Santa Clara County Office of Education

Niti Sharma

Champions for Leadership 2015

Project Presentation:
Accounting Procedures Manual

Professional development tools

- Release prepared to cross challenging roles and responsibilities

- Learn new tools and techniques for presentation and documentation

- Staff protection to support record keeping methods

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Champions for Leadership 2015

Project Presentation:
Accounting Procedures Manual

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GOAL!

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Project Presentation:
Accounting Procedures Manual

Project Overview

My project was to include 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

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

Prezi

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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 completed when following the procedure
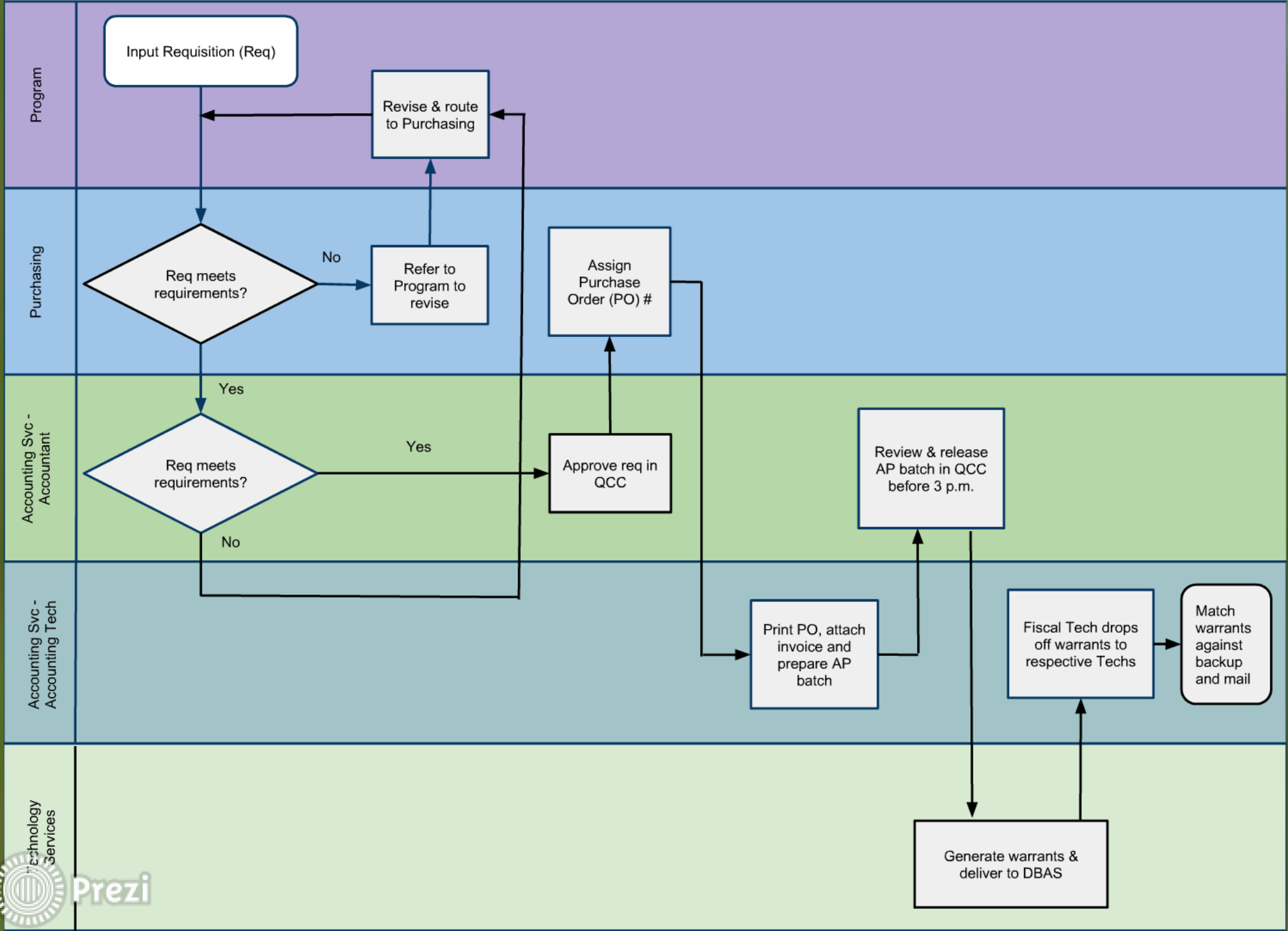
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ACCOUNTING SERVICES

PROCEDURES MANUAL

Created: May 2015

Last Updated: May 2015

ACCOUNTS PAYABLE PROCESS - PO RELATED

Program

Input Requisition (Req)

Revise & route to Purchasing

Purchasing

Req meets requirements? — No → Refer to Program to revise

Assign Purchase Order (PO) #

Accounting Svc - Accountant

Yes

Req meets requirements? — Yes → Approve req in QCC

No

Review & release AP batch in QCC before 3 p.m.

Accounting Svc - Accounting Tech

Print PO, attach invoice and prepare AP batch

Fiscal Tech drops off warrants to respective Techs

Match warrants against backup and mail

Technology Services

Generate warrants & deliver to DBAS

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 **1x2345**-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 **203x45**-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 **40x123**-with **x** being the last digit of the next fiscal year

Regular Orders-Materials, Services, Supplies, etc. that are non-recurring
- Number sequence **7x6543-**with **x** being the last digit of the current fiscal year

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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

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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

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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

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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

GOAL!

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