

John Hancock Charter School Business Administrator

Banking

Check deposits

The business administrator does the following:

1. Processes the checks upon receipt and enters the amounts into Quickbooks.
2. Attaches the check deposit tag to the deposit summary and files them.

Cash deposits

The business administrator does the following:

1. Counts all cash deposits
2. Counts the cash to confirm the amount.
3. Enters the deposit amount into Quickbooks.
4. Attaches the deposit tag to the deposit summary and files them.

All bank statements are reconciled upon receipt and filed with summaries.

All checks written for purchases require two signatures from authorized board members.

The business administrator can inquire about all JHCS accounts. He/She does not sign any checks.

Classroom Funds

The JHCS Board approves yearly the amount of funds available to each classroom.

The monies distributed by the USOE are applied to each class, and the remainder is distributed to bring the amount to the amount approved by the JHCS Board.

Any grants or donations awarded to a particular classroom are segregated in the Class section in Quickbooks, and approved expenditures are deducted first from those monies.

Teachers cannot spend more than is available in their fund unless approved first by the director.

Classroom funds (excluding grants or donations) not spent by June 30 go back into the school's general fund.

Credit Cards

Credit card purchases must include fund information.

Credit card payments are made promptly upon receipt of the monthly statement.

Online credit card payments require the initials of two approved signers, which include the director and authorized board members.

Payroll and Employee Financial/Health Information

All salaries, hourly wages, and health benefits are approved yearly by the JHCS Board.

Retirement benefits are approved yearly by the JHCS Board and paid in one payment by June 30 for that fiscal year.

Employee files contain the following information:

1. W-4 and I-9
2. Information obtained for insurance purposes
3. Other deductions and appropriate forms

Payroll information is entered into Quickbooks.

Part-time employees' payroll schedule:

- 1st to the 14th are paid on the 15th of each month
- 15th to the end of the month are paid on the 1st of the next month

Contracted and yearly salaried employees' payroll schedule:

- 1st to the end of the month are paid on the 1st of the next month

If the 15th or 1st falls on Saturday, payroll will be processed on Friday.

If the 15th or 1st falls on Sunday, payroll will be processed on Monday.

Hourly Employees

All hourly employees enter their hours in the time book, located in the teacher lunchroom.

Time books are gathered on the 15th and 1st of the month for director approval and payroll processing.

Checks

The business administrator processes the three-part checks as follows:

1. Attaches the bottom pay stub to the time sheet and payroll summary and files them by month.
2. Seals the check and top pay stub in an envelope.
3. Puts the envelope in the appropriate employee's mailbox.

Salaried employees

Annual salaries are divided by 12 and processed on the first of each month year round.

Teacher call and visit logs are due the day before the monthly salary is paid and must be put in the designated box in the teacher lunchroom for director approval and processing.

Checks

The business administrator processes the three-part checks as follows:

1. Attaches the bottom pay stub to the call and/or visit logs and to the payroll summary and files them by month.
2. Seals the check and top pay stub in an envelope.
3. Puts the envelope in the appropriate employee's mailbox.
4. During the summer months the checks are available on the day of payroll after 2:00 P.M.

Purchases

The director is authorized to make individual purchases up to \$2,000.

All individual purchases over \$2,000 must be approved by the JHCS Board.

Any purchase over \$5000.00 must have at least three bids.

Any purchase over \$10,000.00 must go through the RFP (request for proposal) process.

It will be posted in a local newspaper and multiple contractors/suppliers will be contact to see if they want to participate in the RFP. The board of directors will open all bids in an open board meeting and will determine the best provider.

Reimbursements

Teacher reimbursement for classroom purchases

The business administrator does the following:

1. Reviews the receipts and reimbursement form for accuracy.
2. Writes the check, which is approved by the director and signed by two authorized board members.
3. Attaches the check stub and receipts to the reimbursement form.
4. Subtracts dispersed funds from classroom fund allowance.

All other reimbursements

The business administrator does the following:

1. Ensures director authorization for the purchase.
2. Reviews the receipts and reimbursement form for accuracy.
3. Writes the check, which is approved by the director and signed by two authorized board members.
4. Attaches the check stub and receipts to the reimbursement form.

Reports and Audits

The JHCS Board must give approval for reports to be completed by the hired accounting firm; signatures from authorized board members may also be required.

All audits are authorized by the JHCS Board.

The business administrator makes available to the auditor all necessary records and information.

The following USOE-required reports are executed in a timely manner:

- Monthly Financial Report
- S-3
- Budget
- Annual Financial Report
- Annual Program Report
- Sp Ed Upload to Data Clearinghouse
- All testing Preprint and All Student Files
- School Land Trust Plan Report
- Safe & Drug Free Schools Incident Report
- CACTUS Educator Updates
- October 1 Fall Enrollment Audit
- Financial Audit
- Wage and Benefit Adjustment Report

The following state reports are executed in a timely manner:

- Budget
- Utah Money Management
- Annual Financial Report
- Immunization Report
- Vision Screening Report
- Legislative Audits
- Legislative Surveys
- State Tax Reports
- State Unemployment Reports

The following federal reports are executed in a timely manner:

- 941
- 990
- W-2 Summaries
- 1099 Summaries
- Grant Reports

Student Records

All student records are stored by grade and alphabetical sequence in locked file cabinets.

All students registered with JHCS must complete the Registration Packet, which includes the following forms (these are found in each student's file):

- Student Information
- Parent/Guardian Information
- Medical Information & Emergency Information

Student Health Information
Special Programs Information
Acknowledgement of Special Notices (2 pages)
Annual Acceptance of Policy
Field Trip Permission
Fee Policy & Fee Waiver Policy
Fee Waiver Application
Declaration of Household Income
Fee Schedule and Receipt of Payment (7th and 8th Grade ONLY)
Utah Association of Public Charter Schools Mailing List Approval
John Hancock Charter School Current Year Calendar

Parents must also provide the following at registration (these are found in each student's file):

A copy of the student's original birth certificate
A copy of the student's Social Security card (voluntary)
Proof of Immunizations or an exemption form

If a student is transferring from another school, the Transfer of Records form must be filled out.

All student test scores, report cards, current immunization records, and special honors are also filed in their cumulative file.

All student data is entered into the SIS system. A SSID number is also obtained from the SSID system using the proper USOE-outlined procedures.

When a student voluntarily leaves JHCS

The business administrator does the following:

1. Copies the student's cumulative file
2. Upon request, mails the original documents to the new school
3. Files the copies of the student's documents alphabetically in the Withdrawn File

When an eighth-grade student graduates from JHCS

The business administrator does the following:

1. Copies the student's cumulative file
2. Upon request, mails the original documents to the new school. If there is no request, the business administrator contacts the parent or likely school to determine where the student is enrolled.
3. Files the copies of the student's documents alphabetically and chronologically in the Graduates File.

A student's cumulative file is available his or her teachers, parents, special education team, school administrators, and school Nurse. A log is kept of all inquiries.

All clearinghouse reports are filed as per USOE requirements.

Taxes and Reports

Employee payroll taxes are due within two days of payroll.

As per IRS rules, 941s are filed quarterly.

Utah withholding taxes are due within the month following the payroll month.

Yearly reconciliation is due by the end of January of the next year.

The Department of Workforce Services Report and Utah unemployment money is due quarterly.

W-2s are distributed by the end of January for the preceding year.

1099s are distributed by the end of February for the preceding year.

The 990 is completed by an accounting firm and filed in a timely manner.

Financial information is made available to persons inquiring with a GRAMA request.

The JHCS Board has unlimited access to all financial records.

Vendors

All bills are paid upon receipt of invoice unless otherwise agreed, with packing slips matched to invoices.

Upon payment of each bill, the business administrator attaches the check stub to the original bill and files it in the appropriate file.