Quick Review of the Business Office

Business Office Functions- Supports all campuses & departments with financial matters including:
- ➢ Accounting
- ➢ Accounts Payable (AP)- such as purchase orders & reimbursements
- ➢ Accounts Receivables (AR) including deposits and collection of fees
- ➢ Budget & Grant Fiscal Reporting
- ➢ Payroll & Benefits
- ➢ Staff Development, Training Registration, & Travel arrangements (both employee & student)
- ➢ Student Activity Accounts

Financial Accountability: The Business Office goes through a rigorous annual audit as required by Texas Education Agency (TEA). Our audit is also a big part of the Financial Integrity Rating System of Texas (FIRST) score. The annual FIRST score is our equivalent to STAAR ratings. We are proud that Orenda annually achieves the highest score of Superior Achievement (A+) and strive to maintain this rating. Our fiscal performance is also tied into interest rates for loans based on our S&P credit rating.

The way we all handle daily financial matters is a large part of our financial success. All staff contributes to the big picture by following policies, completing forms, and submitting required documentation for proper paper trails. We appreciate your support as we work as a team with financial accountability.

Orenda Charter School District Website: www.orendaeducation.org
On the Orenda district website, access Employee Tools (on top right hand corner for resources below).

Frontline Applications (note-different password than Frontline ERP/ESC): Frontline Central to access online forms, Frontline Special Education & Intervention, Frontline Recruiting & Hiring

Frontline (ERP & SIS): Software system used by the district for business & student data.

Frontline Employee Service Center (ESC)– Report Absences, View Time Cards, Pay details, Deductions, Reimbursement, W2, & more: Access from the Orenda Website under Employee Tools. Select Frontline/TEAMS ESC Login (same user ID & password as regular Frontline).

Login is typically your first name initial, middle name initial (if applicable), and last name as your User ID and the last 4 digits of your Social Security number & 4 digit birth year as your password.
    For Example (with Middle Name): Charlie Don Brown   DOB: 1/23/1960   SSN: 123-45-6789
    User ID: cdbrown   Password: 67891960

Staples (preferred vendor for supplies): Access from the Orenda District Website under Employee Tools. Select Staples Ordering Site. Login details below (to reset password email Susie):
    Orenda Customer ID: 1058447DAL
    User Name: typically first name initial, followed by last name. Password created upon 1st login.

Vendor List (from Employee Tools- Google Sheet) & Vendor Lookup (Entry Point in ERP-Frontline)**:** Search vendors the district has already setup in the system by checking out these resources.

Google Drive ***Must be logged into your Google Work email to access Google Apps (squares) & Drive (triangle) icon***: Templates of paper Business Office Forms (forms not in Central), the Business Office Reference Guide, as well as detailed information on the ESC and Staples Program.

Business Office Reference Guide (accessed from Employee Tools): A searchable document with detailed information about financial forms, policies, & procedures. Includes samples of all forms. The Reference Guide details how to complete & handle most Business Office related issues. Please refer to this guide often. The document is updated as needed- the latest version is online.

Common mistakes and how to avoid them:

➢ When completing paperwork (such as a Purchase Order) always think of Who, What, When, Where, and Why so there is enough detail provided. **Example for a Purchase Order (PO):**
  o **Who** is this for (sometimes we get a PO with no employee name…)
  o **What** vendor is being used (sometimes we get a PO without the vendor name. Always write it out, don't use abbreviations as I may not know what TAEA means)
  o **When** is this needed (don't say ASAP, always provide actual date & allow plenty of time)
  o **Where** does this ship to (select the location- don't leave it blank) and **Where** does the PO go after approval - see "PO Instructions" required box (do we fax it- provide fax#, email it- provide email address, or is it an online order and if so, what is the website to place order)
  o **Why** – explain what the purchase is for (1st grade classroom supplies or HS Science Lab)
  o **How** much does each item cost? Write out **Subtotal**, **Shipping**, & **Total** cost for the PO.

➢ Only One Pre-Printed Purchase Order (PO) form **per order**. If the written order will exceed one page- make a copy of the PO (before writing on it) and label it Page 2 and so on for more pages. DO NOT use multiple pre-printed PO's and black out the numbers.

➢ When printing a form from Google Drive- do not print straight from Preview Mode. Instead click the download arrow or select download and print. Why- because none of the Orenda forms located on the drive are multiple pages long. If you print from preview mode- the document is usually distorted and prints with weird page breaks that don't exist causing multiple forms. We often see this on the Local Mileage Form, Out of District Travel Form, Deposit Form, etc.

➢ Incomplete forms will be sent back to you- we need all the information for a reason and if randomly selected during audit, must comply and be consistent with policy and procedures. The campus should stop it before it arrives to us incomplete but will be further delayed & sent back if we receive it at the district office. Online forms will be sent back and cause delay as well.

➢ Plan ahead- our office is stretched, so it is very difficult when we get a last minute request (this includes last minute travel, purchase order, field trip admission check request, etc). Due to continued shipping/delivery delays, you should **allow at minimum 3 weeks** for purchases. For trainings, **allow 1 month** since spots fill up quickly and so does hotel availability, if applicable..

➢ For absences that are not charged to your leave bank- details are required:
  o **Bereavement-** must include relationship to be sure it qualifies per policy
  o **Jury duty**- must attach the notice (does not apply to personal subpoena)
  o **School business**- remember Who, What, When, Where, Why again…(Example: 4th grade team planning mtg. @ library from 7-4pm, HS Track Meet at Salado from 7-11am)
  o **Staff development**- remember Who, What, When, Where, Why again…. (Example: Dyslexia Training at Region 13 Austin Training Center from 8am-4:30pm).

Contact the Business Office for general questions regarding:

➢ Margina Escobar, x1103 (margina.escobar@orendaeducation.org)
  Financial accountability, budget, bonds, policies, financial procedures, financial reporting

➢ Hallie Coombs, x1105 (hallie.coombs@orendaeducation.org)
  Benefits & deduction questions, payroll inquiries, time card & absence questions, substitutes

➢ Susie Hubnik, x1104 (susie.hubnik@orendaeducation.org)
  Accounting, budget, accounts payable, student fees, activity accounts, field trips/travel, Staples

➢ Chase Rickey, x1125 (chase.rickey@orendaeducation.org)
  Accounts payable- main ordering contact, accounts receivables- deposits, and training

For a full listing of where to direct your questions for Business Office staff, see the Reference Guide.

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