

Edna ISD
Business Office
Procedures Manual
2023-2024



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District Contacts

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Accounts Payable	Cathy Brzozowski	361-782-3573	cbrzozowski@ednaisd.org
Asst Superintendent	Madalyn Maresh	361-782-3573	mmaresh@ednaisd.org

Introduction

Edna Independent School District is committed to its mission “To Ensure a Quality Education for all”. One of the necessary functions of this mission is the efficient and legal use of District resources. The Business Office of Edna ISD is committed to the efficient and legal use of resources; therefore, this procedures manual provides guidance to District employees. Additional information may be available in the District’s Board Policies, Administrative Procedures, or other web resources.

The Business Office’s primary goal is to protect the assets of the district and to ensure all financial transactions are performed in accordance with generally accepted accounting practices.

Fraud Prevention

Financial fraud is the intentional misrepresentation of material existing fact made by one person to another with knowledge of its falsity and for the purpose of inducing the other person to act, and upon which the other person relies with resulting district financial injury or damage. Employees are expected to handle district property and resources with the utmost care. Employees may see financial activity in their area that may need to be investigated. Employees are encouraged to report any observations of potential financial impropriety to their immediate supervisor. In the event the employee would prefer to report this directly to the Business Office, employees are encouraged to contact the Chief Financial Officer.

Gift of Public Funds

Article III, Sections 51-53 of the Texas Constitution prohibits the gift or loaning of public funds. Public funds are moneys belonging to the government, or any department of it in the hands of a public official.

Examples of gifts of public funds:

- Advancing payroll

- Issuing Purchase Order for employee personal purchases

- Purchase of gift cards with district credit card

- Awards or incentives in excess of \$50 to encourage student attendance, achievement, or performance

Investment Controls

Authority to invest is designated in Board Policy. Board resolution has designated the Superintendent and Chief Financial Officer as the authorized investment officers for the District.

Accounts Payable/Purchasing Procedures

District Bids

For all purchases in excess of \$50,000, the law requires these items be put out for public bid. The law requires that when bidding, the following requirements must be met:

Advertising for bids must appear two consecutive weeks in a local newspaper.

A minimum of ten days must elapse from final bid advertisement to date of bid opening.

The law further requires that for items of similar nature whose cumulative total exceeds \$24,999, the entity must secure three quotes and the quote must be approved by the Business Office. These quotes can be written or telephone quotes.

If the vendor is not an approved vendor, the Business Office requires the vendor packet be filed with Accounts Payable before purchase is authorized. Quote form can be found in Appendix A – Purchasing Forms.

If purchase is over \$25,000, School Board approval is required before purchase can be approved by Business Office.

Cooperative Purchasing

The District may purchase products from bids or contracts awarded by other public agencies. The Coops that Edna ISD are currently members of include – TXMAS, DIR, Texas Comptroller of Public Accounts, Choice Partners, Buy Board, Omnia Partners, TIPS, PACE, 1GPA, National IPA and Sourcewell.

Campus/Departments may call the Chief Financial Officer for information about items available through cooperative purchasing.

Sole Source

Sole source purchases must be supported by a sole source affidavit. This affidavit can be found in Appendix A. The Business Office will maintain these letters on file. Before a purchase from one of these vendors can be made, campus should check with Accounts Payable to see if a letter is on file. If a letter is not on file, it is required that the campus or department obtain a sole source letter and W-9 form from the vendor. The letter must state exactly which items are sole source. The vendor must be the only source for that item. The Chief Financial Officer will make the final decision on whether to accept the vendor's sole source status. Sole source purchases of over \$25,000 must still be submitted to the Board for approval.

Other Sources

The Business Office currently allows purchases from Amazon; however, these purchases must follow the listed procedure. The District has an Amazon Business account that can only be accessed by specific log in. To purchase from Amazon, you will need to log into Amazon Business find the item you need to purchase and order it. Then you must enter a Purchase Order to Amazon and forward the print out to Accounts Payable. Once the purchase order is approved the Accounts Payable clerk will finalize the order with Amazon. Under no circumstances will amazon orders from personal accounts be reimbursed. If a purchase is made from personal accounts the District will not be responsible for the purchase and the individual will not be reimbursed. Should you need an Amazon Business log in account, you must contact Daniel Harper, CFO.

Purchasing Guidelines

Purchase Requests for less than \$25,000.

Written or telephone quotes are not required, but are encouraged.

Purchases of more than \$25,000 but less than \$50,000

The requestor shall obtain a minimum of three quotes. These quotes and the purchase information should be sent to the Chief Financial Officer. Do not enter a Purchase Order at this time. The purchase will be placed on the next board agenda for approval. If approved, purchase order can then be entered and order will be placed.

Purchases of more than \$50,000

These purchases must be made by formal bid or through Cooperative purchasing. If a purchase of over \$50,000 is needed, please contact the Chief Financial Officer.

New Vendors

New vendors must fill out a vendor application and an IRS W-9. This form and application can be requested from Accounts Payable. Officials and security do not require an application; they must have a W-9 form on file. Conferences, professional organizations, other school districts and hotels do not require a vendor application.

PTO and Booster Clubs

PTOs/Booster Clubs are prohibited from using the District's Tax ID Number. In order for PTO and/or Booster clubs to purchase using the District's pricing, the funds must be donated to the school district.

Purchase Orders

Edna ISD requires purchase orders be issued **BEFORE** committing to any purchase. Purchase orders must pass through the approval process which includes the principal, Chief Financial Officer, and program director before the PO is finalized. This applies to all accounts. Exceptions to the purchase order requirement only apply to Maintenance, athletic officials, security, and Custodial emergency purchases.

The District utilizes Ascender for all Purchase Orders. All Purchase Orders should be entered into the system. Once the approval path has been completed, Accounts Payable will send a copy to the Campus Principal or secretary. Once approved Purchase order is received the order can be placed by the campus. Upon receipt of the merchandise, the person who checks each item against the items listed on the purchase order should sign the Purchase order goldenrod copy and send along with the packing slip to Accounts Payable.

Purchases local or otherwise will not be reimbursed to an individual unless preapproval was received from the Chief Financial Officer. Every purchase including local purchases (Walmart, HEB, etc) must have a purchase order prior to purchase.

Open purchase orders are only allowed if they do not exceed \$500 and are used within two weeks. If the open purchase order is not completed within that time frame the Business office will cancel the purchase order.

Attachments to Purchase Orders should be emailed to cbrzozowski@ednaisd.org. All purchase orders that combine items or need quotes should contain an attachment.

Purchase Orders using Federal and State Comp Ed funds must connect to the campus improvement plan. Include the goal and strategy in the comments section of the Purchase Order.

Purchase Orders to American Express must have the reference section completed with the last 5 digits of your campus American Express Card. The vendor name paid with the card must be entered into the description line and the date entered on the line should be the date the card was used.

Credit Cards

All District credit cards may only be used for official business. The credit cards may only be requested for employee travel and purchases requiring a credit card. Occasionally the credit cards may be issued for supply purchases with Chief Financial Officer approval. Vendors paid with District credit card must still have W-9 on file in the Business Office. The IRS requires us to have W-9s on all business that we purchase supplies or services from unless they are a corporation.

Edna ISD also has charge cards for Walmart, HEB, Home Depot, etc. When the charge card for these vendors are issued for use, they must have a Purchase order in place first. Under no circumstance is the card to be loaned to another person or used for personal purchases. The user shall return the card to the Business Office after each use. Any stolen or lost cards should be reported immediately to the Chief Financial Officer.

Grant fund purchases may not be made with District credit cards unless prior approval is received from Chief Financial Officer. If approval is received, then a Purchase Order must be entered and approved before credit card will be checked out. Receipt must be turned in within 2 days of purchase. Credit card is not allowed for Grant travel meal purchases.

Unallowable Purchases

The district **will not pay** for purchases made unless a purchase order was issued first. Purchase Orders must be approved by the Chief Financial Officer before any order is placed. Any supplies, services, or equipment committed to or obtained without a purchase order is considered an unauthorized purchase and may be at the employee's expense and is subject to disciplinary action.

Accounts Payable

Before checks are printed a list of all checks to be written is generated and submitted to the Chief Financial Officer. The Chief Financial Officer signs off on the list. Checks are printed by the Accounts Payable Clerk once a week. Manual check exceptions can be made to issue a check at other times during the month; however, these exceptions must be approved by the Chief Financial Officer. Employees not turning in paperwork in a timely manner does not constitute an emergency for the Business Office.

Travel reimbursements will only be paid during regular check cycles. Checks cut in advance for student meal money need supporting document and must be turned in at least 3 days before the weekly check run dates. Detailed travel reports must be turned in within thirty days after trip.

Payable Statements, travel reimbursements, and invoices must be received before the cutoff dates listed below to be included in the next check run. If the documentation is not received before the deadline, then the check will not be run until the following check run.

EDNA INDEPENDENT SCHOOL DISTRICT
2023 - 2024
ACCOUNTS PAYABLE SCHEDULE

<u>PO's Due (by 4:30 p.m.)</u>	<u>Check Date</u>
September 6, 2023	September 7, 2023
September 12, 2023	September 14, 2023
September 19, 2023	September 21, 2023
September 26, 2023	September 28, 2023
October 3, 2023	October 5, 2023
October 10, 2023	October 12, 2023
October 17, 2023	October 19, 2023
October 24, 2023	October 26, 2023
October 31, 2023	November 2, 2023
November 7, 2023	November 9, 2023
November 14, 2023	November 16, 2023
November 28, 2023	November 30, 2023
December 5, 2023	December 7, 2023
December 12, 2023	December 14, 2023
January 2, 2024	January 4, 2024
January 9, 2024	January 11, 2024
January 16, 2024	January 18, 2024
January 23, 2024	January 25, 2024
January 30, 2024	February 1, 2024
February 6, 2024	February 8, 2024
February 13, 2024	February 15, 2024
February 22, 2024	February 22, 2024
February 27, 2024	February 29, 2024
March 5, 2024	March 7, 2024
March 19, 2024	March 21, 2024
March 26, 2024	March 28, 2024
April 2, 2024	April 4, 2024
April 9, 2024	April 11, 2024
April 16, 2024	April 18, 2024
April 23, 2024	April 25, 2024
April 30, 2024	May 2, 2024
May 7, 2024	May 9, 2024
May 14, 2024	May 16, 2024
May 21, 2024	May 23, 2024
May 28, 2024	May 30, 2024
June 4, 2024	June 6, 2024
June 11, 2024	June 13, 2024
June 18, 2024	June 20, 2024
June 25, 2024	June 27, 2024
July 2, 2024	July 3, 2024

July 9, 2024	July 11, 2024
July 16, 2024	July 18, 2024
July 23, 2024	July 25, 2024
July 30, 2024	August 1, 2024
August 6, 2024	August 8, 2024
August 13, 2024	August 15, 2024
August 20, 2024	August 22, 2024
August 27, 2024	August 29, 2024

Fixed Asset Procedures

Items valued under \$500 are not tagged and inventoried unless they are items that are likely to be stolen. Tracked items should be coded to object 6395 if under \$5,000 and to object 66XX if over \$5,000.

Items with a value between \$500 and \$4,999 with a useful life of one or more years should be inventoried at your campus. Items valued at over \$5,000 and more than a year useful life should be considered capital outlay and are subject to TEA regulations regarding fixed assets.

The Business Office will review all purchase orders with per unit costs over \$5,000 to ensure accuracy and that these fixed assets are coded correctly to capital outlay.

Depreciation of District fixed assets shall be calculated using the straight-line depreciation method, which is calculated as follows:

$$\frac{\text{Cost of asset} - \text{Residual Value}}{\text{Useful Life}} = \text{Annual Depreciation Amount}$$

The following schedule summarizes the useful life for each type of property and equipment:

<u>Equipment</u>	<u>Useful Life</u>
Computer Systems/Servers/Laptops	8 Years
Virtual Desktops & System	10 Years
Furniture	8 Years
Other Equipment	10 Years
Software	5 Years
Buses & Other Vehicles	10 Years
Buildings (School – Brick & Mortar)	70 Years
Buildings (Other)	40 Years
Buildings (Metal & PreEngineered)	30 Years
Building Renovations	30 Years
Chillers, Other	20 Years

Scoreboards, Turf, Other
Trailers

15 Years
15 Years

Travel Procedures

Mileage will be reimbursed at a rate of \$0.65 per mile when an employee uses his/her vehicle for school business. The District mileage rate is set in relation to the IRS and State of Texas. The mileage rate is evaluated by the IRS every year and the District rate may adjust up or down when the IRS sets its new rate. Employee should check to see if a district vehicle is available for use first. If more than one person is traveling, employees must carpool. Mileage will not be paid to multiple employees for multiple vehicles.

Lodging receipts must be submitted for reimbursement. The district will not reimburse state tax. It will be the employee's responsibility to submit a tax exempt form when checking in at a hotel. These tax exemption certificates are available on each campus and can also be found in the Appendix of this manual. Actual expenses for hotel not to exceed \$125 per night. Reimbursement for lodging may exceed the \$125 a day when staying at a conference hotel, however, any amount that exceeds the \$125 must be approved in advance by the Superintendent or Chief Financial Officer. If the excess is approved, the amount over the \$125 must be paid with local funds as this is not an allowable grant expense.

Hotels can be booked using the District's Citibank credit card. The credit card can be checked out at the Business Office to book the hotel room after the Travel Authorization Form has been completed and approved. Once the reservation is confirmed, complete a Purchase Order to Citibank and include the taxes except for the state tax. The credit card can then be checked out the day before or the day of travel. When you check in you must supply proper identification that you are an employee of Edna ISD. Upon return to Edna ISD you must supply all receipts to Accounts Payable. The District credit card and the hotel receipt must be returned within two days of the end of travel. More information can be found in the Appendix A. Hotel expense can be booked using personal credit card and can also be paid and reimbursed upon return from travel as long as the Travel Authorization form was completed and approved before travel took place.

Itemized meal receipts must be submitted for reimbursement. A total of \$59 will be allowed per day. Meals are at a maximum of \$59 per day, if you are gone for a full day and leave before 7 a.m. and return after 7 p.m. Reimbursement is made only when official business requires the employee to be away a minimum of four hours. Partial meal rate payments will be made at Breakfast – \$15, Lunch - \$18, and Dinner - \$26. **The District Citibank card cannot be used for meals by employees.**

Airfare may be paid for by the district, however, the amount may not exceed the cost of the lowest available airfare.

Reimbursements for travel must be completed on the blue reimbursement form. All receipts must be presented in date order, beginning with the first day receipt. Alcohol cannot appear on any receipt that is presented for reimbursement. If a receipt is presented with alcohol, the requested for reimbursement will be returned to the employee. A mutilated receipt is a receipt that has been crushed, written on, marked on, or the items are not discernible. These receipts will not be accepted and will be returned to the employee. Reimbursements for lodging must show the occupants of the room. **Credit cards receipts are not an acceptable supporting documentation unless the receipt specifies the items that were purchased.**

Federal Fund Travel expenses will not exceed the state guidelines. Tips are not an allowed expense on federal funds.

Any trips taken without prior approval will be at the employee's expense.

Unallowable travel expenses include:

- Any expense incurred by family members or other non-district employees

- Personal expenses

- Laundry charges

- Alcoholic beverages

- Telephone calls

- Movie Charges

- Tips and gratuities when using Grant Funds (Funds 200 – 499)

- State sales tax and State Hotel Occupancy Tax

- Tickets (including but not limited to Parking, speeding, etc.)

Petty Cash

Each campus has been provided \$200 in petty cash. This cash rolls over from year to year and must be kept in a secure location with limited access as designated by the principal. When replenishing your petty cash, you must follow the Purchase order procedures. The check to replenish petty cash will be written on the next accounts payable check date. All receipts must be attached to the purchase order.

Account Coding

Due to increased scrutiny of Coding of Purchase orders and other purchases, located in Appendix C is the account coding guidelines. Each campus secretary also has a coding booklet printed by the Region 3 Service Center. Any specific coding questions can be directed to the Chief Financial Officer.

Activity Funds

Activity funds are funds generated and held by the school in a trust. Campus activity funds are funds raised locally at the school or donated to the school and include school office and departmental accounts. The expenditures for campus activity must comply with state and board policy. Student activity funds are funds generated by specific student groups. The students make the decisions about the expenditures of the activity funds.

All campus clubs/organizations or activity funds will be handled on the campus under the responsibility of the campus principal or the principal's designee. In order to insure that proper records exist, the following guidelines are established.

Each campus has an activity fund with many club and organization sub-accounts with one bank account opened by the Chief Financial Officer in the depository bank which is Prosperity Bank. No new bank accounts should be opened unless approval is granted by the Chief Financial Officer. Signatures for the activity accounts are listed on the district's card of authorized signatures. In setting up your activity account on your books it is necessary that you list every club, organization and grade with specific designations so there is no commingling of funds. Activity fund accounts must follow a strict procedure for deposits and expenditures.

The club sponsor is responsible for keeping accurate records of all deposits and disbursements. The following controls are required:

- Activity funds are not designed to serve as a bank. They are not used to cash checks. No one should receive cash in advance for travel.
- Campus activity checks should not be written to employees for travel unless authorized by the club.
- Activity funds should still use District approved vendors. If District credit card is required the vendor used must have a W9 on file with Business Office.
- Internal controls require that the same person who actually writes the deposit cannot be the same person who is a signature on the checks.
- Activity funds are not to be used to pay and Edna ISD employee for any service rendered or working any event. By IRS regulation, this payment to employees must be made thru payroll.
- No checks should be written without supporting documentation. Supporting documentation is an original receipt or original invoice.

- No deposits are to be made as a result of a sponsor taking monies collected and then writing a personal check for the revenue.
- Periodic audits may occur without prior notice.
- Each month each campus must submit by the third business day a copy of all transactions for the previous month.
- No club or organization will be allowed to operate with a deficit balance. No activity fund will be allowed to over expend their cash balance. The sponsor of the group or club should be immediately informed if a deficit does occur.
- All fundraisers must be approved in advance by either the Superintendent or Chief Financial Officer. This form is now electronic in School Objects. Two weeks after the fundraiser is completed the Operations Report must be completed and filed as instructed.
- Do not open any new activity accounts without prior approval from the Chief Financial Officer.
- Remember every deposit must show the source of the deposit and every check must show the reason written.
- Clubs/Activity Funds are allowed only two fundraisers a year. Fundraisers must be approved by your campus principal first then entered online in school objects and approved by the Business Office. No fundraiser can take place unless this is followed.
- **Fundraiser Operations Reports can be found in Appendix A. This report must be completed within two weeks of the end of your fundraiser. The original should be sent to Daniel Harper, Chief Financial Officer and a copy should be sent to the campus secretary. Failure to complete the Fundraiser Operations Report will result in your club not being allowed to have a fundraiser the following school year.**

The same person cannot make deposits, disburse funds and maintain the records of the funds or accounts. Sponsors should use the voucher books provided. Sponsor is required to keep voucher book current by entering deposits in book when made and by entering check information when disbursed.

Sponsors should make out the deposit slip, place the money and original slip and one copy on the bank bag. Deposits are then submitted to the principal's secretary for deposit.

At the end of each month, the sponsor receives a status of account statement from the campus office. The sponsor should then verify the entries in the voucher book to the statement.

At the conclusion of the school year, the sponsor should return the voucher book and deposit book to the office for the annual audit. Each file should contain the voucher

book, deposit book, financial statement, yellow copies of all deposits, original invoices, and fundraiser operations report.

Football Game Reporting

Football games gates are cashless and all sales should occur using the District's ticket vendor Go Fan.

All game worker and official pay sheets should be turned in the next business day to the District's Business Office.

Payment to game workers will be made on the next payroll date.

Payment to officials will be made on the next accounts payable date.

It is imperative that the Business Office receives game reports for all athletic events where game officials and game workers are to be paid. These reports need to be completed by the office and approved by the principal. Forms can be found in Appendix A.

Budget Amendments

A budget amendment is defined as a transfer of funds across different functions. For example: a budget amendment would result if instructional funds (function 11) were requested to be transferred to the library (function 12). Budget amendment line items should be stated in whole dollars. Budget amendments must be approved by the principal/director, superintendent, and then ultimately approved by the School Board prior to exceeding the budget in any functional level. Requests should be submitted in accordance with agenda deadlines posted by the Superintendent. Remember that if a purchase order is pending the outcome of a budget amendment, the purchase order will not be processed until after the School Board has approved the request.

Budget Transfers

Budget transfers are designed to increase or decrease an account. It must be coded in the proper places and signed and approved by principal. No expenditures can be credited to an account that has a zero or deficit balance. Before a Purchase Order is process on a zero balance account, a budget transfer must be processed. At the end of the fiscal year, if any of your accounts are in a deficit situation, we will ask you to rectify such with a budget transfer.

Internal Controls

Cash:

Accounts Payable clerk, receipts all cash (miscellaneous revenue) handled by the Central Office. He/she works up the deposit, which is taken to the

depository of the district either by the Chief Financial Officer or the Superintendents Secretary.

Cafeteria cash is handled by Food Services.

Student Activity cash is handled by the student groups on each campus.

Taxes are collected by the Jackson County Tax Assessor/Collector who deposits taxes into the districts depository. All reports of taxes collected and deposited are sent to the district's Chief Financial Officer for verification and approval.

State revenues are electronically received from the state into the districts depository, Prosperity Bank.

The General Operating Account is reconciled monthly by the Chief Financial Officer. The Payroll Account is reconciled monthly by the Payroll clerk.

Expenditures:

The department head or school administration initiates a purchase order which is forwarded to the Accounts Payable Clerk to verify that funds are available and then sent to the Chief Financial Officer or Superintendent for approval. Purchase orders are then posted by the Accounts Payable Clerk and the budget is encumbered.

Upon receipt of merchandise, the person who checks each item against the items listed on the purchase order is the person who must sign the goldenrod copy of the purchase order in the blank which states "received by". The goldenrod copy should be dated and sent, along with the packing slip received with the order, to the Accounts Payable Clerk. She matches the invoice with the approval to pay purchase order and enters a payable into the system. In lieu of submitting a signed goldenrod copy, Maintenance and Transportation are required to submit a signed and dated invoice or signed and dated packing slip.

For all recurring purchases (utilities, insurance and others) a purchase orders is created in the central office by the a/p clerk and approved by the Business Manager or Superintendent. Purchase Orders require proper documentation before being paid.

Before checks are printed a list, of all checks to be written, is generated and submitted to the Chief Financial Officer or Superintendent who signs off and dates this list. Checks are printed by the Accounts Payable Clerk on Thursday each week unless otherwise noted in the Accounts Payable Schedule. Signatures are printed on checks by the system when the check is printed.

Payroll:

The Chief Financial Officer prepares a spreadsheet of all employees for the year, together with their contract amount and distribution code. The Payroll Clerk enters the information in the computer before the first paycheck is processed.

Once the information is entered, the Payroll Clerk generates a list of all employees which is reviewed and approved by the Chief Financial Officer comparing the computer information to the spreadsheet. This generated list is signed before payroll checks are processed.

Hourly Employees:

All non-exempt employees will sign in and sign out on the Time Clock Plus System. This is accomplished by entering an employee ID number in the computer. Once the number is entered the employee's name appears and the employee's sign-in time is recorded. When employee's day is over, employee enters ID number, name appears and the employee sign-out time is recorded.

The principal or principal's designee will do the training for this and explain the procedure. Designated employees will not have to sign out for lunch and sign in after lunch. The Time Clock Plus System will be set so it records such. The principal or designee will decide who these employees are. Some employees, such as central office, maintenance, and bus drivers, will be required to sign out for lunch and back in after lunch if appropriate.

Payroll will be able to access the records of employees to verify times.

Payroll checks are processed for delivery on the 15th of each month. Supervisors or designated persons sign for the payroll checks for their employees. Direct deposits are processed as requested in writing to each bank and other checks are distributed by supervisors. There is no procedure for each employee to sign for their check from the Central Office.

General Ledger

The Accounts Payable and Payroll systems are interfaced to the general ledger. Cathy Brzozowski balances the general ledger and posts all journal entries. Reconciliations are compared to the accounts.

The Chief Financial Officer along with the contract bookkeeper calculate state funding using the template provided by region VIII. They use PEIMS data provided by the PEIMS clerk.

Journal Entries

If there are adjusting journal entries to be made they are brought to the Chief Financial Officer who reviews and authorizes such. Entries are then made and documentation is signed and dated and is filed with the monthly activity.

Federal Funding/Expenditures Policy

The Office for Grants and Fiscal Compliance at the Texas Education Agency is responsible for managing all discretionary and formula grants, ensuring the agency's compliance with federal grant requirements, and conducting audits and reviews of all local education agencies. Compliance with all federal and state grant requirements is essential to ensure that all granted funds remain with the district.

All federal grant funds are subject to the compliance with Administrative (EDGAR) and Programmatic (NSLP, IDEA, etc.) regulations. When a district's local policies conflict with federal regulations, the more restrictive regulations shall be adhered to.

The Education Department General Administrative Regulations (EDGAR) includes five subparts as noted below:

- Subpart A – Acronyms and Definitions
- Subpart B – General Provisions
- Subpart C – Pre-award Requirements
- Subpart D – Post-award Requirements
- Subpart E – Cost Principles
- Subpart F – Audit Requirements
- Appendices – I through XI

The EDGAR in its entirety can be accessed at:

<http://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html>.

At the District level, managing the State and Federal Grants shall be a joint process between the Business Office, Human Resources, and Federal Programs.

State Program Allotments are estimated and paid to school districts through a Summary of Finance template created by the Texas Education Agency. The actual state allotments are calculated as noted below in each respective section. A settle-up process occurs at the end of each fiscal year – funds owed to a district are paid by TEA and funds owed by a district are paid to TEA (or TEA reduces the following fiscal year funds by the amount owed to the state).

The district shall comply with all additional conflict of interest requirements required by the federal granting agency and/or the pass-through entity (TEA).

The District shall disclose in writing to the granting agency and/or pass-through entities any violations of federal criminal law including fraud, bribery or gratuity violations

affecting a federal grant award. Upon detection of any fraud, abuse or waste with federal grant funds, the District shall promptly notify the proper legal authorities and pursue appropriate criminal and/or civil actions. In addition, the district shall report to the granting agency and pass-through entity, the extent of the fraud or violations. In addition, the District shall reclassify fraudulent expenditures made with federal grant awards to local district funds, i.e. the General Fund. The Director of Accounting shall be responsible for overseeing, reporting and documenting any fraud, abuse or waste of federal grant fund.

The district must not award a contract to a vendor which is debarred or suspended or is otherwise excluded from or ineligible for participation in federal grant award programs.

The business department [purchasing] shall verify the eligibility of each vendor with this certification requirement by requesting that the vendor execute a Certification Form (CIQ) before awarding a contract and/or issuing a purchase order. A copy of the Certification Form shall be maintained with the contract and/or purchase order for audit purposes.

The business department shall budget grant funds in the appropriate fund code as authorized by Financial Accountability System Resource Guide, or the granting agency, as appropriate. In addition, the object expenditure codes noted on the grant application shall be consistent with the budgeted account codes.

The District's financial management system, Ascender, shall be utilized to expend and track all federal grant expenditures. The financial management system shall be maintained in a manner that provides adequate internal controls over the data integrity, security and accuracy of the financial data.

The financial management system must contain information pertaining to all federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation. All expenditures of federal grant funds shall be in accordance with the district's written procedures such as cash management, accounts payable, purchasing, travel, allowable costs, capital asset tracking, contract management, and other procedures, as appropriate.

Expenditures of grant funds shall be through the purchasing, finance or payroll department processes in place for non-grant funds, but shall have additional requirements as noted below to ensure full compliance with federal cost principles.

The district shall comply with the general procurement requirement of the EDGAR (2 CFR 200). The district shall utilize a purchase order and encumbrance system to manage the expenditure of all federal grant funds unless other methods such as credit cards, petty cash, direct payments, etc. are authorized in the district's operating procedures.

All purchases shall be in accordance with the district's School Board Policies and the district's Purchasing Procedures.

Fully funded full time personnel complete semi-annual certification at the end of each semester. The semi-annual certification requires signature of the employee as well as signature of the supervisor/principal. These are due to the federal program contact at the end of the first semester and at the end of the second semester. The semi-annual certification must be signed and dated by the employee and the supervisor. The original is archived in the Federal Programs Office.

Tutors complete monthly payroll sheets in accordance with pay periods. Signed job descriptions entailing the extra duties of the tutor will be signed and submitted to federal and state programs denoting the funding source. Campuses will send to the Federal Programs office copies of teacher/student log and tutor time sheets monthly for documentation of the tutors' effort and payroll processing. The supplemental tutoring payroll sheet is certified by the teacher's signature and then goes to the campus administrator for verification and signature as well. Upon certification of time and effort of tutoring, payroll sheet is submitted to payroll.

Each employee funded federally must have current, detailed job description describing the work performed by the employee under the grant fund. It is to be signed and dated by the employee and supervisor. The original is archived in the Federal Programs Office.

The full grant procedures and policies can be located in the Grant Procedures Manual.

Payroll/Personnel

Administrator Record

Administrators are encouraged to keep a record of their days worked. This may be any type of record and will not be called for unless needed. A copy of such a record is included in Appendix B.

Auxiliary Hourly Employee

An auxiliary hourly employee is an employee who works on an hourly rate, eight hours or less per day, five days or less per week.

The scheduling of the arrival and departure time of the hourly employee is set by the building principal or the employee's supervisor.

Such employee qualifies for vacation only if the employee is scheduled on a 240 day basis.

Change of Address

If your mailing address changes, as an employee, it is your responsibility to inform the Payroll Clerk in writing of such change. The change of address form can be found in Appendix B.

Comp Time

Due to provisions of the Fair Labor Standards Act any comp time system must be approved by the Chief Financial Officer. Approval will only be granted where there is an established need and when the immediate supervisor has a system in place to account for the time. Board Policy on leave can be found at the end of the Payroll/Personnel section.

Check Stubs

An explanation of the payroll and direct deposit stubs can be found in Appendix B. The explanation covers all aspects of the check stub. Please note the "Leave Used" section, this reflects what leave and what type of leave you were charged during that month. The "Leave Balance" section reflects the type and number of days left at the end of that pay period. Payroll will not have an update to date balance as of the date you contact us if the absent from duty forms have not been turned into the Payroll office yet.

Each year a large number of copies of check stubs is requested. Please make sure when receiving your check or direct deposit form you place in a safe place. Due to the numerous requests for copies, a fee of \$5 will be charged each time a person requests a copy.

Direct Deposit

Direct deposit is available to our employees through our depository Prosperity Bank. Your bank account will be credited through direct deposit on pay day. This procedure saves you time, travel, and prevents checks from being delayed in the mail. If interested in direct deposit, the form can be found in Appendix B. Any questions regarding payroll, payroll changes, or insurance can be directed to the Payroll Clerk. The Direct Deposit Authorization Form is required if you wish to have your payroll direct deposited. Your payroll will not be direct deposited (or changed) without the completed signed form. The form should be the original and should not be emailed. An email change request to your bank or direct deposit will not be processed. A voided check must be attached to the form for the direct deposit change to be processed.

Monthly Payroll Schedule

EDNA INDEPENDENT SCHOOL DISTRICT 2023 - 2024 MONTHLY PAYROLL SCHEDULE

Payroll Due	Pay Date
September 1, 2023	September 15, 2023
October 3, 2023	October 13, 2023
November 6, 2023	November 15, 2023
December 4, 2023	December 15, 2023
January 3, 2024	January 12, 2024
February 5, 2024	February 15, 2024
March 1, 2024	March 8, 2024
April 4, 2024	April 15, 2024
May 3, 2024	May 15, 2024
June 3, 2024	June 13, 2024
July 4, 2024	July 15, 2024
August 5, 2024	August 15, 2024

The monthly pay date for Edna ISD is the 15th of each month. If the 15th falls on a Saturday or Sunday the pay date is the Friday before.

Non-Exempt Employees

All non-exempt employees will sign in and out on the Time Clock Plus System. This is accomplished by entering an employee ID number into the computer. Once the number is entered the employee's name appears and the employee's sign-in time is recorded. To sign out you repeat the steps above and your sign-out time is recorded.

The current paraprofessional pay scale is listed in Appendix B. Years of experience are calculated using school district work. The scale is broken into six different classifications. The classifications are noted on the scale. If you are unsure of your classification this can be discussed with the Business Office.

The District has established that a normal workweek is 40 hours a week. The yearly pay for paraprofessionals is calculated on this 40-hour basis. This pay is then paid out in 12 monthly payments. Any overtime work each week is paid on the next pay check. We have given the principals the leeway to establish the beginning and ending time as long as the work week is consistent and does not exceed 40 hours. If an employee is to work overtime that should be approved by Principal and CFO.

The District is not required by the Fair Labor Standards Act to grant a fifteen-minute break in the morning or afternoon. However, if a break is given it should not be more or less than fifteen minutes. If the break is allowed by the supervisor the employee should not clock out for this break. The Supervisor must also be aware that our Workers Compensation carrier requires that all employees be required for safety reasons to take at least a thirty-minute break for lunch.

Leave Days

All employee leave shall follow board policy DEC local – Compensation and Benefits: Leaves and Absences. The District does have procedures for leave not specifically addressed in policy. The below leave procedures have been developed to establish the administrative regulations referenced in DEC local:

Maternity Leave – Maternity leave can be requested under current extended sick leave not to exceed 30 days total leave including current employee accrued leave. To calculate leave, district will convert the 30 days into 6 work weeks. Any holidays that fall during the six weeks are included in the overall 30 day calculation. Should the employee have over 30 days of current accrued leave then employee would not qualify

for extended sick leave. For additional information see District Procedures – DEC Local – Maternity Leave.

Vacation Days – Vacation days are accrued at 10 days per year for all 12 month employees and are only earned at the end of their current contract year. Each 12 month employee will receive their 10 days each year at the beginning of June. Upon separation from employment employees shall be paid for up to a maximum of 12 vacation days at their current daily rate.

Leave upon Retirement – State leave can be paid at the current board rate of \$80 per day upon retirement. Below are the maximum days allowed:

5 years of Edna ISD service – 15 days maximum

10 years of Edna ISD service – 25 days maximum

Replacement of Payroll Check

Occasionally we receive requests to replace a payroll check that was lost, misplaced or possibly stolen.

District auditors require certain matters must be considered and addressed before a payroll check can be re-issued.

- Check cannot be replaced until a stop payment has been processed and completed by the District depository.
- District must wait 3 business days to insure that the check is not in the internal process system of the bank.

As you can see, this process will take some time to finalize, therefore, the Business Office strongly encourages you to complete the direct deposit form.

Standard Work Week

For the purpose of standardizing for payroll purposes a work week begins at 12:00 midnight on Sunday and ends 11:59 pm the following Saturday. Overtime pay is calculated on the work week established above and is always based on a 40-hour work week. If a week contains a holiday or paid leave day any hours worked equaling those days would be paid at regular time until actual work hours exceed 40 hours.

Overtime is calculated according the Fair Labor Standards Act and is paid at time and half the hourly rate of the employee.

IRS Forms

W-2 forms as required by law are issued by January 31st of each year. The method currently used by the District is to attempt to deliver the form with your January 15th

payroll check. This method is not always exact as there are some years when the IRS laws change and delay the release of the form. The District will always have the W-2 form to the employee by no later than January 31st.

IRS regulations require that W-4 forms for all employees. These forms are required to be updated for current employees every five years.

Workers Compensation Reporting

Employees who are injured while working are to immediately report such injury to their principal, secretary or immediate supervisor. The supervisor will complete the TWCC 1 injury report form. **The employee is to be specifically instructed that the initial visit for the injury must be at Jackson County Medical Clinic** as they are the primary physicians for the District. If the injured employee goes elsewhere they risk having to pay for the initial visit themselves. The Campus must fax the form to the Central office. The injured employee must pick up a packet at the Central office before going to the clinic if possible. The employee cannot return to duty unless he/she brings a TWCC73 form. The date of possible return will be listed on that form. Be sure the absent from duty form is completed for every day that the employee is not working regardless of the reason.

Worksite Posters

The Business Office has furnished a set of posters for your campus. This set contains all of the required postings. Post these in your teacher's lounge or workroom. Be sure all employees have access to the posters.

Internal Controls

The Chief Financial Officer prepares a spreadsheet of all employees for the ensuing year. Upon completion the spreadsheet with all applicable information is forwarded to the Payroll Clerk. The Payroll clerk enters this information into the Payroll System. In the process of entering, if errors are found, the clerk corrects the error while entering and corrects the error on the spreadsheet. Upon completion of entering the information the clerk will return a copy of the spreadsheet to the Chief Financial Officer.

The Chief Financial Officer then will make the correction on his spreadsheet. Print out a corrected spreadsheet. Sign and date spreadsheet. Send a corrected, dated, and signed copy to the Payroll Clerk. When both agree, clerk shall print an Employee Data Listing report and forward to Chief Financial Officer. Payable Clerk can then proceed to print Employee Salary Sheet for distribution.

Chief Financial Officer must have the following documentation from this process:

- 1) Copy of initial spreadsheet with any corrections, additions, or deletions made by Payroll Clerk
- 2) Copy of corrected spreadsheet signed and dated by Chief Financial Officer and submitted to Payroll Clerk.
- 3) Copy of Employee Data Listing which should correspond with the corrected spreadsheet which was generated by the Chief Financial Officer.

Any requests that are initiated by employee, principal, administrator or central office which changes distribution of salary, amount of salary, stipend, hourly rate, coding of salary, number of years of experience, number of days employed, assignment or time and a half hourly rate must be submitted in writing on the attached form to the Chief Financial Officer. No changes will be executed until such request is reviewed and authorized by the Chief Financial Officer's signature. When that is completed, such form will be forwarded to Payroll Clerk who will make the change(s) authorized and file the form for documentation.

Maintenance/Transportation

Building Maintenance/Construction

It is the sole responsibility of the District to maintain all facilities so as to provide a quality environment for learning. The district does not delegate this responsibility. This District does have in place a procedure that can be utilized to request painting or altering a room. Edna ISD retains the right to make the decision when or if it is practical to alter the classroom or building. Ultimate decisions on these matters will be handled in the Central Office in collaboration with the proper maintenance personnel.

Maintenance Requests

All maintenance requests should be completed through the School Object system. If the request is an emergency, you should call Sonny Strelec at maintenance. If Sonny is not available or cannot be reached, please contact the Administration Office. Emergency requests will receive immediate priority.

If the request is for Custodial, then the request should be entered into School Objects system under custodial.

Facility Usage – Scheduling of A/C

Air conditioning systems for all campuses will be scheduled to begin operation at 7:00 a.m. and cease operation at 5:00 p.m. on all scheduled school days according to the district calendar.

To schedule air conditioning for after or before the hours listed above, a facility request must be submitted in School Objects system and once approved in school objects the usage will be listed on the District facility calendar. In doing this, it allows the A/C system to be scheduled appropriately in advance. Failure to provide the above information will result in no air conditioning for the event.

Facility Rental

District facilities may be rented by outside organizations or other school districts when these activities do not conflict with school use or with district policy. Approval shall not be granted for any purpose that would damage the school property or to any group that has damaged District property.

The District shall permit nonprofit organizations to conduct fundraising events on District property when these activities do not conflict with school use or policy.

The District shall allow for-profit organizations in which the primary participants are school aged children to use the facilities. The District shall not permit individuals or for

profit organization to use its facilities for financial gain. The detail policy can be found in Board Policy online under GKD.

Attached in Appendix A is the facility use agreements.

Costs associated with rental is located on rental forms. Costs may be waived by District for non-profit organizations if approved by the Superintendent. Fees for cafeteria employees needed for onsite rental of cafeterias cannot be waived. If cafeteria staff is requested the organization, group, or club will be responsible for the payroll costs of that employee paid back to the District.

Bus Driver Physicals

Bus driving physicals are annually required of all personnel who drive buses for the district. The district has an agreement with a contractor to conduct these physicals annually. The annual physical date will be determined by the Maintenance/Transportation Director. The district will pay for this examine if completed on the date and place determined by the Director. If a bus driver chooses to have the physical performed by his/her family physician, the District will only reimburse the driver \$55.

CDL – S Endorsement

Effective September 30, 2005 state and federal law mandates a school bus driver to have an S endorsement on their license to continue driving a school bus.

For a driver to update their driver's license the driver must pass a school bus specific knowledge test. A copy of the CDL handbook with the S–Endorsement information is in this packet. The driver will need to study Chapter 10 “School Busses”. Pass the written test and take the driving skill test in a school bus at a DPS driver's license office. The driving skills test can be waived if you meet the conditions on the sheet entitled “Substitute for CDL Driving Test.”

A driver who has not completed and passed the knowledge test, and the driving skills test or waiver process for the driving skills test before September 30, 2005 will be required to complete them before driving a school bus again.

The district will reimburse the bus driver for the cost of the S endorsement. Contact Sonny Strelec to find out what to complete to get your reimbursement. The other forms in this packet are needed at the appropriate time.

Bus Driving Compensation

The standard policy regarding bus drivers who drive for extra or co–curricular trips is for the driver to be paid the current rate for driving plus down time.

In the event a driver who is employed in another capacity by Edna ISD is assigned to take an extra or co-curricular run, the employee will receive his normal salary for down time and bus driving salary for driving unless his regular wage rate is high than his driving rate. In that situation the driver will be paid his regular wage rate both for driving and for down time.

EXAMPLE: driver who normally works in maintenance is assigned to drive during his working hours. Driver receives bus-driving pay per hour if such is greater than normal hourly rate or receives hourly maintenance if such is greater than bus driving rate. If driver is assigned this trip and the trip extends beyond his normal working day, the driver receives bus driving time and minimum wage for down time outside his workday.

If a driver who is employed in another capacity volunteers to drive an extra or co-curricular trip on a normal workday, the driver must have his supervisor's permission and will be paid bus driving rate and down time rate and will be charged one day of leave. If the employee is out of leave, the employee will be docked by a day's wages.

Any employee who drives a bus for extra or co-curricular trips and is expecting to be paid must complete the section on the Transportation request below the bold line.

If this section is not completed and signed the driver will not be paid. Audit requirements clearly state that employees are not to be paid unless specific documentation exists. Frequently the completed request is received in Payroll and there is no signature. Instructions to Payroll are concise, do not pay until employee comes to Business Office and signs form. It is not the responsibility of payroll to call and remind the driver to come sign the form. This is the driver's responsibility.

Field Trips

Due to the increased cost of fuel, the increased demand for bus drivers, and confusion over what constitutes a legitimate field trip, the following guidelines are in place effective this date.

Board Policies outlining student field trips are as follows:

- Field Trips during the instructional day must be part of the instructional program, i.e., TEKS and EISD scope and sequence. Field Trips for recreational and entertainment purposes during the school day are prohibited. (FMG Local)
- Field Trips for instructional purposes are to be approved by the principal. (FMG Local)

- Students/parents may not be charged for Field Trips that are during the instructional day, are part of the instructional program, and are approved by the principal. (FP Legal)
- Students on approved Field Trips must be transported on district vehicles. (FMG Local)
- Field Trips funded partially or in whole by organizations (PTO, Boosters, etc.) other than the district must be approved by the Superintendent. (FMG Local)

In addition to these Board Policies, the following administrative procedure is implemented:

The Superintendent must approve any and all field trips outside Jackson County.

Field trips, which should be taken only if instructional in nature, are to be paid out of campus budgets for instruction. It will be necessary for the Campus Principal to budget for these trips. If a bus is used, the charge is \$3.00 per mile for bus and driver, or \$2.00 per mile if the campus furnishes the driver. If a van or Expedition is used, the charge is \$.80 per mile and campus furnishes the driver. All drivers whether furnished by Transportation or the campus must be licensed, credentialed, and trained. Field trips are budgeted in Function 11 under 6412 under the appropriate program: (11) Instruction, (21) Gifted and Talented, (22) Career and Technology, (23) Special Education, (30) State Compensatory Education.

If an extra-curricular club or organization requests to use a school vehicle that club will be billed by the Transportation Department. If a bus is used, the charge is \$3.00 per mile for bus and driver, or \$2.00 per mile if the club furnishes the driver. If a van or Expedition is used, the charge is \$.80 per mile and the club furnishes the driver. All drivers whether furnished by the Transportation Department or the club must be licensed, credentialed, and trained.

If a co-curricular group requests to use a school vehicle that group through the budget will be charged accordingly. If a bus is used, the charge is \$3.00 per mile for bus and driver, or \$2.00 per mile if the group furnishes the driver. If a van or Expedition is used, the charge is \$.80 per mile and the group furnishes the driver. All drivers whether furnished by the Transportation Department or the group must be licensed, credentialed, and trained. Campus principals must budget this travel in Function 36.

If the trip is of such length that the driver is away for meal or meals, the cost of the meal will be charged to the individual campus. If a club, organization; or other entity is using the bus, that club must pay for the meal or meals of the driver, in accordance with the meal reimbursement rate.

Random Drug Testing

Edna ISD is currently under contract to conduct our random drug testing in compliance with applicable laws. Since this is random drug testing, the District is notified just prior to the arrival of the testing team.

Our instructions to Transportation are that as soon as they are notified of the personnel to be tested, they are to call the campus principal and inform the principal of the personnel to be tested from their campus. If principal is not available, transportation is to inform the campus secretary.

Campus principals are to immediately send the personnel to the Bus Barn for the drug testing. It is up to the principal to assign an aide to the classroom if one of those to be tested has a class at that time. The random testing takes approximately 20 minutes.

It is not a question of whether we can send the person who is to be tested. It is your responsibility to comply with the procedure. If the principal is not available, the principal should leave specific instructions with the campus secretary as to the action she is to take. This process should run smoothly if we cooperate. Random drug testing is not a process that the Transportation Director decides. It is the law and they are charged with carrying out the process.

Transportation Requests

In order to facilitate transportation, it is necessary that a system is established that makes maximum use of our resources and is user friendly. All transportation requests are entered into the School Object system.

The following procedure requires:

- 1) The transportation requests must have:
 - a) Date(s) Needed
 - b) Number of busses needed
 - c) Campus
 - d) Person(s) driving, if furnished
 - e) Number of drivers needed
 - f) Number of passengers—students—adults
 - g) Organization
 - h) Departure time—place
 - i) Date and time of return

j) Driver(s) needed

k) Principal's/Athletic Director's signature

Remember the transportation request in School Objects serves as the official original document for the driver to be paid.

2) Transportation requests should be received by each campus principal/athletic director by the 25th day of each month.

3) For use of any school vehicle a transportation request in School Objects must be completed.

Notice that it is necessary that the campus principal or athletic director approve all requests. If you are requesting 3 buses for a field trip or other event, a separate bus request must be completed for each bus or vehicle. All athletic requests must flow through the principal/athletic director to be entered on the transportation calendar.

1) Transportation request must be entered into School Objects in a timely manner. This allows time for Transportation to assign drivers as needed and assign the bus. Upon completion, the calendar will be disseminated to the principals and athletic director.

3) Any emergency requests for a vehicle must be made in School Objects also.

4) Due to the concern of the campuses, we will not use teachers who are assigned academic courses to drive for field trips or other activities that will take them out of their classroom.

5) Buses will be assigned on a first come, first serve basis

Use of School Vehicles

Use of school vehicles should always follow the Transportation Request Procedure. It is the responsibility of transportation personnel to check out the individual vehicle and have it adequately prepared for use.

Upon the return of the vehicle, the driver should report any mechanical problems or physical damage in writing or verbally to the bus mechanic as soon as possible. The driver should be certain that the vehicle is returned to the proper location. Cans and trash must be cleared from the bus and put in the proper receptacle. Return the bus in the condition you received it minus normal wear.

Before leaving the bus, the driver should be sure all windows are closed. Close the door as you exit. Keys to the vehicles are to be left in the place designated by Transportation Personnel. Return all vehicles to the Bus Facility unless instructed otherwise by Transportation Personnel.

If you have a bus scheduled, do not expect to pick the bus up earlier than 30 minutes before the time stated on the Transportation Request. Students are not to be permitted to drive any school vehicles or ride in any school vehicles except with proper supervision.

ALL expenses of specific trips will be charged back to the travel budgets of the campus, department, or organization.

Appendix A

Accounts Payable/Purchasing Forms and Additional Information

TRAVEL REIMBURSEMENT FORM (Mileage Only)

Edna Independent School District

Updated 7/25/2023

601 N Wells

Employee: _____

Edna, Texas 77957

(361)782-3573 - (361)781-1002 Fax

Campus: _____ Date: _____

DATE	PURPOSE	FROM	TO	MILES TRAVELED
			TOTAL MILES	
			REIMBURSEMENT RATE	X \$0.65
			REIMBURSEMENT AMT	\$

BUDGET CODE

SIGNATURE OF EMPLOYEE

DATE _____

SIGNATURE OF
PRINCIPAL/SUPERVISOR

DATE _____

BUSINESS OFFICE APPROVAL

DATE _____

ALL REQUESTS FOR TRAVEL REIMBURSEMENT MUST BE SUBMITTED MONTHLY. ANY TRAVEL REIMBURSEMENTS DURING THE MONTH OF AUGUST NEED TO BE SUBMITTED TO THE BUSINESS OFFICE BY THE END OF AUGUST TO GET PROPERLY CODED.

TRAVEL REIMBURSEMENT FORM (Out of District)

Edna Independent School District
 601 N. Wells Street
 Edna, Texas 77957
 (361)782-3573 - (361)781-1002 Fax

Employee: _____ Date: _____
 Campus: _____

Schedule A needs to be completed in its entirety for reimbursement of Schedule B,C, or D even if mileage is not being reimbursed.

Schedule A - Mileage				
TRIP 1	Destination:	Roundtrip Miles	Mileage Rate	Total Mileage Expense
	Purpose:			
	Date & Time of Departure:			
	Date & Time of Return:		x 0.65	\$

Schedule B - Lodging		
TRIP 1	Name & Location of Hotel:	Total Lodging Expense
	Check In Date:	Cost/Day
	Check Out Date:	\$

TRIP 2	Destination:	Roundtrip Miles	Mileage Rate	Total Mileage Expense
	Purpose:			
	Date & Time of Departure:			
	Date & Time of Return:		x 0.65	\$

TRIP 2	Name & Location of Hotel:	Total Lodging Expense
	Check In Date:	Cost/Day
	Check Out Date:	\$

TRIP 3	Destination:	Roundtrip Miles	Mileage Rate	Total Mileage Expense
	Purpose:			
	Date & Time of Departure:			
	Date & Time of Return:		x 0.65	\$

TRIP 3	Name & Location of Hotel:	Total Lodging Expense
	Check In Date:	Cost/Day
	Check Out Date:	\$

Schedule C - Meals *					
Leave District:	Return to District:	Breakfast	Lunch	Dinner	Total Meal Expense
Date	Time of Day	Amt.	Amt.	Amt.	
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
TOTAL SCHEDULE C					\$

Schedule D - Other Expenses		TOTAL OTHER EXP
Date	(Please document reason for expense) (i.e. parking, registration fees, etc.)	
		\$
		\$
		\$
		\$
		\$
		\$
		\$
TOTAL SCHEDULE D		\$

Total Expenses for Schedule A, B, C, & D	\$
--	----

ACCOUNT CODE TO BE CHARGED _____

Less Travel Advance for Lodging (\$ _____)

SIGNATURE OF EMPLOYEE _____ DATE _____

SIGNATURE OF PRINCIPAL/SUPERVISOR _____ DATE _____

FEDERAL PROGRAM APPROVAL _____ DATE _____

BUSINESS OFFICE APPROVAL _____ DATE _____

Total Claim Due to Employee \$ _____

Schedule A - Mileage

Mileage will be reimbursed at a rate of \$.65 (65 cents) per mile when an employee uses his/her vehicle for school business.

Schedule B - Lodging Receipts for Lodging

Lodging receipts must be submitted for reimbursement. The district will not reimburse state tax. *It will be the employee's responsibility to submit a tax exempt form when checking in at a commercial lodging establishment.* These tax exemption certificates are available on each Campus and should be obtained from the principal's office.

Rate of Reimbursement

Actual expense not to exceed \$125 per night. There are hotels and motels that will give you the state rate provided it is requested. The reimbursement limit applies without carry over from one day to another. For example, if an employee incurs a lodging expense of \$85 on day 1 of a trip, and \$140 on day 2 of that trip, only \$210 of those expenses are reimbursable.

Lodging Rates Beyond the \$125 Limit Paid with Local Funds

Reimbursement may exceed the \$125 limit per day, when employees must stay alone or are staying at conference hotel. Any amount beyond the \$125 per day limit must be approved in advance by the Superintendent or Business Manager.

Schedule C - Meals

Meal Receipts

Itemized meal receipts must be submitted for reimbursement. A total of \$59.00 will be allowed per day.

Alcohol cannot appear on any receipt that is presented for reimbursement. If receipt is presented with alcohol (even if it is marked out), that receipt will be denied.

Daily Reimbursement Rate for Meals

Meals are reimbursed at a maximum rate of \$59 per day, if you are gone a full day and leave before 7 a.m. and return after 7 p.m. Reimbursement is made only when official school business requires the employee to be away a minimum of four (4) hours. Only qualified meals will be reimbursed. **Itemized receipts are required.**

Meal Rates and Partial Day Maximums -

Full Day: \$59.00 Per Day

Partial Day: Breakfast - \$15.00 Lunch - \$18.00 Dinner - \$26.00

If employee leaves before 7 am, returns after 1 pm and before 7 pm

Employee is entitled to breakfast and lunch.

Itemized receipts are required.

If employee leaves before 10 am and returns after 7 pm

Employee is entitled to lunch and dinner.

Itemized receipts are required.

If employee leaves before 7 am and returns after 7 pm

Employee is entitled to breakfast, lunch, and dinner.

Itemized receipts are required.

If employee leaves after 12 noon and returns after 7 pm

Employee is entitled to dinner only.

Itemized receipt is required.

If employee leaves after 7 am and returns before 7 pm

Employee is entitled to lunch only.

Itemized receipt is required.

Schedule D - Other Expenses

Other travel expenditures such as parking fees, registration fees may be submitted for reimbursement. Itemized receipt(s) required.

ALL REQUESTS FOR REIMBURSEMENT MUST BE SUBMITTED WITHIN 30 DAYS AFTER THE EVENT TO THE BUSINESS OFFICE. REIMBURSEMENT CHECKS WILL BE WRITTEN ON THE NEXT ACCOUNTS PAYABLE CHECK RUN DATE PROVIDED ALL INFORMATION IS INCLUDED ON THE REIMBURSEMENT FORM AND THE REQUEST IS SIGNED. **RECEIPTS MUST BE PROVIDED AND RECEIPTS MUST SHOW ITEMS PURCHASED, NOT JUST A TOTAL. AUGUST REIMBURSEMENTS NEED TO BE SUBMITTED TO THE BUSINESS OFFICE BY THE END OF AUGUST TO BE PROPERLY CODED.**

EDNA INDEPENDENT SCHOOL DISTRICT
Fundraising Operations Report

Organization/Club/Activity Account _____

Name of Sponsor _____

Fundraiser Start Date _____ Fundraiser End Date _____

Items Sold: _____ Vendor/Source: _____

Total Collections from Fundraiser:

DATE	DESCRIPTION	AMOUNT

TOTAL COLLECTIONS: \$ _____

Total Disbursements:

DATE	INVOICE #	VENDOR	AMOUNT

TOTAL DISBURSEMENTS: \$ _____

Profit:

Total Collections Minus Total Disbursements \$ _____

Sponsor/Person Responsible for Fundraiser

Date

*This report must be filed within 2 weeks of conclusion of fundraiser. A copy should be kept by the secretary of record and the original must be sent to the Chief Financial Officer.

*Auditor will review Operations Report.

*Operations Report must include the attached Fundraiser Audit Detail. Make sure both pages are completed. If report is not completed sponsor/student group will not be allowed to have any fundraisers for the remainder of the school year or the following school year.

Fundraiser Audit Detail

Fundraiser Sales

Total # of Item	Sales price of Item	Total Collected for Item

Total Collections: \$ _____

*The above amount should equal all deposits

Invoice Totals

Total # of Item	Cost per Item	Total Cost for Item

Total Invoice \$ _____

*Should match Invoice. Invoice can be attached
Instead. If invoice is attached pull total and enter
In above line.

Profit \$ _____

*Subtract Invoice from Deposits. Profit should directly
tie back to increase in Activity fund.

The item totals on the collections must match the item totals on invoice. If item totals do not match due to extra items ordered list below and explain reason for additional items ordered.

Total # of Item	Cost per item	Total Cost for Items	Reason for additional items

Total Cost of Additional Items \$ _____

Additional pages can be added if needed.

Edna ISD Game Workers *Football*

Varsity Junior Varsity Freshmen Jr. High

Please circle level of play

Number of Games Played _____
Date of Game: _____ Edna vs. _____

<i>Clock</i>	\$50.00	_____
<i>Announcer</i>	\$50.00	_____
<i>Scoreboard</i>	\$50.00	_____
<i>Videoboard</i>	\$50.00	_____
<i>Spotter</i>	\$50.00	_____

Gate Workers

Varsity

Home Gate (2)	\$50.00	_____
Reserved (1)	\$50.00	_____
Visitor Gate (1)	\$50.00	_____

JV/Freshmen

Home Gate (1)	\$50.00	_____
---------------	---------	-------

Jr. High

Home Gate (1)	\$50.00	_____
Back Gate (1)	\$50.00	_____
Restroom		_____
Men (1)	\$50.00	_____
Women (1)	\$50.00	_____

Attendants

Supervisors

Varsity	Varsity Game	\$50.00	_____
	Jr High Game -1	\$50.00	_____

Chains (2)

Varsity	\$50.00	_____
JV/Freshmen	\$50.00	_____
Jr. High	\$50.00	_____

Box (1)

Varsity	\$50.00	_____
JV/Freshmen/Junior High	\$50.00	_____

Approved by: _____

***Workers work through the Third Quarter*

Edna ISD
Game Workers
Volleyball and Basketball

Varsity Junior Varsity Freshmen Jr. High

Please circle level of play

Date of Game: _____ Number of Games Played _____
Edna vs. _____

Clock/Scoreboard \$45.00 _____
3 games Additional games after 3 games - add \$15 per game

Gate Workers

Gate Worker	\$40.00	_____
Gate Worker	\$40.00	_____
Gate Worker	\$40.00	_____

Pay is for 3 games. Additional games after 3 - add \$15 per game

Additional Workers (If needed)

Approved by: _____

Edna Independent School District RENTAL AGREEMENT FOOTBALL STADIUM

Edna ISD will provide the following:

Preparation of Field	—	\$ 700.00
Rental Use, Stadium, Lights, Dressing Rooms	—	\$1,700.00
Security (2)	—	\$ 200.00
Ticket Sellers (4)	—	\$ 200.00
Announcer	—	\$ 50.00
25 Second Clock Operator	—	\$ 50.00
EMS	—	\$ 200.00
Parking	—	\$ 200.00
Ticket Takers (2)	—	\$ 100.00
Authorized Game Ent. Attendant (1)	—	\$ 50.00
Game Supervisor (1)	—	\$ 50.00
Stadium Cleanup	—	\$ 150.00
Locker Room Supervision (1)	—	\$ 50.00
Administrator-in-Charge	—	\$ 150.00
Custodians (2)	—	\$ 120.00
Video Board Operator	—	<u>\$ 50.00</u>
		\$4,020.00

These charges are strictly for services outlined above. Official fees (game, travel, and meals) are not included. Personnel to run chains and down marker clock operator are not included. These personnel are usually furnished with the official crew.

This includes Edna ISD providing a turn-key job including providing start change, accounting for game, paying 15% to UIL of gross gate receipts, paying officials, paying all workers, arranging for all personnel listed above.

Once accounting is complete, Edna ISD will issue checks to participating schools after all expenses are paid according to normal and accepted procedures on division of the gate.

Contacts: Jimmie Mitchell, Athletic Director — (361) 781-1041
Rich Dubroc, High School Principal — (361) 782-5255
Daniel Harper, Chief Financial Officer — (361) 782-3573

Home: _____

Visitor: _____

Signed: _____

Signed: _____

Date: _____

Date: _____

PLAY-OFF AGREEMENT – BASEBALL

Expenses: Turn-Key by Host School

Rental	- \$300.00
Scorekeeper/Announcer	- \$40.00
Security	- \$100.00
Custodian	- \$30.00
Ticket Taker	- \$40.00
Administrator	- \$50.00
Asst. Admin.	- \$25.00
Total	= \$585.00

Umpires _____

Gate Receipts \$ _____

Total Expenses _____

Team Share _____

Home: _____

Visitor: _____

Signed: _____

Signed: _____

Date: _____

Date: _____

(Both schools will provide their own officials, their pay will be taken from the gate)

Edna High School
Athletic Dept.
1303 West Gayle
Edna, TX 77957

**EDNA INDEPENDENT SCHOOL DISTRICT
PLAY-OFF AGREEMENT – DOME GYM
BASKETBALL/VOLLEYBALL**

Expenses: Turn-Key by Host School

Rental	-	\$500.00
Clock	-	\$30.00
Security	-	\$120.00
Scorekeeper	-	\$30.00
Custodian	-	\$155.00
Ticket Takers	-	\$40.00
Administrator	-	\$75.00
Asst. Admin.	-	\$50.00
Total	=	\$1,000.00

These charges are strictly for the services outlined above. Official fees (game, travel, and meals) are not included.

This includes Edna ISD providing a turn-key job including providing start change, accounting for game, paying UIL gross gate receipts percentage, paying officials, workers, and other personnel listed above.

Once accounting is complete, Edna ISD will issue checks to participating schools after all expenses are paid according to normal and acceptable procedures on division of the gate.

Home:_____

Visitor:_____

Signed:_____

Signed:_____

Date:_____

Date:_____

Contacts:	Jimmie Mitchell, Athletic Director	361-781-1041
	Rich Dubroc, High School Principal	361-782-5255
	Daniel Harper, Chief Financial Officer	361-782-3573

Edna Independent School District
BID QUOTE SHEET

Date: _____

Department: _____

Person Submitting Request: _____

Product/Part Needed For: _____

Product/Part Description Including Brand Name, Model, and Quantity: _____

1. **Company Called:** _____

Telephone Number: _____

Person Called: _____

Price (To Include Delivery, Trade in's, Etc.)

Written Quote Received: **Yes** **No** \$ _____

Availability and Terms: _____

2. **Company Called:** _____

Telephone Number: _____

Person Called: _____

Price (To Include Delivery, Trade in's, Etc.)

Written Quote Received: **Yes** **No** \$ _____

Availability and Terms: _____

3. **Company Called:** _____

Telephone Number: _____

Person Called: _____

Price (To Include Delivery, Trade in's, Etc.)

Written Quote Received: **Yes** **No** \$ _____

Availability and Terms: _____

**EDNA INDEPENDENT SCHOOL DISTRICT REQUEST
FOR BUDGET TRANSFER AMENDMENT**

BUDGET YEAR ENDING: AUGUST 31, 2024

Account Number _____ **Budget Transfer Number** _____

Fund	Function	Object	Sub Obj	Organization	Program	Increase	Decrease

REASON FOR CHANGE: _____

REQUESTED BY: _____

DATE: _____

SUPERVISOR APPROVAL: _____

DATE: _____

BUSINESS OFFICE APPROVAL: _____

DATE: _____

SUPERINTENDENT APPROVAL: _____

DATE: _____

BOARD APPROVAL: _____

DATE: _____

Chief Financial Officer
601 N Wells
Edna, Texas 77957
361/782-3573
361/781-1002

Edna Independent School District

SOLE SOURCE AFFIDAVIT

Before me, the undersigned official, on this day, personally appeared _____, a person known to me to be the person whose signature appears below, who after being duly sworn upon his/her oath deposed and said:

1. "My name is _____. I am over the age of 18, have never been convicted of a crime and am competent to make this affidavit."

2. "I am an authorized representative of the following company or firm:

3. "The above named company or firm is the sole source of the following item(s) or product(s):

_____."

4. "Competition in providing the above named item(s) or product(s) is precluded by the existence of a patent, copyright, secret process or monopoly."

5. "There is/are no other item(s) or product(s) available for purchase that would serve the same purpose or function and there is only one price for the above named item(s) or product(s) because of exclusive distribution or marketing rights."

(Signature)

SUBSCRIBED AND SWORN to before me on this _____ day of _____, 20 _____.

Notary Public, State of _____

Print Name: _____

My Commission Expires:

Texas Hotel Occupancy Tax Exemption Certificate

Provide completed certificate to hotel to claim exemption from hotel tax. Hotel operators should request a photo ID, business card or other document to verify a guest's affiliation with the exempt entity. Employees of exempt entities traveling on official business can pay in any manner. For non-employees to be exempt, the exempt entity must provide a completed certificate and pay the hotel with its funds (e.g., exempt entity check, credit card or direct billing). This certificate does not need a number to be valid.

Name of exempt entity Edna Independent School District	Exempt entity status (Religious, charitable, educational, governmental) Educational
Address of exempt organization (Street and number) 601 N Wells	
City, State, ZIP code Edna, TX 77957	

Guest certification: I declare that I am an occupant of this hotel on official business sanctioned by the exempt organization named above and that all information shown on this document is true and correct. I further understand that it is a criminal offense to issue an exemption certificate to a hotel that I know will be used in a manner that does not qualify for the exemptions found in the hotel occupancy tax and other laws. The offense may range from a Class C misdemeanor to a felony of the second degree.

Guest name (Type or print)	Hotel name
Guest signature 	Date

Exemption claimed

Check the box for the exemption claimed. See Rule 3.161: Definitions, Exemptions, and Exemption Certificate.

- ☐ **United States Federal Agencies or Foreign Diplomats.** Details of this exemption category are on back of form. This category is exempt from state and local hotel tax.
- ☐ **Texas State Government Officials and Employees.** (An individual must present a Hotel Tax Exemption Photo ID Card). Details of this exemption category are on back of form. This limited category is exempt from state and local hotel tax. Note: State agencies and city, county or other local government entities and officials or employees are not exempt from state or local hotel tax, even when traveling on official business.
- ☐ **Charitable Entities.** (Comptroller-issued letter of exemption required.) Details of this exemption category are on back of form. This category is exempt from state hotel tax, but not local hotel tax.
- ☒ **Educational Entities.** Details of this exemption category are on back of form. This category is exempt from state hotel tax, but not local hotel tax.
- ☐ **Religious Entities.** (Comptroller-issued letter of exemption required.) Details of this exemption category are on back of form. This category is exempt from state hotel tax, but not local hotel tax.
- ☐ **Exempt by Other Federal or State Law.** Details of this exemption category are on back of form. This category is exempt from state and local hotel tax.

Permanent Resident Exemption (30 consecutive days): An exemption certificate is not required for the permanent resident exemption. A permanent resident is exempt the day the guest has given written notice or reserves a room for at least 30 consecutive days and the guest stays for 30 consecutive days, beginning on the reservation date. Otherwise, a permanent resident is exempt on the 31st consecutive day of the stay and is not entitled to a tax refund on the first 30 days. Any interruption in the resident's right to occupy a room voids the exemption. A permanent resident is exempt from state and local hotel tax.

Hotels should keep all records, including completed exemption certificates, for four years.

Do NOT send this form to the Comptroller of Public Accounts.

Texas Sales and Use Tax Exemption Certification

This certificate does not require a number to be valid.

Name of purchaser, firm or agency EDNA INDEPENDENT SCHOOL DISTRICT	
Address (Street & number, P.O. Box or Route number) 601 N. WELLS	Phone (Area code and number) 361-782-3573
City, State, ZIP code EDNA, TEXAS 77957	

I, the purchaser named above, claim an exemption from payment of sales and use taxes (for the purchase of taxable items described below or on the attached order or invoice) from:

Seller: _____


Street address: _____ City, State, ZIP code: _____

Description of items to be purchased or on the attached order or invoice:

Purchaser claims this exemption for the following reason:

I understand that I will be liable for payment of all state and local sales or use taxes which may become due for failure to comply with the provisions of the Tax Code and/or all applicable law.

I understand that it is a criminal offense to give an exemption certificate to the seller for taxable items that I know, at the time of purchase, will be used in a manner other than that expressed in this certificate, and depending on the amount of tax evaded, the offense may range from a Class C misdemeanor to a felony of the second degree.

sign here ▶	Purchaser 	Title BUSINESS MANAGER	Date
----------------	--	----------------------------------	------

NOTE: This certificate cannot be issued for the purchase, lease, or rental of a motor vehicle.

THIS CERTIFICATE DOES NOT REQUIRE A NUMBER TO BE VALID.

Sales and Use Tax "Exemption Numbers" or "Tax Exempt" Numbers do not exist.

This certificate should be furnished to the supplier.
Do not send the completed certificate to the Comptroller of Public Accounts.

**EDNA INDEPENDENT SCHOOL DISTRICT
TRAVEL ADVANCE REQUEST FORM**

Note: This form is to be filled out when groups request travel money in advance. (i.e. athletics, ag, uil, etc.)

Please attach a list of all individuals making the trip.

Date of Trip: _____ to _____

Purpose of Trip: _____

Check to be made out to: _____

Number of Adults: _____

Number of Students: _____

MEAL ADVANCE DOCUMENTATION:

ADULTS:

Breakfast _____ x 15.00 = \$ _____

Lunch _____ x 18.00 = \$ _____

Dinner _____ x 26.00 = \$ _____

_____ Adults @ \$59.00 per day times _____ Days = \$ _____

Total Amount of Money Needed for Adult Meals: \$ _____

STUDENTS:

Breakfast _____ x 9.00 = \$ _____

Lunch _____ x 11.00 = \$ _____

Dinner _____ x 16.00 = \$ _____

_____ Students @ \$36.00 per day times _____ Days = \$ _____

Total Amount of Money Needed for Student Meals: \$ _____

Total Advanced Amount: \$ _____

Upon return from trip a copy of the coaches receipts for the meals must be turned in to the Business Office. The check recipient is responsible for collecting receipts and unused money from other adults. Please keep each adult separate. A Student Per Diem Issue Log must be turned in for the students. Any discrepancy between advanced amount and total on the receipt submitted must be reconciled.



EDNA INDEPENDENT SCHOOL DISTRICT

Student Per Diem Issue Log

	Date	Student Name (Print)	Amount	Signature
1			\$	
2			\$	
3			\$	
4			\$	
5			\$	
6			\$	
7			\$	
8			\$	
9			\$	
10			\$	
11			\$	
12			\$	
13			\$	
14			\$	
15			\$	
16			\$	
17			\$	
18			\$	
19			\$	
20			\$	
21			\$	
22			\$	
23			\$	
24			\$	
25			\$	
26			\$	
27			\$	
28			\$	
TOTAL AMOUNT ISSUED			\$	

Event Attended: _____

Dates: _____

Destination: _____

Campus: _____

Sponsor's Name(Print): _____

Sign/Date: _____

APPENDIX B
Payroll Forms and Documentation

EDNA ISD
COUNSELING NOTICE FORM

EMPLOYEE: _____ DATE: _____

REASON: CHECK BELOW

_____ Poor Performance _____ Attendance

_____ Punctuality _____ Appearance

_____ Policy Compliance _____ Office Procedure Compliance

_____ Cooperation

DETAIL OF INCIDENT: State what occurred, what employee failed to do or comply with and what was told to employee about future conduct.

EMPLOYEE COMMENTS

REMEDIATION ACTIVITY

EMPLOYEE SIGNATURE: _____ DATE: _____

PRINCIPAL OR SUPERVISOR SIGNATURE: _____

DATE: _____

Employee must be given opportunity to sign but signing does not necessarily mean agreement with content of Counseling.

Number of previous Counseling _____

Edna Independent School District
601 N Wells
Edna, TX 77957

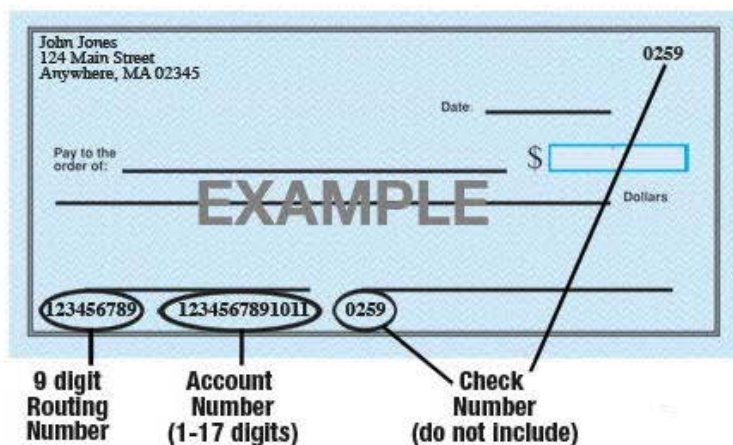
Direct Deposit Authorization Form

Please print and complete ALL the information below.

Name: _____

Address: _____

City, State, Zip: _____



Name of Bank: _____

Account #: _____

9-Digit Routing #: _____

Amount: ☐ \$ _____ ☐ _____ % or ☐ Entire Paycheck

Type of Account: Checking Savings (Circle One)

Please attach a voided check for each bank account to which funds should be deposited.

Edna ISD is hereby authorized to directly deposit my pay to the account listed above. This authorization will remain in effect until I modify or cancel it in writing.

Employee Signature: _____

Date: _____

Chief Financial Officer Signature: _____

Date: _____

Edna Independent School District ABSENCE FROM DUTY REPORT

Name of Employee	ID#	Campus

Available leave shall be used in the order of employee's discretion.

Local Leave – Each employee shall earn 3 paid Local Leave days per year. Local Leave shall accumulate without limit. Local Leave is used in the same manner as State Personal Leave. Upon separation, employees in good standing may receive payment for each day accumulated Local Leave, to a maximum of 60 days, at a rate established by the Board. DEC (LOCAL)

State Personal Leave – Each employee shall earn 5 paid State Leave days per year. State Personal Leave includes Non-Discretionary, Discretionary, Local Leave, and Extended Sick Leave.

Discretionary Leave – Taken at the employee's discretion, subject to limitations. Supervisors may consider the duration of the absence in regards to availability of substitutes and effect on the educational program.

Non-Discretionary Leave – Leave shall be for the same reasons and in the same manner as State Personal Leave.

Extended Sick Leave – After all available paid leave days and any applicable comp time have been exhausted, a full-time employee shall be granted in a school year a maximum of 30 days of Extended Sick Leave to be used only for the employee's own catastrophic personal illness or injury, including pregnancy-related illness or injury, or for absences related to the catastrophic illness or injury of a member of the employee's immediate family. An employee must submit a written request to the Superintendent and it must be accompanied by medical certification of the illness or injury. DEC (LOCAL)

Family and Medical Leave (FMLA) or Temporary Disability Leave – FMLA leave shall run concurrently with applicable paid leave and comp time.

<input checked="" type="checkbox"/>	REQUEST FOR ABSENCE	Date(s) of Absence	# Days Absent
<input type="checkbox"/>	Local Leave		
<input type="checkbox"/>	State Leave		
<input type="checkbox"/>	Extended Sick Leave		
<input type="checkbox"/>	Other: <i>Specify</i>		
The following absences do NOT result in a deduction of employee days.			
<input type="checkbox"/>	Jury Duty: <i>Copy of summons <u>required</u> (attach)</i>		
<input type="checkbox"/>	School Business: <i><u>Specify</u> (ex. Workshop, UIL, field trip, etc.)</i>		
<input type="checkbox"/>	Athletics: <i>Specify event</i>		

Employee Signature _____ Date _____

Name of Substitute	Substitute ID#	Total # Days	Total Pay

Substitute Signature _____ Date _____

Principal or Supervisor Signature _____ Date _____

Revised 6.21.21

Edna Independent School District
Salary Schedule Teacher, Counselor, Nurse, Librarian
2023-2024

Step	2023-2024 TEA Minimum Salary	2023-2024 Salary	2023-2024 TRS Insurance Contribution	2023-2024 Total Salary Plus TRS Insurance Contribution
0	\$33,660	\$44,500	\$5,364	\$49,864
1	\$34,390	\$44,500	\$5,364	\$49,864
2	\$35,100	\$44,600	\$5,364	\$49,964
3	\$35,830	\$44,700	\$5,364	\$50,064
4	\$37,350	\$44,800	\$5,364	\$50,164
5	\$38,880	\$44,900	\$5,364	\$50,264
6	\$40,410	\$45,000	\$5,364	\$50,364
7	\$41,830	\$45,100	\$5,364	\$50,464
8	\$43,170	\$45,200	\$5,364	\$50,564
9	\$44,440	\$45,300	\$5,364	\$50,664
10	\$45,630	\$45,630	\$5,364	\$50,994
11	\$46,770	\$46,770	\$5,364	\$52,134
12	\$47,850	\$47,850	\$5,364	\$53,214
13	\$48,850	\$48,850	\$5,364	\$54,214
14	\$49,810	\$49,810	\$5,364	\$55,174
15	\$50,710	\$50,710	\$5,364	\$56,074
16	\$51,570	\$51,570	\$5,364	\$56,934
17	\$52,370	\$52,370	\$5,364	\$57,734
18	\$53,140	\$53,140	\$5,364	\$58,504
19	\$53,860	\$53,860	\$5,364	\$59,224
20	\$54,450	\$54,450	\$5,364	\$59,814
21	\$54,450	\$54,650	\$5,364	\$60,014
22	\$54,450	\$54,850	\$5,364	\$60,214
23	\$54,450	\$55,050	\$5,364	\$60,414
24	\$54,450	\$55,250	\$5,364	\$60,614
25	\$54,450	\$60,000	\$5,364	\$65,364
26	\$54,450	\$60,300	\$5,364	\$65,664
27	\$54,450	\$60,600	\$5,364	\$65,964
28	\$54,450	\$60,900	\$5,364	\$66,264
29	\$54,450	\$61,200	\$5,364	\$66,564
30	\$54,450	\$61,500	\$5,364	\$66,864
31	\$54,450	\$61,800	\$5,364	\$67,164
32	\$54,450	\$62,100	\$5,364	\$67,464
33	\$54,450	\$62,400	\$5,364	\$67,764
34	\$54,450	\$62,700	\$5,364	\$68,064
35	\$54,450	\$63,000	\$5,364	\$68,364

**Edna Independent School District
Paraprofessional Schedule
2023-2024**

Step	Category 1	Category 2	Category 3	Category 4	Category 5
0	\$10.65	\$11.25	\$13.90	\$15.75	\$17.15
1	\$10.80	\$11.50	\$14.00	\$16.00	\$17.40
2	\$10.95	\$11.75	\$14.10	\$16.25	\$17.65
3	\$11.10	\$12.00	\$14.20	\$16.50	\$17.90
4	\$11.25	\$12.25	\$14.30	\$16.75	\$18.15
5	\$11.40	\$12.50	\$14.40	\$17.00	\$18.40
6	\$11.55	\$12.75	\$14.50	\$17.25	\$18.65
7	\$11.70	\$13.00	\$14.65	\$17.50	\$18.90
8	\$11.85	\$13.25	\$14.90	\$17.75	\$19.15
9	\$12.00	\$13.50	\$15.15	\$18.00	\$19.40
10	\$12.15	\$13.75	\$15.40	\$18.25	\$19.65
11	\$12.30	\$14.00	\$15.65	\$18.50	\$19.90
12	\$12.45	\$14.25	\$15.90	\$18.75	\$20.15
13	\$12.60	\$14.50	\$16.15	\$19.00	\$20.40
14	\$12.75	\$14.75	\$16.40	\$19.25	\$20.65
15	\$12.90	\$15.00	\$16.65	\$19.50	\$20.90
16	\$13.05	\$15.25	\$16.90	\$19.75	\$21.15
17	\$13.20	\$15.50	\$17.15	\$20.00	\$21.40
18	\$13.35	\$15.75	\$17.40	\$20.25	\$21.65
19	\$13.50	\$16.00	\$17.65	\$20.50	\$21.90
20	\$13.65	\$16.25	\$17.90	\$20.75	\$22.15
21	\$13.80	\$16.50	\$18.15	\$21.00	\$22.40
22	\$13.95	\$16.75	\$18.40	\$21.25	\$22.65
23	\$14.10	\$17.00	\$18.65	\$21.50	\$22.90
24	\$14.25	\$17.25	\$18.90	\$21.75	\$23.15
25	\$14.40	\$17.50	\$19.15	\$22.00	\$23.40
26	\$14.55	\$17.75	\$19.40	\$22.25	\$23.65
27	\$14.70	\$18.00	\$19.65	\$22.50	\$23.90
28	\$14.85	\$18.25	\$19.90	\$22.75	\$24.15
29	\$15.00	\$18.50	\$20.15	\$23.00	\$24.40
30	\$15.15	\$18.75	\$20.40	\$23.25	\$24.65

Paraprofessional Classifications

1. Custodial, Groundskeeper (non-exempt) *Attendance/evaluation increase listed below
2. Aides (non-exempt) ** degree pay listed b
3. Secretaries & Clerks (non-exempt)
4. LVN, PEIMS (non-exempt)
5. Central Office Clerical (non-exempt)

Bus Drivers \$20 - \$25 /hour	
Substitutes \$85/day	
Long Term \$100/day	Lifeskills Para additional \$1.20 / hour
**Aides - additional \$2 / hour with Bachelor's Degree / Additional \$1 /hour with Associate's Degree	

UNDERSTANDING YOUR PAYCHECK STUB

Payroll Check Stub Explanation

EMPLOYEE NAME						EMPLOYEE NO.	PER. BEG.	PER. END	CHECK DATE	CHECK NO.		
						(1)	(2)	(3)	(4)			
EARNINGS	UNITS	RATES	AMOUNT	DEDUCTIONS	CAFE	AMOUNT	EMPLR. CONT.	Y.T.D. DEDS	LEAVE			
(5)	(6)	(7)	(8)	(10)	(11)	(12)	(13)	(14)	TYPE	CURRENT USED	BAL.	Y.T.D. USE
									(15)	(16)	(17)	(18)
TOTAL (9)												
Y.T.D. GROSS		Y.T.D. TAXABLE		Y.T.D. WITHHOLD								
Y.T.D. FICA		Y.T.D. MEDICARE		W/H		EXEMPT						
		(19)		(20)		TOTALS		(21)	(22)	(23)	NET PAY \$ (24)	
DNA INDEPENDENT SCHOOL DISTRICT												

EDNA INDEPENDENT SCHOOL DISTRICT

1. Employee ID# (given to each employee for security reasons)
2. First day of the pay period.
3. Last day of the pay period.
4. Pay Date
5. Regular, Overtime and Supplemental pay.
6. Number of Regular or Overtime hours worked. (Hourly personnel only)
7. Rate of pay. (Monthly or Hourly)
8. Total amount for the pay period for each type of pay.
9. Standard Gross amount.
10. Deductions:
 - a. Withholding tax – Federal Law
 - b. Medicare tax – Federal Law
 - c. Teacher Retirement System (TRS) Sal. Red. – Retirement – State Law.
 - d. TRS Insurance – Active Care I, II, or III.
 - e. Other deductions:
 1. Annuities
 2. Dues
 3. Credit Union
 4. Cancer Insurance
 5. Disability Insurance
 6. Vision Insurance
 7. Dental Insurance
11. Indicates Cafeteria Plan.
12. Employee contribution to each plan.
13. Employer contribution
14. Amount of each deduction that has been taken for the school year.
15. Type of Leave
 - a. Local Sick
 - b. State Personal
 - c. State Sick
16. Number of days used during the previous month.
17. Remaining balance
18. Number of days used during the school year.
19. Withholding status: Single, Married.
20. Number of exemptions claimed.
21. Total amount of all deductions.
22. Total amount of Employer contributions.
23. Total amount of deductions for the school year.
24. Net Pay – Value of check after deductions.

QUESTIONS: Please call Payroll Clerk **Jan Wooldridge** at **782-3573**

WAGE AND EARNING STATEMENT

For Employees Who Are Enrolled in Direct Deposit

Date Run: 07-11-2012 9:37 AM
Cnly Dist: 120-901

Employee Wage and Earnings Statement
EDNA INDEPENDENT SCHOOL DISTRICT

Program: HRS2500
Page: 1 of 1

Emp Nbr: Frequency: 6 Primary Campus:
Employee Name: Pay Campus:
Check Nbr: Withhold Stat: Exempt:
Pay Date: Period Begin: Period End:

Earnings & Deductions	This Period	Calendar YTD 2012	Job Code	Units	Pay Rate	This Period
Standard Gross:			Total Standard Gross:			
Supplemental Pay:	.00	.00	*****			
Overtime Pay:	.00					
Absence Refund:	.00					
Taxed Fringe Benefits:	.00	.00				
Earned Income Credit:	.00	.00				
Non-TRS Taxable:	.00	.00	Other Deductions	Cafe	This Period	Emplr Contrib
Non-TRS Non-Taxable:	.00	.00	026 - AMERITAS			YTD 2012
TRS Supplemental:	.00	.00				
---Total Earnings:			058 - FIRST FIN MEDIC			
Absence Deductions:	.00					
Withholding Tax:			004 - JCT FCU			
FICA Tax:	.00	.00	020 - TRS HEALTH			
Medicare Tax:			020 - TRS HEALTH			
TRS Salary Red:						
TRS Insurance:						
Total Other Deductions:						
---Total Deductions:			Total Other Deductions:	684.13	272.67	6,688.91
---Net Pay:			*****			
Non-TRS Non-pay Taxable:	.00	.00				
Non-TRS Non-pay Non-Taxable:	.00	.00				

Taxable Wages:						
FICA Gross:	.00	.00				
Medicare Gross:						
Employer Provided Health Care:						

Bank Name	Account Type	Account Number	Amount			
JACKSON COUNTY TEACHER FEDERAL (008)						

Leave Type	Units Used This Period	Balance	Units Used Year To Date			
02 - LOCAL DAYS	6.000	11.500	8.500			
06 - STATE DAYS	.000	24.500	6.500			

EDNA INDEPENDENT SCHOOL DISTRICT

PAYROLL DEDUCTION AUTHORIZATION

I, _____ authorize Edna ISD to deduct \$5.00 from my payroll check. I understand that this deduction is in payment for my payroll check stub information that is being provided to me.

Signature

Date

Jan Wooldridge
Payroll Coordinator

Date

**Edna Independent School District
PAYROLL INFORMATION CARD**

Please Print

Name: _____
 Last First Middle Initial Preferred Name

Address: _____ ☐ Disclose ☐ Do not Disclose
 Street City State Zip Code

Social Security Number: _____	<input type="checkbox"/> Disclose <input type="checkbox"/> Do Not Disclose	Date of Birth: _____
Home Phone Number: () _____	<input type="checkbox"/> Disclose <input type="checkbox"/> Do Not Disclose	Month Day Year
Mobile Phone Number: () _____	* If listed, not protected from	Sex: <input type="checkbox"/> Female
Pager Number: () _____	disclosure by law	<input type="checkbox"/> Male
Campus/Dept. Number _____		
Information that reveals whether I have family members: <input type="checkbox"/> Disclose <input type="checkbox"/> Do Not Disclose		

Texas Government Code, Section 552.024 states that "each employee or official of a governmental body and each former employee or official of a governmental body shall choose whether to allow public access to the information in the custody of the governmental body relating to the person's home address, home telephone number, or social security number, or that reveals whether the person has family members." My signature indicates my consent to public disclosure as checked for the information listed above.

 Employee Printed Name Employee Signature Date

Ethnic Group: ☐ White (Non Hispanic) ☐ Black (Non Hispanic) ☐ Hispanic
 (Check One) ☐ American Indian/Alaskan Native ☐ Asian/Pacific Islander

Emergency Contacts:	Name	Daytime Telephone
1.	_____	_____
2.	_____	_____
3.	_____	_____

Job Title(s): _____

Campus(es)/Department(s): 1. _____ 2. _____ 3. _____

My signature below indicates that in case of a medical emergency, I hereby authorized the Edna Independent School District to obtain medical care at the nearest emergency room and release EISD from any liability in this endeavor.

 Employee Printed Name Employee Signature Date

Notify the Payroll Department if any of the information on this card changes.

Edna Independent School District
Personnel Change/Correction Form

Name_____

Current Campus/Department_____

Change Information: ☒ Denotes area(s) to be changed

☐ Campus/Department_____ Begin Date_____

☐ Hourly Rate, if applicable_____

☐ Assignment_____

☐ Coding_____

☐ Salary \$_____

☐ Number of Days Employed_____

Principal/Director Date

Business Manager Date

No change or correction in personnel is to occur until this form has been submitted and approved. Once these signatures are on this form, a copy will be forwarded to Payroll.

Employee - You are required to report your injury to your employer within 30 days if your employer has workers' compensation insurance. You have the right to free assistance from the Texas Department of Insurance, Division of Workers' Compensation and may be entitled to certain medical and income benefits. For further information call your local Division field office or 1(800)-252-7031.



Empleado - Es necesario que reporte su lesión a su empleador dentro de 30 días a partir de la fecha en que se lesionó si es que su empleador cuenta con un seguro de compensación para trabajadores. Usted tiene derecho a recibir asistencia gratuita por parte de la División de Compensación para Trabajadores, y también puede tener derecho a ciertos beneficios médicos y monetarios. Para mayor información comuníquese con la oficina local de la División al teléfono 1-800-252-7031.

TEXAS WORKERS' COMPENSATION WORK STATUS REPORT

PART I: GENERAL INFORMATION		5. Doctor's Name and Degree	(for transmission purposes only)	Date Being Sent
1. Injured Employee's Name		6. Clinic/Facility Name		9. Employer's Name
2. Date of Injury	3. Social Security Number	7. Clinic/Facility/Doctor Phone & Fax		10. Employer's Fax # or Email Address (if known)
4. Employee's Description of Injury/Accident		8. Clinic/Facility/Doctor Address (street address)		11. Insurance Carrier
		City State Zip		12. Carrier's Fax # or Email Address (if known)

PART II: WORK STATUS INFORMATION (FULLY COMPLETE ONE INCLUDING ESTIMATED DATES AND DESCRIPTION IN 13(c) AS APPLICABLE)

13. The injured employee's medical condition resulting from the workers' compensation injury:
- ☐ (a) will allow the employee to return to work as of _____ (date) without restrictions.
- ☐ (b) will allow the employee to return to work as of _____ (date) with the restrictions identified in PART III, which are expected to last through _____ (date).
- ☐ (c) has prevented and still prevents the employee from returning to work as of _____ (date) and is expected to continue through _____ (date). The following describes how this injury prevents the employee from returning to work:

PART III: ACTIVITY RESTRICTIONS* (ONLY COMPLETE IF BOX 13(b) IS CHECKED)

14. POSTURE RESTRICTIONS (if any):

Max Hours per day: 0 2 4 6 8 Other _____

Standing ☐ ☐ ☐ ☐ ☐ _____

Sitting ☐ ☐ ☐ ☐ ☐ _____

Kneeling/Squatting ☐ ☐ ☐ ☐ ☐ _____

Bending/Stooping ☐ ☐ ☐ ☐ ☐ _____

Pushing/Pulling ☐ ☐ ☐ ☐ ☐ _____

Twisting ☐ ☐ ☐ ☐ ☐ _____

Other: _____ ☐ ☐ ☐ ☐ ☐ _____

15. RESTRICTIONS SPECIFIC TO (if applicable):

☐ L Hand/Wrist ☐ R Hand/Wrist

☐ L Arm ☐ R Arm ☐ Neck

☐ L Leg ☐ R Leg ☐ Back

☐ L Foot/Ankle ☐ R Foot/Ankle

☐ Other: _____

17. MOTION RESTRICTIONS (if any):

Max Hours per day: 0 2 4 6 8 Other _____

Walking ☐ ☐ ☐ ☐ ☐ _____

Climbing stairs/ladders ☐ ☐ ☐ ☐ ☐ _____

Grasping/Squeezing ☐ ☐ ☐ ☐ ☐ _____

Wrist flexion/extension ☐ ☐ ☐ ☐ ☐ _____

Reaching ☐ ☐ ☐ ☐ ☐ _____

Overhead Reaching ☐ ☐ ☐ ☐ ☐ _____

Keyboarding ☐ ☐ ☐ ☐ ☐ _____

Other: _____ ☐ ☐ ☐ ☐ ☐ _____

18. LIFT/CARRY RESTRICTIONS (if any):

☐ May not lift/carry objects more than _____ lbs.

for more than _____ hours per day

☐ May not perform any lifting/carrying

☐ Other: _____

19. MISC. RESTRICTIONS (if any):

☐ Max hours per day of work: _____

☐ Sit/Stretch breaks of _____ per _____

☐ Must wear splint/cast at work

☐ Must use crutches at all times

☐ No driving/operating heavy equipment

☐ Can only drive automatic transmission

☐ No work / ☐ _____ hours/day work:

☐ in extreme hot/cold environments

☐ at heights or on scaffolding

☐ Must keep _____:

☐ Elevated ☐ Clean & Dry

☐ No skin contact with: _____

☐ Dressing changes necessary at work

☐ No Running

16. OTHER RESTRICTIONS (if any):

* These restrictions are based on the doctor's best understanding of the employee's essential job functions. If a particular restriction does not apply, it should be disregarded. If modified duty that meets these restrictions is not available, the patient should be considered to be off work. Note - these restrictions should be followed outside of work as well as at work.

20. MEDICATION RESTRICTIONS (if any):

☐ Must take prescription medication(s)

☐ Advised to take over-the-counter meds

☐ Medication may make drowsy (possible Safety/driving issues)

PART IV: TREATMENT/FOLLOW-UP APPOINTMENT INFORMATION

21. Work Injury Diagnosis Information:

22. Expected Follow-up Services Include:

- ☐ Evaluation by the treating doctor on _____ (date) at _____ : _____ am/pm
- ☐ Referral to/Consult with _____ on _____ (date) at _____ : _____ am/pm
- ☐ Physical medicine _____ X per week for _____ weeks starting on _____ (date) at _____ : _____ am/pm
- ☐ Special studies (list): _____ on _____ (date) at _____ : _____ am/pm
- ☐ None. This is the last scheduled visit for this problem. At this time, no further medical care is anticipated.

Date / Time of Visit

EMPLOYEE'S SIGNATURE

DOCTOR'S SIGNATURE

Visit Type:

☐ Initial

☐ Follow-up

Role of Doctor:

☐ Designated doctor ☐ Treating doctor

☐ Carrier-selected RME ☐ Referral doctor

☐ DWC-selected RME ☐ Consulting doctor

☐ Other doctor

Discharge Time



Appendix C – Account Coding

199-11-6399-00-001-4-99

Fund Function Object Sub Object Campus Year Program Intent

Funds

199 – General Fund
211 – ESEA Title I Part A
224 – IDEA B Formula
240 – Food Service Fund
255 – ESEA Title II Part A
263 – ESEA Title III Part A
270 – Rural & Low Income Grant
281 – ESSER II
282 – ESSER III
289 – Summer School LEP
313 – Shared Services – IDEA B
314 – Shared Services – IDEA B Preschool
315 – Shared Services – IEP Grant
385 – Visually Impaired
392 – Respite Care – Non-Ed
397 – Advanced Placement Incentives
410 – State Textbook Fund/IMA Allotment
429 – State Funded Special Revenue Fund
437 – Jackson County Special Services Cooperative
461 – Campus Activity Fund
498 – Formosa Edna ISD Foundation Grant
599 – Debt Service Fund
863 – Payroll Clearing Fund
864 – Accounts Payable Clearing Fund
865 – Student Activity Account
901 – General Capital Assets
902 – General Long-Term Debt

Function

11 – Instruction
12 – Instructional Resources & Media Services
13- Curriculum Development and Instructional Staff Development
21 – Instructional Leadership
23 – School Leadership
31 – Guidance, Counseling, & Evaluation Services
32 – Social Work Services
33 – Health Services
34 – Student Transportation
35 – Food Service
36 – Cocurricular/Extracurricular Activities

- 41 – General Administration
- 51 – Plant Maintenance & Operations
- 52 – Security & Monitoring Services
- 53 – Data Processing Services
- 61 – Community Services
- 71 – Debt Service
- 81 – Facilities Acquisition & Construction
- 91 – Contracted Instructional Services between Public Schools
- 92 – Incremental Costs Associated with Chapter 41
- 93 – Payments to Fiscal Agent/Member Districts of Shared Service Arrangements
- 95 – Payments to Juvenile Justice Alternative Education Program
- 97 - Payments to Tax Increment Fund
- 99 – Other Intergovernmental Charges

Object

- 6112 – Salaries/Wages for Substitute Teachers & Other Professionals
- 6118 – Extra Duty Pay for Teachers
- 6119 – Salaries/Wages for Teachers and Other Professionals
- 6122 – Salaries/Wages for Substitute Support Personnel
- 6129 – Salaries/Wages for Support Personnel
- 6141 – Social Security/Medicare
- 6142 – Group Health & Life Insurance
- 6143 – Workers Compensation
- 6144 – Teacher Retirement/TRS Care On Behalf
- 6145 – Unemployment Compensation
- 6146 – Teacher Retirement/TRS Care
- 6149 – Employee Benefits

- 6211 – Legal Services
- 6212 – Audit Services
- 6213 – Tax Appraisal & Collection
- 6214 – Lobbying
- 6219 – Professional Services
- 6229 – Tuition & Transfer Payments
- 6239 – Education Service Center Services
- 6249 – Contracted Maintenance & Repair
- 6259 – Utilities
- 6269 – Rentals – Operating Leases
- 6291 – Consulting Services
- 6299 – Miscellaneous Contracted Services

- 6311 – Gasoline & other Fuels
- 6319 – Supplies for Maintenance
- 6321 – Textbooks
- 6329 – Reading Materials
- 6339 – Testing Materials
- 6341 – Food
- 6342 – Non-Food

6343 – Items for Sale
6344 – USDA Commodities
6349 – Food Service Supplies
6399 – General Supplies

6411 – Travel Employee Only
6412 – Travel Students Only
6413 – Stipends Non-Employee
6419 – Travel – Non-Employee
6429 – Insurance & Bonding
6439 – Election Costs
6449 – Depreciation Expense
6492 – Payments to Fiscal Agents of Shared Services
6495 – Dues
6499 – Miscellaneous Operating Costs

65XX – Debt Service

6619 – Land Purchase & Improvement
6629 – Building Purchase, Construction or Improvement
6639 – Furniture, Equipment & Software
6669 - Library Books & Media

Sub Object

00 – Miscellaneous
03 – Agriculture
73 – Theater
74 – Cheer
75 – Spurs
76 – UIL
77 – Band
78 – Choir
79 – Athletics

These are not mandated by TEA. If you have other sub objects please view account description for additional information or contact Business Office

Campus/Organization

001 – Edna High School
004 – Edna Alternative School
042 – Edna Junior High School
104 – Edna Elementary School
699 – Summer School
701 – Superintendent's Office
702 – School Board
703 – Tax Costs
720 – Direct Costs in Function 41
750 – Indirect Costs in Function 41 (Business Office/Personnel/Payroll/Purchasing)
998 – Unallocated

999 – Undistributed

Fiscal Year

A mandatory single digit code that identifies the fiscal year of the transaction.

Example:

For the 2023-2024 fiscal year of the school district, a 4 would denote the fiscal year.

Program Intent Code

- 11 – Basic Instruction
- 21 – Gifted & Talented
- 22 – Career & Technical (CTE)
- 23 – Services to Students with Disabilities (Special Education)
- 24 – Accelerated Education
- 25 – Bilingual Education & ESL
- 26 – Nondisciplinary Alternative Education Programs (AEP)
- 28 – Disciplinary Alternative Education Programs (DAEP)
- 29 – Disciplinary Alternative Education Programs (DAEP State Comp)
- 30 – Title I Part A Schoolwide Activities
- 31 – High School Allotment
- 32 – Prekindergarten
- 33 – Prekindergarten – Special Education
- 34 – Prekindergarten – Compensatory Education
- 35 – Prekindergarten – Bilingual Education
- 36 – Early Education Allotment
- 37 – Dyslexia
- 38 – College, Career, and Military Readiness
- 91 – Athletics & Related Activities
- 99 - Undistributed