21ST CENTURY COMMUNITY LEARNING CENTERS PROGRAM

MAKE FINANCE PERSONNEL YOUR "BFF"

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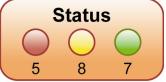(404) 657-7155

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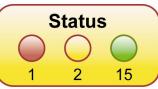EDUCATION
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GaDOE's STRATEGIC GOALS

Goal 1 Increase high school graduation rate, decrease drop out rate, and increase post-secondary enrollment rate.

Status
10   6   33

Goal 2 Strengthen teacher quality, recruitment, and retention.

Status
5   8   7

Goal 3 Improve workforce readiness skills.

Status
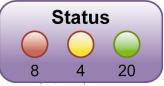1   2   15

Goal 4 Develop strong education leaders, particularly at the building level.

Status
2   2   12

Goal 5 Improve the SAT, ACT, and the achievement scores of Georgia students.

Status
17   19   44

Goal 6 Make polices that ensure maximum academic and financial accountability.

Status
8   4   20

MAKE FINANCE PERSONNEL YOUR BFF?

Participants will:

- Understand the need for a common language between the finance personnel and the Program Manager

- Know the responsibilities of the Program Manager in relation to the finance personnel

- Know what reports to ask for monthly

- How to make quick audit checks

- Simplifying the completion report process

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WHAT DOES THAT MEAN?

✓ Programmatic language versus financial language
  - ❑ Title IVB,
  - ❑ NCLB
  - ❑ EDGAR
  - ❑ MOU
  - ❑ Monitoring
  - ❑ Internal controls
  - ❑ Object codes
  - ❑ Encumbrances
  - ❑ Fund source
  - ❑ Audit

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WHAT DOES THAT MEAN?

- Never assume that one understands the basic vocabulary of the other

- Don't talk in acronyms

- Strive for a common language

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UNDERSTANDING ROLES AND RESPONSIBILITIES

- Remember the original purpose behind federal programs: …to level the playing field for the economically disadvantage student

- Know that fiscal responsibilities are in place to protect and provide for the students

- Share in making data driven decisions

- Include finance personnel in professional development activities

- Both parties have a common interest in helping reimbursements occur as quickly as possible

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FINANCIAL REPORTS FOR REVIEW

- Detailed expenditure reports

- Budget master

- General ledger (every transaction that occurs in every account number within your program fund source

- Payroll by fund source (a report that will show the account number, individual paid, amount of pay, date paid, check number)

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COMPLETION REPORTS

- Make sure that you make monthly reimbursement requests (15th of every month)
- Address questionable expenditures quickly
- Check budget versus actual at least monthly
- Indirect cost charged monthly (if applicable)
- Communicate any discrepancies with the finance department

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MANAGING YOUR PROGRAM WHILE…

- Establishing a common language with the finance personnel

- Understanding the role of the finance personnel

- Reviewing financial data monthly

- Finding and correcting coding errors early

- Sharing your program objectives

- Having conversations with the finance personnel before acting on impulse

- Ensuring accountability and transparency

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QUESTIONS

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