BCPS FINANCIAL FACTS

Date: November 2021

Monthly reminders
October SAF reports are to be completed by Friday, November 19, 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 October 2021, to account sponsors.
October JP Morgan/Chase procurement card reports are due on Friday, November 12, 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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Mileage reimbursement

Policies and procedures have not changed with the recent events, mileage requests from the employees’ home are not reimbursable and will be returned to the employee requesting a revised version be resubmitted. Electronic signatures are not accepted at this time; employees and Account Managers can either sign the form manually or include verbiage in an email that details out their approval (For example: I approve of John Doe’s October mileage reimbursement in the amount of $x.xx”). Forms must be approved by both the employee and their supervisor. Please make sure all travel is detailed out on the form and anything that may need it, submit an explanation of the charges. All reimbursements of parking or tolls require a receipt be provided to be reimbursed, please make sure copies of all receipts are included with your submission or we are unable to reimburse for that amount. Mileage forms should be completed and submitted monthly, please do not submit forms that contain submissions crossing multiple months. Employees may submit mileage reimbursement on the Routine Business Travel Reimbursement Voucher form posted on the Fiscal Services Web page. Once fully completed and approved, mileage reimbursements may be scanned and emailed to accountspayable@bcps.org or sent via interoffice mail to the Accounts Payable Department.
For complete instructions, please review the attached Mileage Reimbursement document.

Questions regarding this information should be directed to the following individual(s):


deanna ashenfelter, supervisor of accounts payable 443-809-4333

online school payment receipting

schools are encouraged to use osp – online school payments – to assist with collecting funds from parents as it relates to paying for various activities, from field trips to year books.

parents will use their personal devices to accommodate paying online with a credit card.

school computers should never be used for this function.

as with most online payment systems, parents will create a user profile, which will allow the viewing of all items available for credit card payment.

multiple advantages result from using this payment system:

- reduce cash in the school building – reduce trips to the bank
- funds are deposited directly in each school’s bank account
- teachers will need less time to coordinate and collect funds from students

as with all credit card transactions, a small convenience fee will be paid by parents. bcps does not received any portion of this fee.

note also prices shown on osp must be the same to the price paid by parents using cash or check.

for complete step by step instructions, please review the attached, osp posting instructions.

review with your principal if interested, reach out to a saf accountant --- safsupport@bcps.org

saf – general account

where do these funds come from?

- the primary source is left over field trip and fundraiser funds. at yearend, the residual balances in field trip and fundraiser accounts are reviewed and transferred via journal entry.
- small monetary donations. most donations would be posted to specific donation accounts and utilized per the written directives of the donor.
- investment interest
- vending commissions may be transferred per the principal’s direction.
- school picture commissions.
- club and department accounts which are no longer active and no future plans of reactivating the activity.
How may they be used?
- Direct education benefit to students. Classroom materials, field trip payments.
- These funds may not be used for food or apparel for staff.

**Backing up the Bookkeeper Training**

All schools are required to have a backup plan for receipting funds when the school’s administrative assistant or fiscal assistant is not available.

Training has been scheduled for the following dates at Greenwood:

November 19, 2021, 10-11:30 am

December 3, 2021, 10-11:30 am

Please email Jasmine Mayfield, jmayfield3@bcps.org if someone from your school will attend. Please forward the name, email address and date selected.

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

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