



**October 2022**  
**DLT Meeting**

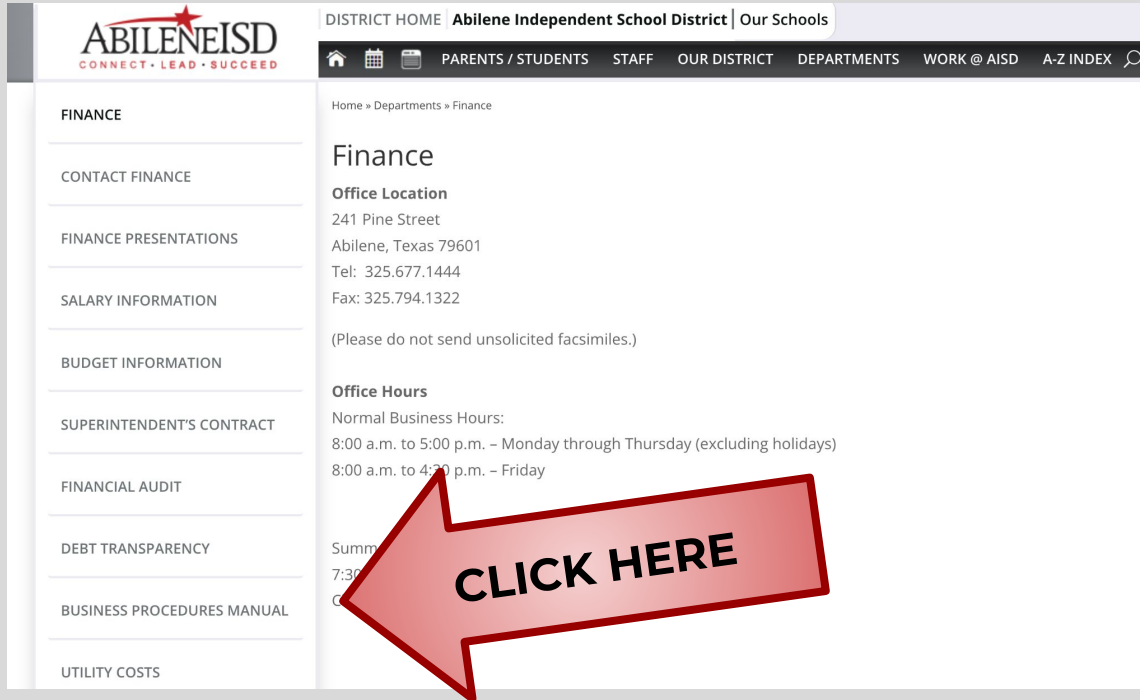
*Dr. Joseph Waldron*  
*Chief Financial Officer*

# AGENDA FOR DLT

- ▶ **Business Procedure Manual**
- ▶ **Fundraising and Sponsor Responsibilities**
- ▶ **Budget Process for FY 24**
- ▶ **Questions?**

# Business Procedure Manual

## Currently Located on Finance Page



The screenshot displays the Abilene Independent School District (AISD) website. The header includes the AISD logo and navigation links: DISTRICT HOME, Abilene Independent School District, and Our Schools. A secondary navigation bar contains icons and links for PARENTS / STUDENTS, STAFF, OUR DISTRICT, DEPARTMENTS, WORK @ AISD, and A-Z INDEX. The left sidebar lists various links, with 'BUSINESS PROCEDURES MANUAL' highlighted. The main content area shows the 'Finance' page, including 'Office Location' (241 Pine Street, Abilene, Texas 79601) and 'Office Hours' (Normal Business Hours: 8:00 a.m. to 5:00 p.m. – Monday through Thursday (excluding holidays); 8:00 a.m. to 4:30 p.m. – Friday). A large red arrow with the text 'CLICK HERE' points to the 'BUSINESS PROCEDURES MANUAL' link in the sidebar.

**ABILENEISD**  
CONNECT • LEAD • SUCCEED

DISTRICT HOME | **Abilene Independent School District** | Our Schools

Home » Departments » Finance

### Finance

**Office Location**  
241 Pine Street  
Abilene, Texas 79601  
Tel: 325.677.1444  
Fax: 325.794.1322

(Please do not send unsolicited facsimiles.)

**Office Hours**  
Normal Business Hours:  
8:00 a.m. to 5:00 p.m. – Monday through Thursday (excluding holidays)  
8:00 a.m. to 4:30 p.m. – Friday

Summ  
7:30  
C

**CLICK HERE**

**FINANCE**

CONTACT FINANCE

FINANCE PRESENTATIONS

SALARY INFORMATION

BUDGET INFORMATION

SUPERINTENDENT'S CONTRACT

FINANCIAL AUDIT

DEBT TRANSPARENCY

**BUSINESS PROCEDURES MANUAL**

UTILITY COSTS

# Business Procedure Manual

The screenshot displays the Abilene Independent School District (AISD) website. The header includes the district logo and navigation links for DISTRICT HOME, Abilene Independent School District, and Our Schools. A secondary navigation bar contains icons and links for PARENTS / STUDENTS, STAFF, OUR DISTRICT, and DEPARTMENTS. The left sidebar lists various finance-related topics: FINANCE, CONTACT FINANCE, FINANCE PRESENTATIONS, SALARY INFORMATION, BUDGET INFORMATION, SUPERINTENDENT'S CONTRACT, and FINANCIAL AUDIT. The main content area shows the breadcrumb trail: Home » Departments » Finance » Business Procedures Manual. The title 'Business Procedures Manual' is prominently displayed. Below the title, the text 'Abilene ISD' is followed by a list of links, each preceded by a document icon. The first link is 'AISD Business Procedures Manual' with a file size of 426 KB. The second link, 'SAF-100 Procedures Manual', is highlighted with a green box and has a file size of 528 KB. The third link is 'Business Procedures Manual Purchasing Guidelines' with a file size of 607 KB. A large red arrow with the text 'CLICK HERE' points directly to the 'SAF-100 Procedures Manual' link.

**ABILENEISD**  
CONNECT • LEAD • SUCCEED



DISTRICT HOME | **Abilene Independent School District** | Our Schools

HOME CALENDAR DOCUMENTS PARENTS / STUDENTS STAFF OUR DISTRICT DEPARTMENTS

Home » Departments » Finance » Business Procedures Manual

## Business Procedures Manual

Abilene ISD

-  [AISD Business Procedures Manual](#)  
File size: 426 KB
-  [SAF-100 Procedures Manual](#)  
File size: 528 KB
-  [Business Procedures Manual Purchasing Guidelines](#)  
File size: 607 KB

# Highlights

## Table of Contents

Section 1	General Information-----	3
Section 2	Purchasing Guidelines-----	6
Section 3	Budget-----	7
Section 4	Donations/Gifts-----	10
Section 5	Cash Management-----	11
Section 6	Student Activity Funds -----	16
Section 7	Employee & Student Travel-----	17
Section 8	Accounts Payable-----	26
Section 9	State and Federal Program Reporting-----	31
Section 10	Sales Tax-----	38
Section 11	Payroll-----	39
Section 12	Capital Assets-----	43
Section 13	Non-Capital Assets-----	45
Section 14	Fraud-----	46

**Future Update**

# Cash Management

- **Do Not Commingle Funds**
  - Never commingle District money with money for another organization or with personal funds. A separate cash box should be kept.
  - Do not cash personal checks out of District cash funds.
  - Do not cash payroll checks out of District cash funds.
- **Report Theft or loss of Funds Immediately**
  - Report theft or loss of funds **immediately** to the campus principal/program director. If the principal is not available, contact the Assistant Superintendent for Support Services or other District administrator.
  - Occurrences of theft or loss of District funds will be reviewed by Administration to determine if further action is necessary.

# Employee/Student Travel

## Meals - Employee

Employee meal expenses will be re  
incurred by the employee as a direc  
lodging is required. A maximum of  
expenses shall be reimbursed for ea

## Lodging Expenses

Employees may receive reimbursement  
event an employee shares lodging, the p  
individual cost. A valid, paid, itemized  
hotel receipt must itemize the cost of the

A Complete Update  
Coming Soon

# Fundraising and Sponsor Responsibilities

- ▶ **Required Sponsor Forms at the beginning of the year**
  - ▶ **SAF - 109 - Conflict of Interest**
  - ▶ **SAF - 110 - Responsibilities of Faculty Sponsors of Student Groups**
  - ▶ **SAF - 111 - Club Authorization**



# Fundraising and Sponsor Responsibilities

- ▶ **No fundraising or disbursement of funds can begin until these forms are completed, signed, and turned into accounting**

# Fundraising and Sponsor Responsibilities

- ▶ **Official Receipt Books issued to each sponsor**
  - ▶ **All \$\$\$ collected must be receipted**
  - ▶ **Funds must be turned in Daily to secretary/bookkeeper**

# Fundraising and Sponsor Responsibilities

- ▶ **Purchases with non-deposited cash are strictly prohibited.**
  - ▶ **Recent examples of \$14K and \$2500 of undeposited funds**

# Fundraising and Sponsor Responsibilities

- ▶ Before any fundraiser can being the SAF-106 “Fundraiser Permission Request” should be completed, approved by principal, sent to Kim Mannke for final approval

# Fundraising and Sponsor Responsibilities

- ▶ To close fundraiser, SAF-107  
“Fundraising financial recap” within 10  
days of fundraiser close.

# Fundraising and Sponsor Responsibilities

- ▶ **Other Recent Issues:**
  - ▶ **865 Student Activity - T-Shirts from unapproved vendor and without prior student organization approval.**

# FY24 Budget Process

- ▶ **Plan early and work your plan**
- ▶ **Use your federal funds to extend local dollars**
- ▶ **Follow the same process at FY23**
- ▶ **Beginning after spring break**
- ▶ **Jennifer Hinds and CFO will guide**
- ▶ **We need to evaluate every dollar spent**
- ▶ **Questions?**

**Thank You for Being a  
Part of the Financial  
Health of AISD!**