

BUSINESS OPERATIONS BRIEFS

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FY 09 MONTHLY LEAVE / PAYROLL CUTOFF SCHEDULE

PAY PERIODS

FROM	CUT-OFF	PAYDAY
04/04/09	05/04/09	05/29/09
05/05/09	06/03/09	06/26/09

DATES SUBJECT TO CHANGE; NOTIFICATION WILL BE SENT BY EMAIL WHEN THIS IS NECESSARY. ALL TIME SHEETS AND/OR DOCUMENTATION ARE DUE TO THE PAYROLL DEPARTMENT (8004) THE BUSINESS DAY FOLLOWING THE CUTOFF DATE.

FY 09 BI-WEEKLY PAYROLL SCHEDULE

PAY PERIODS	TIME CARDS DUE TO P/R	CHECKS ISSUED
04/18-05/01/09	05/04/09	05/08/09
05/02-05/15/09	05/18/09	05/22/09
05/16/05/29/09	06/01/09	06/05/09

BUSINESS OFFICE

TRAVEL FORM: [CLICK HERE](#)

Please review **Outstanding Purchase Order** and **Outstanding Accounts Payable** listings and notify the Purchasing and/or Accounts Payable departments of any discrepancies. All PO's and invoices for this school year should be cleared before you leave for the summer. Please include this on your yearend checklist. Contact Vashti Anderson at ext.61207 for assistance with outstanding

PO's and for vendors A-L. Contact Pat Jefferson for vendors M-Z at ext.10254 if you have any questions concerning outstanding invoices.

School Allotment Reports should be reviewed to insure that expenditures have been correctly recorded. Remember that all expenditures for the classroom should be charged to an instructional program to help our system meet the

65% Minimum Direct Instruction state expenditure requirement. Negative balances in your instructional and media programs are fine as long as funds are available in school administrative funds or school activity funds to reimburse excessive school allotment expenditures. Notify Jane Raines at ext.10250 if corrections to prior expenses are necessary or if you have any questions or concerns regarding your school allotments.

BUSINESS OFFICE

WELCOME!!

The Business Office is pleased to announce that Paula Nash has accepted the Internal Auditor position for our school system. Paula previously worked for the Georgia Department of Audits for 5 years. She was an integral member of the team that performed the state audits for the Houston County Board of Education. We are excited to have her with us!! She will be visiting the schools with Michelle over the next couple of weeks. You can contact Paula at 988-6148 or VoIP x10148.

LOOKING AHEAD..... FINANCIAL WORKSHOP

The annual Financial Training Workshop for school and central office personnel has been scheduled for **Thursday, July 23, 2009**. The workshop will be held at the Central Office in the Board Room. Registration will begin at 8:15 am with the Workshop beginning at 8:30am.

Payroll/Leave, SEMS, FLSA, School Allotment, Accounts Payable, P-Cards, Purchasing,

and School Activity Accounts will be discussed. *ALL principals, administrators, supervisors, secretaries, bookkeepers, and other staff (including Assistant Principals) working with these financial areas are **REQUIRED** to attend.* All other assistant principals are not required to attend but are highly encouraged to do so.

A reminder and an agenda will be emailed in July. Mark your calendars!! We look forward to seeing you there!!

NUTRITION TOPIC FOR THE MONTH OF MAY

May

Summer is almost here! During those long summer days of loafing around the house and hanging out by the pool, kids and adults can turn into 24 hour snacking machines! Depriving kids and ourselves of what we really crave is not the answer, but do try and limit the amounts consumed. Additionally, keeping junk

food out of the house and keeping fresh fruit prepared in the fridge makes a quick and refreshing snack. Other snack ideas are sugar free popsicles, yogurt, whole grain granola bars, and low fat popcorn. So, with snacks in mind, look for the healthy kind!



Thursday,
May 7,
2009 at
6:00 pm

The
School
Nutrition

Program will be celebrating its
annual banquet at Mossy
Creek Middle School Cafeteria.

TECH TIP

Backup Data:

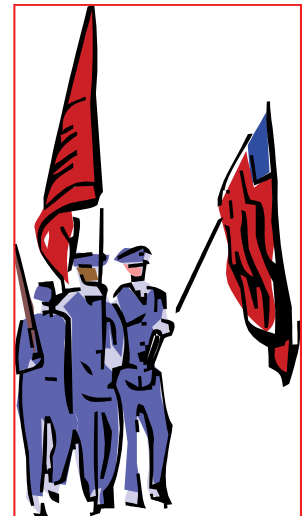
The end of the school year is approaching, and it is time to do some simple things to make sure the new school year starts good when it comes to your computer. We have talked about the Z:\ drive before which is located under the "My Computer" icon on your desktop. This is a mapped drive to the server. You can store all your important

documents here. It would be a good idea to clean this folder out of anything old and copy over anything new you want to save for next year. It is just a good idea to have a back up. A portable USB drive is also a good option if you want to bring those documents home.

Resetting your password:

You can reset your password from your computer by hitting

ctrl-alt-delete on your keyboard. This will bring up a little box with a button to "change password". It would be a good idea to reset your password the week before school gets out, so it does not expire over the holidays. Remember, you can access your email at <http://webmail.hcbe.net>



PURCHASING

Another month has gone by. Soon the school bells will be silent for awhile, but the office work goes on. I know some of you are going over the books and fixing problems and such. We are doing the same. Just a few reminders...

PURCHASE ORDER CUTOFF: The cutoff date for Purchase Orders for FY09 was April 24. All purchase requisitions received now will be screened to ensure the PO will be completed and invoice received in time to be paid prior to the school leaving for the summer year.



WAREHOUSE ORDER CUTOFF: The cutoff for Warehouse orders is June 12 for orders to be charged to this fiscal year (FY09). This is earlier than past years, but is necessary to have an orderly and timely close of the current inventory year. Any backorders carried over to the new fiscal year will be charged to FY10. Items not in stock will be backordered and charged to FY10.

SUMMER ORDERS: A separate memo of instruction was sent to each Principal and school Secretary about placing summer orders. Please let Cindy Harris know when you have completed entering your summer order.

PE ORDERS: A separate memo of instruction was sent to each Principal and school Secretary about PE orders. Please let Renee Langston know when you have completed entering your summer order or if you do not have a PE order.

PCARD CUTOFF DATE: In order to ensure your PCard purchases are charged to this fiscal year (FY09), your purchase must post to VISA by

June 26. Any purchases posting after that date shall be charged to the new fiscal year (FY 10). Purchases posting to VISA from May 27 to June 26 can be charged to either FY 09 or FY10 – (your choice). Purchases made on the PCard in May will need to be signed off in the WORKS System before leaving for the summer.

There will be a short response time to sign off June purchases, as many reconcilers return to work in July about the time the PCard statements and signoffs are due. Plan your purchases. Call Becky Daniel (61210) if you have any questions about the PCard.

DISTRIBUTION CENTER/WAREHOUSE/ NEXT DAY DELIVERY

The Purchasing Department has completed the move to the new Warehouse/Distribution Center. Our Fax number is the same, 988-6212, and our main number is the same 988-6211, but our extensions have changed.
61207 Vashti Anderson
61208 Renee Langston
61209 Gary Copa
61210 Becky Daniel
61211 Cindy Harris

The custodial products portion (Warehouse 0704), the electronics

& computers (Warehouse 0705) of the warehouse have moved to the new location. School and Office supplies (Warehouse 0701) will be completed by April 30. The Distribution Center/Warehouse phone numbers remain the same – 988-6325 and
Fax number 988-6155.

The extensions are listed below:
Bill Switzer – 61324
Josie Smith – 61325

Chris Joyner – 61327
Carl Thomas – 61328
Dwight Miller – 61329

The Distribution Center has continued to be very close to 100 percent next day delivery. Please give us your feedback. Call or email us as below
As always, if you have any questions or comments about anything within the Purchasing and Warehouse realm, please call or email us.

Until next time, good buy...

May 11th	BOE Work Session	DAPP	6:30p
May 12th	BOE Meeting	CO	1:00p
May 13th	Supt's Meeting	Ragin Ctr	9:00a
May 25th	Memorial Day Holiday		
May 29th	PHS Graduation	8:00p	MMH
May 30th	HCCTC Graduation	9:00a	MMH
May 30th	HCHS Graduation	11:00a	MMH
May 30th	NSHS Graduation	3:00p	MMH
May 30th	WRHS Graduation	7:00pm	MMH

*MMH—Miller-Murphy-Howard Building



Summer Commercial Drivers License (CDL) Training

Just a reminder that the Transportation Department has scheduled Commercial Drivers License (CDL) training and testing for Board employees who will be required to operate a school bus during the 2009-2010 school year (i.e. Coaches). Persons interested in attending these classes must obtain the CDL permit before attending the training sessions (unless you already have a CDL license). All participants **must** register with nancy.bernard@hcbe with an info copy to tamra.augsburger@hcbe.net. All classes will start at 8:00 a.m. and dismiss at 12:30 p.m. This CDL training is a great opportunity to get coaches and other staff trained for the schools' up coming commitments. Information and materials needed for obtaining a CDL permit are available by contacting Nancy Bernard at 329-2218 ext 3 or nancy.bernard@hcbe.net to sign up for a class date.

CDL Classroom Training Dates:

Class 09-01	June 2 -4 th
Class 09-02	June 8-10 th
Class 09-03	June 16-18 th
Class 09-04	July 7-10 th
Class 09-05	July 14-16 th
Class 09-06	July 21-23 rd



BUS DRIVER ROAD-E-O RESULTS

The Transportation Department held its annual bus driver competition on April 25, 2009 and **Congratulations to all of our winners!**

Mr. Kevin Jackson took first place! Mr. Wendall Crook was our second place winner and Ms. Debra Masa was our third place winner.

The top two winners will be going on to compete in the State Road-E-O on June 10th and 11th at the McConnell-Talbert Stadium parking area.

