

## Business Services News, Spring 2018



**A welcome message from  
Doana Anderson,  
Director of MESD Business Services**

### Greetings and Happy Spring!

The weather is starting to change, flowers are starting to emerge, and Business Services has a bright new employee. Diane Clark joined our team in January as our new Senior Accountant. Please read more about Diane in the next section and stop by to say hi. Our Spring newsletter also contains information about a new Excel forum for MESD employees that we just started, p-card signoff tips and tricks, and how to find business office forms and order supplies online.

**Fiscal Year 2018-19 Budget.** We are in the middle of budget season and will present the Proposed Budget to the Budget Committee on Tuesday, April 10<sup>th</sup>. It will be available to the public on our website this Friday.

**Interim Audit April 30 – May 4.** Our external audit firm TKW will be performing our annual interim audit at the end of the month. The business office must have year-to-date financial reports and reconciliations finished before the auditors arrive. Please see the checklist on the next page for fiscal deadlines so that we are well prepared. Turning in mileage reimbursements and approving procurement card transactions is important to keep track of our expenses and to determine our available funds.

**Final Audit August 27 – September 7.** TKW will be back in the Fall for a two-week period for the final audit. In order for us to close the books on FY 2017-18 we are again issuing deadlines for purchasing and employee reimbursement requests:

**Items to be Shipped – May 15<sup>th</sup>.** When ordering items that will be shipped; especially large items, place the order

in enough time to receive the item in BusinessPLUS and have it available for use, prior to June 30<sup>th</sup> so the expense can be recorded in this fiscal year.

**Items Purchased with a P-card – June 15<sup>th</sup>.** When purchasing items with a p-card, leave enough time for the transaction to be in Works and approved by your fiscal team prior to June 27<sup>th</sup>.

**Employee Reimbursements – June 22<sup>nd</sup>.** To meet the A/P check run, submit your mileage and other reimbursed expenses online so it can be approved by June 27<sup>th</sup>. Check with your supervisor's schedule to make sure they are available.

**Last A/P Check Run – June 28<sup>th</sup>.** Not all invoices will be received by this date, but anything we have before the end of June should be approved and turned in. Purchasing items earlier in the year makes a big difference! I appreciate everyone's effort to do things timely during this busy time of year.  
Have a wonderful day!



**Business Services  
welcomes Diane Clark,  
Senior  
Accountant**

A life-long Oregonian, I grew up in North Portland and later lived in Beaverton and Hillsboro. Two years ago I relocated to Vancouver. My career has always been in

Finance & Accounting. I have a wonderful adult son, daughter, grandson and 2 cats. I enjoy cooking, spending time with family & friends, watching various TV shows, including Trail Blazers & Seahawks games.

# 2018 Interim Audit Schedule

Our external audit firm, TKW, will be performing the interim audit next month. The interim audit is the first of two visits from the TKW audit team and happens every spring. Usually, the team uses this time to review our policies and procedures, to test our internal controls, and to determine which federal programs it will be auditing in depth this fiscal year. TKW will also be looking at our year to date financial activity including payments, employee reimbursements, p-card activity, reconciliations, etc. The business office must have March financial reports and reconciliations finished before the auditors arrive.

The TKW audit team will be in the Ainsworth building on April 30th. The auditors prefer to have as much information as possible sent to them one week before they are on-site. The tables below show a list of dates to help us meet the interim audit deadlines.

<b><u>March Business Process</u></b>	<b><u>Note</u></b>	<b><u>Deadline</u></b>
Deposit Requests	Given to Cuc by 10 am	Fri March 30
Procurement Card Approval	Cardholder <u>AND</u> Approver signoffs	Tue April 10
Monthly Dept Journal Entries	Submitted in workflow	Tue April 10
Employee Reimbursement	Employee <u>AND</u> Supervisor approvals	Wed April 11
Payment Requests	Approved and given to Dana	Wed April 11
Adjusting Journal Entries	Submitted in workflow	Thu April 12
Monthly BS Journal Entries	Submitted in workflow	Thu April 12
Billing Requests	Approved and entered into B+	Fri April 13

<b><u>Business Services Goals</u></b>	<b><u>Deadline</u></b>
"Close" March financials (no more transactions posted to March)	Mon April 16
Account reconciliations through March 31 (asset & liability accounts)	Fri April 20
Internal controls documentation	Mon April 23
Estimated Schedule of Expenditures of Federal Awards @ March 31	Mon April 23

<b><u>Interim Audit</u></b>	<b><u>Starts</u></b>
Business Services information to auditors	Mon April 23
Auditors visit MESD for one (1) week	Mon April 30

**May 15—deadline for current year purchases, please plan accordingly**

**June 15—deadline for employee expense reimbursement requests & invoices for payment.**

## P-Card Signoff Tips and Tricks

When doing your P-Card signoffs, please remember to edit the default transaction description so it matches what you purchased. For example, if you purchased binder dividers from Office Depot, the default description may look something like “Office Depot 5995599”. Please highlight that content and replace it with “Binder Dividers”. And also, please remember to attach a receipt copy to each of your transactions in Works.



Please find detailed instructions from this process here: [Instructions for Transaction Signoff in Works](#)

Please remember, the goal is for accountholders and approvers to complete the signoff process within two weeks of the transaction post date. So if you get your “Task to Perform” email message from Works on the 14th, the accountholder should signoff on the transaction by the 21st, and the approver by the 28th. Please remember to refer to your Business Partner for assistance when necessary. For Student Services (Special Education), please contact Karen Daniels at 503-257-1617 or via email at [kdaniels@mesd.k12.or.us](mailto:kdaniels@mesd.k12.or.us). For Student Services (Health Services), please contact Traci Silverman at 503-257-1739 or via email at [tsilverma@mesd.k12.or.us](mailto:tsilverma@mesd.k12.or.us). For Instructional Services, please contact Iris Chow at 503-257-1691 or via email at [ichow@mesd.k12.or.us](mailto:ichow@mesd.k12.or.us). You can also contact the P-Card program administrator, Brian Altman, at 503-257-1794 or via email at [baltman@mesd.k12.or.us](mailto:baltman@mesd.k12.or.us).

### Need a Form? Need to find some office supplies?

- Want to do some shopping with your P-Card? Before you go, check out our links to online vendor stores, right here: <https://www.mesd.k12.or.us/vendor-stores>
- Business Services also has a handy Forms & Resources page. You can check it out, right here: <https://www.mesd.k12.or.us/businessforms>

## Excel Forum



The MESD Business Office is currently working on growing our Excel skills. We have begun using a Google group as a forum to post questions and receive answers from within MESD's Excel user community.

Do you find yourself unable to figure out how to do something in Excel, when you're sure it can be done, and just want to ask someone else who might know? The Excel Forum is a great place to ask questions and/or to share your expertise.

If you would like to participate in the forum, please let Don Hicks, Doana Anderson or Sara Bottomley know.

Don Hicks: [dhicks@mesd.k12.or.us](mailto:dhicks@mesd.k12.or.us), 503-257-1518

Doana Anderson: [danderso@mesd.k12.or.us](mailto:danderso@mesd.k12.or.us), 503-257-1520

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