

**ASSESSMENT COMMITTEE REPORT-Final
KENTUCKY FINANCE OFFICER PROGRAM**

Intern Name _____ District _____
Date Internship Began _____
Mentor Name _____ District _____
Superintendent or Designee _____
KDE Representative _____

Curriculum Area

ND PD D

Munis

Key: ND - not demonstrated; PD - partially demonstrated; D - demonstrated

Comments:

Audit

Comments:

Budgets

Comments:

Cash Management/Transportation

Comments:

Construction/Facilities

Comments:

Financial Statements

Comments:

Funding

Comments:

Internal Controls

Comments:

Purchasing

Comments:

Food Service

Comments:

[Empty comment box for Food Service]

District Miscellaneous

Comments:

[Empty comment box for District Miscellaneous]

Resources

Comments:

[Empty comment box for Resources]

The result of the KFOP internship:

Check appropriate Box

- Successful completion
- Portion(s) to be repeated: _____
- Entire internship to be repeated

Signatures

Mentor	_____	Date	_____
Intern	_____	Date	_____
Superintendent or Designee	_____	Date	_____
KDE Representative	_____	Date	_____

Curriculum Summary

The Role of the Mentor is to provide guidance to the Intern for a total of twenty (20) hours during a 12-month period. The Mentor is not responsible for evaluating or supervising the work of the Intern.

The Mentor shall maintain documentation of time worked. Please use this form as a place to capture a summary of the twenty (20) hours provided by the Mentor.

Month	Breif description of what was worked on	Time Required
Month 1		4 hours
Month 2		2 hours
Month 3		2 hours
Month 4		2 hours
Month 5		2 hours
Month 6		2 hours
Month 7		1 hour
Month 8		1 hour
Month 9		1 hour
Month 10		1 hour
Month 11		1 hour
Month 12		1 hour
	TOTAL	20 hours

X

Mentor's Signature

X

Intern's Signature

Finance Officer Curriculum

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Finance Officer Curriculum

MUNIS/Enterprise ERP:

General Ledger/Chart of Accounts

- COA Set Up & Changes
- Journal Entries
- TAR
- CDIP
- YTD Budget Report
- Project Budget Report
- Monthly Financial Report
- Managing Project Accounts

Budget Processing

- Budget Projections
- Draft Budget
- Tentative Budget
- Budget Amendments
- Working Budget

Year End Processing

- Unaudited AFR
- Posting Last Year Adjustments
- Audited AFR

Fixed Assets

- Adding/Adjusting/Improving/Transferring/Retiring Assets
- EOY Fixed Assets
- Fixed Asset Discrepancy Report

Payroll Processing & Reporting

- Employee Master, Job Salary Records, etc.
- Salary Tables & New Year Processing
- PSD & CSD Reports
- KTRS Pathway
- KRS START
- SBAC
- KY Employee Benefits
- KY Unemployment Report
- Deferred Compensation Report
- Worker's Compensation Audit Report
- W2
- ACA

Finance Officer Curriculum

MUNIS Continuation:

Purchasing & Accounts Payable

Cloud Administration

- User Account Maintenance
- Role Maintenance
- Cloud Admin
- KY Cloud Alternate Connection

Finance Officer Curriculum

Audit:

Internal

- Redbook
- Federal & State Grant
- Self-reviews during year prior to audits

Annual Independent Audit

- How to use the audit report to present to the board

Choosing an Auditor

Audit Contracts

Extensions

Audit Preparation

Finance Officer Curriculum

Budgets:

- Tentative**
- Working**
- Budget amendments**
- Budget Projections**
- SBDM allocations**
- Personnel**
- Carry-Forward vs Contingency**
- Activity Fund Budgets**

Finance Officer Curriculum

Cash Management/Transportation:

Investments

Cash flow projections

Reconciliations

Federal Cash Requests

T Codes

Bus Purchases and Depreciation

How funding works within SEEK

Finance Officer Curriculum

Construction/Facilities:

702 KAR 4:160 Capital Construction Process

- General Information
- Typical Project Workflow and Background
- When a Revised BG-1 is needed
- Do Not Submit incomplete BG-1 Project Applications

Financial Aspects of Capital Construction Process

- BG-1 Project Application (BG-1)
- BG-4 Contract Closeout
- BG-5 Project Closeout
- KRS 162.060 Plans for school buildings to be approved

Funding Sources

- Unrestricted Funds
- Restricted Funds
- Expenditures of Capital Construction Contingency Funds
- YES (with approval) with F.S.P.K., Capital Outlay or S.F.C.C funds
- NO for F.S.P.K., Capital Outlay or S.F.C.C funds
- Funding, including bond issuances
- Direct PO's
- Student Population Based Funds
- Capital Outlay Funds
- Property Assessment Based Funds
- Local Nickel Building Fund
- Facilities Support Program of Kentucky (FSPK)
- Additional Nickels Available to Certain Districts:
 - Original Growth Nickel
 - Recallable Nickel
 - Category 5 Nickel
 - Equalized Growth Nickel
 - Equalized Facility Funding Nickel
- Qualified Needs Based Funds
- Kentucky School Facilities Construction Commission (SFCC)
- SFCC Cash Requirements
- Urgent – Needs Grants

Contract Administration

Finance Officer Curriculum

Financial Statements:

Unaudited AFR, balance sheet

Entity-wide statements, management's discussion & analysis, notes

Monthly reporting

Finance Officer Curriculum

Funding:

SEEK

Data elements used for SEEK and Forecasting data

SEEK Shortfalls

Taxes- process, property assessments, tax rate types and options, nickels

Sheriff/Clerk/PVA roles in Tax Process

Grants – Funding matrix

Indirect Cost

Flex Focus Guidelines

Submission of Quarterly CDIP

Federal Cash Request process

Completing Contract Calculation Worksheets if you district has a personnel MOA with KDE

Finance Officer Curriculum

Internal Controls:

Assets

Expenditures

Financial management system, including roles and security

Separation of duties

Fraud Prevention

Finance Officer Curriculum

Purchasing:

- Model procurement**
- Bid law**
- Cooperative purchasing**
- District policies**

Finance Officer Curriculum

Food Service:

Budget/Financial Analysis

- Labor Cost and Productivity (meal equivalents)
- Menu – Controlling food cost
- Federal reimbursement
- Pricing – Reimbursement (PLE tool)
- Non-Reimbursable (Non-Program R Tool)
- Indirect Cost
- Revenue
- Data
- Meal Counting and Claiming/Benefit Issuance
- Direct Certification
- POS system – IC (attendance system)
- Procurement
- Allowable Costs
- Procurement plan – written procedures

Finance Officer Curriculum

District Miscellaneous:

DPP

Federal Program

At Risk

Facility Needs

Transportation Needs

Technology Needs

Lunch box to IC

Free/Reduced lunch

Finance Officer Curriculum

Resources:

Finance News Letter

Financial Manual

KYMUG Listserv

Co-ops

Tyler Community

KASBO

SFMI

Commissioner's Emails

- Monday Superintendent email
- Commissioner's Weekly Update email

**APPLICATION FOR FULL CERTIFICATION
KENTUCKY FINANCE OFFICER PROGRAM**

Applicant Name _____
Address _____

Telephone _____
Employing school district _____
Address _____

Telephone _____
Contact person _____

<i>For Official Use Only</i>	
Date received	_____
Certificate Number Issued	_____

Provisional certificate number _____

Date issued _____

Date of successful completion of Kentucky Finance Officer Program
(attach Assessment Committee Final Report) _____

Has the applicant obtained fifteen (15) hours of school finance training by a provider approved by KDE for this purpose?

Yes *attach documentation*

No

Has the applicant obtained twelve (12) hours of MUNIS training offered by a provider approved by KDE for this purpose?

Yes *attach documentation*

No

Signatures:

Applicant _____

Date _____

Superintendent of employing district _____

Date _____

**APPLICATION FOR FULL CERTIFICATION-MENTORS
KENTUCKY FINANCE OFFICER PROGRAM**

Applicant Name _____
Address _____

Telephone _____
Employing school district _____
Address _____

Telephone _____
Contact person _____

<i>For Official Use Only</i>	
Date received	_____
Certificate Number Issued	_____

Provisional certificate number _____
Date issued _____

Date of successful completion of Kentucky Finance Officer Program
as a mentor (attach Assessment Committee Final Report) _____

Has the applicant obtained twelve (12) hours of school finance training by a provider approved by KDE for this purpose?

Yes *attach documentation*
No

Signatures:

Applicant _____ Date _____

Superintendent of employing district _____ Date _____

Mentor/Intern Agreement

The Role of the Mentor is to provide guidance to the Intern for a total of twenty (20) hours during a 12-month period. The Mentor is not responsible for evaluating or supervising the work of the Intern.

The objective of the Mentor-Intern relationship is to familiarize the Intern with the typical and significant tasks of a finance officer, to connect the Intern with resources available, and to provide the Intern with models for completing certain tasks. The internship is not intended to provide intensive training for the Intern and therefore additional training from other sources will likely be necessary. The Intern's district may contract with the Mentor for additional work beyond this mentorship agreement.

The twenty (20) hours provided by the Mentor are anticipated to be structured in the following manner:

Month	Activity	Time Required
Month 1	Initial meeting with intern; face-to-face is recommended Followed by a 1 hour meeting later in the month	4 hours
Month 2	2 biweekly meetings per month with Intern for 1 hour each; could be via electronic means or telephone	2 hours
Month 3	2 biweekly meetings per month with Intern for 1 hour each; could be via electronic means or telephone	2 hours
Month 4	2 biweekly meetings per month with Intern for 1 hour each; could be via electronic means or telephone	2 hours
Month 5	2 biweekly meetings per month with Intern for 1 hour each; could be via electronic means or telephone	2 hours
Month 6	Mid-year evaluation meeting with committee; 1 monthly meeting with Intern; could be via electronic means or telephone	2 hours
Month 7	1 monthly meeting with Intern; could be via electronic means or telephone	1 hour
Month 8	1 monthly meeting with Intern; could be via electronic means or telephone	1 hour
Month 9	1 monthly meeting with Intern; could be via electronic means or telephone	1 hour
Month 10	1 monthly meeting with Intern; could be via electronic means or telephone	1 hour
Month 11	1 monthly meeting with Intern; could be via electronic means or telephone	1 hour
Month 12	Final evaluation meeting with committee	1 hour
	TOTAL	20 hours

It is expected that the Mentor will spend additional time throughout the internship responding to sporadic questions via emails and telephone calls. Should these questions become excessive and disrupt the work of the Mentor in his/her home district, alternative arrangements shall be made to contract with the Mentor for additional structured time beyond the twenty (20) hours or another resource be identified to provide additional training for the Intern.

Financial responsibility is shared between KDE and the Intern's district. KDE will forward the sum of \$1500 to the Mentor's district upon fulfillment of this agreement to be paid to the Mentor through the district's normal payroll procedures. The Intern's district is responsible for reimbursing the Mentor for travel expenses incurred in the execution of this agreement. The Intern's district is also responsible for funding any additional training required for the Intern

The Mentor shall maintain documentation of time worked under the terms of this agreement. Hours worked shall be outside the contracted hours of the Mentor's regular employment but may be worked at any time of day with the consent of the Mentor's supervisor.

If additional assistance is needed by the Intern that the Mentor is unable to offer, such as in-depth or on-the-job training, the Mentor can make that known to KDE by contacting District Support.



X

Mentor's Signature

X

Intern's Signature

X

Intern Superintendent's Signature

X

Date

**APPLICATION FOR PROVISIONAL CERTIFICATION
KENTUCKY FINANCE OFFICER PROGRAM**

Applicant Name _____
Address _____

Telephone _____
Employing school district _____
Address _____

Telephone _____
Contact person _____

<i>For Official Use Only</i>	
Date received	_____
Certificate Number	_____
Issued	
Mentor	_____
Assigned	

Degree(s) Obtained _____ *Attach transcript(s)*
Degree _____
Institution _____

Degree _____
Institution _____

Degree _____
Institution _____

Has the applicant completed at least twelve (12) credit hours in accounting coursework from an accredited postsecondary institution?

Yes *Attach transcript(s)*
No

List work experience which was primarily in accounting or finance.

Employer _____
Dates of employment From _____ To _____
Description of relevant experience:

Employer _____
Dates of employment From _____ To _____
Description of relevant experience:

Employer _____

Dates of employment From _____ To _____

Description of relevant experience:

Employer _____

Dates of employment From _____ To _____

Description of relevant experience:

This application also serves as my application to the Kentucky Finance Officer Program

Signatures

Applicant _____ Date _____

Superintendent of employing district _____ Date _____