Date: December 2021

**Monthly reminders**

November SAF reports are to be completed by Monday, December 20, 2021. The SFO Trial Balance and Bank Reconciliation must be signed and dated by the principal and the preparer. *Submissions shall include all pages of the Bank Reconciliation Report.* Email copies of these reports, along with a copy of the bank statement to saf@bcps.org. Please remember to download in .pdf format and email Account History Reports for the month of November 2021, to account sponsors.

November JP Morgan/Chase procurement card reports are due on Tuesday, December 14, 2021. For all card holders! Reminder to reconcile your Pcard transactions!

For all Principals – please review pcard transactions and complete your approvals!

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**Holiday Reminders! Food and Gifts**

‘Tis the season of food and gifts! Here are some reminders as your school plans for the upcoming holidays.

SAF, operating budget funds, and grant funds may only be used to purchase food providing the BCPS Food Parameters are adhered to. In other words, funds may not be used for social activities for staff. Contributions for holiday celebrations should be handled by the school/faculty social committee. These funds should not be deposited into SAF.

May we suggest a “pot luck”? Perfectpotluck.com has many ideas on how to organize and simplify any arrangements.

If an outside organization is donating food for a breakfast or luncheon, we recommend you ask the donating organization to pay for items directly. Once funds are deposited into the school account, BCPS Food Parameters must be adhered to.

Just a reminder, the school’s operating budget, grant funds, and school activity funds may not be used to purchase gifts or gift cards for faculty, staff, or students. You may certainly use discretionary or budgeted funds to provide staff with necessary, educational items to be used in their school classroom and/or office. Personal items are not considered a necessary educational item.

Please review the attached Food Parameters for guidance of food for staff purchases.
Class if 2021 final reporting

Part II of the Class of 2021 Graduating Agreement must be completed and emailed to saf@bcps.org by December 31, 2021. All obligations should be satisfied prior to December 31, 2021. An Account History report must be generated for Class of 2021 accounts and printed to determine the remaining balance for distribution. This amount will be entered on Part II of the Graduating Class Agreement. The same activity distribution along with the percentages determined by Class Officers in Part I of the Graduating Class Agreement shall be entered under Part II. “Actual Amount Distributed” will automatically populate once the remaining balance and percentage is entered. Please do not edit the formulas under “Actual Amount Distributed.”

Completion of all entries and JE transfer of funds per the Graduating Class of 2021 must be completed by December 31, 2021. This includes the distribution of up to 80% to the respective school’s Alumni Association. Please email a final, signed, copy of the Graduating Class Agreement to saf@bcps.org. Part II of the Graduating Class Agreement must be signed by the Bookkeeper and the Principal.

Please direct questions to SAFSupport@bcps.org.

DoIT Replacement Part Update

Thanks to all schools for forwarding the residual balances in your Lost and Damaged Device Equipment Accounts. The funds had been accumulating for several years and now they may be used to help update some other beneficial systems for students.

The prior remittance instructions were for a one time/yearend collection.

Going forward the following procedures should be used for collecting funds and remitting funds for replacement parts.

- If your school is charging students for replacement chargers, bags, straps, etc. continue to receipt funds to the Lost and Damaged Device Equipment Account, 30.3150.100.
- Order your replacement parts from DOIT.
- DOIT will invoice your school for the replacement parts. The invoice includes a request for your school’s operating budget account string. Correct! the DoIT will process the payment from your operating budget.
- Process a check, from your SAF Account 30.3150.100, for the amount of the invoice and remit to the Accounting Department. Include a copy of the DoIT invoice and a BCPS Cash receipt Remittance Form.
  - Do not send more funds than what has been collected and receipted in SAF.
  - If you did not collect in SAF, then your school’s operating budget will pay for the replacement parts. No additional funds need to be remitted.
- You should not utilize the funds in 30.3150.100 for any other purchase. These funds are for the replacement of supplies that students have lost.
If you have any questions, please contact SAFSupport@bcps.org.

**Athletic Director Training FY2022**

SAF training for athletic directors and school fiscal assistants and administrative secretaries will be provided to assist schools with:

- Understanding the funds collected, methods of collection of gate receipts, how to post gate receipts from Ticket Spicket.
- Understanding the processing of remittances for payments for athletic transportation and security.
- Understanding the forms related to athletic ticket sale reconciliation.
- How to pay for ticket takers and additional staff for games, playoffs, tournaments.

Training will be provided in Schoology.  
Watch the BCPS Professional Development site for registration dates in mid-December.

- This training is for high and middle school Athletic Directors, Fiscal Assistants and Administrative Secretaries.

**SAF Support:**  
Those seeking support from a SAF Accountant may contact all support personnel by:

Emailing SAFSupport@BCPS.org  
Phone: 443-809-7702