

Finance Roundtable

May 8, 2014

Please bring the following to the Business Office prior to checkout:

(Not available 11:30 AM to 1:30 PM)

Accounting Office Initials:

Gisselle Rivera-Franco

- _____*Most recent Activity Fund bank reconciliation
- _____*ELEMENTARY CAMPUSES ONLY – ALL 2013-14 Activity Fund supporting documentation for reconciliations, journal entries, deposits, and checks
- _____*Student activity payments for MISD labor costs, i.e. substitutes
- _____*All funds deposited to Frost Bank and posted in QuickBooks
- _____*Student Nutrition, Transportation, Warehouse and postage invoices paid via JE or Activity Fund check
- _____*Payment for lost or damaged textbooks
- _____*Payment for students attending summer school
- _____*Sales Tax for June & July
- _____*Most Recent Skyward Summary Report showing all unencumbered/available budget accounts as positive numbers (i.e. subs, temp pay, benefits)

CHECKOUT FORM

ACCOUNTING

*Please bring the following to the Accounts Payable
Department prior to checkout:*

(Not available 11:30 AM to 1:30 PM)

Accounts Payable Initials:

_____ **Marinda Bramlett**

_____ Print the Open Purchase Order Report (emailed to you by Marinda Bramlett sometime in May 2014) with explanation written if the purchase order is open (i.e. principal's travel for July 2014)

CHECKOUT FORM

ACCOUNTS PAYABLE

**Please bring the following to the Payroll Department
prior to checkout:**

(Not available 11:30 AM to 1:30 PM

Payroll Supervisor or Assistant Initials:

Darlene Jennings, Iris Sandoval, or Nova Pontuti

_____ AESOP Report

**CHECKOUT FORM
PAYROLL**

Bring the following to Shelley Taylor

Fire Exit Drill form/Fire Prevention form

TX School Safety Center form

Risk Manager Initials:

Shelley Taylor

**CHECKOUT FORM
RISK MANAGEMENT**

- Due to the differences between the MISD reimbursement checks and the actual AP processed check, do not reimburse MISD for any PO's requested through the 1290 account until the check has been processed by Accounts Payable.
- Run a report before processing the reimbursement checks to MISD to make sure you are reimbursing the exact amount of the check that was processed.
 - This will ensure that your 1290 account will be cleared and always balance out to zero.

1290 Receivable from Campuses

- At the end of the month run a report for the 1290 account for both 461 and 865 to make sure that all checks have been reimbursed.
- If you do not know how to run the reports please call the accounting department, and we will be more than happy to assist you.

1290 Receivable from Campuses Cont'd

- Please use the 1410 prepaid expenditure account scarcely.
- Make sure you add a narrative on your 1410 purchase order in order to add the budget code that the expense must be charged to once the new fiscal year budget is released.
 - If the narrative is not on the 1410 purchase order, then the purchase order will be denied.
 - This is to ensure that the accounting department can key the journal entries without having to call on each purchase order.

1410 Prepaid Expenditures
