



Fiscal Operations

Jay Chase, Business Manager

April Stirman, Business Office Assistant



Advance Organizers

- Identify Fiscal Team
- Review Budget Development Process
- Review Requisitioning Process
- Satisfaction Survey



Who We Are

- Jay Chase, Business Manager
- Fred Romero, Human Resources Manager
- April Stirman, Business Office Assistant
- Teresa Barnett, Human Resource Assistant



Purposes

- To support the mission of REC IX: an educational service agency dedicated to children, families, schools and communities
 - Managing fiscal resources to help make it happen!



Budget

- REC IX receives revenues from multiple sources including federal grants, federal flow through, state grants/initiatives/programs, and special projects
- Currently, we manage 42 projects



Budget Responsibilities

- Establish budget authority
- Enter budget into fiscal systems
- Verify budget with Department Head/Project Manager and Executive Director



Requisitioning

- The process for requesting materials, training, travel, supplies, etc.
- Requisition **MUST** proceed purchase of services
- Requisitions must be supported by budget
- Must be approved by Department Head/Supervisor



Requisitioning

- Process: Step 1
 - Staff member discusses request with supervisor
 - IF requisitioning for separate funding projects, please submit on separate requisitions
 - Need to separate requisitions by Vendor/Payee
 - Staff member requesting services completes requisition (see example in handouts)
 - Thoroughness
 - Legibility
 - Accuracy
 - Resources...where do we find requisition
 - Online www.recixnm.org (staff resources and soon to be fiscal link)



Requisitioning

- Step 2
 - Staff member submits appropriately completed requisition to Supervisor/Department Head
 - Department Head verifies:
 - Request is supported by budget
 - Requisition is accurately completed
 - Signs requisition and forwards to designated Fiscal Manager (see handout and will be available on website)



Requisitioning

- Step 3
 - Fiscal Manager verifies request is supported by budget
 - Enters requisition into Visions (fiscal management software) and assigns function code
 - Notifies Executive Director that requisition is ready for approval



Requisitioning

- Step 4
 - Executive Director approves
 - Fiscal Manager generates purchase order and sends receiving copy of purchase order to Department Head/Supervisor as confirmation (see example)



Submitting for Reimbursement

- Travel: Staff member completes travel reimbursement form (see example)
 - If submitting for multiple projects, separate travel reimbursements by project (i.e., one project...not trip, but project per reimbursement)
 - Attach agenda and receipts
 - IRS Standards require reimbursement claims be submitted in a timely manner
 - REC IX suggests no longer than one month
 - After 60 days , cannot submit reimbursement requests



Submitting for Reimbursement

- Materials/Supplies
 - Attach packing slips/receipts to receiving copy of purchase order



Submitting for Reimbursement

- Department Head confirms reimbursement request and submits to:
 - Fiscal Manager
 - Fiscal Manager verifies request and submits to Executive Director for approval
- Reimbursement is processed
 - Staff member should receive within 30 days of receipt of request by Fiscal Manager



Satisfaction Survey

- We would appreciate your input on services provided by the Fiscal Team. Please take a moment before you leave to complete the survey.
- The Fiscal Team appreciates your input and will use the information to increase efficiency of services for you.



Questions?

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Contact Info

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