Utilizing Technology to Reduce Your Financial Risk and Maximize Bookkeeper Efficiency

AASBO Local School Financial Management

November 28, 2018

Disclaimer

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Official interpretation of particular questions or situations should be obtained through the board's legal council, the Alabama Attorney General's Office, the Alabama Department of Education or the Examiners of Public Accounts.

Remote Deposits & Cash Couriers

- Optimize Deposit Availability[1]
- Reduce Insufficient Funds[2]
- Minimize Paperwork
- Reduce Processing Costs
- Speed Reconciliation Time[3]
- Consolidate Banking Relationships[4]
- Improve Cash Flow[5]

Remote Deposits

Implementation Time

- ➢ Complete remote deposit capture enrollment form (5 minutes)
- ➢ Order Image scanner (10 minutes)
- ➢ Load software once scanner arrives (20 minutes)

Implementation Cost

- ➢ Cost of scanner ($225-$750)

Cash Couriers

- Eliminate Trips to Bank[1]
- Employee Safety[2]

Cash Couriers

Implementation Time

- ➢ Complete vault service agreement (5 minutes)
- ➢ Order Bank deposit Bags (10 minutes)

Implementation Cost

- ➢ Cost of bags (1100 bags for $220)

Recurring Cost

- ➢ Service, Fuel and Insurance ($160 a month per location)

Treasury Management

- Immediate Notification of Returned Items
- Bank Statement Availability

Child Nutrition Program

- Eliminated Travel Costs
  - $25,114 mileage reimbursement/year
  - $36, 864 wages/year
- Improved Time Management   2,304 hours/year
- Reduced Volume of Returned Checks   86%

Local Schools

- Eliminated Travel Costs
  - $14,510 mileage reimbursement/year
  - $31,948 wages per year
- Improved Time Management   1,331 hours/year
- Reduced Volume of Returned Checks   72%
- Cost of 19 Scanners $0

Purchasing Card

- Control Spending[1]
- Streamline Procurement[2]
- Reduce Transaction Costs[3]
- Minimize Paperwork[4]
- Increase Control and Visibility[5]
- Earn Incentives[6]
- Eliminate Vendor W-9's[7]
- Happier Teachers

	Prior to PCard	Year 1 (State Only)	Year 2 (All Public)	Today (Pub+NP)
High School				
PO's	3240	2455	1231	907
Checks	3128	2651	1773	1319
Elementary				
PO's	1177	892	549	209
Checks	730	619	336	305

Support Organization Training

- Knowledgeable Parents [1]
- Appreciation for Rules and Regulations[2]
- Better Advocates[3]
- More Successful Organization[4]
- Fewer Bookkeeper Interruptions[5]
- Reduced Non-Compliance[6]
- Happier Bookkeepers

Online Student Payments

Parent Tested and Approved

- Secure[1]
- Convenient[2]
- Immediate Confirmation Payment Made[3]
- Student-Specific Fees[4]
- Accept Credit Card Payments[5]
- Accept Electronic Check Payments[6]
- Eliminates Need to Stand in Long Lines[7]

Online Student Payments

Bookkeeper Tested and Approved

- Integrates with iNow[1]
- Integrates with District Accounting System
- Immediate Notification Payment Made[2]
- Daily Activity Reports[3]
- Easy Reconciliation[4]
- Reduction in Documents[5]
- Reduction in Volunteers[6]
- Reduction in Data Entry[7]

Online Student Payments

Teacher Tested and Approved

- No Receipting[1]
- More Instructional Time[2]
- Notification Payment Made[3]
- Reports Easy to Interpret[4]

Online Student Payments

District Tested and Approved

- Parent Participation   85%
- Electronic Check Payments   76%
- Revenue from Online Payments $4.8M
- Reduction Insufficient Funds[1]

Online Fundraising

- Considered a fundraiser
- Be mindful of what is being requested
- Must obtain prior approval of Principal[1]
- Campaign shall be in the name of the school
- Understand acronyms such as AON and KIA[2]
- Administrative Fee?
- How long funds held?

Online Fundraising

- Funds received or goods purchased on behalf of school?
- Monitor site throughout campaign
- Take campaign offline once goal reached
- Funds under control of Principal
- Comply with district policies and procedures

Online Fundraising

- If fundraiser includes hardware, software or web-based subscription purchases, must obtain prior approval from Chief Technology Officer
- If fundraiser includes land or building improvements, repairs or renovations, or new construction, must obtain prior approval from Superintendent and Coordinator of Operations[1]

Online Fundraising

- If fundraiser includes reward program, items received are property of HCS and inventory policies and procedures apply
- Checks should be made payable to the school not the teacher
- All donations should be recorded by bookkeeper in accounting system at each school
- Pictures, videos and images of students posted on website must comply with policies and procedures

Third Party versus In-House Online Fundraising

- In-House: Retain 100% Proceeds; No Fees Paid
- In-House: Funds Available Next Business Day
- In-House: Users Software Proficient
- In-House: No Rogue Fundraising

Hiring Professional Fundraising Company

Hiring a Professional Fundraising Company

- Check referrals/background information[1]
- Schedule interviews (how conduct campaign)[2]
  - Solicit by phone, email, door-to-door or combination
  - Solicit money only or sell products/tickets
  - Will subcontractors be used for any part of campaign
  - Will telephone calls be scripted
  - Will calls be recorded or monitored

Hiring Professional Fundraising Company

- Ensure Data Security[3]
- Get bids[4]
- Negotiate Transaction Fees (flat fee versus percentage of collections)[5]
- Negotiate Commission[6]

Hiring Professional Fundraising Company

- Written Contract
  - Explain services to be provided
  - Explain financial responsibility of each party
  - Authorize or prohibit use of subcontractors
  - Identify compensation to be paid
  - Require review of all materials/scripts to be used[1]
  - Specify contract period

Hiring Professional Fundraising Company

➢Require compliance with FTC's Telemarketing Sales Rules and applicable state laws[2]

➢Outline cancellation criteria for both parties

➢Require periodic financial reports[3]

➢Specify ownership of donor lists

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