pickup status. This should not be held for any reason.
- Log the deposit bag number in the armored car pick up log.
- Lock the deposit bag in the safe.
- A signature should be obtained from the armored car pick-up driver for each deposit bag when it is picked up.

Classroom Money Collection

- Cash collected by teachers from students shall be reported on the Classroom Collections Report or a class list. This shall include date received, amount received, student name and purpose of funds collected.
- After collecting the money teachers will total and initial the Classroom Collections Report/class list. Teachers will submit the funds collected with the Classroom Collections Report/class list to the building cashier or Principal designee for cash collections.
- Both the teacher that collected the funds and the cashier or Principal designee will count, sign and date the bank deposit slip for the funds.
- After the money has been counted and the bank deposit is verified the cashier or Principal designee will initial the Classroom Collection Report and return it to the teacher to keep as their receipt.
- Teachers should retain this form as part of their records. These records are subject to review under the district cash handling policies.
- Money collected should be turned in daily. No money should be left in classrooms overnight or taken home with an employee.

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Clubs/Student Activity Deposits

Any money received for deposit into the student activity accounts should be receipted. There are no exceptions to this. All student activity funds must be deposited intact and the deposit slip should reflect the key for the student activity being credited with the deposit funds. No expenditures should be made from collected activity account funds for any reason. All expenditures must follow the district's normal purchasing procedures.

- Any money received directly by the activity sponsor should be receipted and reported when collected. There are no exceptions to this. If a parent, student or responsible individual pays a sponsor directly a receipt must be issued from a district approved receipt book.
- Deposits must be made in a timely manner. No deposit should ever be held for any reason.
- Club/activity sponsors should not remove cash from a deposit and replace it with a personal check. The deposit should be made intact as received.
- Two people need to complete the deposit process
- The deposit slip should be prepared by one person and verified by the building cashier/Principal designee. Both people should initial the deposit slip
- After the deposit amount has been verified the cashier/Principal designee should issue a receipt to the group sponsor for the amount of the funds.
- The entire deposit including the deposit slip should be placed in the bank bag. The bank bag should be sealed, logged for armored car pickup and then locked in the safe once the deposit amount has been verified and the receipt issued to the group sponsor
- A copy of the deposit slip should be forwarded to the business office the same day.

Principals are also responsible for Student Activity Funds. The status of these funds can be reviewed at any time by running the report titled "Student Activity Account Report". Each Principal should periodically run this report to review activity in these accounts.

The school principal shall make provisions for funds collected during the late afternoon or evening activities so that these can be placed in a night depository. Sponsors of activities, or any individual, should not be expected to have to safeguard funds and shall place these funds in a night depository.

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SECTION 3 – CASH RECEIPTS/DEPOSITS

Gate Receipts Reconciliation

Date: _____

Event: _____

Adult tickets

Last Number _____

Beginning Number _____

Tickets Sold _____ X Ticket Price \$ _____ = \$ _____

Student tickets

Last Number _____

Beginning Number _____

Tickets Sold _____ X Ticket Price \$ _____ = \$ _____

Total Game Revenue by ticket sales \$ _____

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SECTION 3 – CASH RECEIPTS/DEPOSITS

Cash Check Count

Cash

\$ 1.00 _____

\$ 2.00 _____

\$ 5.00 _____

\$ 10.00 _____

\$ 20.00 _____

\$ 50.00 _____

\$100.00 _____

Change _____

Checks _____

Total _____

Less Start Up _____

Total Deposit _____

Signature: _____

Signature _____

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SECTION 4 – TRAVEL PROCEDURES

These procedures apply to all overnight travel, regardless of the funding source.

All travel must be approved **in advance** by the building principal/program director (or supervising assistant superintendent if it is travel for an administrator). Travel for all others must be approved **in advance** by the immediate supervisor. If the travel is being funded by building PDC funds, the travel must also be approved **in advance** by the Building PD Committee (BPDC)/District PD Committee (DPDC) and documented on the “Professional Development Request” form. The “Travel Approval Request” form should be used to document this pre-approval and can be found on the District website. The Travel Approval Request form can also be used to request a cash advance for expenses. Individuals who have a district Visa purchasing card should not request (and will not be given) an expense advance; however, they will need to submit a Travel Approval Request form for pre-approval. If traveling with a district Visa, be certain that you have sufficient funds loaded onto your card prior to your departure. Any travel expenditures charged to Visa without prior approval will need to be reimbursed to the District. The business office will follow district procedures when reimbursing travel expenses. Travel expense reports are due in the business office within ten (10) working days after the completion of the travel. If this deadline is not met, the payroll department has the right to deduct the amount of the expense advance from the employee’s paycheck. All claims for reimbursement must be accompanied by **itemized receipts regardless of the amount.**

Hazelwood School District is exempt from sales tax from the State of Missouri. Be certain to obtain a copy of our sales tax exemption letter prior to traveling in the state of Missouri. If paying with a district visa, the district’s Missouri tax ID is printed on the top of the purchasing card. It is your responsibility to be certain that no Missouri sales tax is charged on any transaction and any Missouri sales tax included on your itemized receipts will **NOT** be reimbursed.

School District Board members and District staff who are approved to attend workshops, seminars, conventions, and meetings in the course of fulfilling the responsibilities connected with their positions shall be compensated for necessary expenses in accordance with the following provisions:

A. Approval

1. All staff requesting travel for district business must submit the Travel Approval Request form and receive approval in advance of travel. The Travel Approval Request form is attached to the end of this section. This form must be approved prior to registering for any conference.
2. Staff are required to attach the following items to the Travel Approval Request form:
 - a. Conference/Workshop agenda with registration cost information
 - b. Itemized Expense Proposal that includes:
 - i. Dates of Travel
 - ii. Dates of Conference

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SECTION 4 – TRAVEL PROCEDURES

- iii. Estimated daily expenses (food and beverages excluding alcohol)
 - iv. Estimated transportation expenses
 - v. Estimated lodging expenses
 - vi. Car rental information, when applicable
 - c. Copy of the signed and approved BPDC/DPDC Professional Development Request form, when applicable
3. Forms for final approval should be submitted to and will be granted by the:
 - a. Assistant Superintendent responsible for Professional Development for all travel paid from building and district professional development budgets, educational conference budgets and/or curriculum budgets
 - b. Director of Federal Programs for all travel paid from a federal awards except for Perkins
 - c. Special Area Curriculum Coordinator for all travel paid from Perkins Grant
 - d. Supervising Assistant/Deputy Superintendent for all travel paid from a department budget

B. Lodging

1. Lodging expenses: Actual reasonable lodging costs paid at a single room rate.
2. If accompanied by traveling companion(s), lodging is reimbursed at the single room rate when a single/double rate structure is in effect.
3. Any expenses charged to room should be paid at the time of checkout. Allowable food charges will be included in your daily maximum reimbursable expenses.

C. Transportation To and From Destination

1. Airline service including airline baggage fees: The most reasonable coach class for all personnel.
2. Private car, when specifically approved in advance – current district approved mileage reimbursement rate and actual costs of ferry, road, bridge, tunnel tolls and reasonable and necessary parking fees, if a District request. If authorized for personal convenience, current district approved mileage reimbursement rate or appropriate airline fare, whichever is less, is allowed. Only the driver will be reimbursed in carpool situations.
3. Between residence and airline terminal: taxi, hotel shuttle or private car may be used. Reimbursement for use of a private car will be at the current district approved mileage reimbursement rate for actual round-trip mileage.
4. Between airline terminal and hotel: taxi fare, hotel shuttle or car rental (if authorized) is allowable. Car rental will only be reimbursed if approved in advance. If an employee is

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SECTION 4 – TRAVEL PROCEDURES

authorized at District request to utilize a private auto for this purpose, the current district approved mileage reimbursement rate will be allowed.

D. Local Transportation

1. Travel between hotel and conference: Taxi fare will only be reimbursed if there is not a hotel shuttle or a taxicab is more cost effective than a hotel shuttle.
2. Travel between hotel and eating establishments: Taxi fare will only be reimbursed if no eating establishment is located within one mile, the hotel does not contain an eating establishment, **and** there is not a hotel shuttle.
3. Parking: Parking will be reimbursed if use of personal vehicle or rental vehicle has been approved in advance of travel.

E. Registration Fee

1. Registration fees required for attendance are paid.

F. Conference Materials

1. Personnel shall be reimbursed for the cost of conference materials which are not included in the conference registration fee, if prior approval has been received.

G. Other Expenses

1. The maximum daily reimbursement for meals and other incidental expenses is \$50 per day with no carryover between days. These expenses are limited to:
 - a. Meals will not be reimbursed if already included in the conference fee
 - b. Gratuities and tips – to be reimbursed, all gratuities and tips must be listed on an itemized receipt

H. Any additional expenses not covered above shall be paid by the individual. Personal items will not be reimbursed.

I. Expenses for traveling companion(s) accompanying the employee are the responsibility of the employee and not subject to any School District reimbursement.

J. Records and Receipts

1. Advances
 - a. Advances on daily travel expenses may be requested by submitting a Travel Approval Request form and marking the appropriate choice.

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SECTION 4 – TRAVEL PROCEDURES

2. Travel Expense Report

- a. A Travel Expense Report accompanied by appropriate itemized receipts and itemized expenses must be returned no later than ten (10) business days after the attendee returns. **Failure to do so will result in the funds advanced being withheld from the employee's paycheck.** The Travel Expense Report form is available from your dashboard in IFAS or on the finance page of the district's website. User name for non-IFAS users is *HSDteach* and the password is *travel*.
- b. Any advance in excess of the approved expenses must be returned to the District at this time. **Should an employee not return the funds, the District will withhold the amount owed from the check on next available pay period.**

3. Receipts

- a. Lodging – Itemized hotel receipts must be submitted. Hotel receipts should be adjusted at check-out by payment for the difference between a single/double rooms when appropriate. Any expenses charged should be paid at the time of check-out.
- b. All expense items must be substantiated by an itemized receipt.

K. Any cash provided to students for the purchase of meals, tickets, etc., must contain supporting documentation. Supporting documentation in this instance refers to receipts for all transactions or a written log with student names, amounts, and signatures totaling the total cash disbursed. The staff member who is initially provided the funds (check) is ultimately responsible for providing this documentation.

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SECTION 4 – TRAVEL PROCEDURES

Guidelines for Renting Cars for Travel

- Car rentals are discouraged.
- **Rental cars will be considered for the following situations only:**
 1. There are no shuttles from the airport to the conference destination.
 2. The hotel is not within walking distance of the conference and no shuttles are provided.
 3. Depending on the number of employees traveling together, the cost of shuttles/cabs would be higher than the total cost of a rental car, insurance, parking and fuel.
 4. Emergency situations
- Requests for rental cars must include at least three (3) company comparisons with the best rate selected. The rental car must be reserved in the name of Hazelwood School District in order for the District's insurance to apply. It can be paid from a District Visa card or a P-card.
- If the District is responsible for the insurance, a certificate of insurance must be requested from Arthur J Gallagher **in advance** to have while driving the rental car and a copy given to the rental company at the time of check-in. A \$500 deductible applies. Call Laurie Van Horn @35016 or Mary Daniel @35049 to order the certificate of insurance.
- Insurance: The District insurance carries a \$500 deductible if damage occurs, for which the school/program will be responsible. Therefore, it is recommended you accept the insurance from the rental company if the rates are reasonable. Otherwise, follow the steps in the previous bullet.

FINANCE HANDBOOK

SECTION 5 –MILEAGE

Mileage

Any employee using their personal vehicle for district business is entitled to mileage reimbursement. The current rate as of July 2019, is 58 cents per mile. Any change to the rate will be communicated at that time.

GENERALLY, MILEAGE SHOULD BE CODED TO OBJECT 63440.

MILEAGE RELATED TO OUT OF TOWN TRAVEL THAT IS SUBMITTED ON A TRAVEL EXPENSE REPORT SHOULD BE CHARGED TO OBJECT 63434.

In order to be consistent, ALL employees must submit mileage reimbursements on a monthly basis, unless the amount is less than \$20. In that case, the request should be carried over until the next month, or until the total exceeds \$20, or if the request is 3 months old. The only exception will be for the month of June. June mileage must be cut-off by June 15 and submitted for reimbursement by June 20 in order to be paid from the current fiscal year. Mileage for June 16-30 will be submitted with July mileage, in the next fiscal year. Only that partial June mileage will be carried over to the next fiscal year. Mileage older than 3 months from the date of reimbursement request will not be reimbursed.

Only mileage for district business, above the mileage from an employee's home to their normal workplace and back home, is allowed for reimbursement. See the following examples for further clarification:

Ex 1) Your normal commute is 25 miles from your home in St. Charles to your school/office. On the way into work, you visit West High and McNair before reaching work. Total mileage is 28 miles. You claim only 3 miles. Do not refer to the attached mileage table.

Ex 2) Your normal commute is 15 miles from your home in Bridgeton to your office in the administration building. Instead of going to your office, you attend an all-day meeting at West High. Mileage from home to West is only 7 miles. You claim no miles.

Ex 3) Your normal commute is 30 miles from your home in Illinois to your office at The Learning Place. You visit Russell Elementary during the day, and return to your office before going home later in the day. From the chart, it is 6.5 miles one way from The Learning Place (TLP) to Russell (RUS). You claim 13 miles.

Ex 4) Your normal commute is 5 miles from your home in Hazelwood to your school. You attend an all-day meeting at Westport, going straight there from home and back. Total mileage for the day was 25 miles. You claim 15 miles.

FINANCE HANDBOOK

SECTION 6 – HOURLY EMPLOYEE PAYROLL & ASSUREFORCE

Hourly Employee Payroll and AsureForce

Principals should log into AsureForce at <https://hazelwoodschool.asureforce.net> to review and approve hours for your building's hourly employees. Payroll for your hourly employees must be approved by the end of business on the Monday following the close of the pay period. All overtime should be approved by the principal in advance. All hourly employees are expected to clock in and out. A log should be maintained to document any missed punches. The employee must sign the log to attest to the time that should be recorded and to explain the reason for the missed punch. The principal should initial this log at the end of each two week period to indicate that the log has been reviewed. Do not allow employees to work off of the clock. Employees who do not comply with these procedures must be subjected to disciplinary action.

All employees paid with grant funds are required to maintain time and effort logs.

Listed below is information for you to reiterate with your building time keepers:

ASUREFORCE—NO NO's

Off-the-Clock Work

- It is **ILLEGAL** for hourly employees to do work for the district and not be paid
- Employees are not allowed to work prior to clocking in to work or after clocking out for work

Modifying Time Records

- Time records may **NOT** be edited without the written consent of the employee
- An Edit Log must be maintained for all edits entered into ASUREFORCE
- If an employee has clocked in for hours beyond their end time, you may **NOT** edit their time to avoid paying overtime
- **REMEMBER: All hours worked must be paid!**

Failure to Properly Record

- Employees **MUST** properly record the hours that they work – it is a violation of district policy to misrepresent the hours worked (entering incorrect time into ASUREFORCE or clocking in and or out while still working)
- **EVERY hourly employee MUST** use the time clock to clock in and out – even the Timekeeper
- **Employees failing to do so is subject to disciplinary action, up to and including termination**

Unauthorized Overtime

- Employees working overtime, on and/ or off the clock, without the knowledge of their supervisor are subject to disciplinary action up to and including termination

Liability

- Failure to follow these guidelines puts the district in a position for potential lawsuits

FINANCE HANDBOOK

SECTION 7 – ASSUREFORCE SUPERVISOR REFERENCE GUIDE

This section is designed for you as well as your time keeper to use as a guideline for maintaining hourly employees' time. Any additional questions or concerns may be directed to the Payroll department.

- 1) The time keeper will login from the main login screen.
 - The username is your standard windows login username
 - The password is your current network password

<https://hazelwoodschool.asureforce.net>



ASUREFORCE™

User Name:
|

Password:
|

Remember User Name

Log In

[Forgot Password?](#)

[Show the Punch View](#)

[Show the Transfer View](#)

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SOFTWARE

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FINANCE HANDBOOK

SECTION 7 – ASSUREFORCE SUPERVISOR REFERENCE GUIDE

Approver Functions

Editing Timecards

To view and edit an employee's timecard, follow these steps:

- Click on the Employees tab in the main menu bar.
- Select an employee in the list (or multiple employees).
- Click on the Timecard button at the top of the page.
- If you selected multiple employees, you will be taken to the first employee in the list alphabetically. The employee's name whose timecard you are viewing will be displayed in the upper left-hand corner of the timecard. You can navigate to other employees that you selected by dropping down the Employee menu and selecting a different employee or you can use the < and > arrow keys to navigate one by one through the list.
- By default, you will be viewing the current pay period. You can pick a different pay period by changing the Pay Period date in the upper left-hand corner of the timecard. You can either type in a new date in the field provided, use the calendar icon to pick a date or use the < and > keys to navigate backwards and forwards through the pay period.
- To edit an existing punch, you can just simply type over it.
- To insert a new punch, click on the Insert button at the top of the timecard. A new blank line will be inserted onto the timecard. Enter in the date and time of the punch.
 - When entering in a date, you can just simply type the day. For example, you can just type 15 and the system will assume that it is for the current month and year. This shorthand only works if the pay period does not span more than one month.
 - When entering in a time, you do not need to type the colon. Also, if it is an AM punch, you do not need to type "a" or "am". The system will assume it is an AM punch if no AM or PM is indicated. When entering in a PM punch, you do need to type the "p" or "pm".
- Click on Save at the top of the timecard when you are done making your changes.

FINANCE HANDBOOK

SECTION 7 – ASSUREFORCE SUPERVISOR REFERENCE GUIDE

Adding Time Off on a Timecard

To add time off directly onto an employee's timecard, follow these steps:

- Click on the Employees tab in the main menu bar.
- Select an employee in the list (or multiple employees).
- Click on the Timecard button at the top of the page.
- If you selected multiple employees, you will be taken to the first employee in the list alphabetically. The employee's name whose timecard you are viewing will be displayed in the upper left-hand corner of the timecard. You can navigate to other employees that you selected by dropping down the Employee menu and selecting a different employee or you can use the < and > arrow keys to navigate one by one through the list.
- By default, you will be viewing the current pay period. You can pick a different pay period by changing the Pay Period date in the upper left-hand corner of the timecard. You can either type in a new date in the field provided, use the calendar icon to pick a date or use the < and > keys to navigate backwards and forwards through the pay period.
- Click on the Misc. Pay tab at the top of the timecard.
- Click on the Insert button.
- On the newly created line, enter in a date for the Misc. Pay transaction.
- Drop-down the Pay Type menu and pick the type of pay you wish to add.
- Enter in the hours under the Hours column.
- Click on Save at the top of the timecard when you are done making your changes.

Adding Time Off through the Leave Request Process

If you prefer to enter in a Leave Request on behalf of an employee rather than enter the hours directly onto their timecard, follow the steps below. This method will allow you to view the leave hours on the Leave Request Calendar whereby entering the hours directly onto the timecard will not.

- Click on the Leave Requests tab in the main menu bar.
- At the top of the page, select New Leave Request.
- Drop-down the Employee menu and select the name of the employee that you wish to enter in a leave request for. Note: if you are entering in a leave request for yourself, your name will be last in the list.
- Enter in the dates of the leave. Choose Skip Weekends if the dates you enter span a weekend and you do not wish to request time off on those days. Choose Skip Holiday if the dates you enter span a holiday and you do not wish to schedule time off on that day.

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SECTION 7 – ASSUREFORCE SUPERVISOR REFERENCE GUIDE

- Drop-down the Pay Type menu to select the type of time off that you are requesting. Drop-down the Time Off Reason menu to select a reason for your time off (if applicable).
- Enter in the number of hours per day that you are requesting. If you prefer to enter in Start and Stop times instead, you can check off the box labeled “Specific Time”.
- Click Save & Approve when you are done.

Overriding or Removing Holiday Pay on a Timecard

Employees automatically receive 8 hours of holiday pay on their timecard. You do have the ability to either change the 8 hours or remove it entirely.

- Click on the Employees tab in the main menu bar.
- Select an employee in the list (or multiple employees).
- Click on the Timecard button at the top of the page.
- If you selected multiple employees, you will be taken to the first employee in the list alphabetically. The employee’s name whose timecard you are viewing will be displayed in the upper left-hand corner of the timecard. You can navigate to other employees that you selected by dropping down the Employee menu and selecting a different employee or you can use the < and > arrow keys to navigate one by one through the list.
- By default, you will be viewing the current pay period. You can pick a different pay period by changing the Pay Period date in the upper left-hand corner of the timecard. You can either type in a new date in the field provided, use the calendar icon to pick a date or use the < and > keys to navigate backwards and forwards through the pay period.
- Click on the Misc. Pay tab at the top of the timecard.
- Click on the Insert button.
- On the newly created line, enter in the date of the Holiday.
- Drop-down the Pay Type menu and select Holiday.
- In the Hours column, enter in the number of hours that you wish to pay the employee for the holiday. If you do not want to pay the employee holiday pay, then enter in zero.
- Click on Save at the top of the timecard when you are done making your changes.

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SECTION 7 – ASSUREFORCE SUPERVISOR REFERENCE GUIDE

Monitoring Missed Punches and Punch Exceptions

On your Dashboard, there is a gadget to monitor missed punches and punch exceptions.

- From your homepage, you will have access to a Timecard Exceptions gadget.
- By default, the gadget will show you exceptions for the current pay period. If you want to view the previous pay period, drop-down the menu at the top of the gadget and select Previous.
- The gadget will show you on a pie chart, how many timecards have exceptions. The gadget also will list the exceptions under the pie chart.
- To view the timecards that have a particular exception, either click on a piece of the pie chart or click on the link in the list.

Approving Timecards

There are two methods to approve timecards.

Method #1: Through the Approvals Gadget

- From the dashboard, go to your Timecard Approvals gadget.
- Under the My Approvals section, click on the link next to “Awaiting my Approval”.
- You will be taken to a page where you can view all of the timecards that are awaiting your approval.
- Check off the boxes next to the timecards you wish to approve.
- Click on the Approve button at the top of the page.

Method #2: Through the Timecard

- Click on the Employees tab in the main menu bar.
- Select an employee in the list (or multiple employees).
- Click on the Timecard button at the top of the page.
- Click on the Approve button at the top of the timecard.

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Un-Approving Timecards

There are two methods to un-approve timecards.

Method #1: Through the Approvals Gadget

- From the dashboard, go to your Timecard Approvals gadget.
- Under the My Approvals section, click on the link next to “My Approved”.
- You will be taken to a page where you can view all of the timecards that you have already approved.
- Check off the boxes next to the timecards you wish to un-approve.
- Click on the Un-Approve button at the top of the page.

Method #2: Through the Timecard

- Click on the Employees tab in the main menu bar.
- Select an employee in the list (or multiple employees).
- Click on the Timecard button at the top of the page.
- Click on the Approve button at the top of the timecard.

Additional Approver Functions

Setting up a Delegate

If you are going to be out of the office, you can assign a backup for yourself. Your backup (or delegate) will be able to access your account and approve timecards in your absence.

- In the upper right-hand corner of the website, click on the Welcome menu.
- Select Preferences.
- In the window that appears, click on the Delegate tab at the top of the window.
- Click on the +Add New Record button.
- Select the name of your backup from the Delegation drop-down.
- Specify the dates that you wish for your backup to have access to your account.
- Click the blue Check Mark icon to save your change.
- Click OK to close the window.

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Accessing a Delegates' Account



If you have been designated as a backup (or delegate) for another approver, then follow these steps to access their account:

- Log into AsureForce using your own login.
- You will see a yellow bar at the top of the website indicating that you have been made a delegate for another approver.
- In the upper right-hand corner of the website, click on the Welcome menu.
- You will now have the option to log into your delegator's account.
- Once logged in, you can access your delegator's employees, edit their timecards and approve them.

Running a Report

- Go to the Reports tab on the main menu bar.
- Reports that you have customized or reports that have been customized by other users and shared with you are located under the My Reports section.
- Our system reports are located under the System Reports section.
- Select a report from the list.
- Some reports will give you a date range option at the top of the report. Enter in your dates and then click on the PREVIEW button to the right to run the report.
- If the report does not have a date range option, then click on the green circular arrow icon to run the report.
- Once the report is run, you can download it as either a PDF, CSV or XLS file. At the top of the report, drop-down the Export menu and choose your file type. Click on the Export link to the right to export your report.

Scheduling Reports for Yourself

- Select the Report you would like to schedule.
- Click on the disk icon  at the top of the report to create a copy of the report.
- Click the Schedule  button at the top of the report.
- Click the Edit Schedule button to define how often the report will be run.
- Check Schedule Active.

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- Enter the Scheduled Task Start date/time. (**Note: Times are in EST time**).
- Select the Recurring Options tab to define the recurrence of the report schedule.
- Check the Recurrence box.
- Select to have the report sent on an hourly, daily, weekly, monthly, or yearly basis.
- Select when you would like the recurrence to end (if applicable).
- Click Ok

Viewing Time Off on the Leave Request Calendar

- Go to the Leave Requests tab on the main menu bar.
- You will see your own time off as well as all of the employees' time off in the organization.

Viewing/Editing an Employee's Schedule

- Go to the Employees tab on the main menu bar.
- Select an employee in the list and click on Schedule at the top of the page.
- You can edit a day by using any of the following methods:
 - Hold your mouse on a schedule segment and drag it to a different time on the day.
 - Grab either the top or the bottom of the schedule segment and either shorten or lengthen the segment.
 - Right-click on the schedule segment and choose Edit.
- To delete a schedule segment, click on the X icon in the right-hand corner when hovering your mouse over the segment. Alternatively, you could right-click on the segment and choose Delete.
- Click Save at the top of the page to save your changes.

Visa Purchasing Card User Manual

FINANCE HANDBOOK

SECTION 8 – VISA CARD MANUAL

Purchasing Card System User Introduction

The **Hazelwood School District** Purchasing Card Program is designed to allow you to handle small dollar purchases without delays or paperwork. This Cardholder manual has been developed to assist you in better understanding the program by answering some typical questions you may have as you begin using your card and also by providing step-by-step instructions on the use of the card.

This manual specifically governs the **Hazelwood School District** Purchasing Card System. Please take the time to read and understand the process before you begin using the card.

1. Make sure you have read this manual thoroughly and understand applicable policies and procedures.
2. Discuss any questions with your Supervisor and the Program Administrator.
3. Read and sign the Employee Agreement Form.
4. Attend a Cardholder training session.

Making a Purchase

Under the purchasing card system, cardholders make business purchases for business items only.

Hazelwood School District's Missouri Tax ID # is printed on the face of the card. It is your responsibility to be certain that no sales tax is charged on any transaction. Only expense items can be charged. Policy violations include, but are not limited to:

- Purchasing items for personal use;
- Using the Procurement Card for travel and entertainment expense without prior authorization.
- Purchasing furniture or equipment without prior authorization.
- Failure to submit proper documentation for each purchase.
- Under no circumstances may the card be used for the following:

Alcohol

Tobacco

Cash Advance

Gift Cards for staff

Gambling

Fuel

Rental Cars without prior business office approval

Technology equipment without prior technology department approval, including printers

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Keeping Records

To facilitate reconciliation and approval of the monthly statements, it is mandatory that cardholders obtain and retain supplier documentation for purchases made in person or conducted by telephone or online. Examples of acceptable documentation are:

- Itemized supplier sales receipts
- Itemized packing slip with pricing
- Visa charge slip with itemized description of products purchases
- Shipping Order, if applicable

You must describe the business purpose of your purchase in the description field on the allocation screen.

If travel related, please note the conference you are attending in the description field on the allocation screen. For meals, note the business purpose and persons attending.

Resolving Errors and Disputes

Errors with merchandise delivery or incorrect billing will occasionally arise with the purchasing card system. Problems can be categorized into the following:

- Lost or misrouted items
- Incorrect quantities
- Defective products
- Incorrect pricing
- Billing for item(s) not received

The solution to these problems can be achieved by following the steps outlined below. When applicable, the Cardholder will get credit applied to their purchasing card account; The Cardholder must prepare a Cardholder Dispute Form and send or fax it to Bank of America within **60** days from the statement date on which the disputed charge appeared.

Internal Auditing

All Visa transactions and receipts will be reviewed to ensure that purchasing card procedures are properly practiced. Failure to follow the proper procedures could result in revocation of card privileges or other appropriate disciplinary actions.

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The primary purpose of an audit is to ensure the proper expenditure of funds under this program. A secondary purpose is to track data on how, where, and for what purpose the cards are used. As a result of the audit, the purchasing card program may be more properly designed for future use and be assured that the program is beneficial.

This is an employee empowerment program based on cardholder commitment and trust. Failure to follow all procedures outlined in this manual will result in revocation of card.

Common Questions

Who pays the bill?

The **HAZELWOOD SCHOOL DISTRICT** Purchasing Card is a central bill and pay process. Bank of America will submit a single monthly invoice to **HAZELWOOD SCHOOL DISTRICT** which includes all activity on all cards for the billing period. You will receive a monthly statement from Visa. This monthly Visa statement is simply a memo record of transactions made against your card for the billing period.

What if I've lost a receipt?

If a receipt is misplaced, try to get a copy from your supplier. If that is not effective, make a note on your monthly statement that the receipt is missing.

What if I have an unauthorized charge on my monthly statement?

First, try to resolve the problem yourself with the supplier. If you cannot resolve the dispute yourself, call Bank of America customer service at 1-888-449-2273. Keep a copy for your records.

How does the cost get into the accounting system?

All purchases made on your card will be charged to your **school or department supply** account. All transactions are automatically assigned to this account. You may designate another account number by using the cost allocation function available on the Visa Information Center web site which is approved by your supervisor. If you do not designate a different charge number, the transaction will automatically default to your supply account.

What if my card is lost or stolen?

The Purchasing Card is a valuable asset and should be maintained with security and protection. If you cannot find your card or if it is stolen, notify the purchasing department (**Christine Mueller 35019**) and Bank of America Customer Service at 1-888-449-2273 immediately!

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SECTION 8 – VISA CARD MANUAL

Contact Listing

Program Administrator – Jacob Myers, Director of Accounting and Finance (314) 953-5017
jmyers@hazelwoodschoools.org

Lost or Stolen Cards - Christine Mueller, Purchasing (314) 953-5019
clumpe@hazelwoodschoools.org

Credit Limit Changes - Accounts Payable – Michelle Martinez (314) 953-5021
mmartinez@hazelwoodschoools.org

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EMPLOYEE AGREEMENT

By using the card, I agree to comply with the following terms and conditions regarding my use of the Card.

1. I understand that I am being entrusted with a valuable tool - a corporate purchasing card. I will be making financial commitments on behalf of HAZELWOOD **SCHOOL DISTRICT**. I will obtain the best value by using "preferred suppliers and vendors" as identified by the Purchasing Department.
2. I understand that **HAZELWOOD SCHOOL DISTRICT** is liable to Bank of America for all charges made on this card.
3. I agree to use this Card for approved purchases only. Misuse or abuse of the Procurement Card will result in revocation of the Card and appropriate disciplinary action, which may include termination. Policy violations include, but are not limited to:
 - Purchasing items for personal use;
 - Using the Procurement Card for travel and entertainment expense without prior authorization.
 - Purchasing furniture or equipment without prior authorization.
 - Failure to submit proper documentation with each monthly statement.
 - Under no circumstances may the card be used for the following:
 - Alcohol*
 - Tobacco*
 - Cash Advance*
 - Gift Cards for staff*
 - Gambling*
 - Fuel*
 - Rental Cars without prior business office approval*
 - Technology equipment including printers without prior technology department approval*
5. If the Card is lost or stolen, I agree to notify the Purchasing Department, (**Christine Mueller** 953-5019), and Bank of America Customer Service at 1-888-449-2273 immediately.

Employee Signature

Date

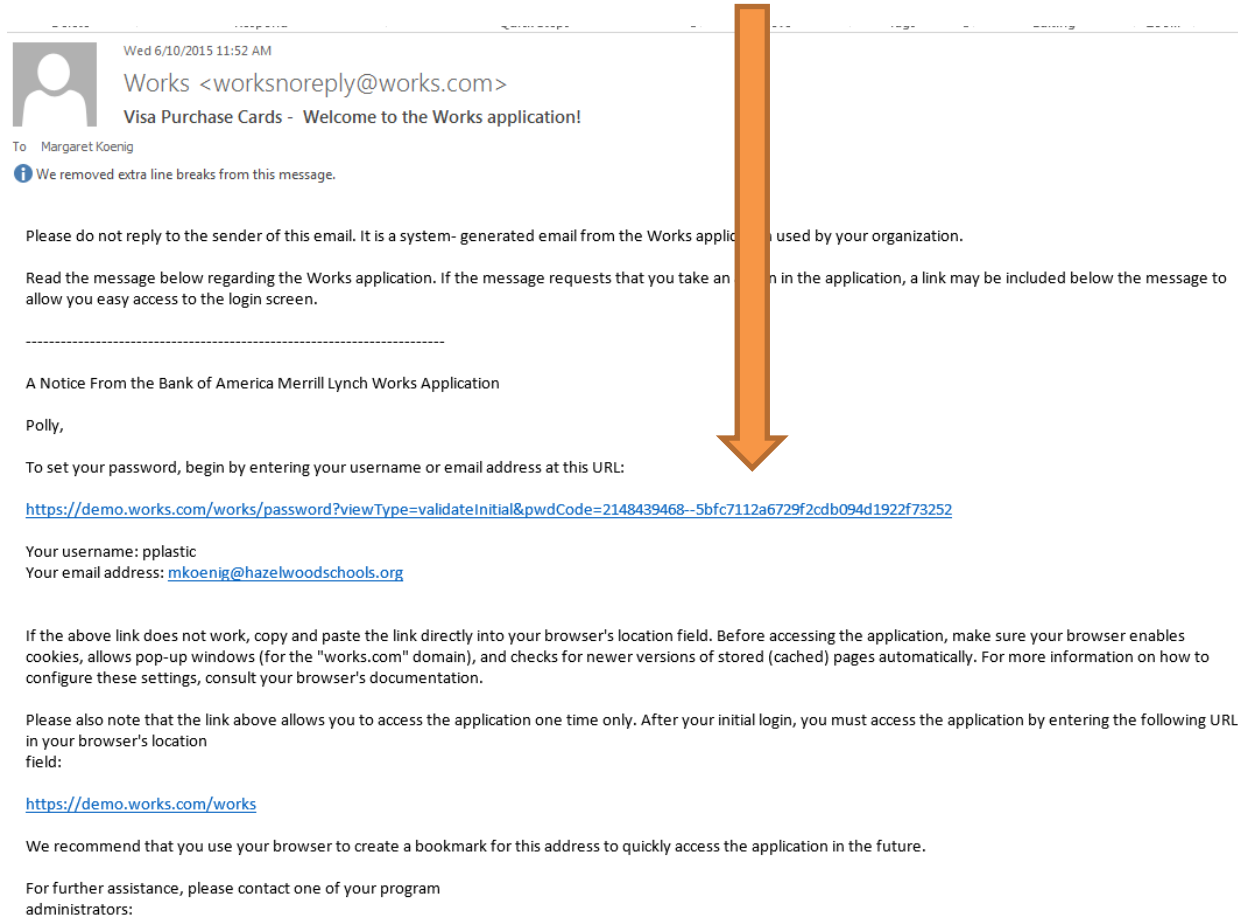
Printed Name

FINANCE HANDBOOK

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HAZELWOOD CARDHOLDER MANUAL

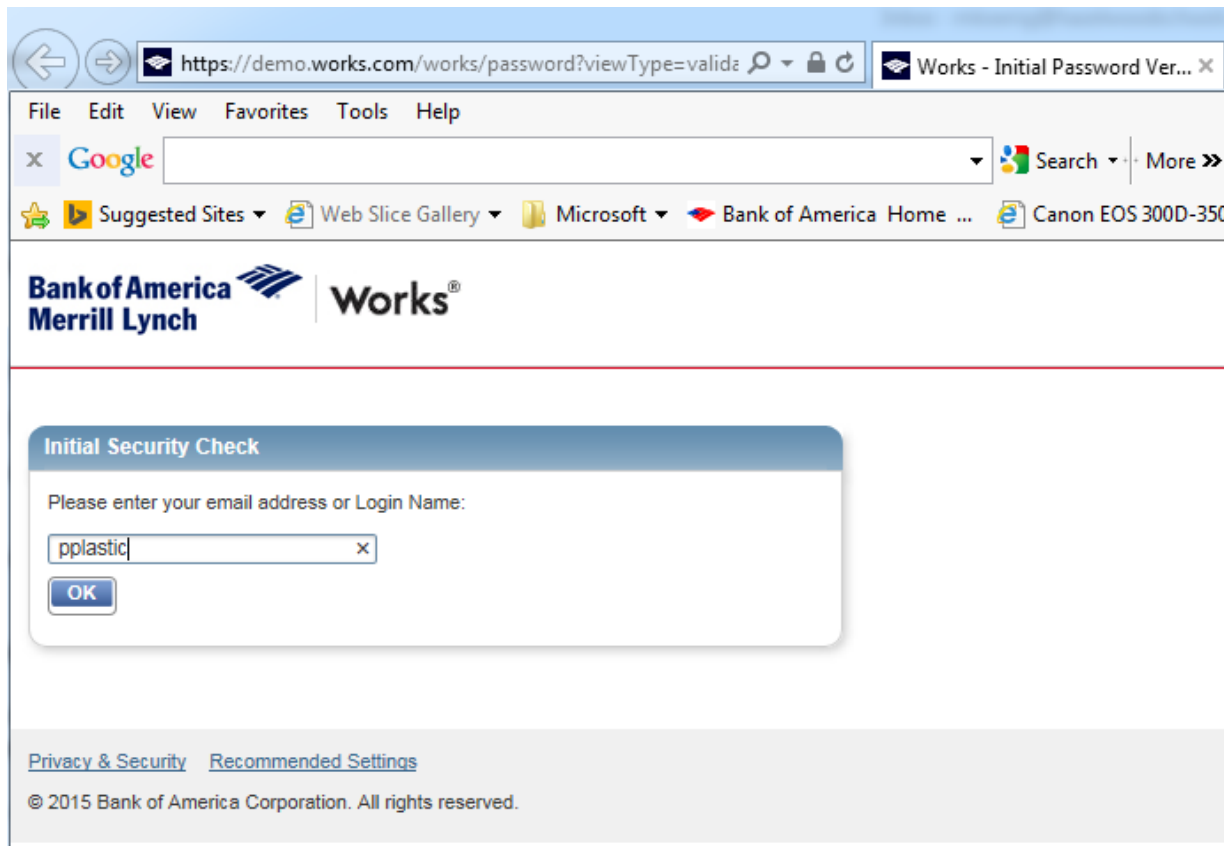
You will receive a welcome email when you are registered as a user on the Works system. Click on the link provided in the email to set-up your password. USE ONLY INTERNET EXPLORER OR MIZZILLA Firefox. Google is NOT supported.



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Enter your email address or login name (provided in the welcome email). Then click OK.



The screenshot shows a web browser window with the address bar displaying `https://demo.works.com/works/password?viewType=valida`. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. Below the menu bar is a search bar with the Google logo and a search button. The browser's toolbar shows several tabs: Suggested Sites, Web Slice Gallery, Microsoft, Bank of America Home, and Canon EOS 300D-350. The main content area features the Bank of America Merrill Lynch logo and the Works logo. A blue header for the "Initial Security Check" section is followed by the text "Please enter your email address or Login Name:". Below this text is a text input field containing the text "pplastic" and a small "x" icon to its right. Below the input field is a blue "OK" button. At the bottom of the page, there are links for "Privacy & Security" and "Recommended Settings", and a copyright notice: "© 2015 Bank of America Corporation. All rights reserved."

FINANCE HANDBOOK

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You will then be asked to create a password and provide the answer to three security questions that will allow you to reset your password should you forget it. Your password must consist of a mix of alphabetic and numeric characters. Click OK after you have completed this.

Initial Password Setup

Please enter your desired password (twice). Note that passwords are case sensitive.

* New Password:

* Confirm Password:

Please select three security validation questions and enter your answer for each question. This information will be used to verify your identity.

Question 1:

* Answer 1:

* Confirm 1:

Question 2:

* Answer 2:

* Confirm 2:

Question 3:

* Answer 3:

* Confirm 3:

Your budget manager (principal or department head) must send an email requesting that funds be added to your purchasing card. Email these requests to Jacob Myers and copy Michele Martinez (jmyers@hazelwoodschoools.org and mmartinez@hazelwoodschoools.org).

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After you have used your card, you will get an email notification that you have a transaction pending.

There are four basic steps to complete:

1. Allocate transaction
2. Indicate receipt status
3. Attach receipt
4. Sign-off on transaction

Below are specific instructions to perform these steps.

Log into works to view your dashboard. Under the action items section, you will see the items requiring your attention.

The screenshot displays two sections of a financial system interface. The top section, titled 'Action Items', contains a table with the following data:

Action	Acting As	Count	Type	Current Status
	Accountant	1	Transaction	Flagged
	Accountant	1	Purchase Request	Open
Sweep	Accountant	4	Transaction	Pending
Close	Accountholder	1	Purchase Request	Approved - Open
Resolve	Accountholder	1	Transaction	Flagged
Sign Off	Accountholder	4	Transaction	Pending

Below the table, it indicates '6 items' and a 'Show 10 per page' option. The bottom section, titled 'Accounts Dashboard', features a table with the following data:

Account Name	Account ID	Credit Limit	Current Balance	Available Credit	% of Credit Limit Used
POLLY PLASTIC	6585	700,000.00	312.68	699,687.32	0%

Below this table, it indicates '1 item' and a 'Show 10 per page' option. Red annotations include an arrow pointing to the 'Action' column header in the 'Action Items' table, a red oval around the 'Sweep' row, and an arrow pointing to the 'Acting As' column header in the 'Accounts Dashboard' table.

FINANCE HANDBOOK

SECTION 8 – VISA CARD MANUAL

The Pending transaction under sweep contains your recent transactions. Click on pending to view these transactions.

Transactions - Accountant									
>> Pending Sign Off Open Ready to Batch Flagged All									
		Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor
<input type="checkbox"/>	<input type="checkbox"/>								
<input type="checkbox"/>	<input checked="" type="checkbox"/>	TXN00001010	6585	none	06/10/2015	06/08/2015	Plastic, Polly	25.69	The Supply Store
<input type="checkbox"/>	<input checked="" type="checkbox"/>	TXN00001011	6585	none	06/10/2015	06/08/2015	Plastic, Polly	5.75	Candy Store
<input type="checkbox"/>	<input checked="" type="checkbox"/>	TXN00001012	6585	none	06/10/2015	06/08/2015	Plastic, Polly	45.12	The Discount Store
<input type="checkbox"/>	<input checked="" type="checkbox"/>	TXN00001013	6585	none	06/10/2015	06/08/2015	Plastic, Polly	10.87	ABC Letters

Hover over the transaction and click to view available actions.

Transactions - Accountholder			
>> Pending Sign Off Signed Off Flagged			
		Document	Account ID
<input type="checkbox"/>	<input checked="" type="checkbox"/>	TXN00001010	6585
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Allocate / Edit	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sign Off	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	View Full Details	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Dispute	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Mark Receipt Status	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Detach from Purchase Request	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Manage Receipts	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Print	

FINANCE HANDBOOK

SECTION 8 – VISA CARD MANUAL

Transactions will default to the key and object that you provide us as your default code. Click “Allocate/Edit” and the Allocation Details screen will appear.

The screenshot shows the 'Allocation Details' screen for transaction -TXN00001010 - The Supply Store. The screen displays a table with the following data:

Amount	Description	GL01: Key	GL02: Object
25.69	The Supply Store - Purchase	1570252901	64110

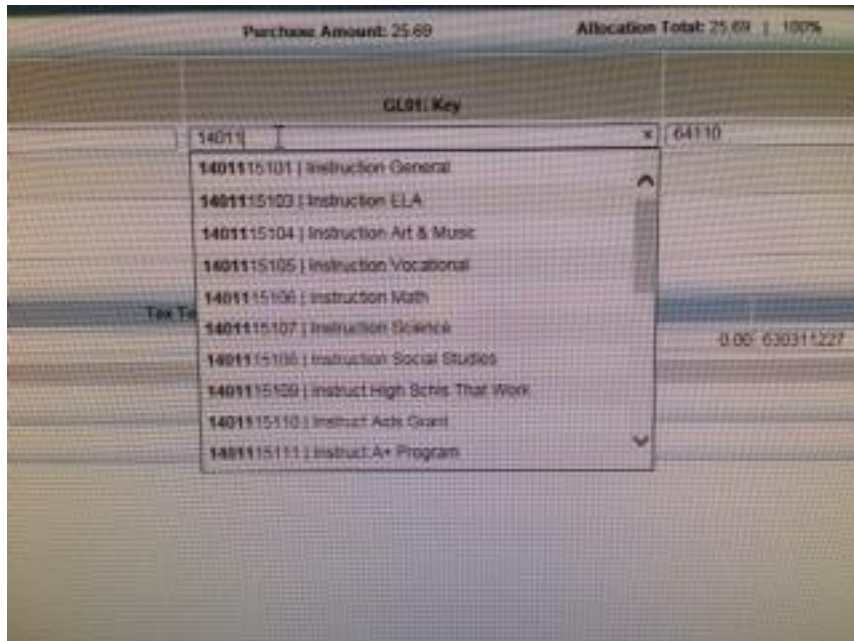
Additional information shown includes: Purchase Amount: 25.69, Allocation Total: 25.69 | 100%, and Variance: 0.00. The screen also features buttons for Remove, Add, Duplicate, and Clear GL.

YOU MUST ALTER THE DESCRIPTION. Please enter enough detail to explain the purpose of this transaction. This description will appear on the Visa report that is sent to the Board of Education. For example, change the description to “Supplies for 2nd grade art class” or something to explain the necessity of the purchase.

FINANCE HANDBOOK

SECTION 8 – VISA CARD MANUAL

You will see the default code. If you wish to change the default code, begin typing your key in the “GL01: Key” field. A list of available keys will appear. Select the key you wish to use by clicking on it. Move your cursor to the “GL02: Object” field and repeat the same steps.



FINANCE HANDBOOK

SECTION 8 – VISA CARD MANUAL

If you wish to split code the transaction, click the blue “Add” button and select the number of lines that you wish to add.

Allocation Details - TXN00001010 - The Supply Store 06/10/2015 | Source Amount : 25.69 U.S.

Allocation Purchase Amount: 25.69 Allocation Total: 25.69 | 100% Variance: 0.00

<input type="checkbox"/>	Comp Val Auth	Value Amount	Description	GL01: Key	GL02: Object
<input type="checkbox"/>	x ✓ ✓	25.69	The Supply Store - Purchase	1570252901	64110

0 Selected | 1 item

Remove Add Duplicate Clear GL

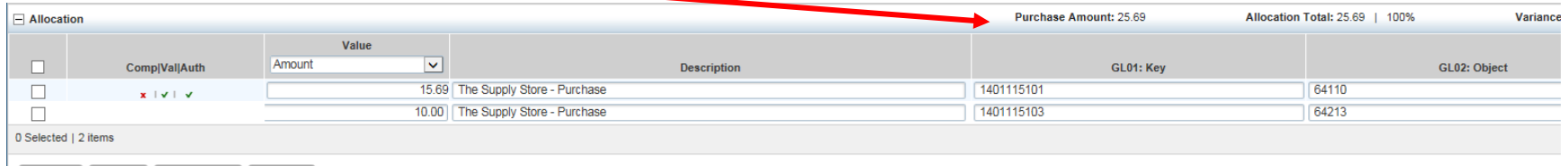
Add ▾ Dup

- 1 line
- 2 lines
- 3 lines
- 4 lines
- 5 lines
- 6 lines
- 7 lines

FINANCE HANDBOOK

SECTION 8 – VISA CARD MANUAL

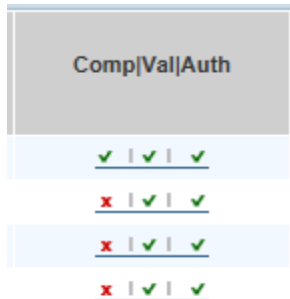
Proceed to allocate your transaction between the appropriate codes. Note that the purchase amount, allocation total and percent appear at the top of this screen.



Allocation						Purchase Amount: 25.69	Allocation Total: 25.69 100%	Variance
<input type="checkbox"/>	Comp Val Auth	Value	Amount	Description	GL01: Key	GL02: Object		
<input type="checkbox"/>	x ✓ ✓		15.69	The Supply Store - Purchase	1401115101	64110		
<input type="checkbox"/>			10.00	The Supply Store - Purchase	1401115103	64213		

0 Selected | 2 items

When complete, click the blue save button in the bottom right hand corner and then click close. This returns you to your dashboard. You will note the “Comp/Val/Auth” field now shows a green check mark indicating that the allocation is complete.

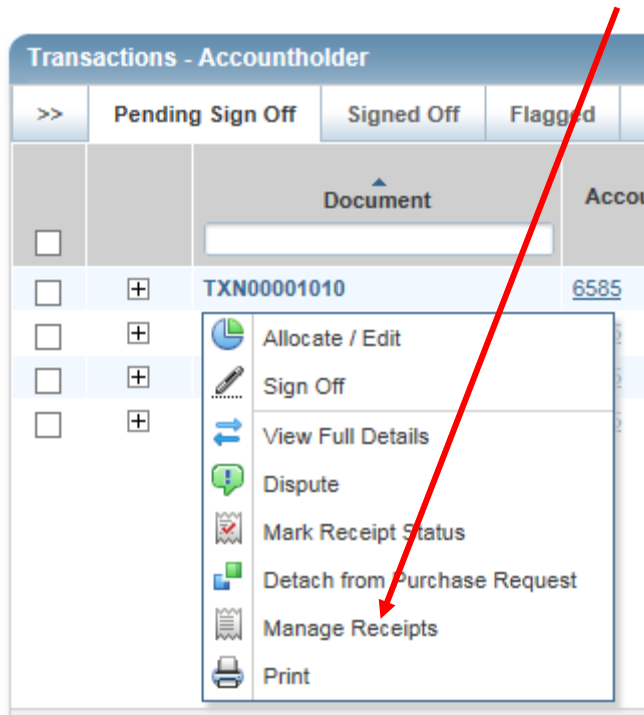


FINANCE HANDBOOK

SECTION 8 – VISA CARD MANUAL

Scan your receipt and email to yourself. You may also take a photo of your receipt and email the “small” size to yourself. Save the receipt in a folder on your computer. We recommend naming the folder “Receipts” and then naming each individual receipt something that will help you quickly identify the correct receipt such as “Dierbergs 6-10-15”.

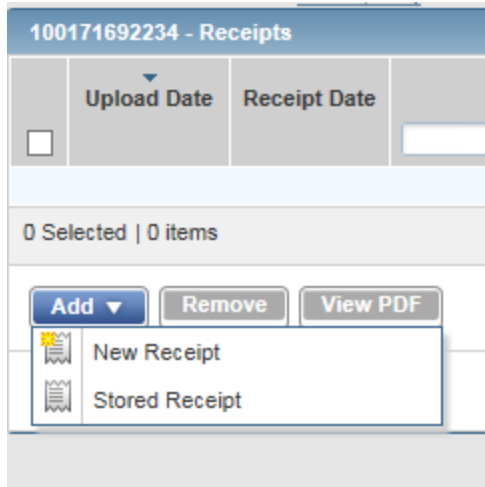
Hover over the transaction again and click “Manage Receipts”



FINANCE HANDBOOK

SECTION 8 – VISA CARD MANUAL

Click the “add” button and then “New Receipt”.



FINANCE HANDBOOK

SECTION 8 – VISA CARD MANUAL

Browse to where you saved your receipt on your computer; enter the receipt date and a description of the purpose of the purchase. ALL ARE REQUIRED FIELDS. Then click “OK” in the lower right corner.

Works supports files in the .pdf, .png, .jpg, .gif and .jpeg format that are 1 MB or less.

* File to Add: C:\Users\mkoenig\Documents\Receipts\Dierber Browse...

Receipt Date: 06/10/2015 mm/dd/yyyy

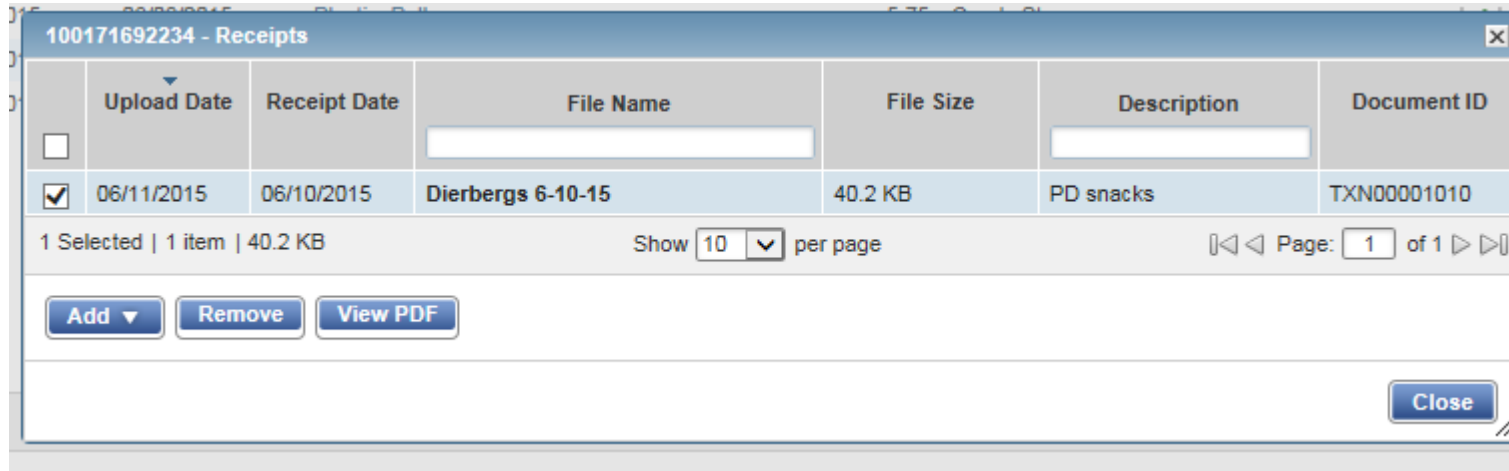
Description: PD snacks

OK Cancel

FINANCE HANDBOOK

SECTION 8 – VISA CARD MANUAL

This returns you to the Receipts page. Click “Close” in the lower right hand corner.



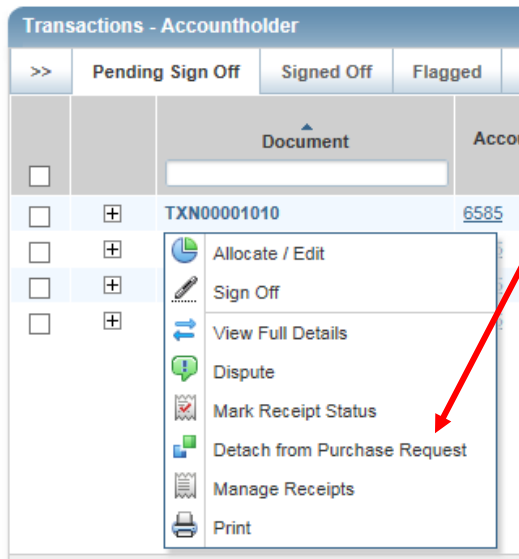
Returning to your dashboard, you will now see that the “Uploaded receipt” column indicates “Yes”.

Transactions - Accountholder								
>>	Pending Sign Off	Signed Off	Flagged	All				
		Document	Account ID	Sign Off	Uploaded Receipt	Date Posted	Date Purchased	Primary Accountholder
<input type="checkbox"/>								
<input type="checkbox"/>	+	TXN00001010	6585	none	Yes	06/10/2015	06/08/2015	Plastic, Polly
<input type="checkbox"/>	+	TXN00001011	6585	none	No	06/10/2015	06/08/2015	Plastic, Polly
<input type="checkbox"/>	+	TXN00001012	6585	none	No	06/10/2015	06/08/2015	Plastic, Polly
<input type="checkbox"/>	+	TXN00001013	6585	none	No	06/10/2015	06/08/2015	Plastic, Polly

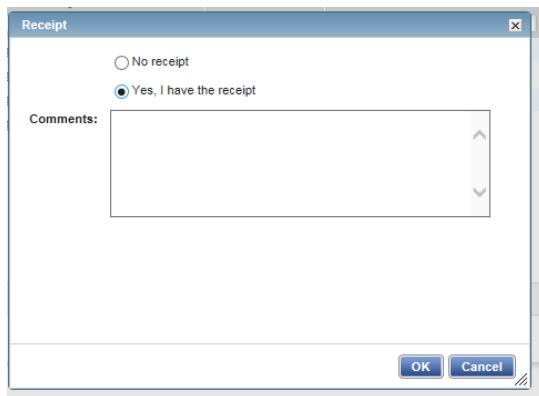
FINANCE HANDBOOK

SECTION 8 – VISA CARD MANUAL

Hover again over the transaction and select “Mark Receipt Status”.



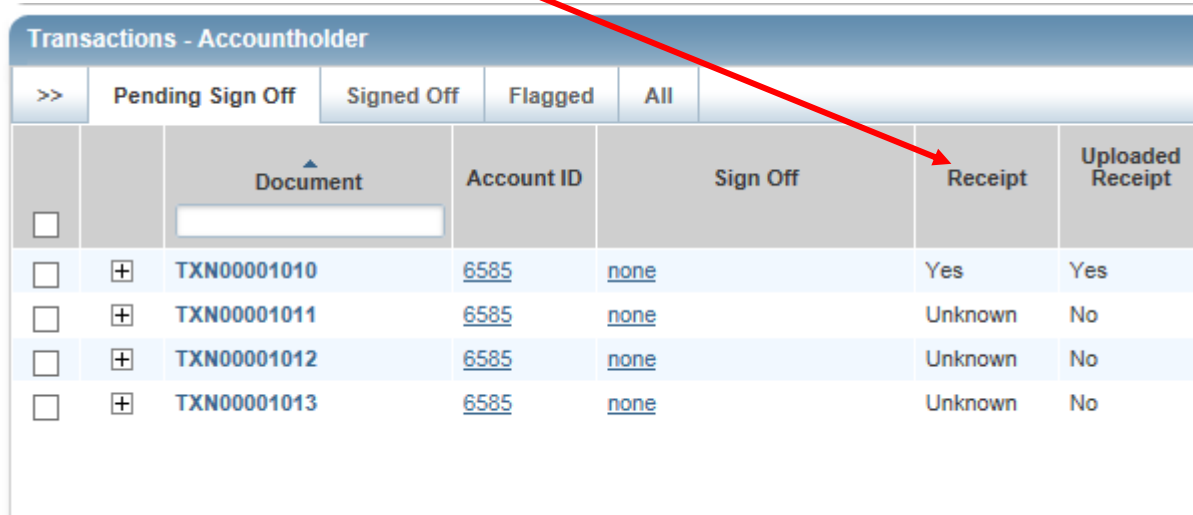
Click the “Yes” circle and then click OK in the bottom right hand corner. You do not need to enter a comment before clicking OK.



FINANCE HANDBOOK

SECTION 8 – VISA CARD MANUAL

The receipt column now indicates "Yes".



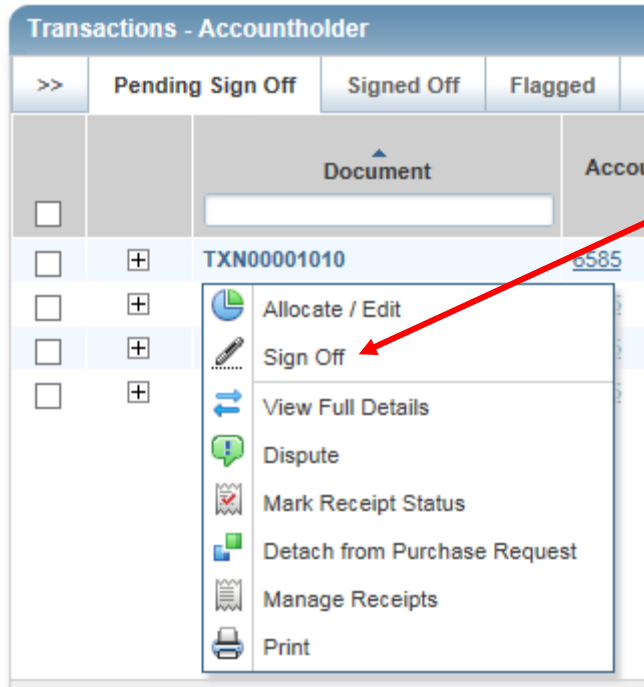
The screenshot shows a table titled "Transactions - Accountholder". The table has a header row with filters: ">>", "Pending Sign Off", "Signed Off", "Flagged", and "All". Below the filters is a table with columns: "Document", "Account ID", "Sign Off", "Receipt", and "Uploaded Receipt". A red arrow points from the text above to the "Receipt" column. The table contains four rows of transaction data.

Transactions - Accountholder						
>>	Pending Sign Off	Signed Off	Flagged	All		
<input type="checkbox"/>		Document	Account ID	Sign Off	Receipt	Uploaded Receipt
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>				
<input type="checkbox"/>	<input type="checkbox"/>	TXN00001010	6585	none	Yes	Yes
<input type="checkbox"/>	<input type="checkbox"/>	TXN00001011	6585	none	Unknown	No
<input type="checkbox"/>	<input type="checkbox"/>	TXN00001012	6585	none	Unknown	No
<input type="checkbox"/>	<input type="checkbox"/>	TXN00001013	6585	none	Unknown	No

FINANCE HANDBOOK

SECTION 8 – VISA CARD MANUAL

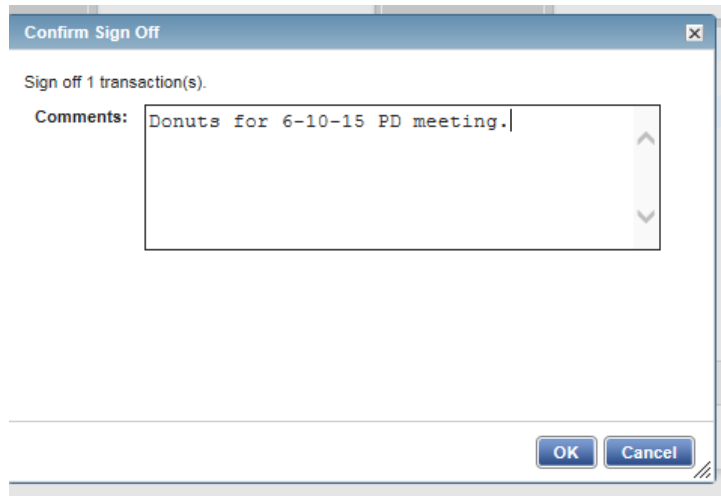
You are now ready to sign –off on this transaction. Hover again over the transaction and select “Sign Off”.



FINANCE HANDBOOK

SECTION 8 – VISA CARD MANUAL

You may enter a description of your purchase in “Comments”. This is not a required field. Then click OK.



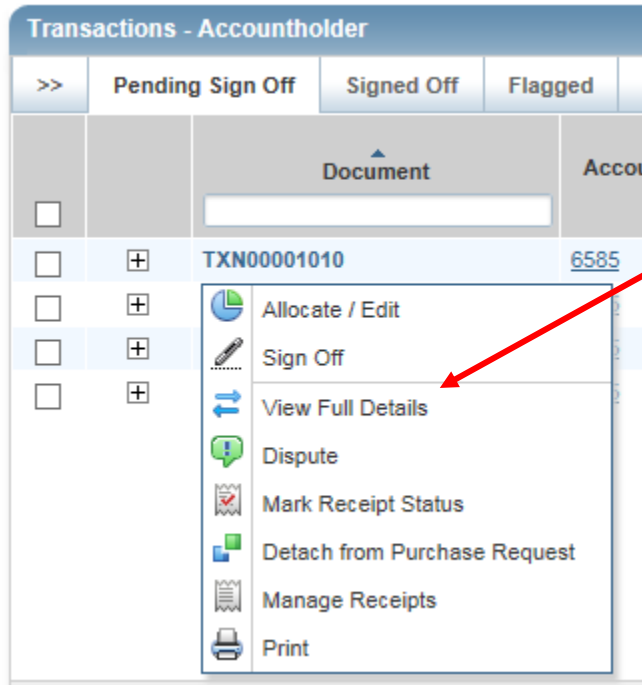
The transaction will move from your “Pending Sign-off” tab to your “Signed Off” tab. Click on the “Signed Off” tab if you wish to see those transactions. Otherwise proceed to your next transaction.

Transactions - Accountholder				
>>	Pending Sign Off	Signed Off	Flagged	All
<input type="checkbox"/>		Document	Account ID	
<input type="checkbox"/>		<input type="text"/>		
<input type="checkbox"/>	<input type="checkbox"/>	TXN00001011	6585	none
<input type="checkbox"/>	<input type="checkbox"/>	TXN00001012	6585	none
<input type="checkbox"/>	<input type="checkbox"/>	TXN00001013	6585	none

FINANCE HANDBOOK

SECTION 8 – VISA CARD MANUAL

Alternately, the allocation and receipt attachment functions can be performed by clicking on “View Full Details”.



FINANCE HANDBOOK

SECTION 8 – VISA CARD MANUAL

Home	Expenses	Reports
------	----------	---------

Expenses > Transactions > Transaction Detail

TXN00001012

Purchase Amount: 45.12
Post Date: 06/10/2015
Vendor Name: The Discount Store
MCC: 1234 (unlisted)

Transaction	Allocation & Detail	Dispute	Receipts
-------------	---------------------	---------	----------

Bank Transaction #:
CRI Reference:
Vendor ID:
Vendor Address: Texas, 78701

Comments

Click on "Allocation & Detail tab to allocate to correct key and object.

FINANCE HANDBOOK

SECTION 8 – VISA CARD MANUAL

Home	Expenses	Reports
------	----------	---------

Expenses > Transactions > Transaction Detail

TXN00001012

Purchase Amount: 45.12
Post Date: 06/10/2015
Vendor Name: The Discount Store
MCC: 1234 (unlisted)

Transaction	Allocation & Detail	Dispute	Receipts
-------------	---------------------	---------	----------

Allocation

	Comp Val Auth	Value	
<input type="checkbox"/>		Amount <input type="text"/>	
<input type="checkbox"/>	x ✓ ✓	45.12	The Discount Store - I

0 Selected | 1 item

Reference & Tax

Reference	Tax Status
	Sales Tax Included <input type="text"/>

FINANCE HANDBOOK

SECTION 8 – VISA CARD MANUAL

Home Expenses Reports

Expenses > Transactions > Transaction Detail

TXN00001012

Purchase Amount: 45.12
Post Date: 06/10/2015
Vendor Name: The Discount Store
MCC: 1234 (unlisted)

Transaction Allocation & Detail Dispute **Receipts**

	Upload Date	Receipt Date
<input type="checkbox"/>		

0 Selected | 0 items

Add Remove View PDF

Click on "Receipts" tab to add your receipt

FINANCE HANDBOOK

SECTION 8 – VISA CARD MANUAL

YOU HAVE 5 BUSINESS DAYS TO ALLOCATE, MANAGE RECEIPTS AND SIGN OFF ON EACH TRANSACTION. PURCHASING CARD PRIVILIGES WILL BE SUSPENDED IF THERE ARE ANY PURCHASES 30 DAYS OLD THAT HAVE NOT BEEN SUBMITTED.

If there is an issue with one of your transactions, accounts payable will “flag” the transaction. You will receive an email describing the issue. These transactions will show a current status of “Flagged”.

Action	Acting As	Count	Type	Current Status
	Accountant	3	Transaction	Flagged
	Accountant	1	Purchase Request	Open
Close	Accountant	2	Transaction	Open
Sweep	Accountant	2	Transaction	Pending
Close	Accountholder	1	Purchase Request	Approved - Open
Resolve	Accountholder	3	Transaction	Flagged
Sign Off	Accountholder	2	Transaction	Pending

7 items Show 10 per page Page: 1 of 1

Address all flagged issues within two business days.

Clicking on the “Flagged” link will display all of your flagged transactions.

Bank of America Merrill Lynch Works® Welcome, Polly Plastic - Log Out

Home Expenses Reports Hazelwood Schools

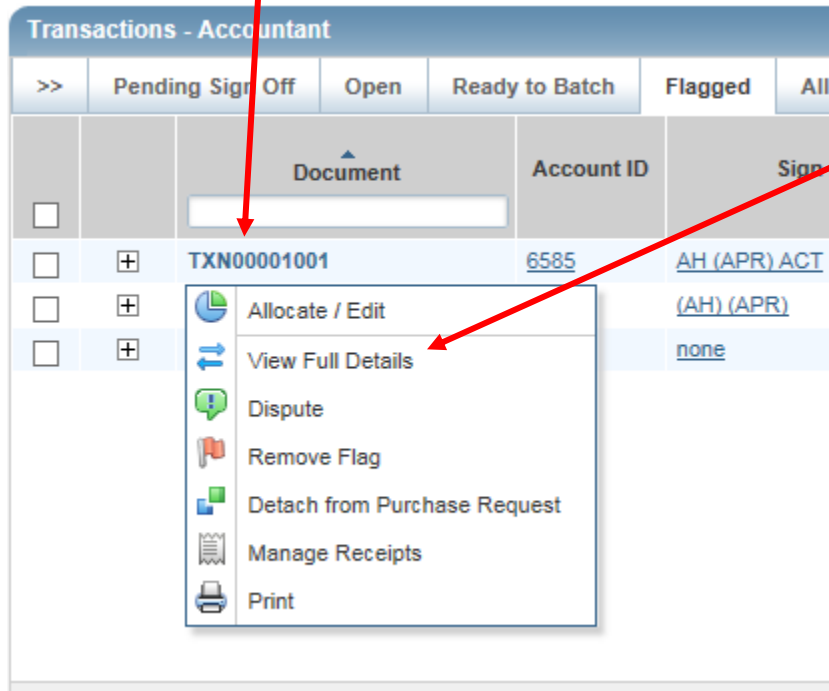
Expenses > Transactions > Accountant

Transactions - Accountant															
>> Pending Sign Off Open Ready to Batch Flagged All Clear Filters Columns ▼															
	Document	Account ID	Sign Off	Receipt	Uploaded Receipt	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Comp/Val/Auth	Allocation	Amount Allocated	Attached To Purchase Request	
<input type="checkbox"/>	TXN00001001	6585	AH (APR) ACT	Unknown	No	03/25/2015	03/23/2015	Plastic_Polly	100.00	The Mart	✓ ✓ ✓	1234-54321	100.00	REQ00001001	
<input type="checkbox"/>	TXN00001011	6585	(AH) (APR)	Unknown	No	06/10/2015	06/09/2015	Plastic_Polly	5.75	Candy Store	x ✓ ✓	-	5.75	REQ00001001	
<input type="checkbox"/>	TXN00001012	6585	none	Unknown	No	06/10/2015	06/08/2015	Plastic_Polly	45.12	The Discount Store	x ✓ ✓	-	45.12	REQ00001001	

FINANCE HANDBOOK

SECTION 8 – VISA CARD MANUAL

Hover over the document. You can view the reason that the transaction was flagged by clicking “View Full Details”.



FINANCE HANDBOOK

SECTION 8 – VISA CARD MANUAL

The reason why the transaction was flagged will be noted under “Comments”.

TXN00001011

Purchase Amount: 5.75
Post Date: 06/10/2015
Vendor Name: Candy Store
MCC: 1234 (unlisted)

Transaction | Allocation & Detail | Dispute | Receipts

Bank Transaction #:
CRI Reference:
Vendor ID:
Vendor Address: Texas, 78701

Comments

Please attach your receipt and sign off.
Margaret Koenig | 06/18/2015

Depending on the reason follow the instructions in this manual.

FINANCE HANDBOOK

SECTION 8 – VISA CARD MANUAL

When you have completed all necessary steps, click box next to transaction and then click “Remove Flag”.

The screenshot displays the Bank of America Merrill Lynch Works interface. At the top, there are navigation tabs for Home, Expenses, and Reports. Below this, a breadcrumb trail reads 'Expenses > Transactions > Accountholder'. The main section is titled 'Transactions - Accountholder' and features a table with columns for selection, document, account ID, and sign-off. The first row is selected, and a 'Remove Flag' button is visible at the bottom of the interface.

>>	Pending Sign Off	Signed Off	Flagged	All
<input type="checkbox"/>	Document	Account ID	Sign Off	
<input checked="" type="checkbox"/>	TXN00001001	6585	AH (APR) ACT	
<input type="checkbox"/>	TXN00001012	6585	none	

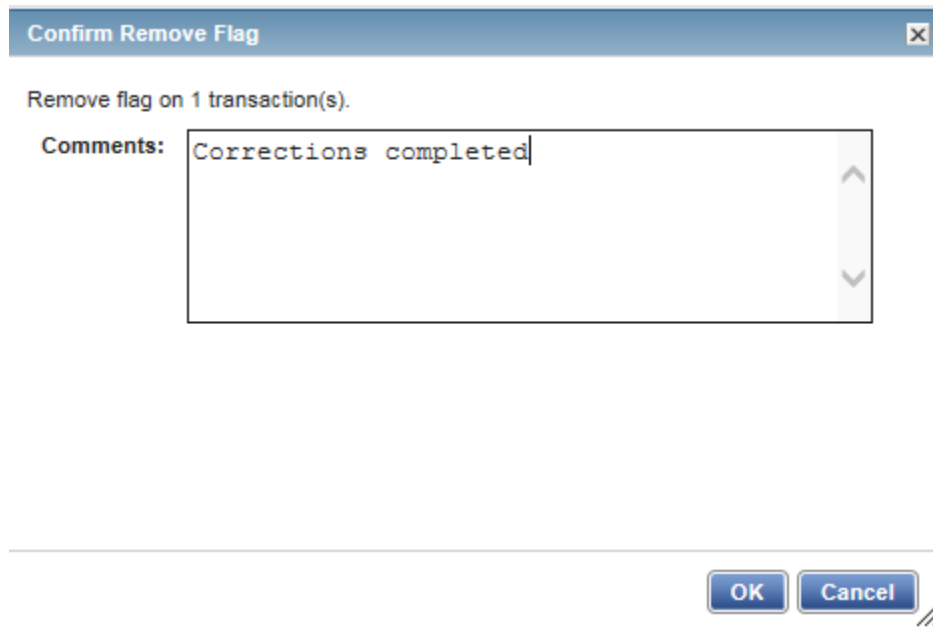
1 Selected | 2 items

Buttons: Attach, Mass Allocate, Receipt, Print, Remove Flag

FINANCE HANDBOOK

SECTION 8 – VISA CARD MANUAL

Enter a Comment in the dialogue box and then click OK.



The transaction will then move to your "Signed Off" tab.

Proceed to your next flagged transaction or exit application when all items have been addressed.

FINANCE HANDBOOK

SECTION 9 – STUDENT FEE SCHEDULE

The 2019-2020 Student Fee Schedule is below. Also included are the account codes where deposits **must** be made. (*xxx denotes your location code*)

High School Fees:

Replacement ID	\$5		Sxxx249001-51700
Yearbook	\$50		Sxxx321001-51700
Parking Permit	\$50 per semester	\$25	Sxxx300001-51700
		\$25	100000-51790
Activity Pass	\$50		

The activity pass is to be broken down as follows:

\$20	Student transportation	100000-51310
\$25	Athletic account	Sxxx100001-51702
\$5	Yearbook account	Sxxx321001-51700

Middle School Fees:

Replacement ID	\$5	Sxxx249001-51700
Yearbook	\$25	Sxxx321001-51700

Elementary, Middle and High School:

Transportation for ineligible riders- \$260 per semester 100000-51310

	<u>Breakfast</u>	<u>Lunch</u>
Elementary, full price	Free	\$ 2.30
Elementary, reduced	Free	\$.40
MS, full price	Free	\$ 2.30
HS, full price	Free	\$ 2.60
MS & HS, reduced	Free	\$.40
Adults	\$1.25	\$ 3.00

FINANCE HANDBOOK

SECTION 10 – PTA, PTSA, OR BOOSTER CLUB EVENT PROCEDURES

PTA, PTSA or Booster Clubs Event Procedures:

The above named groups are required to complete a building use application for any activity held on Hazelwood School District property. In addition, a Certificate of Liability Insurance (naming the Hazelwood School District as additional insured) is necessary if the event is not school-sponsored. An event or activity is considered “school-sponsored” if it meets **both** of the following criteria:

1. The event (whether held on school premises or not) is controlled, managed, and supervised by the Hazelwood School District.
2. The Hazelwood School district controls and manages any revenue generated or funds expended by the event or activity, and the money flows through the district’s account. In addition, the Board of Education approves and directs the allocation of funds.

If the event does not satisfy both of the above requirements, it is not school-sponsored; therefore, proof of insurance is required. The PTA, PTSA, and Booster Club organizations may purchase coverage through PTO Today, at <http://www.ptotoday.com/insurance>. Furthermore, these groups have the option of purchasing a one-time special event policy for \$77.00 through HSD’s insurance carrier, Arthur J. Gallagher (see attached application). This policy covers events, such as rummage sales, carnivals, and other fund-raisers. Please note that if the organization rents equipment from an outside source, a Certificate of Liability Insurance is also required from that company, naming the Hazelwood School District as additional insured. An exception can be made for small groups with little liability exposure. In this instance, those attending the event would need to sign a “Hold Harmless” waiver releasing the District of any liability. Please attach the insurance certificates to the building use application and send them to Mary Daniel in the Business Office.

If you have any questions, please feel free to call Laurie Van Horn at 35016.

FINANCE HANDBOOK

SECTION 11 – INCIDENT AND INSURANCE PROCEDURES/FORMS

Insurance Procedures

Student Injury Reports

When a student has an injury, an incident report should be filed immediately followed by the nurse's report. On the incident report please make sure you put the birth date of the student somewhere on the form. Both reports should be forwarded to Laurie Van Horn in the Business Office. Statements from all witnesses should be included in the report. If questions about liability are raised by the parents, please be careful how you answer these questions.

DO NOT

1. Admit to liability
2. Admit to being at fault
3. Admit to being partially at fault
4. Admit to being responsible
5. Discuss insurance and what you believe may or may not be covered
6. Deny or offer payment of medical expenses

DO

1. Check for injuries, and secure proper medical assistance if required.
2. If it is possible that a foreign object could have caused the accident (banana peel, rock etc.,) please remove the object immediately. If it is liquid, try to determine what the substance is and how long it had been present. If it is an obvious cause of the accident, please secure the area and take pictures immediately.
3. Get a written statement from all witnesses. Do not admit liability, but tell the victim/parent that you will forward the information to the appropriate person, who will file a claim with the insurance company. Upon receipt, it will be assigned a claims adjuster, who will contact the victim/parent.
4. If you have any questions please refer them to Laurie Van Horn in the business office at 35016.
5. All incidents should be reported to the business office and they will decide if they need to be forwarded on to the insurance company.
6. The administrator for our insurance company is Gallagher Basset, or their sister company Arthur J. Gallagher, Inc. If anyone from either one of these companies calls in regards to an incident, you should speak to them and answer all questions to the best of your knowledge.
7. It is imperative that all claims be reported immediately to the insurance company. Please call Laurie to let her know and forward all forms in a timely manner or fax them to 35004.
8. Please utilize the following forms:

FINANCE HANDBOOK

SECTION 11 – INCIDENT AND INSURANCE PROCEDURES/FORMS

Insurance Procedures

Auto Accident

In the case of an accident notify the police and your Hazelwood Administrator or supervisor. Who will report to or send a representative to the scene. Have involved parties write down their account of the incident. Make sure to get a copy of the Police report or Police incident report.

Whenever possible photos and video should be taken. Reports, photos, video, and statements should be forwarded to Laurie Van Horn in the Business Office. Statements from all witnesses should be included in the report. If questions about liability are raised by any party or person, please be careful how you answer these questions.

It is imperative that all drivers who are involved in any type of accident follow certain guidelines. They are not to leave the scene of an accident without making contact with the other individual involved. If it involves a vehicle that is parked or other property, the driver must make an attempt to locate that owner. If they cannot locate the owner of the property, they need to make sure a note is left with a contact number or a license plate number is obtained. Laurie Van Horn should be notified immediately regarding any accident involving a district-owned vehicle.

DO NOT

1. Admit to liability
2. Admit to being at fault
3. Admit to being partially at fault
4. Admit to being responsible
5. Discuss insurance and what you believe may or may not be covered
6. Deny or offer payment of medical expenses

DO

7. Check for injuries, and secure proper medical assistance if required.
8. Please secure the area and take pictures immediately. If vehicles are blocking flow of traffic move them to a safe location, such as a shoulder.
9. Get a written statement from all witnesses. Do not admit liability, but provide other parties with contact information. Hazelwood School District, (314) 953-5016. Tell involved parties that you will forward the information to the appropriate person, who will file a claim with the insurance company. Upon receipt, it will be assigned a claims adjuster, who will contact the victim/parent.
10. Record VIN vehicle identification, all involved parties insurance information and License plate number

FINANCE HANDBOOK

SECTION 11 – INCIDENT AND INSURANCE PROCEDURES/FORMS

11. If you have any questions please refer them to Laurie Van Horn in the business office at 35016.
12. All incidents should be reported to the business office and they will decide if they need to be forwarded on to the insurance company.
13. The administrator for our insurance company is Gallagher Basset, or their sister company Arthur J. Gallagher, Inc. If anyone from either one of these companies calls in regards to an incident, you should speak to them and answer all questions to the best of your knowledge.
9. It is imperative that all claims be reported immediately to the insurance company. Please call Laurie to let her know and forward all forms in a timely manner or fax them to 35004.

Immediately after an accident fill out this form and send to:



GALLAGHER BASSETT SERVICES, INC.

ACCIDENT REPORT, AUTO AND TRUCK

(FOR BODILY INJURY OR DAMAGE TO ANOTHER'S PROPERTY OR FOR DAMAGE TO YOUR VEHICLE)

LOCATION CODE
THIS ACCIDENT RESULTED IN:
<input type="checkbox"/> BODILY INJURY
<input type="checkbox"/> PROPERTY DAMAGE ONLY

CLIENT

NAME	PHONE	DRIVER NAME	PHONE	DATE OF BIRTH
ADDRESS	ADDRESS			NUMBER OF YEARS WITH COMPANY
CITY	STATE	ZIP	CITY	STATE
		ZIP	DRIVER'S LICENSE NO.	

VEHICLE

MAKE OF YOUR VEHICLE	YEAR	MODEL	SERIAL NUMBER	LICENSE NUMBER	WHERE VEHICLE CAN BE SEEN
TRAILER (IF APPLICABLE)	YEAR	MODEL	AREA OF DAMAGE	USED FOR BUSINESS <input type="checkbox"/> YES <input type="checkbox"/> NO	ESTIMATED COST TO REPAIR \$

ACCIDENT

DATE OF LOSS	TIME OF LOSS	LOCATION (STREET OR HIGHWAY)	CITY	STATE
WERE POLICE CALLED TO SCENE? <input type="checkbox"/> YES <input type="checkbox"/> NO		POLICE DEPT. CALLED	DRIVER	ARRESTED
NAME OF OFFICER		BADGE NUMBER	TICKETED	VIOLATION
STATION ADDRESS				

CLAIMANT 1

OWNER OF OTHER VEHICLE	AGE	ADDRESS	CITY	STATE	ZIP	PHONE
DRIVER, IF OTHER THAN ABOVE	AGE	ADDRESS	CITY	STATE	ZIP	PHONE
MAKE OF VEHICLE	YEAR	MODEL	LICENSE NO.	AREA OF DAMAGE	ESTIMATE OF DAMAGE \$	WHERE CAN VEHICLE BE SEEN

CLAIMANT 2

OWNER OF OTHER VEHICLE	AGE	ADDRESS	CITY	STATE	ZIP	PHONE
DRIVER, IF OTHER THAN ABOVE	AGE	ADDRESS	CITY	STATE	ZIP	PHONE
MAKE OF VEHICLE	YEAR	MODEL	LICENSE NO.	AREA OF DAMAGE	ESTIMATE OF DAMAGE \$	WHERE CAN VEHICLE BE SEEN

PROPERTY DAMAGE—OTHER THAN AUTO (ie. FENCE, CANOPY)

OWNER OF PROPERTY	ADDRESS	CITY	STATE	ZIP	PHONE
DESCRIBE DAMAGED PROPERTY	LOCATION OF PROPERTY	CITY	STATE	EXTENT OF DAMAGE	

WITNESS INFORMATION

NAME	ADDRESS	CITY	STATE	ZIP	PHONE
NAME	ADDRESS	CITY	STATE	ZIP	PHONE

NOTE: PLEASE COMPLETE REVERSE SIDE

PERSONS INJURED

(USE ADDITIONAL SHEET IF NECESSARY)

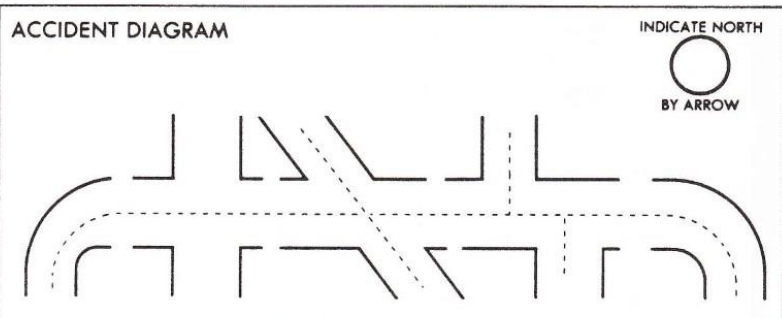
NAME	AGE	NAME	AGE
ADDRESS	PHONE	ADDRESS	PHONE
CITY	STATE	ZIP	CITY
CITY	STATE	ZIP	CITY
OCCUPATION	WHERE TAKEN	OCCUPATION	WHERE TAKEN
<input type="checkbox"/> FATALITY <input type="checkbox"/> PEDESTRIAN <input type="checkbox"/> BLEEDING OR DISTORTED WOUND <input type="checkbox"/> IN YOUR VEHICLE <input type="checkbox"/> UNCONSCIOUSNESS <input type="checkbox"/> IN CLAIMANT VEHICLE <input type="checkbox"/> NO VISIBLE INJURY — COMPLAINED OF PAIN <input type="checkbox"/> OTHER _____		<input type="checkbox"/> FATALITY <input type="checkbox"/> PEDESTRIAN <input type="checkbox"/> BLEEDING OR DISTORTED WOUND <input type="checkbox"/> IN YOUR VEHICLE <input type="checkbox"/> UNCONSCIOUSNESS <input type="checkbox"/> IN CLAIMANT VEHICLE <input type="checkbox"/> NO VISIBLE INJURY — COMPLAINED OF PAIN <input type="checkbox"/> OTHER _____	

ADDITIONAL REMARKS

DESCRIBE ACCIDENT



WHAT STREET WERE YOU ON?
 WHAT DIRECTION WERE YOU TRAVELING?
 WEATHER CONDITIONS
 DRY WET ICY FOGGY SNOWY
 SPEED LIMIT _____



WHAT STREET WERE YOU ON?	CLAIMANT 1	CLAIMANT 2
WHAT DIRECTION WERE YOU TRAVELING?	CLAIMANT 1	CLAIMANT 2
WEATHER CONDITIONS <input type="checkbox"/> DRY <input type="checkbox"/> WET <input type="checkbox"/> ICY <input type="checkbox"/> FOGGY <input type="checkbox"/> SNOWY	TRAFFIC CONDITIONS <input type="checkbox"/> LIGHT <input type="checkbox"/> MODERATE <input type="checkbox"/> HEAVY	
SPEED LIMIT _____	WERE YOU FAMILIAR WITH AREA <input type="checkbox"/> YES <input type="checkbox"/> NO	TRAFFIC CONTROLS _____

THIS SECTION MUST BE COMPLETED BY SUPERVISOR

1. DO YOU THINK A CLAIM WILL BE MADE AGAINST YOU? YES NO

2. IN MY OPINION WE ARE AT FAULT FOR THIS ACCIDENT? YES NO

IMPORTANT: HAS THIS ACCIDENT BEEN REPORTED TO OUR LOCAL EMERGENCY ADJUSTER? YES NO

IF REPORTED, NAME OF FIRM _____
 ADDRESS _____
 DATE ASSIGNED _____

DATE OF THIS REPORT	SIGNATURE AND TITLE
---------------------	---------------------

FINANCE HANDBOOK

SECTION 11 – INCIDENT AND INSURANCE PROCEDURES/FORMS

Personal Injury and Damage or Loss of Property

In the case of an incident please have involved parties write down their account of the incident. Notify administrator. In the case of injury on site notify nurse and security. In the case of serious injury notify the local medical authorities, immediately. In the case of property damage/loss and the worth of the property exceeds \$500 notify local authorities. Include Police incident report in the report. This will allow us to request the Police report.

Whenever possible photos and video should be taken. Reports, photos, video, and statements should be forwarded to Laurie Van Horn in the Business Office. Statements from all witnesses should be included in the report. If questions about liability are raised by any party or person, please be careful how you answer these questions.

DO

1. Check for injuries, and secure proper medical assistance if required.
2. Secure the area so as to prevent further injury.
3. If it is possible that a foreign object could have caused the accident (banana peel, rock etc.,) please remove the object immediately. If it is liquid, try to determine what the substance is and how long it had been present. If it is an obvious cause of the accident, please secure the area and take pictures immediately.
4. Get a written statement from all witnesses.
5. Get contact information of all involved parties.
6. If you have any questions please refer them to Laurie Van Horn in the business office at 35016.
7. All incidents should be reported to the business office and they will decide if they need to be forwarded on to the insurance company.
8. The administrator for our insurance company is Gallagher Basset, or their sister company Arthur J. Gallagher, Inc. If anyone from either one of these companies calls in regards to an incident, you should speak to them and answer all questions to the best of your knowledge.
10. It is imperative that all claims be reported immediately to the insurance company. Please call Laurie to let her know and forward all forms in a timely manner or fax them to 35004.

Immediately after an accident fill out this form and send to:



GALLAGHER BASSETT SERVICES, INC.

LOCATION
THIS ACCIDENT RESULTED IN:
<input type="checkbox"/> BODILY INJURY
<input type="checkbox"/> PROPERTY DAMAGE ONLY

ACCIDENT REPORT — GENERAL/PRODUCTS LIABILITY (DO NOT USE FOR AUTO)

CLIENT			
NAME		PHONE	
ADDRESS			
CITY	STATE	ZIP	

ACCIDENT					
DATE OF LOSS	TIME OF LOSS	LOCATION OF LOSS	CITY	STATE	ZIP
OFFICIALS CALLED TO SCENE			IF SO, IDENTIFY		
<input type="checkbox"/> POLICE	<input type="checkbox"/> FIRE DEPT.	<input type="checkbox"/> AMBULANCE			

CLAIMANT (PROPERTY DAMAGE)					
NAME	ADDRESS	CITY	STATE	ZIP	PHONE
DESCRIBE DAMAGED PROPERTY	LOCATION OF PROPERTY	CITY	STATE	EXTENT OF DAMAGE	

CLAIMANT (BODILY INJURY)					
NAME	AGE	ADDRESS	CITY	STATE	PHONE
OCCUPATION	DESCRIBE EXTENT OF INJURY				

DESCRIPTION OF LOSS

WITNESS					
NAME	ADDRESS	CITY	STATE	ZIP	PHONE
NAME	ADDRESS	CITY	STATE	ZIP	PHONE

IMPORTANT: HAS THIS ACCIDENT BEEN REPORTED TO OUR LOCAL EMERGENCY ADJUSTER? YES NO

IF REPORTED, NAME OF FIRM _____

ADDRESS _____

DATE ASSIGNED _____

DATE OF REPORT	SIGNATURE AND TITLE
----------------	---------------------

FINANCE HANDBOOK

SECTION 11 – INCIDENT AND INSURANCE PROCEDURES/FORMS

Property Damage or Loss (Building, Equipment, Money)

In the case of an incident please have involved parties write down their account of the incident. If incident has occurred off site please send a respondent/representative to complete the report. Notify the local authorities of the incident if the cost of the property exceeds \$500. Make sure to get a copy of the incident report number. This will allow us to obtain a police report once it has been filed.

Whenever possible photos and video should be taken. Full description of property damaged or loss. Include as much detail as possible. Reports, photos, video, and statements should be forwarded to Laurie Van Horn in the Business Office. Statements from all witnesses should be included in the report. If questions about liability are raised by any party or person, please be careful how you answer these questions.

DO

1. Get a written statement from all witnesses.
2. If you have any questions please refer them to Laurie Van Horn in the business office at 35016.
3. All incidents should be reported to the business office and they will decide if they need to be forwarded on to the insurance company.
4. The administrator for our insurance company is Gallagher Basset, or their sister company Arthur J. Gallagher, Inc. If anyone from either one of these companies calls in regards to an incident, you should speak to them and answer all questions to the best of your knowledge.
5. It is imperative that all claims be reported immediately to the insurance company. Please call Laurie to let her know and forward all forms in a timely manner or fax them to 35004.



Immediately after an accident fill out this form and send to:

GALLAGHER BASSETT SERVICES, INC.

LOCATION CODE

LOSS REPORT, PROPERTY

FOR DAMAGE TO YOUR OWN PROPERTY

CLIENT INFORMATION

NAME OF COMPANY/CLIENT LOCATION			PHONE NUMBER	
ADDRESS		CITY	STATE	ZIP
LOCATION OF LOSS				
DATE OF LOSS	TIME OF LOSS	ESTIMATE OF LOSS		

BUILDING AND/OR CONTENTS

DETAILS OF LOSS

CARGO

NAME OF DRIVER
OWNER OF VEHICLE
DESCRIPTION OF VEHICLE-INCLUDE MAKE, YEAR, SERIAL NO.

BOILER & MACHINERY

DETAILS OF LOSS

EMPLOYEE DISHONESTY

NAME OF EMPLOYEE	DATE OF EMPLOYMENT
JOB TITLE	

ROBBERY OR SAFE BURGLARY

CULPRIT APPREHENDED-EXPLAIN
POLICE AUTHORITY INVOLVED-EXPLAIN
ATTACH SUPPORTING MATERIAL-POLICE REPORT-NEWSPAPER ACCOUNT, DETAILS OF CLAIM, ETC.

SUMMARY

(HOW LOSS OCCURRED AND DAMAGE EXTENT) ATTACH SUPPORTING MATERIAL, ANY AVAILABLE REPORTS, NEWSPAPER ACCOUNT, PICTURES, REPAIR ESTIMATES OR BILLS, ETC.

DATE

SIGNATURE AND TITLE

NOTE: USE REVERSE SIDE IF ADDITIONAL SPACE IS NEEDED

FINANCE HANDBOOK

SECTION 11 – INCIDENT AND INSURANCE PROCEDURES/FORMS

Renting Equipment for an Event from an Outside Source

We understand that, on occasion, schools and PTA organizations rent equipment and carnival items from outside sources. These events could include, but not limited to, carnivals, rummage sales, senior day, field day, Project Graduation or any other school or PTA sponsored function. Anytime you rent equipment from an outside source such as inflatable's, mechanical bulls, jousting, obstacle courses or any other booth or entertainment equipment, a Certificate of Liability Insurance from that company is required, regardless of who sponsors the event. The certificate needs to name **Hazelwood School District**, not the name of the school, as additional insured and attach the insurance certificate to the building use application and send to Laurie Van Horn in the Business Office.

Please note: The above-mentioned rental equipment is **NOT COVERED** under an organization's insurance certificate or special event policy. Therefore, it is imperative that you inquire about the rental company's liability insurance at the time of renting any equipment and request a copy of the certificate. If the rental company does not have liability coverage, you will need to find another source. If you have any questions, please feel free to contact Laurie Van Horn at 35016.

FINANCE HANDBOOK

SECTION 11 – INCIDENT AND INSURANCE PROCEDURES/FORMS

ANIMALS ON DISTRICT PROPERTY

Animals are not allowed on district property, including district transportation, except in accordance with law and policy.

Definitions

The following definitions shall be used for the purpose of applying this policy.

Animals – Any nonhuman creature.

Handler – The individual responsible for the care and control of an animal. The handler for a service animal will generally be the individual with a disability served by the animal; however, under some circumstances, the handler may be someone other than the individual with the disability.

Service Animal – Any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical or sensory disability or a psychiatric, intellectual or other mental disability. The work or tasks performed by a service animal must be directly related to the disability of the individual being served. Examples of work or tasks include, but are not limited to: assisting individuals who are blind or have low vision with navigation and other tasks; alerting individuals who are deaf or hard of hearing to the presence of people or sounds; providing nonviolent protection or rescue work; pulling a wheelchair; assisting an individual during a seizure; alerting individuals to the presence of allergens; retrieving items such as medicine or a telephone; providing physical support and assistance with balance and stability to individuals with mobility disabilities; and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

For the purposes of this policy and subject to the limitations herein, a miniature horse will also be considered a service animal.

Tether – A harness, leash or other similar restraint.

Therapy Animal – Animals that are not service animals and whose primary purpose is to provide emotional support, well-being, comfort or companionship.

Service Animals

Service animals are permitted on district property, including district transportation, in accordance with law. The district will make modifications as necessary to allow for the presence of service animals; however, if the service animal is a miniature horse, the district will first determine if such modifications are reasonable by considering the size and weight of the miniature horse and whether the horse's presence in the facility compromises legitimate safety requirements.

All service animals must be under the control of their handlers. Service animals must have a tether unless the handler is unable to use one or unless the use of a tether would interfere with the service animal's safe, effective performance. Animals that are not tethered must be under the control of the handler through some other means, such as voice commands or hand signals.

The district will not allow service animals to remain on district property if they are not housebroken or are out of control. If a service animal is properly excluded from district property, the individual with a disability served by the

FINANCE HANDBOOK

SECTION 11 – INCIDENT AND INSURANCE PROCEDURES/FORMS

animal will be given the opportunity to participate in the program, service or activity without having the service animal on district property.

District officials may verify that an animal qualifies as a service animal by asking whether the animal is required because of a disability and what work or tasks the animal has been trained to perform, if it is not readily apparent. Except as otherwise specified in this policy, district officials will not inquire about the nature or extent of the individual's disability or require the individual to provide documentation that the animal is a service animal.

Animals as Accommodations for Employees and Students

Employees and students may use service animals pursuant to the "Service Animals" section of this policy; however, the district may make additional inquiries about the nature and extent of the employee's or student's disability as permitted by law.

Employee requests for use of an animal other than a service animal as an accommodation must be made in accordance with Board policy. If the employee's request for an animal other than a service animal is granted, the rules for use of the animal will be specified at the time the accommodation is granted.

A student with a disability will only be allowed to have an animal other than a service animal as an accommodation in accordance with the student's individualized education program (IEP) or Section 504 plan. If a student's IEP or Section 504 plan allows the use of an animal other than a service animal, the special education director, compliance officer or designee will work with the student and the parents/guardians of the student to create a plan for the animal's care. The student will be primarily responsible for the care and control of any animal used as an accommodation unless otherwise provided in the IEP or Section 504 plan.

Animals Used in Instruction

General

1. Animals with venom that is harmful to humans will not be allowed on district property.
2. Mammals will not be allowed on district property without proof of a current rabies vaccination.
3. Animals are prohibited from being on district property if anyone has been ticketed or charged for the behavior of the animal.
4. Animals will never be maintained in or near an area where outside air is brought into district buildings.
5. Live animals may not be transported on district transportation and, unless specific permission from the building administrator is given otherwise, must be kept in a pen, cage or tank while on district property.
6. If students will be handling live animals, the employee responsible for the animal must instruct the students in proper handling techniques designed to minimize the danger of injury to the students and the animal. Protective clothing or equipment must be used when warranted.

Therapy Animals

Staff members may use therapy animals in the course of their regular duties only after receiving permission from the administrator of the building where the animal will be used. Before permission to use therapy animals is granted, staff members must provide:

1. Proof that the animal is certified to be a therapy animal.

FINANCE HANDBOOK

SECTION 11 – INCIDENT AND INSURANCE PROCEDURES/FORMS

2. An explanation of how the animal will be used, including research supporting the use of therapy animals.
3. A plan for how the staff member will provide for the care and control of the animal.
4. A plan for how the staff member will accommodate students with allergies to the animal.

Animals Used as Part of the Curriculum

Staff members who wish to use live animals to implement the curriculum must obtain permission from the administrator of the building where the animal will be used prior to introducing an animal into the curriculum. Before permission to use live animals to implement the curriculum is granted, staff members must provide their building administrator with:

1. A statement that the animal does not present a danger to students or staff members.
2. A statement of the instructional purpose, tied to the district's curriculum that the animal will serve.
3. A plan for how the staff member will provide for the care and control of the animal.
4. A plan for how the staff member will accommodate students with allergies to the animal.

Animal Habitats

As part of the instructional program, students and staff members may be granted permission to develop habitats that attract various forms of wildlife. Any plan to develop a habitat must be presented to the appropriate building administrator in advance of the project. The building administrator will consult with the central office administrator responsible for facilities and grounds prior to giving approval for the project.

Animals Used by Law Enforcement

The district allows the use of animals by law enforcement personnel in conjunction with the performance of their official duties. The district will work with law enforcement to avoid frightening students or unduly disrupting instruction when using animals.

FINANCE HANDBOOK

SECTION 12 – GUIDELINES FOR BUILDING USAGE

Guidelines for Building Usage

For the protection of Hazelwood School District facilities and the people using these facilities, it is critical that we know who is in our buildings at all times. Therefore, **ALL** groups are required to complete the building usage application.

-Schools begin accepting applications on the first Monday in June of the upcoming school year, on a first-come, first-serve basis.

-All outside organizations are required to submit a Certificate of Liability Insurance, naming the Hazelwood School District as additional insured. The Business Office keeps the certificates on file and requests updates as they expire. Groups without insurance have the option of purchasing a one-time special event policy for \$77.00 through HSD's insurance carrier, Arthur J. Gallagher.

-Events or activities that are school-sponsored do not require additional insurance. An event or activity is "school-sponsored" if it meets **both** of the following criteria:

1. The event (whether held on school premises or not) is controlled, managed, and supervised by the Hazelwood School District.
2. The Hazelwood School District controls and manages any revenue generated or funds expended by the event or activity, and the money flows through the district's account. In addition, the Board of Education approves and directs the allocation of funds.

-After the building principal approves the application, it is forwarded to the Business Office for approval. The Business Office then sends a copy of the application with approving signatures to the school, the applicant, the custodial department, and the security office (if applicable).

-Please discuss with the applicant any additional rules or restrictions (in addition to those on the application) before the application is approved.

-Violation of any building usage rule should be addressed immediately (preferably in writing) and privileges revoked if the violation continues.

FINANCE HANDBOOK

SECTION 12 – GUIDELINES FOR BUILDING USAGE

The Hazelwood School District has implemented a change in facility usage policy for the 2019-2020 school year. **Outside organizations are now required to pay a facility usage fee.** Exceptions to this include: Girl/Boy Scouts, PTA groups, Special School District, Fire/Police Districts, YMCA, Herbert Hoover Boys and Girls Club, and elected officials for constituent meetings. Other exceptions will be considered on a case by case basis by the Board of Education or its designee. If there is an agreement between two parties to split the use of a gym, the fees will be also be split. Please see attached Facility Usage Rates table.

1. All outside organizations are required to have an updated Certificate of Liability Insurance on file with the district, naming the Hazelwood School District as “additional insured”.
2. Any outside organization holding an event at a Hazelwood School District facility requiring extra Custodial or Security personnel will be subject to an additional fee of \$30.00 per hour per Custodian and/or Security Guard.
3. Any outside organization holding an event at a Hazelwood School District Facility, and charging admission, must present proof of their non-profit status, as issued by either the Internal Revenue Service or the State of Missouri.
4. Invoices for facility use will be mailed after the event takes place. If the activity is ongoing throughout the year, invoices will be mailed on a monthly basis. Payment is due within 15 days of receipt, or facility reservations will be forfeited. **24 hour cancellation notice is required if an organization is not going to use its appointed time slot, or fees will still be assessed.**



APPLICATION FOR USE OF FACILITIES

Application Date: _____

School Location Requested: _____ Name of Organization: _____

Responsible Person #1: _____ Email: _____ Phone: _____

Responsible Person #2: _____ Email: _____ Phone: _____

(Either Responsible Person #1 or #2 must be present at all times during the event)

TYPE OF ORGANIZATION (check one): Non-Profit Profit

PURPOSE OF EVENT: _____

DATE(S) OF EVENT: _____ DAY(S) OF THE WEEK: _____

Arrival Time: _____ Event Start Time: _____ Event End Time: _____

of Expected Attendees: _____ # of Expected Participants: _____

Type of Facilities Requested: (check all that apply)

- Main Gymnasium Auxiliary Gymnasium Practice Field
- Auditorium Library/IMC Classroom: _____ (specify)
- Cafeteria Press Box Track
- Kitchen Concession Stand Parking Lot
- Internet Access Other: _____ (specify)

List any special equipment, arrangements, or accommodations needed:

(IMPORTANT: Custodians will not have authority to fill unauthorized requests. Attach additional pages if needed)

By signing this form I am stating that I have read, understand, and agree to comply with the rules governing the usage of HSD facilities. In addition, I understand the HSD facility usage rates that I (my organization) will incur from usage and the amount owed.

Signature of Responsible Party

Date

ALL REQUIRED DOCUMENTS MUST BE RECEIVED IN THE FACILITIES DEPARTMENT NO LATER THAN 2 WEEKS BEFORE THE EVENT; OTHERWISE REQUEST WILL BE DENIED. PAYMENT MUST BE RECEIVED 5 BUSINESS DAYS IN ADVANCE OR EVENT WILL BE CANCELLED. NO EXCEPTIONS.

Requested Facilities Available? Yes No

Modifications: _____

Athletic Director Signature/Date

Building Principal Signature/Date

Approved _____
Facilities Director

Insurance Document Received: Exp: _____ Total # of Custodial
Hours Required: _____ Total # of Security
Officer Hours Required: _____ Total Charges:
Date Paid: _____

FINANCE HANDBOOK

SECTION 12 – GUIDELINES FOR BUILDING USAGE

HSD RULES GOVERNING USE OF FACILITIES

Pursuant to Hazelwood School Board Policy *KG*, school facilities can be made available during “non-school hours.” The use of school facilities for school purposes has precedence over all other uses; use by the community shall be prohibited if it interferes with any school functions or the safety of students or school personnel or affects the property or liability of the school district. Persons on school premises must abide by the District’s conduct rules at all times. Facility usage fees are based on the type of group, the facility requested, and time of usage. Minimum charges for facilities, personnel and equipment may apply. Invoices will be mailed to the organization’s contact as identified on the Application for Use of Facilities and must be paid at least five business days preceding the event.

1. For district sponsored event, the responsible party must be a district employee.
2. No building will be opened for public use without a custodian being present to open the doors, care for the building and secure the building. The charges for custodial time are calculated on the actual hours required for preparation and clean up after the activity. A minimum of four hours for any event not held on a scheduled school day will be charged. Custodial time is scheduled from 30 minutes prior to the start of the event until at least 30 minutes after its conclusion. Additional custodial charges may be required for extra cleanup, setup, or labor associated with the building use. Current fee is \$30.00 per hour for each custodian.
3. At least one HSD security officer is mandatorily required for all athletic competitions held on HSD property. This does not include practices held by HSD/MSHAA athletic teams or HSD intramural teams. Current fee is \$30.00 per hour for each security officer.
4. A cafeteria employee must be present when the kitchen is in use. Current fee is \$25.00 per hour for each cafeteria employee. For safety reasons children under the age of 18 are not permitted in the kitchen.
5. If stage lights are used, a District sound/light operator must be present. Current fee is \$70.00 per hour.
6. A certified lifeguard (one for every 25 people) must be present when the swimming pool is in use (current fee is \$15.00 per hour if district provided).
7. All organizations must present a Certificate of Liability Insurance naming the Hazelwood School District as an additional insured. A copy shall be attached each time a new application is submitted.
8. Proof of non-profit status must also be submitted with the application.
9. Applications are accepted on a 1-year basis beginning August 1 and are renewable each subsequent June, starting the first Monday in June (on a first-come, first-serve basis)
10. Groups serving youths will have precedence over adult groups when both are applying for the same facility, and preference for use of facilities is given to organizations or persons in the Hazelwood School District or whose membership is made up of a large percentage of Hazelwood residents.
11. Buildings are not open on school holidays or Sundays.
12. An emergency or change in school activities may necessitate canceling an application. Notification will be made as quickly as possible.
13. The building will not be ready for your use until the time specified on the application. Early arrivals will not be admitted. Please inform your group of this fact.
14. No activity will be permitted later than 12 midnight unless special permission is granted at the time of approval.

FINANCE HANDBOOK

SECTION 12 – GUIDELINES FOR BUILDING USAGE

General Guidelines

It is expected that all facilities will be treated with respect and care. As outlined in the Application for Use of Facilities form, the district is not responsible for any damage, injury, loss of life or property arising from the misuse of school property by the applicant. Users of Hazelwood facilities agree to abide by the following general guidelines for use.

1. A responsible adult will be present and in charge of a student group at all times. The designated adult must arrive with or before the participants, is responsible for the behavior of the group during the scheduled event, and must remain with the group until the all participants have left.
2. Groups should have and bring a copy of their Usage Agreement or Field Permit for Non-School Use of Facilities to all events. This will serve as proof of rental and identification for the custodian, security or other district staff and must be produced upon request.
3. Groups will remain in the approved areas only and will not venture into any other areas.
4. Event start and end times will be strictly observed, or overtime charges will be assessed at a minimum of one hour or actual time, whichever is greater.
5. Rental areas shall be left in the same or better condition as upon arrival. Trash will be cleaned up, tables washed and dried as needed, and furniture and other items returned to their original place. Applicant is financially responsible for any damages or loss of Hazelwood School District property.
6. Food and drink are allowed in tiled areas only. No food or drink of any kind are allowed on carpeted areas, in the gyms or in the theaters.
7. The use of alcoholic beverages or tobacco products is strictly prohibited in Hazelwood School District buildings, campuses and grounds.

The applicant and respective organization are responsible for use of the premises, conduct of the attendees, and for any theft, loss or damage to school property.

All participants must adhere to state and federal laws and local ordinances.

NOTE: If school is canceled due to inclement weather, all night activities will also be canceled. You may call **314-953-7669** or check the HSD website (www.hazelwoodschoools.org) to see if activities are canceled.

FINANCE HANDBOOK

SECTION 12 – GUIDELINES FOR BUILDING USAGE

Fees assessed based on the following categories:

GROUP I

District Administered Activities

No fees assessed

1. Activities where all staff are hired and paid by the district
2. Activities where the district is responsible for approving meeting dates or schedules and has financial oversight of the activity
3. Activities sponsored by the district AND approved by the building principal.
4. Hazelwood Community Education activities
5. Curricular programs and activities
6. Board of Education meetings
7. Co-curricular events and activities
8. Employee Association Meetings
9. Special School District
10. District intramural events
11. District recognized booster group activities directly associated with a MSHSSA-sanctioned activity
12. Outside agency for the purpose of student academic testing (ACT/SAT) approved by the district.
13. Organizations for public, literary, scientific, recreational or educational meetings, or for the discussion of matters of general or public interest provided the public is invited and no admissions, contributions or charges are collected.

Non-District Administered Activities

Activities where staff are not hired or paid by the district. The district is not responsible for setting meeting dates or schedules and does not have financial oversight of the activity. Any payment of fees for participating in the activity are made payable to an individual/organization other than Hazelwood School District. Non-district administered activities must provide insurance for the activity. Facility and personnel rates apply.

Any individual or group requesting use of school facilities will be charged fees in accordance with current rates, unless otherwise approved by the Superintendent/designee.

FINANCE HANDBOOK

SECTION 12 – GUIDELINES FOR BUILDING USAGE

GROUP II <i>Non-profit, non-district administered activities</i> <i>District partnership</i>	GROUP III <i>Non-profit, non-district administered activities</i> <i>No admission fees charged</i>	GROUP IV
<ol style="list-style-type: none"> 1. District PTA with the primary purpose to support and further the mission of the District 2. St. Louis County Board of Elections for the conducting of elections. 3. Public hearings and/or public forums of tax-supported political subdivisions that are at least partially located within the Hazelwood School District 4. District before and after school programs 5. Boy Scouts and Girls Scouts 6. HSD Alumni groups 	<ol style="list-style-type: none"> 1. Civic and service clubs 2. Sports clubs 3. Sports Teams 4. Sports clinics/camps 5. Community athletic associations 6. Community based sectarian groups 7. Adult fraternities and sororities 8. Churches and religious organization 9. Professional and occupational Organizations 10. Political organizations and elected officials. 11. Activities sponsored by local fire, police, and government 	<p>Activities either athletic or non-athletic where fees, admissions, contributions or charges are collected or accepted from participants or those admitted.</p>
<p>No fee assessed. Must provide Cert of Liability with Additional insured</p>	<p>Must pay Security & Custodian Fees as determined by the directors of those departments. Must provide Cert of Liability with Additional insured. Must provide proof of non-profit status.</p>	<p>Must pay Facility Usage fees. Must pay Security & Custodian Fees as determined by the directors of those departments. Must provide Cert of Liability with Additional insured</p>

FINANCE HANDBOOK

SECTION 12 – GUIDELINES FOR BUILDING USAGE

HAZELWOOD SCHOOL DISTRICT **FACILITY USAGE RATES**

FACILITY	FEES
High School Athletic Field (practice)	\$25.00/Hr.
High School Classroom	\$15.00/Hr.
High School Cafeteria	\$30.00/Hr.
High School Library	\$60.00/Hr.
High School Gymnasium	\$50.00/Hr.
High School Auditorium	\$75.00/Hr.
High School Pool	\$75.00/Hr.
High School Parking Lot	\$25.00/Hr.
FACILITY	FEES
Middle School Athletic Field (practice)	\$25.00/Hr.
Middle School Classroom	\$15.00/Hr.
Middle School Cafeteria	\$25.00/Hr.
Middle School Library	\$50.00/Hr.
Middle School Gymnasium	\$40.00/Hr.
Middle School Parking Lot	\$25.00/Hr.
FACILITY	FEES
Elementary Athletic Field (practice)	\$25.00/Hr.
Elementary Classroom	\$15.00/Hr.
Elementary Cafeteria	\$20.00/Hr.
Elementary Library	\$40.00/Hr.
Elementary Gymnasium	\$30.00/Hr.
Elementary Parking Lot	\$25.00/Hr.
FACILITY	FEES
Learning Center Board Room or Multi-purpose Room	\$60.00/Hr.
FACILITY	FEES
Early Childhood Center Athletic Field	\$25.00/Hr.
Early Childhood Center Classroom	\$15.00/Hr.
Early Childhood Center Multi-purpose Room	\$50.00/Hr.
Early Childhood Center Parking Lot	\$25.00/Hr.

FINANCE HANDBOOK

SECTION 13 – FACILITY NAMING PROCEDURES

Hazelwood School District Facility-Naming Procedures

In accordance with HSD policy FF, only the Board of Education shall have the authority to name buildings, portions of buildings, or any district facilities. This includes trees, benches, plaques or other items that reference or honor an individual person, living or deceased. Requests to name all or portion of a facility must be submitted to the Assistant Superintendent- Finance & Facilities by March 1 of each year. The Board of Education will annually approve or reject all requests by May 1. If approved, this should provide enough time to plan a celebration for prior to the end of the school year, or at the beginning of the next school year.

The Board will use the following guidelines, among others, in selecting a name for a facility:

1. Names reflecting the geographical location of the building in the District.
2. Names having local historical significance appropriate to the building.
3. Names honoring Board members or employees who have given long and distinguished service to the District.
4. Names honoring local, state or national community members who have given distinguished service to the District, state or country.
5. Names of any living person are not favored for the naming of an entire facility, but will be considered particularly for portions of a building or other facilities.
6. Before naming any facility or part of a facility for a deceased individual, a period of at least one year after the date of request must pass before the Board will consider approving the request.
7. Requests will only be considered by the Board on an annual basis.

The form on the following page must be completed for an official request.

FINANCE HANDBOOK

SECTION 13 – FACILITY NAMING PROCEDURES

This completed form must be submitted to the Assistant Superintendent- Finance & Facilities by March 1 to be considered for approval by the Board of Education

Date of request _____

Person/group making request _____

School/building to be named _____

Portion of facility being named _____

Requested name (exact) _____

If for an individual: ___ living ___ deceased Date of death _____

Position of individual _____

If not an individual, describe the significance of the requested name:

Please provide a detailed explanation for justification of the request (attach additional sheet, if necessary):

Requestor signature _____

Principal/Other Administrator approval (signature) _____

Office use only:

Board of Education: ___ Approval ___ Rejection Date _____

FINANCE HANDBOOK

SECTION 14 – SURPLUS PROPERTY

SURPLUS ITEM FORM

Items no longer needed or broken items are considered surplus property. Complete the surplus property form to arrange to have these items removed from your building.

Please complete the form on the following page and email to Dave Dudley, Director of Maintenance.

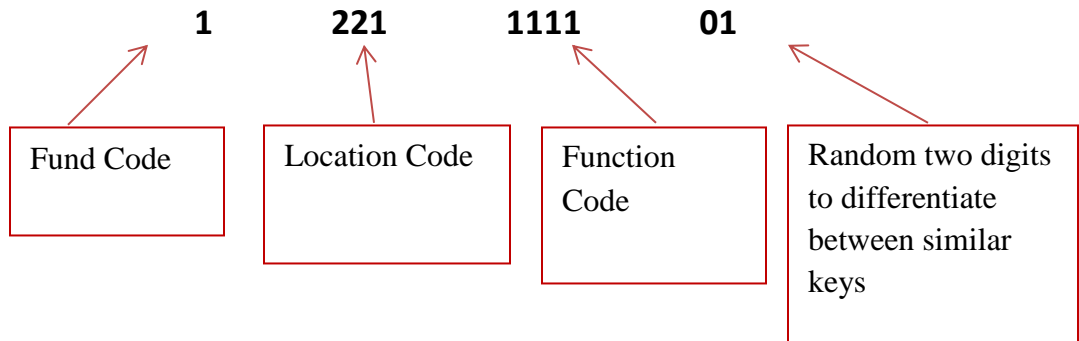
- Then enter a work order for maintenance to remove the items from your building.
- Items will be removed within 7 days after being declared surplus by the Board Of Education.

FINANCE HANDBOOK

SECTION 15 – UNDERSTANDING THE BUDGET CODES

Key Parts Guide

Sample Key: **1221111101**



Fund Codes

- 0 Pool Fund
- 1 General Fund
- 2 Special Fund
- 3 Debt Service Fund
- 4 Capital Fund
- 5 Activities Fund
- 6 Bond Issue 2010 Fund
- 7 Bond Issue 2012 Fund
- 8 Bond Issue 2013 Fund

FINANCE HANDBOOK

SECTION 15 – UNDERSTANDING THE BUDGET CODES

Location Codes

000	Not Applicable	552	Christ Light Of Nations
146	East Ece Center	553	St Angela Merici
162	Central Ece Center	554	St Ferdinand
173	West Ece Center	555	St Sabina
221	Armstrong	556	St Norbert
222	Keeven	557	Salem Lutheran
223	Arrowpoint	558	Trinity High School
224	Brown	559	Improvement Of Instruction
225	Lawson	560	Family Outreach Center
226	Cold Water	561	The Learning Center
227	Barrington	563	Technology
228	Garrett	564	Transportation
229	Jana	565	Maintenance
230	Jury	566	Custodial
231	Larimore	567	Food Service
232	Lusher	568	Security
233	McCurdy	569	Human Resources
234	McNair	570	Business Office
235	Russell	571	Superintendent
236	Townsend	572	Adult Education
237	Twillman	573	Deputy Superintendent
238	Walker	574	Elementary Assistant Supt
239	Grannemann	575	High School Asst Supt
240	Jamestown	576	Talent Development
311	Northwest Middle School	577	Communications & Media Relations
312	West Middle School	578	Student Services
313	East Middle School	579	Data & Research
314	Southeast Middle School	580	Residency
315	Central Middle School	581	Warehouse
316	North Middle School	599	Facilities Building
401	Central Senior High	687	Perkins Ferguson Florissant
402	West Senior High	688	Perkins Jennings
403	East Senior High	689	Perkins Ritenour
510	High School Reform		
541	Galactic		
549	ASA Christian Academy		
550	Marygrove		
551	Blossom Wood		

FINANCE HANDBOOK

SECTION 15 – UNDERSTANDING THE BUDGET CODES

Function Codes

0000	Not Applicable	2315	Legal Services
1111	Elementary Instruction	2317	Audit Services
1131	Middle School Instruction	2319	Other Board Of Education Service
1151	Senior High Instruction	2321	Office Of Superintendent
1191	Summer Program	2411	Building Administration
1208	Parent Involvement	2526	Suspense
1211	Gifted And Talented	2529	Fiscal Services
1231	Speech/Lang Pathologist	2541	Utilities
1250	Culturally Different	2542	Operation Of Plant & Grounds
1251	Special Programs	2544	Maintenance Services
1254	Instruction-Neglected	2546	Security Services
1280	Early Childhood Special Education	2547	Residency
1311	Applied Biological	2550	Title I Transportation
1321	Health Occupations	2551	Pupil Transportation Contracted
1331	Business Marketing & Management	2552	Transportation - District
1341	Family & Consumer Sciences	2557	School Choice Transportation
1351	Industrial Oriented Occupation	2558	Non-Allow Transportation
1599	Student Activities	2559	ECE Transportation - District
1691	Adult/Continuing Education	2569	Food Services
1941	Contracted Educational Services	2573	Warehouse
1942	Supplemental Education Services	2574	Print Shop
2119	Attendance	2620	Planning, Research, Development
2129	Guidance Services	2639	Communications & Media Relations
2137	Occupational Therapist	2643	Human Resources
2138	Physical Therapist	2645	Health Services
2139	Health Services	2661	Technology
2142	Psych/Ed Diagnostics	3000	Community Service
2152	Speech Path Diagnostics	3500	PAT
2191	Other Support Service	3550	Community Services (Preschool)
2214	Prof Development Professional Development	3711	Nonpublic Services
2219	Improvement Of Instruction	3912	Parental Involvement
2222	Library / Media Services	4121	Land Acquisition & Development
2311	Board Of Education Services	4191	Facilities Acquisition & Construction
2314	Election Services	5111	Debt Service

FINANCE HANDBOOK

SECTION 16 – FIXED ASSETS AND INVENTORY

The Hazelwood School District is working to continue implementation of new fixed asset procedures and have outlined these new procedures below. As the District implements the Fixed Asset module into BusinessPlus during the fiscal year 2019-2020, these procedures may be modified and adjusted accordingly. Please contact the Business Office with any questions regarding these procedures.

I) Who is Responsible?

- a. Management personnel, i.e. school principals and directors are accountable for assets/equipment within their immediate area of responsibility. This accountability is inherent to the position.
- b. Accountability includes inventory control and maintenance of all equipment in the immediate area of responsibility.
- c. Responsibility lies with every individual utilizing district assets/equipment for the performance of his or her duties.
- d. All personnel have a responsibility to adhere to the following procedures in the procurement, movement and disposition of all district equipment.

II) Fixed Assets

- a. Definition: A fixed asset is defined as property costing \$1,000 or more and items that are easily transportable with a useful life of more than one year. (Though this may be subject to variances at the discretion of the Business Office). Examples include, but are not limited to; monitors, computers, laptops, digital cameras, DVD players. This property is governed by audit requirements associated with control, accounting, and disposal. **You must notify the Business Office when an asset is designated to be purchased with grant or federal funds as this requires a specific tag.**
 - i. Office Furnishings-Some décor items depicting District and/or school events, students, accomplishments, achievements may be appropriate expenditures from district and/or activity funds. **Approval for these purchases must be obtained in accordance with normal procedures and any such item will require an inventory tag.** Contact with the Business Office will need to be made to request such a tag. **Contact the Business Office if you have any questions regarding whether a pending or planned purchase is a fixed asset.**

FINANCE HANDBOOK

SECTION 16 – FIXED ASSETS AND INVENTORY

b. Acquisition of Fixed Assets

- i. All fixed assets will be purchased using the regular PO process. A procurement card should only be used when a purchase order is not an option or due to emergency. Any exceptions to the procedure must be approved through the Business Office. A copy of the purchase order must be sent to the Business Office **and a notation that the purchase is a fixed asset** for each item requiring a tag.

All purchase orders for fixed assets must be completed in detail through BusinessPLUS. (Quantity, per unit cost, and description will need to be on the PO)

- ii. Material shipped to and received at the appropriate location as indicated on the purchase order. Once assets are received, please notify the Business Office so a tag can be issued.
- iv. Exception to the above procedures is for those fixed assets received by donation (gifts) from organizations or private individuals. The school principal or department director will report the following information to the Business Office and to the Board of Education Secretary with the following information:
 1. Description
 2. Make/Model
 3. Serial Number (if applicable)
 4. Estimated Dollar Value
 5. School Receiving Donation
 6. Room the asset will be placed (if applicable)
 7. Donor Information; name, telephone number, address

If you are sending your assets to the Warehouse for storage or until you can pick them up, you MUST notify the Warehouse. Proper notification will be an email with the purchase order attached.

c. Receiving Non-Technology Fixed Assets

- i. When a fixed asset arrives at the school/department, the following steps will be followed:
 1. Business Office will send the appropriate number of barcode tags to each building.
 2. Asset(s) will be opened and verified for quantity and condition upon receiving and matched with the packing slip.

FINANCE HANDBOOK

SECTION 16 – FIXED ASSETS AND INVENTORY

3. **Fixed Assets purchased with federal funds must be approved with the Coordinator/Director responsible for the grant. Once approved, assets purchased with federal funds will be designated with a barcode tag that applies to Federal Funds purchases.**
 4. Any packing slip should be returned to the Business Office as soon as possible.
- d. Receiving Technology Fixed Assets
- i. Technology equipment will be received and tagged by the technology Department personnel only.
 - ii. Repair and disposal of technology equipment will be coordinated and accomplished by technology personnel only.
- e. Fixed Asset Transactions
- i. Fixed Asset records will not be deleted, added or adjusted without written documentation/explanation.
 1. **Transfers:** Transfers of all fixed assets will be coordinated through the appropriate departments. Approval authorizing the transfer of fixed assets between schools/departments must be provided by the Business Office for the following transfers.
 - a. Transfer of usable equipment from school/department to the warehouse as surplus
 - b. Transfer of equipment from one site to another
 - c. Transfer of equipment to Maintenance Department, pending disposition
 - d. Return of property to vendors for exchange or credit
 2. **Disposals*:** The Board of Education and will approve all property for surplus prior to any action being taken. Fixed Assets will be disposed of per Board Policy.
 3. **Exchange/Credit:** Movement, disposal and return of fixed assets to vendors for exchange or credit should be recorded in the Fixed Asset inventory system.

FINANCE HANDBOOK

SECTION 16 – FIXED ASSETS AND INVENTORY

All property being held for sale by the district (public or consignment auction) will be coordinated through the Business Office and will be transferred to a designated holding area. The District will provide visibility off all assets available for sale/disposal. At such time as determined by the CFO, a sale of assets will be coordinated and conducted. Upon completion of the sale and final disposition of all assets, a record of the assets final disposition will be provided to the Business Office for adjustment of property records.

The Business Office will coordinate disposal of all assets purchased with federal funds. Prior to disposal of any asset designated as purchased with federal funds, please contact the Business Office and appropriate Director/Coordinator with the asset tag number, description, and what is to be done with the asset. The Business Office will give additional directions, if needed.

- f. Equipment Off-Site Use
 - i. Any equipment assigned to an employee of the District for off-site use must be documented and approved by a supervisor. School Principals and Directors are required to have personnel under their area of responsibility sign out equipment to provide visibility of district assets. At a minimum, the inventory tag number, description and serial number must be recorded as well as personnel name, school/department by using the **Fixed Asset Check-Out Form.**

- g. Equipment Repair
 - i. When equipment is sent for repair to an outside vendor, a receipt is required. At a minimum, the receipt must show the barcode number, brief description and serial number of the asset. The receipt will provide visibility of equipment in the hands of the repair shop. All locations will keep a log of fixed asset equipment out for repairs.

- h. Equipment Damage/Loss
 - i. Equipment that is lost or damaged due to accident, theft, vandalism should be reported to the Business Office within 24 hours of damage or loss.
 - ii. If the asset is technology, notify the Chief Information Officer.

Any property that is disposed of without following proper procedures will be in direct violation of the Hazelwood School District Policy.

FINANCE HANDBOOK

SECTION 16 – FIXED ASSETS AND INVENTORY

- III) Physical Inventory
 - a. Every employee will perform an inventory of their responsible area (or as assigned) at each building a minimum of once a year. This will be added to all building exit procedures for all employees.
 - b. Any inventory sheets will be given to building administrators. The inventory sheets will be distributed electronically and should be returned electronically in the same format as originally sent.
 - c. The results of these inventories will be sent to a Business Office employee and reconciled with the current fixed asset system.