Finance Officer Curriculum

Contents

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MUNIS/Enterprise ERP:

General Ledger/Chart of Accounts

- COA Set Up & Changes
- Journal Entries
- TAR
- CDIP
- YTD Budget Report
- Project Budget Report
- Monthly Financial Report
- Managing Project Accounts

Budget Processing

- Budget Projections
- Draft Budget
- Tentative Budget
- Budget Amendments
- Working Budget

Year End Processing

- Unaudited AFR
- Posting Last Year Adjustments
- Audited AFR

Fixed Assets

- Adding/Adjusting/Improving/Transferring/Retiring Assets
- EOY Fixed Assets
- Fixed Asset Discrepancy Report

Payroll Processing & Reporting

- Employee Master, Job Salary Records, etc.
- Salary Tables & New Year Processing
- PSD & CSD Reports
- KTRS Pathway
- KRS START
- SBAC
- KY Employee Benefits
- KY Unemployment Report
- Deferred Compensation Report
- Worker's Compensation Audit Report
- W2
- ACA

MUNIS Continuation:

Purchasing & Accounts Payable
Cloud Administration

- o   User Account Maintenance
- o   Role Maintenance
- o   Cloud Admin
- o   KY Cloud Alternate Connection

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Audit:

Internal
- o Redbook
- o Federal & State Grant
- o Self-reviews during year prior to audits

Annual Independent Audit
- o How to use the audit report to present to the board

Choosing an Auditor
Audit Contracts
Extensions
Audit Preparation

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Budgets:

Tentative
Working
Budget amendments
Budget Projections
SBDM allocations
Personnel
Carry-Forward vs Contingency
Activity Fund Budgets

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Cash Management/Transportation:

Investments
Cash flow projections
Reconciliations
Federal Cash Requests
T Codes
Bus Purchases and Depreciation
How funding works within SEEK

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Construction/Facilities:

702 KAR 4:160 Capital Construction Process

- General Information
- Typical Project Workflow and Background
- When a Revised BG-1 is needed
- Do Not Submit incomplete BG-1 Project Applications

Financial Aspects of Capital Construction Process

- BG-1 Project Application (BG-1)
- BG-4 Contract Closeout
- BG-5 Project Closeout
- KRS 162.060 Plans for school buildings to be approved

Funding Sources

- Unrestricted Funds
- Restricted Funds
- Expenditures of Capital Construction Contingency Funds
- YES (with approval) with F.S.P.K., Capital Outlay or S.F.C.C funds
- NO for F.S.P.K., Capital Outlay or S.F.C.C funds
- Funding, including bond issuances
- Direct PO's
- Student Population Based Funds
- Capital Outlay Funds
- Property Assessment Based Funds
- Local Nickel Building Fund
- Facilities Support Program of Kentucky (FSPK)
- Additional Nickels Available to Certain Districts:
    - Original Growth Nickel
    - Recallable Nickel
    - Category 5 Nickel
    - Equalized Growth Nickel
    - Equalized Facility Funding Nickel
- Qualified Needs Based Funds
- Kentucky School Facilities Construction Commission (SFCC)
- SFCC Cash Requirements
- Urgent – Needs Grants

Contract Administration

Financial Statements:

Unaudited AFR, balance sheet
Entity-wide statements, management's discussion & analysis, notes
Monthly reporting

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Funding:

SEEK

Data elements used for SEEK and Forecasting data

SEEK Shortfalls

Taxes- process, property assessments, tax rate types and options, nickels

   Sheriff/Clerk/PVA roles in Tax Process

Grants – Funding matrix

Indirect Cost

Flex Focus Guidelines

Submission of Quarterly CDIP

Federal Cash Request process

Completing Contract Calculation Worksheets if you district has a personnel MOA with KDE

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Internal Controls:

Assets
Expenditures
Financial management system, including roles and security
Separation of duties
Fraud Prevention

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Purchasing:

Model procurement
Bid law
Cooperative purchasing
District policies

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Food Service:

Budget/Financial Analysis

- o Labor Cost and Productivity (meal equivalents)
- o Menu – Controlling food cost
- o Federal reimbursement
- o Pricing – Reimbursement (PLE tool)
- o Non-Reimbursable (Non-Program R Tool)
- o Indirect Cost
- o Revenue
- o Data
- o Meal Counting and Claiming/Benefit Issuance
- o Direct Certification
- o POS system – IC (attendance system)
- o Procurement
- o Allowable Costs
- o Procurement plan – written procedures

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District Miscellaneous:

DPP
Federal Program
At Risk
Facility Needs
Transportation Needs
Technology Needs
Lunch box to IC
Free/Reduced lunch

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Resources:

Finance News Letter
Financial Manual
KYMUG Listserv
Co-ops
Tyler Community
KASBO
SFMI
Commissioner's Emails
- Monday Superintendent email
- Commissioner's Weekly Update email