Niti Sharma

Champions for Leadership 2015

Project Presentation:
Accounting Procedures Manual
Professional Development Goals

- Be better prepared for more challenging roles and responsibilities
- Learn new tools and techniques for presentation and documentation
- Build professional rapport beyond Accounting Services

Santa Clara County Office of Education

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Project Overview

My project was to initiate the process of formally documenting procedures for key accounting processes by:

- Developing a broad framework for Accounting Procedures Manual
- Documenting procedures for Direct Cost Transfers and Accounts Payable
- Providing organization-wide accessibility to the procedures via intranet
We have been following procedures

May not have been formally documented procedures
My Project Goals

Align with SCCOE’s stated Mission & Goal: To Improve organizational effectiveness and efficiency

Documenting accounting procedures will help:

- Improve efficiency, consistency of transaction processing and help develop best practices
- Establish effective internal controls to enhance the accuracy and validity of financial data
My Project Goals (cont'd...)

- Ensure compliance with established policies and regulatory standards
- Maintain consistency in procedures during employee transitions
- Serve as training material for new employees or reference guide for current employees
- Serve as formal documentation for external parties, eg. Auditors
The Accounting Procedures Manual

The Accounting Procedures Manual will follow a standardized framework with the following key elements (as appropriate):

- A high-level process flow
- Detailed procedure
- Include references or links to any related documents and forms that need to be completed when following the procedure
ACCOUNTING SERVICES

PROCEDURES MANUAL

Created: May 2015
Last Updated: May 2015
Accounts Payable

Accounts Payable uses the following types of payments:

- Purchase Order
- Pay Vouchers
- Travel Claims
- Credit Memos

Purchase Orders types

Blanket Orders- rentals, leases, utilities, recurring services such as catering, departmental office supplies
  - Number sequence 12345 with x being last digit of the current fiscal year
Emergency Orders- Emergency services or items i.e. flood, water damage, earthquake, fire, etc.
  - Number sequence 20345 with x being last digit of the current fiscal year
Stores Orders- Material purchased for resale to other districts or pull for SCCOE use
  - Number Sequence 40123 with x being the last digit of the next fiscal year
Regular Orders- Materials, Services, Supplies, etc. that are non-recurring
  - Number sequence 76543 with x being the last digit of the current fiscal year

Purchase Order Invoice processing Requirements

INVOICES- All must show invoice #, date, and Purchase Order number

Invoices-materials, supplies (3 way match-Invoice+PO+Receipt)

- Valid Purchase Order showing on invoice
- Receipt required—either packing slip or a print screen from QCC
- Quantity billed must equal quantity received
- Purchase Order price must be the same as invoice price
- Verify Sales tax for materials—should be Santa Clara County Rate.
  1. If not taxed, accrue sales tax.
  2. Sales tax charged lower—accrue difference.
  3. Sales tax billed higher—adjust to correct rate and send invoice copy showing tax adjustment with warrant to vendor

Invoices-For rent or services –i.e. Catering and Utilities

- Valid Purchase Order showing on invoice—usually Blanket Purchase Orders
- Approval required. **Check with program regarding Rent and Utilities.
Professional Accomplishments

- Gained an increased awareness of effective leadership skills
- Increased understanding of my preferred working style, strengths and weaknesses
- Learned new presentation and documentation tools; improved public speaking skills
- Had the opportunity to develop network across the organization through CFL participants
Project Accomplishments

• Developed a comprehensive framework for future procedures and will be making it accessible on the intranet

• Successfully documented the procedure for Direct Cost Transfers and presented at the Budget Development Workshop

• Documented the procedure for Accounts Payable
Key Learnings - CFL

• Through the CFL program I learnt the key elements of project management and servant leadership

• Greatly benefitted from the vast knowledge and experience of the various presenters

• Realized the importance of having a mentor in my professional life
Key Learnings - Project

- Procedures that are undocumented can be vague, lacking in detail and often open to different interpretations

- Learned the importance and value of feedback from stakeholders

- Documenting procedures that are accurate, concise and easy to follow can be a very challenging task

- Documented procedures can be updated periodically or as changes occur
Thank You
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