

# School Information

## School Information

- Receipts Book Instructions/Log
- Subfinder/AESOP Sub Management
- School Fundraisers
- Bank of America – Pcard Purchases
- Purchase orders
- Gift, Grants, Donations
- Copier
- Time Keeper
- Supplements – Nov. 25/June 25
- Monthly Reports – Comp time/Absences

# Receipt Book Instructions

- Receipt books are issued at the beginning of the school year w/instructions & money bag
- Receipt books are utilized to keep track of funds collected for student fees, trips, etc...
- Money must be receipted and documented correctly
- Funds must be deposited before 5:00 – please turn in money timely
- Receipt books (and money bags) will be turned in at the end of the school year or when one is completed
- Website link:  
[http://www.ncmcs.org/cms/lib7/NC01001076/Centricity/Domain/23/Receipt\\_Book\\_Instructions.pdf](http://www.ncmcs.org/cms/lib7/NC01001076/Centricity/Domain/23/Receipt_Book_Instructions.pdf)

## Subfinder/AESOP

- SubFinder/AESOP is an employee absence management system and substitute placement system that will call a Sub if one is needed. SubFinder/AESOP is now in use at all Moore County schools.
- Bookkeeper will provide training for all new hires and employees currently not using Subfinder/AESPOP.
- Website Link: <http://www.ncmcs.org/Domain/2105>

# School Fundraiser

- All school fundraisers must be approved by the principal . That includes clubs, athletics and band/chorus/orchestra
- Copy of approved fundraiser must be sent to finance
- Fundraiser form:
- [http://www.ncmcs.org/cms/lib7/NC01001076/Centri-city/Domain/23/Fundraiser\\_Proposal.pdf](http://www.ncmcs.org/cms/lib7/NC01001076/Centri-city/Domain/23/Fundraiser_Proposal.pdf)

## Bank of America – Pcard Purchases

- **Preapproval** by the principal is required before purchases are made
- [http://www.ncmcs.org/cms/lib7/NC01001076/Centricity/Domain/23/Bank\\_of\\_America\\_Procuremend\\_Card\\_Procedures\\_\(Rev9-11\).pdf](http://www.ncmcs.org/cms/lib7/NC01001076/Centricity/Domain/23/Bank_of_America_Procuremend_Card_Procedures_(Rev9-11).pdf)

# Purchase Orders

- All orders need to be preapproved by the principal before a purchase is made.
- Purchase orders should be issued before items are purchased/ordered
- Plan in advance so that there is time to process the order
- <http://www.ncmcs.org/cms/lib7/NC01001076/Centricity/Domain/23/PurchasingGuidelines.pdf>

# Gifts, Grants & Donations

- According to General Statute 115C-47
  - Gifts, Grants & Donations can be accepted by individuals & organizations
  - Any offer of gifts to a school valued less than \$1,000 may be accepted by the principal
  - Any offer of \$1,000 or more the principal must notify the Superintendent
  - Schools can send a thank you letter, **without** indicating our acknowledgement of “tax-deductible” status
  - Donations could be made through boosters and the Public Education Foundation in lieu of MCS



# Copiers

- Copier codes and individual limits are required
- Schools can set their limits to what works for them (by semester; quarterly – but at a number no higher than 16,000).
- See bookkeeper when you have reached your limits

# Time Keeper

- Classified employees clock in and out
- Any Hourly paid work
- All employees can view and print paystubs & W-2's
- View Leave Balances
- <http://www.ncmcs.org/Page/2736>

# Supplements

- November 25

- June 25

- <http://www.ncmcs.org/page/464>

## Monthly Reports for Finance

- Monthly reports sent to Principal – and Finance for review
  - Monthly Comp Time Report
  - Cumulative Year Absences