

Treasurer's Reports & Supplementary Documents

Danielle Benigno
District Treasurer



Overview:

- ▶ Treasurer's Report Package:
 - ▶ Cover sheet: provides an "at a glance" record of how much money was in each account at the last day of the month
 - ▶ Treasurer's Reports (per account): shows you the money coming in and out for each account
- ▶ Supplementary Documents:
 - ▶ Federal Grant Revenue Status: shows you what money has come in so far for each grant
 - ▶ Federal Grant Accounts Receivable Status: shows you what I've billed the government for but haven't yet received
 - ▶ Revenue Status (by fund): shows you what money has come in and gives you a general idea of what it is (ex: state aid, tuition payments, etc)
 - ▶ Budget Status (by fund): shows you what we are spending and where
 - ▶ Revenue/Expenditure Report: shows you how much we received VS spent each month
 - ▶ Extra-curricular Report: shows you how much each club has
 - ▶ Budget Transfer Report: shows you any budget transfers that have been completed



Treasurer's Reports

- ▶ The Treasurer's Reports prove to you that our books (WinCap records) match up to what we actually have in our bank accounts
- ▶ All money that has gone OUT of the district has already been authorized/approved by the purchasing agent and any relevant administrators prior to the issuance of payment

Requisition # _____ (B.O. use only)				
Requisitioner (Ship to attn): Danielle Benigno				
Date: 07/01/19				
Building/Program (Place of Delivery): District Office				
Fiscal Year: 2019-2020				
Budget Code: 1325-400-30-0000				
Nature of Order (check one):				
Texts	Materials	Supplies	Contractual	Other: (specify)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Superintendent's Approval:				
Date:				
Administrators Approval:				
Date:				



If order is for teaching/learning, justify how this relates:	

Company:	ASBO of NY
Vendor #:	001152 (B.O. use only)
Address:	453 New Karner Road
City & State:	Albany, NY 12205
Telephone #:	(518) 434-2281
Person you spoke with to confirm Rates or ANY extra fees:	
See attached	
Purchasing Official's Approval:	
Date:	



CONFIRMING ORDER? (if yes, please attach invoice)

Special Instructions: _____

(Requisitions less than \$2,000 - no quote needed.
 \$2,000-\$5,000 - attach 3 INFORMAL quotes.
 Greater than \$5,000 - attach 3 FORMAL quotes)

QTY	CATALOG # / PRODUCT #	ITEM DESCRIPTION	COST EA.	TOTAL
1		Annual ASBO Membership Dues (7/1/19-6/30/20)	\$ 150.00	\$ 150.00
				\$ 0.00
				\$ 0.00



Treasurer's Reports (continued)

- ▶ Most of the district accounts have very little activity (ex: I record interest received once a month). The “Big Four” that typically have more activity are:
 - ▶ General Fund Checking
 - ▶ School Lunch Fund Checking
 - ▶ Payroll Checking
 - ▶ Payroll Deduction Checking

- ▶ Outstanding check listing: any checks that were cut in the month but have NOT been cashed by the end of the month will be shown on the listing. This gives you an idea of what is “out there”

DISBURSEMENTS MADE DURING MONTH	
Warrant Checks	6122-6325
Postage Meter	
IRS Federal Withholding	
NYS Sales Tax	
Debt Payments	
Stop payment fee	
Direct Deposit Processing Fee	
Bounced Checks for School Taxes	
Bond Payments	
Wire Fee	
Transfer to Capital Fund	
Transfer to Payroll Deduction Account	
Transfer to General Fund	
Transfer to Cafeteria Fund	
Transfer to Payroll Deduction Account	
Transfer to Payroll Deduction Account	
Transfer to General Fund Money Market	
Transfer to Federal Fund	

RECONCILIATION WITH BANK STATEMENT	
Balance as given on bank statement, end of month	
Less total outstanding checks - see attached list	
Less Prior Month Deposits in Transit	
Plus Current Month Deposits in Transit	
Net balance in bank	
Auditor's Adjustments	
Undeposited Funds	
Undeposited Funds	
Plus disbursement in transit	



Supplementary Documents

- ▶ Reports on the grants help give you an idea if we are spending too fast/too slow
 - ▶ If we are spending “too quickly” programs supported by those grants will be over budget at the end of the year
 - ▶ If we are spending “too slowly” we will end the year with a lot of “unused” funds; only a certain amount of this can be carried over from year to year so we want to use as much as possible
- ▶ The budget status report gives you an idea of whether or not the budgets we allocated to each department are realistic
 - ▶ As we transition business administrators the accuracy of budget estimates will become more accurate, however, this may take a couple of years before you will see the full effects.

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance	Available Balance
1010-400-30-0000	BOE-Contractual	3,500.00	-343.75	3,156.25	2,595.80	46.78	513.67	513.67
1010-450-30-0000	BOE-Materials & Supplies	100.00	-100.00	0.00	0.00	0.00	0.00	0.00
1010-460-30-0000	BOE-Mileage/Travel	2,500.00	894.75	3,394.75	3,394.75	0.00	0.00	0.00



Supplementary Documents (continued)

- ▶ The revenue/expenditure report gives you a net amount of how much the district took in. In the beginning of the year we will most likely be in the negative because our district is heavily funded by aid payments which do not start paying until September
- ▶ Items on the budget transfer report are usually there for a few reasons:
 - ▶ There was a negative balance in a budget line so a transfer was initiated to “clean it up”
 - ▶ An administrator knows of an incoming cost that will place the account in the negative and pre-emptively initiated a transfer to accommodate the anticipated expense
 - ▶ A grant administrator filed an amendment with NYSED and it was approved
- ▶ Once we complete the transition to utilizing WinCap for budgeting purposes you should see fewer and fewer budget transfers that require board resolutions



FAQ

- ▶ There is a budget transfer on the meeting agenda, why isn't this included in the budget transfer report?
 - ▶ According to our policy, I am not able to move funds in an amount greater than \$7,000.00. This means that I can't actually enter a budget transfer until the BOE has acted upon it. The transfer will only show up in the budget transfer report after it has been entered
- ▶ Why is a line over budget on the budget status report?
 - ▶ There are a variety of reasons that a line might be over budget such as: unexpected one-time expenses, increased use of services, or that the original budget estimate was simply too low. Having to do some adjustments throughout the year is fairly normal



FAQ

- ▶ Why was this coded to a particular budget code?
 - ▶ The budget code is assigned when the purchase requisition is submitted. This code is approved by administrators and the purchasing agent prior to issuing the PO
- ▶ Why did we make a payment to a vendor?
 - ▶ Before payment to a vendor is issued a requisition must be submitted, a PO generated, the items received, and an invoice received. Purchasing decisions are coordinated between the purchasing agent and the Superintendent



Questions?

- ▶ Do you have any other questions for me that weren't covered in this presentation?

