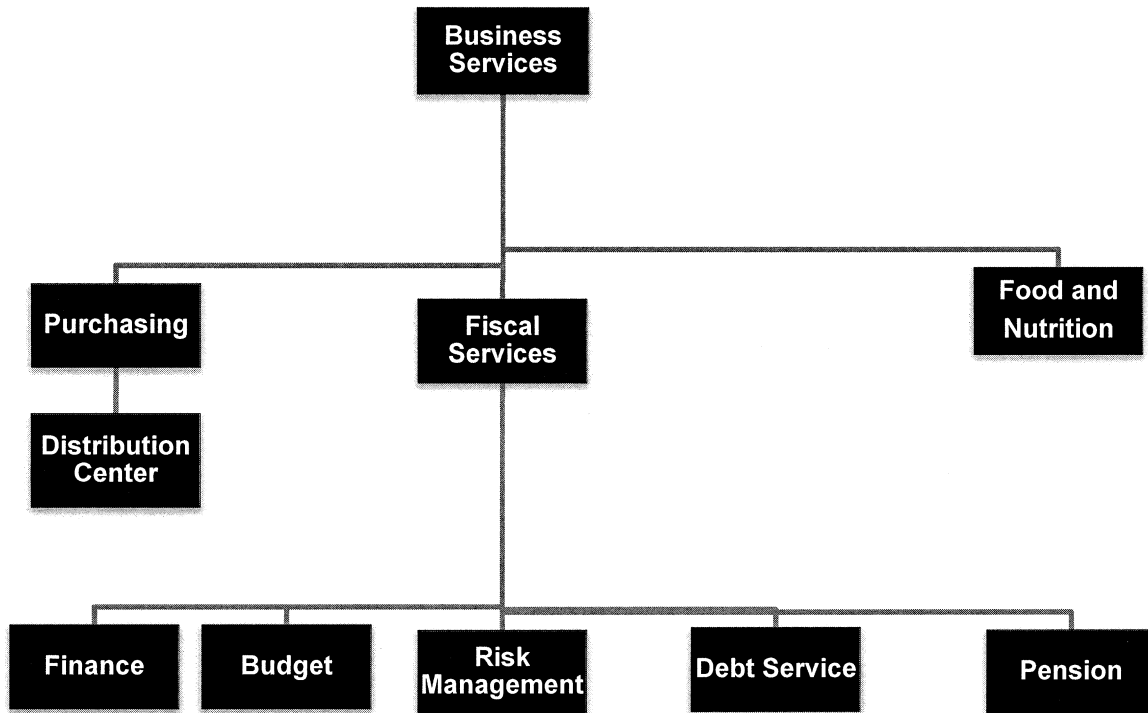


# Business Services

Business Service programs entail the day-to-day financial, budget, risk management, payroll, and purchasing operations to support the faculty and staff of the Board of Education.

"Better Business for the Betterment of Students"

## PROGRAM COMPONENT ORGANIZATION



	FY11 Actual	FY12 Actual	FY12 Budget	Change FY12- FY13	FY13 Budget
<b>BUSINESS SERVICES</b>	\$ 26,485,648	\$ 27,346,682	\$ 28,121,728	\$ 4,579,762	\$ 32,701,490
Fiscal Services	\$ 25,462,216	\$ 26,334,212	\$ 27,098,789	\$ 4,628,485	\$ 31,727,274
Purchasing	\$ 1,023,432	\$ 1,012,470	\$ 1,022,939	\$ (48,723)	\$ 974,216



**Summary Report  
Business Services**

<b>By Object Code</b> <i>Business Services</i>	<b>FY11 Actual</b>	<b>FY12 Actual</b>	<b>FY12 Budget</b>	<b>12 - 13 Change</b>	<b>FY13 Budget</b>
Salaries	\$2,306,820	\$2,377,283	\$2,416,982	(\$2,786)	\$2,414,196
Contracted Services	\$56,373	\$81,035	\$72,304	(\$1,796)	\$70,508
Supplies	\$30,155	\$30,735	\$46,037	(\$10,211)	\$35,826
Other Charges	\$24,705,391	\$25,385,763	\$26,035,905	\$4,655,298	\$30,691,203
Equipment	\$7,288	\$7,317	\$15,500	(\$10,743)	\$4,757
Transfers	(\$620,379)	(\$535,450)	(\$465,000)	(\$50,000)	(\$515,000)
<b>Total</b>	<b>\$26,485,648</b>	<b>\$27,346,683</b>	<b>\$28,121,728</b>	<b>\$4,579,762</b>	<b>\$32,701,490</b>

<b>Full Time Equivalent Positions - Budgeted</b>				
<i>Business Services</i>	<b>FY11</b>	<b>FY12</b>	<b>Change</b>	<b>FY13</b>
Admin/Supv/Assist Supv	4.0	4.0	0.0	4.0
Assistant Superintendent	1.0	1.0	0.0	1.0
Clerical	14.0	14.0	-1.0	13.0
Director	2.0	2.0	0.0	2.0
Purchasing Agent	4.0	4.0	0.0	4.0
Specialist	5.0	5.0	0.0	5.0
Warehouse	6.0	6.0	0.0	6.0
<b>Total</b>	<b>36.0</b>	<b>36.0</b>	<b>-1.0</b>	<b>35.0</b>

<b>By State Category</b> <i>Business Services</i>	<b>FY11 Actual</b>	<b>FY12 Actual</b>	<b>FY12 Budget</b>	<b>12 - 13 Change</b>	<b>FY13 Budget</b>	<b>FY13 FTE</b>
<b>ADMINISTRATIVE SERVICES</b>						
Salaries	\$2,306,766	\$2,377,283	\$2,416,982	(\$2,786)	\$2,414,196	
Contracted Services	\$56,373	\$81,035	\$72,304	(\$1,796)	\$70,508	
Supplies	\$30,155	\$30,735	\$46,037	(\$10,211)	\$35,826	
Other Charges	\$35,731	\$36,369	\$51,126	(\$22,891)	\$28,235	
Equipment	\$7,288	\$7,317	\$15,500	(\$10,743)	\$4,757	
Transfers	(\$620,379)	(\$535,450)	(\$465,000)	(\$50,000)	(\$515,000)	
<b>TOTAL</b>	<b>\$1,815,933</b>	<b>\$1,997,289</b>	<b>\$2,136,949</b>	<b>(\$98,427)</b>	<b>\$2,038,522</b>	<b>35.0</b>
<b>INSTRUCTIONAL SALARIES</b>						
Salaries	\$54	\$0	\$0	\$0	\$0	
<b>TOTAL</b>	<b>\$54</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.0</b>
<b>FIXED CHARGES</b>						
Other Charges	\$24,357,947	\$25,022,159	\$25,657,544	\$5,005,424	\$30,662,968	
<b>TOTAL</b>	<b>\$24,357,947</b>	<b>\$25,022,159</b>	<b>\$25,657,544</b>	<b>\$5,005,424</b>	<b>\$30,662,968</b>	<b>0.0</b>
<b>CAPITAL OUTLAY</b>						
Other Charges	\$311,714	\$327,235	\$327,235	(\$327,235)	\$0	
<b>TOTAL</b>	<b>\$311,714</b>	<b>\$327,235</b>	<b>\$327,235</b>	<b>(\$327,235)</b>	<b>\$0</b>	<b>0.0</b>
<b>Grand Total</b>	<b>\$26,485,648</b>	<b>\$27,346,683</b>	<b>\$28,121,728</b>	<b>\$4,579,762</b>	<b>\$32,701,490</b>	<b>35.0</b>



# Fiscal Services

## **Program Overview**

Fiscal Services encompasses the Offices of the Assistant Superintendent, Budget, Risk Management, and the Finance Departments. Staff in the office facilitate the implementation of the financial, purchasing, and human resource integrated information management system and serve as the liaison to the software vendor.

The Office of the Assistant Superintendent is responsible for the overall management and guidance of Business Services and its employees. Preparation of quarterly financial reports and the Comprehensive Annual Financial Report are completed by the Assistant Superintendent.

The Budget Office is responsible for the compilation of data and records in the preparation of an annual budget. In addition, the Office reviews and analyzes financial data and projections to determine requested funding for future periods, staffing requirements, requests, and allocations, school financial reports, and budgetary estimates versus actual expenditures & revenues. The Budget Office is also responsible for the administration of the 403b and 457 deferred compensation plans.

Risk Management manages the various property and casualty insurance programs within the school system. The Risk Management Department administers and processes claims filed against HCPS. This includes Workers' Compensation, liability, property and automobile liability. In addition, Risk Management focuses on preventing losses through training, historical loss analysis, hazard identification, risk assessment, risk avoidance and risk transfer. Providing a safe environment for students, staff, and system visitors is the purpose of risk management, which works closely with school administrators and central office staff to mitigate our exposure to claims arising from accident or injury.

The Finance Department prepares all financial reports, manages all audits, performs accounting for all funds, manages grant accounting, receives and disburses payments, invests cash, oversees banking relations, and processes over 6,300 payments through the payroll system for regular, substitute and per diem employees each payday.

## **Accomplishment – FY 2011**

- Creation and utilization by Business Services of Automated Leave Reporting.
- Established online registration and payment through Paypal for summer swim program.
- Received national recognition by receiving the GFOA Budget Presentation Award for the 9<sup>th</sup> year.
- Received national recognition by receiving the GFOA Achievement for Excellence in Finance reporting award for the 5<sup>th</sup> year.
- Received Maryland Association of Boards of Education (MABE) Risk Management Assessment Incentive. (Board Goal 4)
- Founding member and participant in the MABE OPEB Investment Trust, a unique pooling arrangement for Maryland school districts to reduce implementation and administrative costs, by pooling monies designated for their OPEB liabilities.
- Obtained premium reduction through MABE Risk Management Incentive Program.
- Increased quantity and quality of school safety inspections with an average score of 92.8%. (Board Goal 4)

## **Goals – FY 2013**

- Develop comprehensive financial, budget, and risk management policies and procedures in keeping with best and recommended practices. (Board Goal 4)
- Provide professional development opportunities for staff at all levels. (Board Goal 3)
- Evaluate and recommend adoption of a budget module compatible with Lawson Financial systems.
- Promote/increase the use of the Safe Schools online training system wide. (Board Goal 4)
- Complete risk management incentive program submission to achieve premium reduction.
- Complete implementation of electronic student accident reporting. (Board Goal 4)

## **Objectives – FY 2013**

- Seize opportunities to improve the school district's efficiency and reduce operating costs. (Board Goal 4)
- Expand the use of the SmartFindExpress (SFE) system to automate teacher and substitute attendance to all schools in Harford County.
- Continue to receive national awards for the Budget and Comprehensive Annual Financial Report.
- Utilize a budget module to increase the efficiency and effectiveness of submitting and evaluating the annual budget request.
- Configure a budget module to report on activities of budget managers and programs directly via Lawson Financial Systems.

# Fiscal Services

- Utilize electronic student accident reporting to analyze trends in student accidents and pursue initiatives to reduce accidents. (Board Goal 4)

## **FY 2013 Funding Adjustments**

The changes for fiscal 2013 include:

- Net salary adjustments totaling \$34,885;
- Decrease in supplies and materials, (\$10,000);
- Increase in other charges, \$4,661,748;
- Decrease in equipment expense, (\$8,148); and,
- Decrease in transfers, (\$50,000).

**The net increase in expenditures from the fiscal 2012 budget for Fiscal Services is \$4,628,485.**

## Fiscal Services

By Object Code	FY11	FY12	FY12	12 - 13	FY13
Fiscal Services	Actual	Actual	Budget	Change	Budget
Salaries	\$1,332,400	\$1,420,496	\$1,449,663	\$34,885	\$1,484,548
Contracted Services	\$40,019	\$54,022	\$51,900	\$0	\$51,900
Supplies	\$13,893	\$16,146	\$29,376	(\$10,000)	\$19,376
Other Charges	\$24,690,704	\$25,372,275	\$26,021,350	\$4,661,748	\$30,683,098
Equipment	\$5,579	\$6,724	\$11,500	(\$8,148)	\$3,352
Transfers	(\$620,379)	(\$535,450)	(\$465,000)	(\$50,000)	(\$515,000)
<b>Total</b>	<b>\$25,462,216</b>	<b>\$26,334,212</b>	<b>\$27,098,789</b>	<b>\$4,628,485</b>	<b>\$31,727,274</b>

### Full Time Equivalent Positions - Budgeted

Fiscal Services	FY11	FY12	Change	FY13
Admin/Supv/Assist Supv	3.0	3.0	0.0	3.0
Assistant Superintendent	1.0	1.0	0.0	1.0
Clerical	7.0	8.0	0.0	8.0
Director	2.0	2.0	0.0	2.0
Specialist	5.0	5.0	0.0	5.0
<b>Total</b>	<b>18.0</b>	<b>19.0</b>	<b>0.0</b>	<b>19.0</b>

By State Category	FY11	FY12	FY12	12 - 13	FY13	FY13
Fiscal Services	Actual	Actual	Budget	Change	Budget	FTE
<b>ADMINISTRATIVE SERVICES</b>						
Salaries	\$1,332,346	\$1,420,496	\$1,449,663	\$34,885	\$1,484,548	
Contracted Services	\$40,019	\$54,022	\$51,900	\$0	\$51,900	
Supplies	\$13,893	\$16,146	\$29,376	(\$10,000)	\$19,376	
Other Charges	\$21,044	\$22,881	\$36,571	(\$16,441)	\$20,130	
Equipment	\$5,579	\$6,724	\$11,500	(\$8,148)	\$3,352	
Transfers	(\$620,379)	(\$535,450)	(\$465,000)	(\$50,000)	(\$515,000)	
<b>TOTAL</b>	<b>\$792,501</b>	<b>\$984,818</b>	<b>\$1,114,010</b>	<b>(\$49,704)</b>	<b>\$1,064,306</b>	<b>19.0</b>
<b>INSTRUCTIONAL SALARIES</b>						
Salaries	\$54	\$0	\$0	\$0	\$0	
<b>TOTAL</b>	<b>\$54</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.0</b>
<b>FIXED CHARGES</b>						
Other Charges	\$24,357,947	\$25,022,159	\$25,657,544	\$5,005,424	\$30,662,968	
<b>TOTAL</b>	<b>\$24,357,947</b>	<b>\$25,022,159</b>	<b>\$25,657,544</b>	<b>\$5,005,424</b>	<b>\$30,662,968</b>	<b>0.0</b>
<b>CAPITAL OUTLAY</b>						
Other Charges	\$311,714	\$327,235	\$327,235	(\$327,235)	\$0	
<b>TOTAL</b>	<b>\$311,714</b>	<b>\$327,235</b>	<b>\$327,235</b>	<b>(\$327,235)</b>	<b>\$0</b>	<b>0.0</b>
<b>Grand Total</b>	<b>\$25,462,216</b>	<b>\$26,334,212</b>	<b>\$27,098,789</b>	<b>\$4,628,485</b>	<b>\$31,727,274</b>	<b>19.0</b>





# Purchasing

## **PURPOSE**

The Purchasing Department consists of the Purchasing Office, the Distribution Center and Procurement Card Administration. This is a centralized procurement operation that transacts the acquisition of supplies and equipment, acquisition of services for the district, logistical support for items maintained in inventory and the operational administration of the P-Card program.

The mission of the Purchasing Department of Harford County Public Schools is to provide professional value-added strategic sourcing procurement and material management services, using effective, innovative processes that result in continuous customer satisfaction, while maintaining public trust with the assurance that each dollar expended will be used in the most efficient manner.

The Distribution Center receives, ships, and stores materials for the school system. It also provides a daily courier delivery service to all of the schools.

The HCPS Visa credit card program (P-Card) is administered in the Purchasing Office. It provides a more efficient and cost effective method for routine purchases and payments by reducing paperwork, streamlining the purchasing cycle and expediting the receipt of goods ordered. This program also generates rebates back to HCPS based on spending volume. In FY 2011, the rebate totaled \$107,841, an increase of \$4,929 over the prior year.

## **Purchasing Department commitment to our customers Service.....Savings.....Satisfaction**

### **Accomplishments – FY 2011**

- The department was reorganized so there's one point of contact for end users and to provide cross-training.
- Conducted a vendor fair to introduce end users to contracted vendors, their products and ordering processes.
- One staff member achieved National Institute of Governmental Purchasing (NIGP) certification.
- Secured grant funds for three staff members to take the certification tests and attend the ASBO conference.
- Developed a Standard Operating Procedure manual for internal processes.

### **Goals – FY 2013**

- To continue to encourage and fund professional development for our staff. (Board Goal 3)
- To explore the possibility of implementing a market-place type shopping platform. (Board Goal 3)
- To examine national purchasing contracts for opportunities for savings and efficiencies. (Board Goal 4)
- To continue to develop and expand upon the Standard Operating Procedure manual and monitor internal processes to ensure compliance with the established procedures. (Board Goal 4)

### **Objectives – FY 2013**

- Use the Standard Operating Procedure manual to develop standardized documents and revise our General Terms & Conditions and Insurance Requirements documents. (Board Goal 4)
- Analyze out of contract spend to direct end users to our established contracts. (Board Goal 4)
- Increase the use of certain contracts that may be "piggybacked" whenever they are determined to be in the best interest of HCPS. (Board Goal 4)
- Enhance the level of customer service provided to end users. (Board Goal 4)
- To ensure compliance with State mandated Minority Business Enterprise (MBE) program goal setting, goal achievement and reporting requirements.

### **FY 2013 Funding Adjustments**

The changes for fiscal 2013 include:

- Net salary adjustments totaling (\$37,671);
- Decrease in contracted services, (\$1,796);
- Decrease in supplies and materials, (\$211);
- Decrease in other charges, (\$6,450); and,
- Decrease in equipment expense, (\$2,595).

**The net decrease in expenditures from the fiscal 2012 budget for Purchasing is (\$48,723).**

## Purchasing

<b>By Object Code</b>	<b>FY11 Actual</b>	<b>FY12 Actual</b>	<b>FY12 Budget</b>	<b>12 - 13 Change</b>	<b>FY13 Budget</b>
Salaries	\$974,420	\$956,788	\$967,319	(\$37,671)	\$929,648
Contracted Services	\$16,354	\$27,014	\$20,404	(\$1,796)	\$18,608
Supplies	\$16,262	\$14,589	\$16,661	(\$211)	\$16,450
Other Charges	\$14,687	\$13,488	\$14,555	(\$6,450)	\$8,105
Equipment	\$1,710	\$593	\$4,000	(\$2,595)	\$1,405
<b>Total</b>	<b>\$1,023,432</b>	<b>\$1,012,470</b>	<b>\$1,022,939</b>	<b>(\$48,723)</b>	<b>\$974,216</b>

### Full Time Equivalent Positions - Budgeted

	<b>FY11</b>	<b>FY12</b>	<b>Change</b>	<b>FY13</b>
Admin/Supv/Assist Supv	1.0	1.0	0.0	1.0
Clerical	7.0	6.0	-1.0	5.0
Purchasing Agent	4.0	4.0	0.0	4.0
Warehouse	6.0	6.0	0.0	6.0
<b>Total</b>	<b>18.0</b>	<b>17.0</b>	<b>-1.0</b>	<b>16.0</b>

<b>By State Category</b>	<b>FY11 Actual</b>	<b>FY12 Actual</b>	<b>FY12 Budget</b>	<b>12 - 13 Change</b>	<b>FY13 Budget</b>	<b>FY13 FTE</b>
<b>ADMINISTRATIVE SERVICES</b>						
Salaries	\$974,420	\$956,788	\$967,319	(\$37,671)	\$929,648	
Contracted Services	\$16,354	\$27,014	\$20,404	(\$1,796)	\$18,608	
Supplies	\$16,262	\$14,589	\$16,661	(\$211)	\$16,450	
Other Charges	\$14,687	\$13,488	\$14,555	(\$6,450)	\$8,105	
Equipment	\$1,710	\$593	\$4,000	(\$2,595)	\$1,405	
<b>TOTAL</b>	<b>\$1,023,432</b>	<b>\$1,012,470</b>	<b>\$1,022,939</b>	<b>(\$48,723)</b>	<b>\$974,216</b>	<b>16.0</b>
<b>Grand Total</b>	<b>\$1,023,432</b>	<b>\$1,012,470</b>	<b>\$1,022,939</b>	<b>(\$48,723)</b>	<b>\$974,216</b>	<b>16.0</b>