Date: July 2021

**Monthly reminders**

June 2021 SAF and Procurement card reports are to be completed and submitted by Tuesday, July 20, 2021.

The SFO Trial Balance and Bank Reconciliation must be signed and dated by the principal and the preparer. Email copies of these reports, along with a copy of the bank statement to [saf@bcps.org](mailto:saf@bcps.org). You may also fax to 410-887-4674 or interoffice mail to “E” Building, Room 327. Please remember to print and distribute Account History Reports, to all account sponsors, for the month of June 2021.

**In this issue:**

**Housekeeping**

Working on cleaning out the old files?

Whether you are looking to remove old student data, field trip permissions, financial records, there are retention requirements.

Please refer to the instructions provided on the BCPS.org site:

**Records Management Program**

Rule of thumb – financial records are to remain, in the school, for 7 years and until audited.

When removing, shredding, disposing of files, please complete the required forms which may be found on the Records Management Site.

**SFO Yearend Instructions**

We will review your account balances, look for old uncashed checks, ask questions regarding deficit balances and inactive accounts. Now would be a great time to start reviewing these items, make a list, and be prepared for the conversation we will have.

**Field Trip balances:**
If the residual balance is due to activity in FY2020 and the school is awaiting a refund, need to refund to parents, or a deposit for a trip in FY2022, do not transfer the balance. Contact a SAF Accountant for assistance.

All other field trip balances, please transfer balances accordingly:

Elementary – to or from the General Account

Middle – transfer to or from General if the account was for a grade level. Transfer to or from a corresponding Club or Department for interest level field trips.

High – transfer to or from the corresponding Department or Club Account.

**Fundraiser balances:**

Fundraiser balances should be transferred if the fundraiser has been completed and the school has purchased the items the funds were raised for.

Elementary – transfer the residual balance to the General Account

Middle and High – if the fundraiser was to benefit all students, then transfer remaining balance to General. Otherwise transfer balance to corresponding Department or Club Account.

All fundraising accounts that include “COVID” or “CVD” balances shall remain in the fundraiser account and utilized per the original Fundraising Approval Form in FY2022.

Fundraiser balances for Class Accounts shall be transferred to the appropriate Class of 20XX Account.

Fundraiser balances in accounts for long term initiatives – new school signs, new playgrounds, large special projects that will take multiple years to raise sufficient funds – the balances shall remain in the Fundraiser Account.

Processing July transactions in SFO:

Remember, no checks or receipts may be processed in SFO with a July date until we have completed your yearend rollover.

Should your school receive funds, prior to completing your bank reconciliation, the school shall prepare a BCPS three part receipt which is to be hand written. The receipts may be entered into SFO once yearend rollover has occurred. At which time, the handwritten receipt number will be entered into the field “Beg Receipt”. Please do not change the automatic receipt numbers in SFO.

Plese do not keep funds in the school. All funds received should be receipted and deposited.

Should the school require a check be preocessed, a check may be hand written. Again, it will be entered as a manual check into SFO once the yearend rollover has been completed.

Should you have any questions or need assistance, please contact SAFSupport@bcps.org.
PLEASE DO NOT POST ANY TRANSACTIONS WITH A JULY DATE UNTIL YOUR YEAREND ROLLOVER HAS BEEN COMPLETED!

In advance, we thank you for your patience as we will be completing this task as quickly as possible.

Reminder – Due Date for SAF June reporting is July 20, 2021.

If your principal is not available to sign your report, please forward without your principal’s signature. You may follow up with fully signed reports when they are available.

Operating budget items to complete:

All items are to be submitted to the Accounting Department no later than Wednesday, June 30, 2021.

- Mileage and Travel reimbursement requests
- BCPS Check Reimbursement Requests for vendors
- BOE Reimbursement Requests
- Title I Reimbursement Requests
- BOE Remittances
  - Remember to include documentation to support your remittance.
  - If the amount differs from the document, please provide information regarding the difference.
- Please submit all BCPS check reimbursement requests and BCPS Cash Receipt Remittance Forms to the Accounting Department, Greenwood, via Interoffice mail. No email requests will be honored unless permission has been granted by the Accounting Department.

New Principals, New Assistant Principals, Changes in Principals and Assistant Principals

No one may sign a school check unless their name has been added to the school checking account.

If you have a change in Principal or Assistant Principal, please contact PHixon@mtb.com for changes to M&T Accounts.

For Bank of America Accounts, please submit a request, to change signers, to Gail Peterson, Fiscal Supervisor II at gpeterson@bcps.org. This request should not be sent before July 1, 2021.

For all other banks, the principal should visit their local branch.

Schools are permitted to have online access to the school checking account. This is only for the purpose of downloading monthly bank statements. The Principal and Assistant Principal may
have access to login and password. The login and password shall not be shared with Administrative Secretaries or Fiscal Assistants.

If there is a change in Administrative Secretary III’s, and the outgoing secretary is a signer on the checking account, the secretary’s name should be removed.

BCPS Administrative Secretary III’s do not need to be signers on the school checking account. However, if the Principal chooses to have the secretary, as a signer on the account, the secretary may only sign school checks in an emergency with written approval from an Executive Director or Community Superintendent. This written permission should be retained with the SAF check voucher and check documentation.

All checks should have two signatures. The Principal is required to sign all checks, Assistant Principals shall be the second signer.

Complete the Transfer of Financial Responsibility Form and submit to Internal Audit and your Executive Director’s Office.

Sales and Use tax Returns are due!

Monthly, quarterly, semi-annual and some annual sales tax returns are due for the period ending June 30, 2021. These returns are due to the Comptroller of Maryland by July 20, 2021.

If you do not have any sales to report, you are still required to submit a return. You should do so by phoning your return to 410-260-7225. Please be certain to report for the correct period ending date of June 30, 2021. Record the date, time and confirmation number of your telephone return.

All other returns shall be completed on https://marylandtaxes.com.

Due to Covid and shutdowns, the Comptroller of Maryland has extended the due dates for April, May returns to July 2021. You may or may not notice a credit of sales tax due, when you complete your return. If this occurs, contact SAFSupport@bcps.org for assistance with posting the entry.

Remember to email your confirmation of filing number and date filed to Monica Dunkle at MDunkle@bcps.org.

Upcoming training:

SAF – New Bookkeeper Training will be available the week of July 6 – 9, 2021. Please watch the BCPS NewsHub, Professional Development Opportunities for registration. All new school based BCPS Administrative Secretary III’s and Fiscal Assistant I’s are required to complete the comprehensive New Bookkeeper Training during the first month in their new position. This course is available to all BCPS Administrative Secretary III’s and Fiscal Assistant I’s as a refresher.

Money Handling Training - Bookkeepers
There are new courses for all Administrative Secretary III’s, Fiscal Assistant I’s, and Principals. This is an opportunity to refresh your memory regarding **BCPS Money Handling Procedures**.

- This course will prepare you to create the Money Handling Presentation that all schools are required to present to staff at the beginning of the school year.
- This course is not for teachers. It is for you!
- School Principals and Assistant Principals are welcome to participate in this Schoology based training.
- The course will include:
  - An assessment to challenge your knowledge of BCPS Money Handling Procedures.
  - A sample document, you may use to prepare a handout for your school staff.
  - A quiz to administer to staff as they listen, with heightened attention, to your presentation.
  - Forms referenced in the training.
- There are three different trainings:
  - Elementary
  - Middle
  - High
  - You only need to take the course related to your school level.

This course will be offered multiple weeks from mid July (beginning July 12) through mid September. Registration will be available starting the week of July 6, 2021 and will continue into September. Not all sessions will be available for registration at the same time.

Later, in the fall, the Office of Risk Management will release the BCPS Money Handling for Account Managers, in SafeSchools for all staff. This will supplement the presentation you will provide to the school staff.

**WB Mason Update**

Over the past few years we’ve all worked with Jenae Progar as our contact person for WB Mason. Jenae has made a decision to return to grad school and continue her studies in Marine Biology. Last week Jenae took the time to introduce her replacement team. Our new contacts will be Jerry Boyle [jerry.boyle@wbmason.com](mailto:jerry.boyle@wbmason.com) and Eric Morton [eric.morton@wbmason.com](mailto:eric.morton@wbmason.com). Nikki Chambers will continue to provide her awesome support to us. I know all of us are looking forward to meeting Jerry and Eric and wish Jenae well as she continues to pursue her passion. Any questions regarding this change can be directed to [BCPSPurchasing@bcps.org](mailto:BCPSPurchasing@bcps.org).

**SAF Support:**

Those seeking support from a SAF Accountant may contact all support personnel with one line:

**SAF Support, 443-809-7702**
Please call the above number with any SAF question.

In addition, if you leave a voice mail, any SAF Accountant will be able to access the message and respond to your need for assistance.

Or email: SAFSupport@bcps.org

Have a great summer!