

# Quick Guide for Staff

Spending Deadline  
April 15, 2019  
August 2018

## Woodford Co. Public Schools—Financial Services Department

### Fund Raisers

- ◆ Fund Raisers Require Board Approval **BEFORE** start date of event; early submission is recommended
- ◆ Must submit Board approved **Fundraiser Request Form**; Obtain form found in WCPS folder
- ◆ Must have the appropriate budget sheet attached
- ◆ Must be Typed
- ◆ Signatures Must be originals; faxes/scans will not be accepted
- ◆ Must submit to Board Office by deadline to make it on the Board agenda
- ◆ Turn in a Copy to your school bookkeeper to keep on file
- ◆ At the end of the fundraiser, get the bookkeeper's file copy and update the Actual Column—Bookkeeper needs to keep a copy; send a copy to Angel Cooper at Board Office to report the event has been closed

### Donations

- ◆ Donations Require Board Approval **BEFORE** acceptance
- ◆ Must submit the **Donation Acceptance Form** found in WCPS folder
- ◆ Should be Typed
- ◆ Signatures Must be originals; faxes/scans will not be accepted
- ◆ Must submit to Board Office by deadline to make it on the Board agenda
- ◆ Turn in a Copy to your school bookkeeper to keep on file

### Staff Travel

- ◆ Out of State Travel **requires Board Approval BEFORE** registration of event
- ◆ Must submit the **Overnight/Out of State Travel Request Form**; found in WCPS folder
- ◆ Must be Typed
- ◆ Signatures Must be originals; faxes/scans will not be accepted
- ◆ Purchase Orders are Required Prior to **ALL** travel in or out of state. Use estimates when submitting request to school bookkeeper; After the trip Submit **Travel Voucher Form** (found in WCPS folder) with actual costs incurred and Itemized receipts to receive reimbursement
- ◆ Enter your absence in Aesop Absence Management to plan for substitute

### Collecting Money

- ◆ Use a **Multiple Receipt Form** and turn in **DAILY** (students in 3rd and up must personally sign the form)

### School VIP's

- ◆ Hometown Elementary  
⇒ Tammy Yates, Bookkeeper/Timekeeper
- ◆ Northside Elementary  
⇒ Jessica Carmickle, Bookkeeper/Timekeeper
- ◆ Simmons Elementary  
⇒ Dana McGowan, Bookkeeper/Timekeeper
- ◆ Southside Elementary  
⇒ Amanda Crowe, Bookkeeper/Timekeeper
- ◆ Woodford Co High School  
⇒ Cindy Patterson, Bookkeeper  
⇒ Darlene Snyder, Timekeeper
- ◆ Woodford Co Middle School  
⇒ Cindy Speaks, Bookkeeper  
⇒ Teresa Hines, Timekeeper

### Grants

- ◆ Grant Applications Require Board Approval **BEFORE APPLYING** for Grant
- ◆ May be turned in on the generic **Request Form** (found in the WCPS Folder) or on school letter-head
- ◆ Use terminology: "Request permission to apply for and if awarded to receive the grant". This takes care of both required Board approvals (approval to apply for and the approval to receive if awarded)
- ◆ Must be Typed
- ◆ Signatures Must be originals; faxes/scans will not be accepted
- ◆ If Grant is awarded, send a copy of the award letter to Amy M. Smith at the Central Office

### Things you will find on our website:

- www.woodfordschools.org
- ⇒ Financial Services Department
- \*Board Meeting Dates and Deadlines
- \*Pay Date/Pay Period Schedule
- \*Salary Schedules
- \*Booster Club Documents
- \*Link to Redbook and Forms

### Contracts/Agreements

- ◆ Do NOT Sign
- ◆ Send to Amy M. Smith, CFO