



# St. Louis Park Public Schools

TO: Budget Managers  
FROM: Business Services  
SUBJECT: Important Business Office Procedures and Deadlines

The purpose of this memo is to:

1. provide Business Office deadlines in order to ensure accurate recording of revenue and expenditures in preparation for the annual audit; and
2. remind budget managers about important Business Office Procedures and the use of public funds.

You and your supervisor will receive notification from the Business Office when violations are noted. You may be asked to reimburse the district or pay late invoices from your personal funds. These rules apply to any district funds, including donations.

Please share this information with applicable staff. You are responsible for compliance with these deadlines and procedures for your site/department.

Important Procedures
<b>Secure and deposit cash</b>
All cash and checks must be: <ul style="list-style-type: none"><li>● secured nightly in the safe located in the school office, no exceptions, and;</li><li>● prepared for deposit and delivered to the bank weekly via courier.</li></ul> If cash or checks must be retained at your site for any reason, contact the Business Office to receive authorization for an exception.
<b>Timely payment of invoices</b>
MN state law requires that invoices be paid within 30 days of their receipt. You must deliver receipts to the business office in a timely way to ensure compliance with this law. <ul style="list-style-type: none"><li>● If you must hold an invoice that will delay its payment beyond 30 days (i.e. goods not received, dispute over dollar amount), make note of the reason on the invoice before submitting for payment.</li></ul>
<b>Inappropriate use of school district funds</b>
Certain purchases and payments are not within a school district's statutory authority. Be certain that you do not purchase or reimburse staff members for: <ul style="list-style-type: none"><li>● gift cards</li><li>● gifts of any kind to staff, employees, community members, etc.</li><li>● food for staff or other staff/community events ( if a meeting must be convened over a regular meal time that causes staff to lose access to their regular meal pattern, food can be provided. Community events may have food served if the</li></ul>



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event attendees are majority community members and having food available aligns with a reasonable public purpose.)

- alcohol
- cash advances

### Approval of Invoices and Vouchers for payment

Items submitted to the Business Office for payment must include:

- Signatures for approval (proxy signatures are not acceptable; budget manager must approve)
- Account code
- Receipt and/or invoices (make sure it is an invoice and not a statement)
  - If a copy of the receipt is submitted, you must retain the original receipt for audit purposes

Items received that do not comply with these requirements will be returned to the originator.

Deadline	Description of Action Required
April 15	Complete orders and purchasing <ul style="list-style-type: none"><li>• This deadline applies to all items to be received and services to be performed prior to July 1, including credit card purchases.</li></ul>
July	Submit vouchers to Payroll <ul style="list-style-type: none"><li>• Any voucher for work performed prior to July 1 must be submitted by the regular Payroll deadline.</li><li>• Any voucher for work performed by employees that do not work over the summer must be submitted <b>prior to leaving for the summer.</b></li></ul>
July	Submit payment documents to Business Office <ul style="list-style-type: none"><li>• This deadline applies to all check requests, travel reimbursement, travel mileage and expenses incurred through June 30.</li><li>• Reimbursements for employees that do not work over the summer must be submitted <b>prior to leaving for the summer.</b></li></ul>
July 30	Submit invoices to Business Office <ul style="list-style-type: none"><li>• Invoices for vendor work completed through June 30 should be submitted for payment immediately upon receipt, but no later than July 30.</li></ul>

Please contact the Business Office to receive authorization for exceptions necessary to meet the needs of this year's students.