

TIER II TRAINING PROGRAMS

AAEA Annual Conference
August 3, 2010

Presented by Representatives of
Arkansas Association of School
Business Officials

Legislative History

- ▣ Act 730 of 2005
- ▣ Commissioner's Memo FIN-05-016
- ▣ The Arkansas State Board of Education issued a rule in September 2007 to establish the training of Tier I and Tier II personnel.

Tier I Requirement

- ▣ Tier I Training consists of 12 hours of initial training and requires 4 hours of annual training to remain approved.
- ▣ Superintendent and General Business Manager are the required positions that must be qualified as Tier I personnel.
- ▣ Must have at least two (2) Tier I trained persons per school district. You may have more.

Tier II Requirement

- ▣ Tier II training is required for those persons who have some coding and/or financial responsibilities, but do not have district wide financial responsibilities.
- ▣ The personnel that will require Tier II training are generally assistant superintendents, principals, federal coordinators, heads of federal programs, secretaries, accounting staff.

Tier II Requirement

- ▣ Tier II training will be provided by the local school district
- ▣ District Trainers are required to attend Initial and annual Tier I training
- ▣ Each district is required to maintain files and records indicating all employees required to obtain and who completed Tier II training
- ▣ Each district shall provide the DOE an assurance statement regarding the completion of Tier II training by the required individuals by the end of the fiscal year

Tier II Requirement

Rule Section 7.04.1

“Tier II training shall be developed by the DOE in cooperation with representatives from the Arkansas Association of School Administrators, the Arkansas Association of School Business Officials, the Arkansas Education Association, the Legislative Joint Auditing Committee and education service cooperatives.”

Tier II Requirement

▣ Sanctions:

- Any school district or charter school that does not comply with these rules shall be identified as being in fiscal distress
- Any education cooperative shall be sanctioned by the State Board of Education
- Any licensed employee that provides false expenditure information may have his or her license revoked
- Persons unable to obtain required training by December 31 and who fail to cure such deficiency by March 31 of the following year shall be unable to continue in his or her position of employment

Tier II Training Areas

- ▣ Account Coding
- ▣ Purchasing
- ▣ Budgets
- ▣ Human Resources
- ▣ Fixed Assets
- ▣ Ethics
- ▣ Personnel Records
- ▣ Audit Findings
- ▣ Issues of Local Concern

Account Coding

Items to cover under Account Coding

- Definition of the Budget Unit
 - XXXX-XXXX-XXX-XXX-XX
- Definition and use of Object Codes
 - XXXXX
- New Budget Units for the upcoming fiscal year
- New Object Codes for the upcoming fiscal year
- Obsolete Budget Unit Codes and Objects for the upcoming fiscal year
- Problem areas noticed in coding both Budget Units and Objects

Purchasing

Items to cover under Purchasing

- Purchase Orders and their importance
- Procedures for requisitions and purchase orders
- Importance of correct matching of purchase orders and invoices
- Purchase order must be obtained prior to ordering and/or receiving any product
- Bidding procedures
- Penalties for failure to follow procedures

Budgets

Items to cover under Budgets

- How budgets are prepared
- Importance of budgets
- Why budgets need to be reviewed on a monthly basis
- Why we may need to drastically modify budgets during the course of the fiscal year
- Why we need to accurately record both budget units and objects

Human Resources

- ▣ Items to cover in Human Resources
 - Salary Schedules
 - ▣ Certified
 - ▣ Classified
 - Fringe Benefits
 - Time Sheets or Time Clocks
 - Division of Time between various programs (A-87)
 - Overtime Procedures
 - ▣ Who needs to approve and when
 - When Time Sheets Must be Turned in

Fixed Assets

Items to cover under Fixed Assets

- What is a capital asset
 - Cost of \$1,000 or more
- All capital assets must have property tag
- How to add a capital asset to your property listing
- How to remove a capital asset from your property listing
- How to reconcile your fixed assets at the end of the fiscal year in preparation for your annual audit

Ethics

Items to cover under Ethics

- Act 1599 of 2001
- Act 1381 of 2005
- Criteria for Local School Board Approval
 - Under \$5,000
- Criteria for Department of Education Approval
 - Amount is \$5,000 or more, or
 - Transaction includes a Superintendent or General Business Manager/District Treasurer
- Annual approval

Personnel Records

- ▣ Items to cover under Personnel Records
 - Need for privacy
 - Application Process
 - HIPPA
 - Retirement Records
 - Discipline Actions
 - Other Legal Issues

Audit Findings

- ▣ Items to cover under Audit Findings
 - Audit findings from your local district
 - ▣ Address methods for corrective action
 - Audit findings from the Legislative Audit Division for the entire state

Issues of Local Concern

- ▣ Items to cover under Issues of Local Concern
 - What items cause you problems in your financial system?
 - ▣ Purchase Orders
 - ▣ Bidding
 - ▣ Travel Reimbursement
 - ▣ Documentation of Expenditures
 - ▣ Activity Funds
 - ▣ Time Records
 - ▣ How to streamline the financial process
 - ▣ Anything that is giving you a local financial problem

Tier II Training Program

- ▣ Question:
- ▣ How do I prepare a program for Tier II Training in my district?
- ▣ Answer:
- ▣ ? (Good Question)
- ▣ The state will make available videos of all Tier I training sessions offered during this year and you could use them for Tier II training
- ▣ Or you could develop your own program
- ▣ Or you could look to AASBO for some assistance

Sample Tier II Training Programs

AASBO is obtaining sample programs from various school districts across the state for all districts to use as a beginning point for their own Tier II Training programs.

We are all in this together and we need to network and share resources as much as possible.

Sample Tier II Training Programs

- ▣ Greenbrier School District
- ▣ Marion School District
- ▣ Clarksville School District