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| <b>TOPEKA PUBLIC SCHOOLS</b>    | <b>REGULATION 2005-03</b>      |
| <b>SUBJECT:</b>                 | <b>DATE OF ISSUE: 06/26/16</b> |
| <b>BUSINESS OFFICE OVERVIEW</b> | <b>REVISIONS:</b>              |
|                                 | <b>PREPARING OFFICE:</b>       |
|                                 | <b>Fiscal Services</b>         |

**I. Organization Structure**

**A. The Business Office consists of staff members who manage and process financial information for Topeka Public Schools. The following positions comprise the Business Office:**

- 1. General Director of Fiscal Services/Board Treasurer**
- 2. Director Budget & Grant Accounting/Payroll Supervisor**
- 3. Director Purchasing**
- 4. Accountant**
- 5. Accountant- Accounts Receivable**
- 6. Assistant Treasurer**
- 7. Fixed Assets Specialist**
- 8. Account Clerk II-Payroll**
- 9. Account Clerk I-Accounts Payable**
- 10. Account Clerk II-Accounts Receivable**
- 11. Buyer**
- 12. Assistant Buyer**
- 13. Executive Secretary I**

**B. Other officers and employees of Topeka Public Schools who have financial responsibilities are as follows:**

- 1. Board of Education**
- 2. Superintendent of Schools**
- 3. Deputy Superintendent of Operations**
- 4. Internal Auditor**
- 5. Finance Committee – Board level**

## **II. Business Office Responsibilities**

**The primary responsibilities of the Business Office consist of:**

- A. General ledger**
- B. Budgeting**
- C. Cash and investment management**
- D. Asset management**
- E. Grants Accounting**
- F. Contract bidding**
- G. Purchasing**
- H. Accounts receivable and billing**
- I. Cash Receipts**
- J. Accounts payable**
- K. Cash disbursements**
- L. Payroll**
- M. Financial statement processing**
- N. External reporting of financial information**
- O. Bank reconciliation**
- P. Compliance with government reporting requirements**
- Q. Annual audit**
- R. Leases**
- S. Insurance**

## **III. Standards for Financial Management Federal Grant Awards**

**In accordance with 2 CFR Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, Topeka Public Schools maintains a financial management system that provides for the following. Specific procedures to carry out these standards are detailed in the appropriate sections of this manual.**

- A. Identification, in all its accounts, of all Federal awards received and expended and the Federal programs under which they were received.**
- B. Accurate, current, and complete disclosure of the financial results of each federally-sponsored project or program in accordance with the reporting requirements of 2 CFR Parts 200.327, Financial Reporting, and 200.328, Monitoring and Reporting Program Performance, and/or the award.**

- C. Records that identify adequately the source and application of funds for federally-funded activities. These records must contain information pertaining to federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income, and interest and be fully supported by source documentation.**
- D. Effective control over and accountability for all funds, property, and other assets.**
- E. Comparison of outlays with budget amounts for each award.**
- F. Information that relates financial data to performance accomplishments and demonstrates cost effective practices as required by funding sources. (2 CFR Part 301, Performance Measurement).**
- G. Written procedures to minimize the time elapsing between the transfer of funds and disbursement by Topeka Public Schools. Advance payments must be limited to the minimum amount needed and be timed to be in accordance with actual, immediate cash requirements. . 2 CFR Part 200.305 Payment**
- H. Written procedures for determining the reasonableness, allocability, and allowability of costs in accordance with the provisions of the 2 CFR Part 200 Subpart E, Cost Principles, and the terms and conditions of the award.**