Finance Officer Curriculum

Contents

Enterprise ERP (MUNIS):

General Ledger/Chart of Accounts

- COA Set Up & Changes
- Journal Entries
- TAR
- CDIP
- YTD Budget Report
- Project Budget Report
- Monthly Financial Report
- Managing Project Accounts

Budget Processing

- Budget Projections

Finance Officer Curriculum

- o Draft Budget
- o Tentative Budget
- o Budget Amendments
- o Working Budget

Year End Processing

- o Unaudited AFR
- o Posting Last Year Adjustments
- o Audited AFR

Fixed Assets

- o Adding/Adjusting/Improving/Transferring/Retiring Assets
- o EOY Fixed Assets
- o Fixed Asset Discrepancy Report

Payroll Processing & Reporting

- o Employee Master, Job Salary Records, etc.
- o Salary Tables & New Year Processing
- o PSD & CSD Reports
- o KTRS Pathway
- o KRS START
- o SBAC
- o KY Employee Benefits
- o KY Unemployment Report
- o Deferred Compensation Report
- o Worker's Compensation Audit Report
- o W2
- o ACA

Enterprise ERP (MUNIS) Continuation:

Purchasing & Accounts Payable
Cloud Administration

- o User Account Maintenance
- o Role Maintenance
- o Cloud Admin 2.0
- o KY Cloud Alternate Connection

Finance Officer Curriculum

Audit:

Internal
- o Redbook
- o Federal & State Grant
- o Self-reviews during year prior to audits

Annual Independent Audit
- o How to use the audit report and present to the board

Choosing an Auditor
Audit Contracts
Extensions
Audit Preparation

Budgets:

Tentative
Working
Budget amendments
Budget Projections
SBDM allocations
Personnel
Carry-Forward vs Contingency
Activity Fund Budgets

Cash Management/Transportation:

Investments
Cash flow projections
Reconciliations
Federal Cash Requests
T Codes
Bus Purchases and Depreciation
How funding works within SEEK

Construction/Facilities:

702 KAR 4:160 Capital Construction Process

- o General Information
- o Typical Project Workflow and Background

Last Reviewed: 10/29/2024

- o When a Revised BG-1 is needed
- o Do Not Submit incomplete BG-1 Project Applications

Financial Aspects of Capital Construction Process

- o BG-1 Project Application (BG-1)
- o BG-4 Contract Closeout
- o BG-5 Project Closeout
- o KRS 162.060 Plans for school buildings to be approved

Funding Sources

- o Unrestricted Funds
- o Restricted Funds
- o Expenditures of Capital Construction Contingency Funds
- o YES (with approval) with F.S.P.K., Capital Outlay or S.F.C.C funds
- o NO for F.S.P.K., Capital Outlay or S.F.C.C funds
- o Funding, including bond issuances
- o Direct PO's
- o Student Population Based Funds
- o Capital Outlay Funds
- o Property Assessment Based Funds
- o Local Nickel Building Fund
- o Facilities Support Program of Kentucky (FSPK)
- o Additional Nickels Available to Certain Districts:
- o Original Growth Nickel
- o Recallable Nickel
- o Category 5 Nickel
- o Equalized Growth Nickel
- o Equalized Facility Funding Nickel
- o Qualified Needs Based Funds
- o Kentucky School Facilities Construction Commission (SFCC)
- o SFCC Cash Requirements
- o Urgent – Needs Grants

Contract Administration

Financial Statements:

Unaudited AFR, balance sheet
Entity-wide statements, management's discussion & analysis, notes
Monthly reporting

Finance Officer Curriculum

Funding:

SEEK
Data elements used for SEEK and Forecasting data
SEEK Shortfalls
Taxes-, process, property assessments, tax rate types and options, nickels
Sheriff/Clerk/PVA roles in Tax Process
Grants – Funding matrix
Indirect Cost
Flex Focus Guidelines
Submission of Quarterly CDIP
Federal Cash Request process
Completing Contract Calculation Worksheets if you district has a personnel MOA with KDE

Internal Controls:

Assets
Expenditures
Financial management system, including roles and security
Separation of duties
Fraud Prevention

Purchasing:

Model procurement
Bid law
Cooperative purchasing
District policies

Food Service:

Budget/Financial Analysis

- o Labor Cost and Productivity (meal equivalents)
- o Menu – Controlling food cost
- o Federal reimbursement
- o Pricing – Reimbursement (PLE tool)
- o Non-Reimbursable (Non-Program R Tool)
- o Indirect Cost
- o Revenue
- o Data

Last Reviewed: 10/29/2024

Finance Officer Curriculum

- o Meal Counting and Claiming/Benefit Issuance
- o Direct Certification
- o POS system – IC (attendance system)
- o Procurement
- o Allowable Costs
- O Procurement plan – written procedures

District Miscellaneous:

DPP
Federal Program
At Risk
Facility Needs
Transportation Needs
Technology Needs
Lunch box to IC
Free/Reduced lunch

Resources:

KDE Finance Newsletter
Financial Manual
KYMUG Listserv
Co-ops
Tyler Community
KASBO
SFMI
Commissioner's Emails
- o Monday Superintendent email