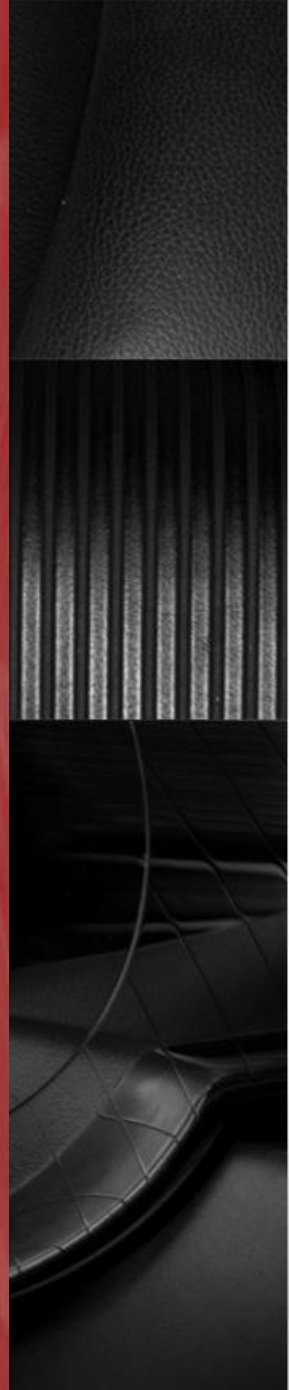


Utilizing Technology to Reduce Your Financial Risk and Maximize Bookkeeper Efficiency

AASBO Local School Financial Management

March 2023





Today's Topics

- Remote Deposit Capture
- Cash Courier
- Treasury Management
- Purchasing Card
- Support Organization Training
- Online Student Payments
- Employee Time and Attendance System
- Digital Ticketing Solutions
- Online Fundraising
- Google Workspace
- Online Facility Management
- Data Protection



Disclaimer

The opinions expressed in this presentation are those of Michele McCay and are not meant to be a legal interpretation of the law. The material included in this presentation is dated as November 2021 and is subject to change.

Official interpretation of particular questions or situations should be obtained through the board's legal council, the Alabama Attorney General's Office, the Alabama Department of Education or the Examiners of Public Accounts.



Remote Deposit Capture

- Optimize Deposit Availability¹
- Reduce Insufficient Funds²
- Minimize Paperwork³
- Speed Reconciliation Time⁴
- Consolidate Banking Relationships⁵
- Improve Cash Flow⁶
- Reduce Processing Costs





Remote Deposit Capture

Implementation Time

- Complete remote deposit capture enrollment form (10 minutes)
- Order Image scanner (5 minutes)
- Load software once scanner arrives (15 minutes)

Implementation Cost

- Cost of scanner (\$225-\$750)



Cash Courier

- Eliminate Trips to Bank¹
- Reduce Risk to Staff²
- Timely Cash Collections and Delivery³
- Contents Fully Insured⁴
- Reduce Operating Costs





Cash Courier

Implementation Time

- Complete vault service agreement (10 minutes)
- Order Bank deposit Bags (5 minutes)

Implementation Cost

- Cost of bags (1100 bags for \$220)

Recurring Cost

- Service, Fuel and Insurance (\$175 a month per location)



Cash Courier

- Eliminated Travel Costs for CNP
 - \$25,114 mileage reimbursement/year
 - \$39,260 wages/year
- Improved Time Management 2,304 hours/year
- Reduced Volume of Returned Checks 86%



Cash Courier

- Eliminated Travel Costs for Local Schools
 - \$14,510 mileage reimbursement/year
 - \$34,024 wages per year
- Improved Time Management 1,331 hours/year
- Reduced Volume of Returned Checks 72%
- Cost of 19 Scanners \$0



Treasury Management

- Boost in Productivity¹
- Realtime and Precise Data Availability²
- Limit Redundant Banking and Transactions Fees³
- Detailed Activity Monitoring⁴
- On Demand Reporting⁵
- Less Location Dependence⁶



Purchasing Card

- Control Spending¹
- Streamline Procurement²
- Reduce Transaction Costs³
- Minimize Paperwork⁴
- Secure⁵
- Earn Incentives⁶
- Eliminate Vendor W-9's⁷
- Happier Teachers and Administrators



	Prior to PCard	Year 1 (State Only)	Year 2 (All Public)	Today (Pub+NP)
High School				
▪ PO's	3240	2455	1231	907
▪ Checks	3128	2651	1773	465
Elementary				
▪ PO's	1177	892	549	209
▪ Checks	730	619	336	144



debit

5576 1234 5678 9010

VALID
FROM 10/19

GOOD
THRU 10/22

TERRY MILLER





Support Organization Training

- Knowledgeable Parents ¹
- Appreciation for Rules and Regulations²
- Better Advocates³
- More Successful Organization⁴
- Fewer Bookkeeper Interruptions⁵
- Reduced Non-Compliance⁶
- Happier Bookkeepers



Online Student Payments

Parent Tested and Approved

- Secure¹
- Convenient²
- Immediate Confirmation Payment Made³
- Student-Specific Fees⁴
- Accept Credit Card Payments⁵
- Accept Electronic Check Payments⁶
- Eliminates Need to Stand in Long Lines⁷



Online Student Payments

Bookkeeper Tested and Approved

- Integrates with PowerSchool¹
- Integrates with District Accounting System
- Immediate Notification Payment Made²
- Daily Activity Reports³
- Easy Reconciliation⁴
- Reduction in Documents⁵
- Reduction in Volunteers⁶
- Reduction in Data Entry⁷



Online Student Payments

Teacher Tested and Approved

- No Receipting¹
- More Instructional Time²
- Notification Payment Made³
- Reports Easy to Interpret⁴
- Fillable Online Forms⁵



Online Student Payments

District Tested and Approved

- Parent Participation 92%
- Electronic Check Payments 81%
- Revenue from Online Payments \$12.2M
- Reduction Insufficient Funds¹



Employee Time & Attendance System

- Capture Employee Hours Electronically¹
- Spend Less Time on Payroll²
- Prevent Buddy Punching³
- Ensure Legal Compliance⁴
- Eliminate Paper⁵



Employee Time & Attendance System

- Track Attendance in Real Time¹
- Reliable Accuracy²
- Job Tracking³
- Multiple Clock In Options⁴
- Save Time and Resources⁵



Digital Ticketing Solutions

- Create Events¹
- Manage Capacity²
- Pre-Sales³
- Contactless Entry⁴
- Season Passes⁵
- Real-time Reports ⁶

Homecoming

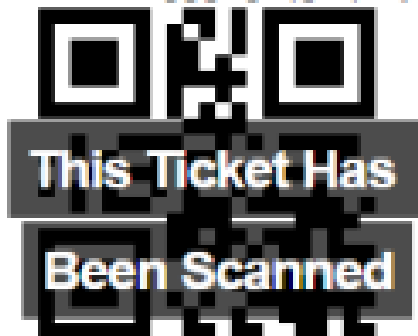
September

SPAIN PARK HIGH SCHOOL

4700 JAGUAR DRIVE

HOOVER ALABAMA 35242

Ticket code: 333851436412946



Ticket 1 of 1 for this event.

Homecoming Dance Guest Ticket for
\$5.00

Date of event: 10/14/2017 at 7:00 PM



GoFan HIGH SCHOOL



Weekly Payment Report

Account ID: AT12345

For transaction period:

March 29, 2021 - April 5, 2021

Your payment amount is:

\$595.00

Your payment may deviate due to refunds or disputes processed after transaction period. Please see remittance reconciliation accompanying electronic deposit or check payment for final amount paid.

By Activity

Activity	Ticket Sales	Refunds	Net Sales	Net Tickets
Softball	\$450.00	\$0.00	\$450.00	90
Baseball	\$145.00	\$0.00	\$145.00	29
TOTALS	\$595.00	\$0.00	\$595.00	119

By Event

ID	Event	Date	Activity	Event Details	Ticket Sales	Refunds	Net Sales	Net Tickets
283795	GoFan High School vs. Norcross High School	2021-03-29	Softball	Varsity	\$230.00	\$0.00	\$230.00	46
283793	GoFan High School vs. James High School	2021-03-30	Softball	Varsity	\$195.00	\$0.00	\$195.00	39
283794	GoFan High School vs. Smith High School	2021-03-31	Softball	Varsity	\$25.00	\$0.00	\$25.00	5
293194	GoFan High School vs. Booth High School	2021-04-03	Baseball	Varsity	\$145.00	\$0.00	\$145.00	29
TOTALS					\$595.00	\$0.00	\$595.00	119



Online Fundraising

- Must obtain prior approval of Principal
- Comply with district policies and procedures
- Retain 100% proceeds; no fees paid¹
- Funds available next business day²
- Users already software proficient
- No rogue fundraising³
- Less cash in schools⁴



Google Workspace

- Gmail
- Tasks
- Calendar
- Drive
- Keep



Google Workspace

Gmail

- Canned Email Responses¹
- Schedule Messages to Send Later²
- Predictive Text³
- Snooze⁴
- Chat⁵
- Calendar⁶
- Meet⁷
- Spaces⁸



Google Workspace

Tasks

- Open Tasks in Gmail
- Create a list to stay organized by topics
- Add due dates and times
- Add Subtasks, if needed



Google Workspace

Calendar

- Open Calendar in Gmail for a quick glance
- Create a calendar event from an email¹
- Add videoconferencing (Google Meet Video)
- Find available time for guests²
- Create appointment slots³



Google Workspace

Drive

- Files
- Folders
- Team Drives
- File Stream



Google Workspace

Keep

- Open Keep in Gmail to add notes
- Create notes and lists
- Add collaborators
- Change colors for notes
- Set reminders



Online Facility Management

- Web-based
- Device Agnostic
- Tiered Permissions¹
- Automatic Routing
- Eliminate Double Bookings
- Real-time
- Invoicing²

Approve? ☒

Route to Next

-- Select Route To -- ▼

Note: Leave 'Route to Next' blank to allow the system to automatically route

Approval Note

Event Visibility

☒

Yes, this is a schedule of public events

Google Calendar

☐

Yes, add the scheduled events to Google Calendar

Inactive Schedule

☐

Pending Schedule?

☐

Add/Update Pending Reason

Pending Expiration Date



Activate Schedule?

☒



Data Protection

- A **passphrase** is a password composed of a sentence or combination of words
 - Longer and more complex,
 - Contains spaces and/or symbols,
 - Does not have to be a proper sentence or grammatically correct
- A password is a long string of random numbers, letters and/or special characters



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