
FUNCTION STATEMENT

The Business and Operational Services program area is comprised of the Business and Financial Services Division, Purchasing, Supply Center, and Print Center functions of the Operations Division.

Business and Financial Services – ensures that business services are operating in compliance with state and federal laws and Board of Education policies, and that services are carried out in a cost effective, responsive, and efficient manner. This department supports *Strategy 9*. It is responsible for the accounting, business, budgeting, and payroll functions:

Accounting – general accounting, IRS reporting, school activity fund accounting, supplemental retirement accounting, cash management, accounts payable, and accounts receivable;

Business – responsible for ensuring cost effective district travel and for coordinating the rental of district facilities;

Budgeting – budget preparation for all district funds, forecasting, monitoring, grant account, and financial reporting;

Payroll – calculation and processing of all district employee paychecks, KPERS reporting, federal/state tax reporting, personal deductions, employee attendance, distribution to accounts, and direct deposits.

Purchasing – ensures compliance with Board of Education procurement policies and state statutes, and where applicable, federal laws, and that pricing solicitation and general purchasing services are carried out in a cost effective, responsive, and efficient manner. Purchasing guidelines are designed such that USD 259 can deal with all vendors in a fair, open and equitable manner and provide customers with the right item at the right time at the best prices while providing accountability to taxpayers. This department supports *Strategy 9*. It is responsible for the following functions: Serves as the primary department for the issuance, receipt and review of bids and proposal documents and contact point for vendors regarding specifications for bids/proposals, Issuance and adjustments to purchase orders contracts. Provides the training and auditing oversight of the District's procurement card program. Establishes relationships with applicable professional organizations such as the National Institute of Governmental Purchasing, Mid America Minority Business Development Council, and the U. S. Communities Government Purchasing Alliance.

Supply Center – (aligns with *Strategy 3 and 9*) is responsible for receiving and processing goods and materials, textbooks, and food items and delivering such, including daily interschool mail services throughout the district; managing a stock inventory of necessary goods and materials; maintaining a fixed asset inventory of equipment items with a policy identified; maintaining an audited inventory of all buildings and land owned by the district; and disposition of obsolete materials and supplies. Also manages projects and establishes relationships with applicable professional organizations such as the National Institute of Governmental Purchasing and Association of School Business Officials. All services provided by the Supply Department are done so in the most cost effective and efficient manner possible insuring that all teachers, students, parents/guardians, vendors and employees are treated with respect and dignity.

Print Center – provides quality print services (school newsletters, yearbooks, student calendar booklets, budget publications, curriculum catalogs, lunch menus). It also provides quick printing services (agendas, memos, bulletins, newsletters, and all classroom materials) and consulting services related to printing needs. The Print Center supports *Strategy 1 and 9* in providing services to meet the needs of all students, parents/guardians, teachers and administrators.

Business and Operational Services

OBJECTIVES

1. Implement a new financial system.
2. Implement new activity fund software/point of sale system.
3. Implement the time and labor module of the payroll system.
4. Implementation of e-pay to enable employees to modify their own deductions via the computer.
5. Increase the number of procurement card users by 50 percent.
6. Reduce the variety of items kept in stock in the warehouse by 20 percent.
7. Increase the number of impressions used for print jobs by 5 percent.

MEASURES

1. Implementation of new financial system.
2. Implementation of new activity fund software/point of sale.
3. Implementation of the time and labor module of the payroll system.
4. Implementation of e-pay to enable employees to modify their own deductions via the computer.
5. Track the number of procurement cards issued.
6. Eliminate some items retained in the warehouse as MRO items.
7. Track the number of impressions used for print jobs.

PERFORMANCE INDICATORS

Performance Indicators	Actual for 2005-2006	Estimate for 2006-2007	Target for 2007-2008
1. Implementation of new financial system		Implementation Phase 2	
2. Implementation of new activity fund software/point of sale		Completed	
3. Implementation of time and labor (PeopleSoft)		Implementation of System	
4. Implementation of e-pay		Implementation	
5. Number of Procurement cards and average monthly expenditures	1,855 - \$456,000	2,220 - \$482,073	2,300 - \$500,000
6. Number of cartons of bond paper, cases of toilet paper and boxes of tissue shipped to buildings	34,675	34,719	35,000
Breakdown for 2006-07:			
Cases of Bond Paper Shipped		30,290	
Cases of Toilet Tissue Shipped		3,557	
Cases of Facial Tissue Shipped		872	
Total		34,719	
7. Number of impressions used	54,621,972	57,000,000	58,500,000
8. Number of Cooperative Purchasing Contracts used	19	26	30

Business and Operational Services

BUDGET HIGHLIGHTS

The 2007-08 budget reflects an increase of support for the District Supply center to cover increased postage needs and negotiated salary and benefit increases.

PERSONNEL DETAIL

POSITION TITLE	2004-05 FTE	2005-06 FTE	2006-07 FTE	2007-08 FTE
PERSONNEL				
Administration Non-Certified	4.40	4.40	4.40	4.40
Technical/Supervisory	17.25	20.50	20.50	20.50
Administrative Clerical	21.90	22.90	22.90	22.90
Operational Supervision**	9.00	10.00	9.00	9.00
Supply & Distribution	22.00	21.00	21.00	21.00
Operational Clerical	2.00	1.00	1.00	1.00
PERSONNEL TOTAL	76.55	79.80	78.80	78.80

** For 2006-07, Operational Supervision position was moved to Management Information Systems program.

EXPENDITURE RECAP

DESCRIPTION	2005-06 ACTUAL	2006-07 ACTUAL	2006-07 BUDGET	2007-08 BUDGET
GENERAL MANAGEMENT SALARIES				
Administration Non-Certified	\$374,216	\$398,899	\$398,959	\$419,418
Technical/Supervisory	906,908	1,060,887	1,173,687	1,176,885
Administrative Clerical	767,835	675,865	806,126	813,981
Administrative Clerical Sub	82,004	53,432	31,271	31,271
TOTAL GENERAL MANAGEMENT	\$2,130,963	\$2,189,083	\$2,410,043	\$2,441,555
INSTRUCTIONAL SALARIES				
Clerical Office Aide	\$4,063	\$2,078	\$0	\$0
Co-Op Student	0	0	2,941	2,941
TOTAL INSTRUCTIONAL SALARIES	\$4,063	\$2,078	\$2,941	\$2,941
OPERATIONAL SALARIES				
Operational Supervision	\$472,850	\$491,200	\$469,818	\$506,673
Supply & Distribution	697,949	679,673	773,640	808,437
Operational Clerical	28,302	71,786	32,228	35,076
TOTAL OPERATIONAL SALARIES	\$1,199,101	\$1,242,659	\$1,275,686	\$1,350,186

Business and Operational Services

EXPENDITURE RECAP (CONT.)

DESCRIPTION	2005-06 ACTUAL	2006-07 ACTUAL	2006-07 BUDGET	2007-08 BUDGET
EXTRA DUTY PAY				
Supplemental	\$14,866	\$6,860	\$24,288	\$24,288
Shift Differential	552	532	0	0
Certificate & License	3,207	2,030	4,212	4,212
Severance	4,344	5,811	0	0
TOTAL EXTRA DUTY PAY	\$22,969	\$15,233	\$28,500	\$28,500
EMPLOYEE BENEFITS				
Health Insurance	\$480,930	\$467,874	\$482,256	\$609,478
Group Life Insurance	6,317	6,452	6,593	6,593
Disability Insurance	13,637	14,010	14,869	15,292
Social Security	256,999	263,538	284,363	304,738
Unemployment Insurance	3,700	5,327	6,319	3,823
Workers Compensation	27,275	42,011	44,606	45,878
Employee Assistance Program	645	654	670	709
Early Retirement	134,597	147,555	155,413	160,325
TOTAL EMPLOYEE BENEFITS	\$924,100	\$947,421	\$995,089	\$1,146,836
PURCHASED SERVICES				
Instructional Services	\$0	\$8,800	\$0	\$0
Professional Services	3,389	26,900	6,691	6,691
Cleaning Services	3,500	5,190	0	0
Repair & Maintenance Services	325,521	355,160	11,714	11,714
Rental & Leasing Services	924	660	0	0
Postage	69,859	61,953	76,077	201,077
Advertising	393	1,023	844	844
Print, Bind & Reproduction [^]	(403,039)	(474,618)	11,948	11,948
Tuition	2,249	0	0	0
Training - Certified	535	534	0	0
Training - Non-Certified	25,999	25,392	11,000	11,000
Miscellaneous	57,000	0	0	0
TOTAL PURCHASED SERVICES	\$86,330	\$10,994	\$118,274	\$243,274
UTILITIES				
Telephone/Electronic Communications	\$4,474	\$11,206	\$4,220	\$4,220
TOTAL UTILITIES	\$4,474	\$11,206	\$4,220	\$4,220

[^] The credit balance represents fees charged by the print shop to cover labor on print jobs. Labor charges are reflected in salary accounts.

Business and Operational Services

EXPENDITURE RECAP (CONT.)

DESCRIPTION	2005-06 ACTUAL	2006-07 ACTUAL	2006-07 BUDGET	2007-08 BUDGET
TRANSPORTATION SERVICES				
In-District Travel	\$5,731	\$4,574	\$6,080	\$6,080
TOTAL TRANSPORTATION SERVICES	\$5,731	\$4,574	\$6,080	\$6,080
SUPPLIES AND MATERIALS				
Supplies	\$82,056	\$65,900	\$76,699	\$76,698
Food	1,632	506	950	950
Books & Periodicals	2,796	3,846	2,767	2,767
Audio Visual	0	0	100	100
Software	5,628	33,009	4,736	9,536
Warehouse Stock Variance [^]	(4,920)	(54,240)	57,854	57,854
TOTAL SUPPLIES AND MATERIALS	\$87,192	\$49,021	\$143,106	\$147,905
PROPERTY & EQUIPMENT				
Equipment	\$58,910	\$82,822	\$13,551	\$13,551
Computers	27,607	30,026	16,084	16,084
Printers	7,734	10,302	7,650	7,650
TOTAL PROPERTY & EQUIPMENT	\$94,251	\$123,150	\$37,285	\$37,285
OTHER EXPENDITURES				
Dues and Fees/Licenses & Permits	\$8,910	\$7,429	\$8,851	\$8,851
TOTAL OTHER EXPENDITURES	\$8,910	\$7,429	\$8,851	\$8,851
TRANSFERS				
Indirect Charges to Other Funds ^{***}	(\$4,568,084)	(\$1,937,465)	(\$2,888,709)	(\$2,225,845)
TOTAL TRANSFERS	(\$4,568,084)	(\$1,937,465)	(\$2,888,709)	(\$2,225,845)
PROGRAM TOTAL	\$0	\$2,665,383	\$2,141,366	\$3,191,788

*** Reflects the personnel costs transferred from other funds and grants as calculated each year by the state.

[^] This is a revolving account for the district's warehouse. A negative balance means more items were sold than purchased from the warehouse in that fiscal year.

