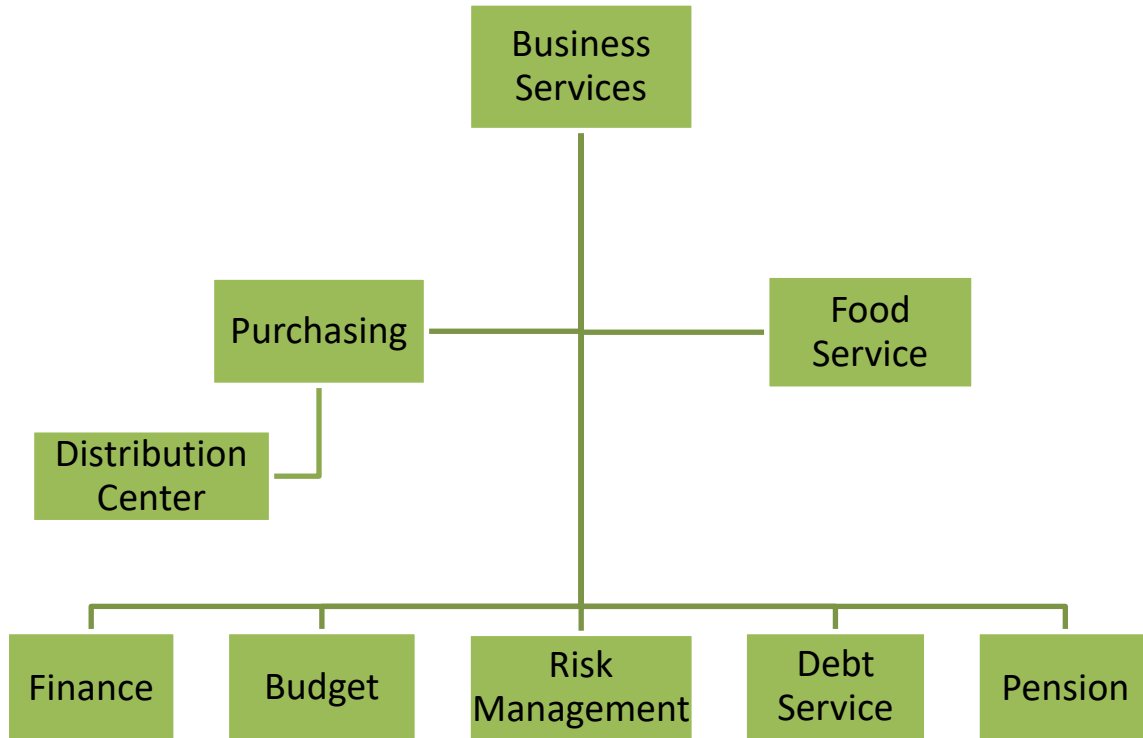


Business Services Summary

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



	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Budget	Change
Business Services	\$ 34,881,745	\$ 34,198,345	\$ 35,263,576	\$ 37,250,102	\$ 37,862,145	\$ 612,043
Fiscal Services	33,995,904	33,392,694	34,446,899	36,354,118	37,073,656	719,538
Purchasing	885,841	805,651	816,677	895,984	788,489	(107,495)

Summary Report

Business Services

By Object Code

	FY17 Actual	FY18 Actual	FY18 Budget	FY19 Budget	19-20 Change	FY20 Budget
Salaries	\$2,276,422	\$2,340,046	\$2,401,473	\$2,514,177	(\$59,370)	\$2,454,807
Contracted Services	\$168,322	\$131,945	\$115,276	\$98,980	\$8,000	\$106,980
Supplies	\$15,976	\$17,452	\$24,834	\$20,684	(\$1,500)	\$19,184
Other Charges	\$32,227,176	\$33,382,003	\$34,093,708	\$35,149,180	\$670,413	\$35,819,593
Equipment	\$9,005	\$5,973	\$12,081	\$12,081	(\$500)	\$11,581
Transfers	(\$498,556)	(\$613,844)	(\$500,000)	(\$545,000)	(\$5,000)	(\$550,000)
Total:	\$34,198,345	\$35,263,576	\$36,147,372	\$37,250,102	\$612,043	\$37,862,145

By State Category

	FY17 Actual	FY18 Actual	FY18 Budget	FY19 Budget	19-20 Change	FY20 Budget	FY20 FTE
ADMINISTRATIVE SERVICES							
Contracted Services	\$168,322	\$131,945	\$115,276	\$98,980	\$8,000	\$106,980	
Equipment	\$9,005	\$5,973	\$12,081	\$12,081	(\$500)	\$11,581	
Other Charges	\$21,593	\$20,086	\$35,280	\$35,730	\$(1,000)	\$34,730	
Salaries	\$2,276,422	\$2,340,046	\$2,401,473	\$2,514,177	\$(59,370)	\$2,454,807	
Supplies	\$15,976	\$17,452	\$24,834	\$20,684	\$(1,500)	\$19,184	
Transfers	\$(498,556)	\$(613,844)	\$(500,000)	\$(545,000)	\$(5,000)	\$(550,000)	
TOTAL:	\$1,992,762	\$1,901,659	\$2,088,944	\$2,136,652	\$(59,370)	\$2,077,282	31.0
FIXED CHARGES							
Other Charges	\$31,680,540	\$32,819,705	\$33,516,215	\$34,553,507	\$653,103	\$35,206,610	
TOTAL:	\$31,680,540	\$32,819,705	\$33,516,215	\$34,553,507	\$653,103	\$35,206,610	0.0
CAPITAL OUTLAY							
Other Charges	\$525,043	\$542,212	\$542,213	\$559,943	\$18,310	\$578,253	
TOTAL:	\$525,043	\$542,212	\$542,213	\$559,943	\$18,310	\$578,253	0.0
Grand Total:	\$34,198,345	\$35,263,576	\$36,147,372	\$37,250,102	\$612,043	\$37,862,145	31.0

Fiscal Services

Program Overview

Fiscal Services encompasses the Office of the Assistant Superintendent and the Budget, Finance and Risk Management Departments.

The Office of the Assistant Superintendent is responsible for the overall management and guidance of Business Services and its employees. This office oversees the preparation and review of the quarterly financial reports and the Comprehensive Annual Financial Report. The Assistant Superintendent also oversees ancillary finance systems relating to meal funds, accounts receivable, school activity funds and participation fees. In addition, the Assistant Superintendent is a trustee 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.

The Budget Office is responsible for the compilation of data and records in the preparation of the annual budget. The office reviews and analyzes financial data and identifies trends in revenues and expenditures. The office works cooperatively with all departments to identify resource requirements to incorporate those needs into a budget that adequately provides for the entire systems' needs. The Budget Office is also responsible for the administration of the 403(b) and 457(b) deferred compensation plans and for Medical Assistance billing.

The Finance Office 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 6,100 payments through the payroll system for regular, substitute and per diem employees each payday. 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.

Risk Management manages the various property and casualty insurance programs within the school system. The office 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 exposure to claims arising from accident or injury.

Board of Education Goals – FY 2020

- Board Goal 1: Prepare every student for success in postsecondary education and career
- Board Goal 2: Engage families and the community to be partners in the education of our students
- Board Goal 3: Hire and support highly effective staff who are committed to building their own professional capacity in order to increase student achievement
- Board Goal 4: Provide safe, secure, and healthy learning environments that are conducive to effective teaching and learning, creativity and innovation

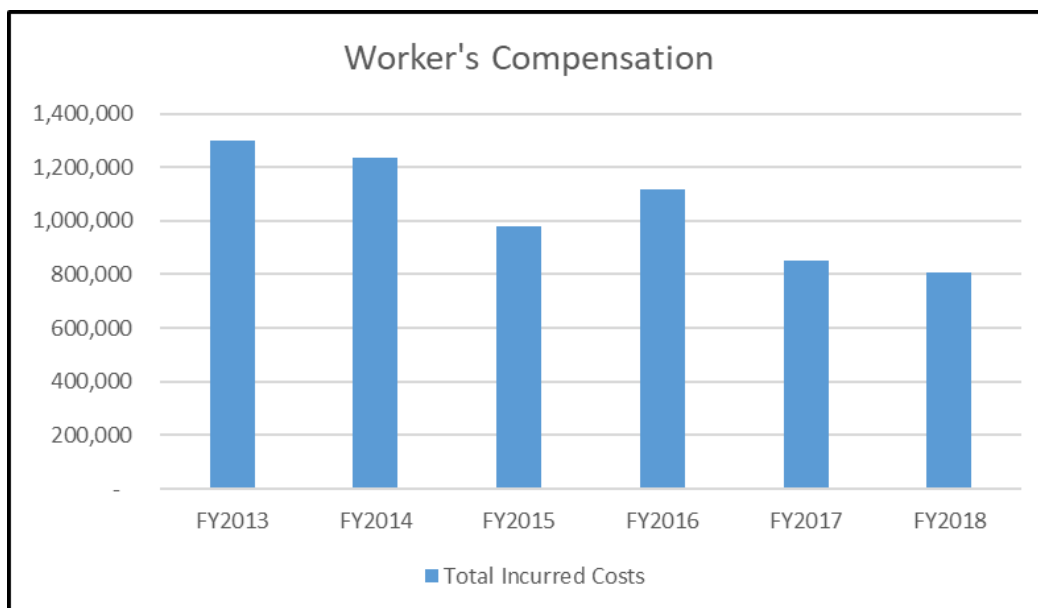
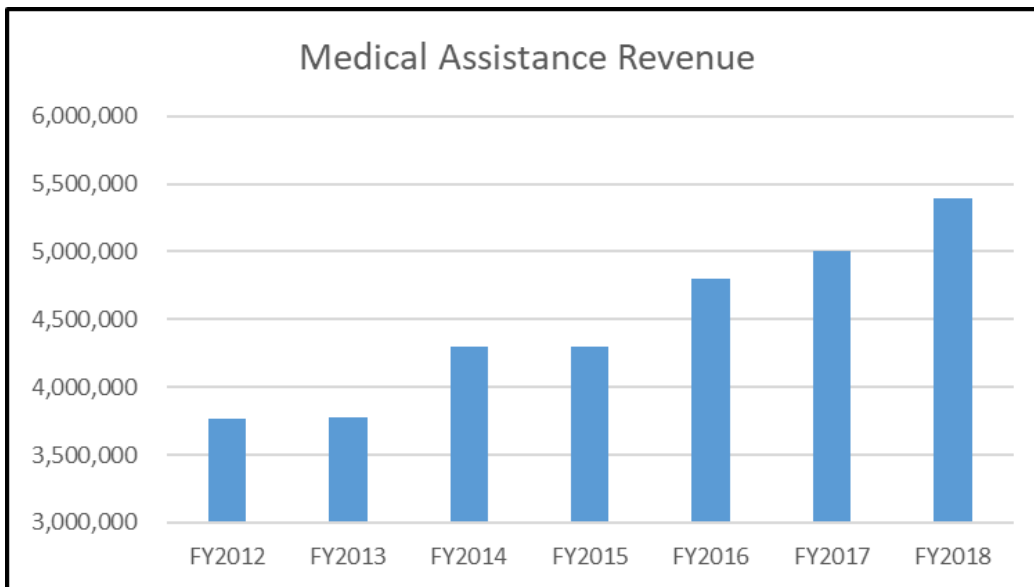
Departmental Objectives – FY 2020

- Complete MABE Grant funding submission to obtain risk management and safety initiative funding (Board Goal 4)
- Achieve 100% compliance with all recommendations on the MABE School Safety Inspection program (Board Goal 4)
- Institute Voluntary Respiratory Protection program for facilities workers (Board Goal 4).
- Ensure financial policies and procedures are current and most appropriate for HCPS (Board Goal 4)
- Obtain unqualified financial and Single-Audit opinions with no Management Letter findings/comments (Board Goal 4)
- Ensure all grant funds are spent efficiently and in accordance with regulations (Board Goal 4)

Accomplishments – FY 2018

- Received a clean A-133 and financial audit from SB & Company LLC with no management letter findings/comments (Board Goal 4)
- Received the GFOA national award for the Comprehensive Annual Financial Report (Board Goal 4)

- Obtained the maximum amount of grant funding available through MABE insurance programs for risk management and loss prevention initiatives (Board Goal 4)
- Medical Assistance billing totaled \$5.4 million, exceeding the goal by \$400,000 (Board Goal 4)
- Reviewed Cash Receipts Audit findings with schools and implemented appropriate procedures and changes to protect staff and HCPS assets (Board Goal 4)
- Reduced Workers' Compensation Experience Mod from 1.08 to 1.05 for FY19 (Board Goal 4)
- In cooperation with Information Technology, launched a new student accident reporting platform that provides real-time analytics for risk management, school administrators, nurses and curriculum supervisors (Board Goal 4)



Fiscal Services

By Object Code

	FY17 Actual	FY18 Actual	FY18 Budget	FY19 Budget	19-20 Change	FY20 Budget
Salaries	\$1,508,110	\$1,569,116	\$1,566,761	\$1,646,565	\$48,125	\$1,694,690
Contracted Services	\$144,043	\$96,152	\$90,720	\$93,720	\$5,000	\$98,720
Supplies	\$9,927	\$11,866	\$14,874	\$11,874	\$0	\$11,874
Other Charges	\$32,221,660	\$33,377,710	\$34,083,560	\$35,138,582	\$671,413	\$35,809,995
Equipment	\$7,510	\$5,898	\$8,377	\$8,377	\$0	\$8,377
Transfers	(\$498,556)	(\$613,844)	(\$500,000)	(\$545,000)	(\$5,000)	(\$550,000)
Total:	\$33,392,694	\$34,446,899	\$35,264,292	\$36,354,118	\$719,538	\$37,073,656

By State Category

	FY17 Actual	FY18 Actual	FY18 Budget	FY19 Budget	19-20 Change	FY20 Budget
--	----------------	----------------	----------------	----------------	-----------------	----------------

FTE: 19.0

ADMINISTRATIVE SERVICES

Salaries

1	PROFESSIONAL Fiscal Services 101-XXX-022-015 51100 FTE: 5.0	\$606,694	\$629,478	\$622,333	\$650,365	\$19,817	\$670,182
2	CLERICAL Fiscal Services 101-XXX-022-015 51110 FTE: 8.0	\$375,662	\$401,290	\$399,804	\$429,771	\$18,202	\$447,973
3	MAINTENANCE/MECHANICS/TECHS Fiscal Services 101-XXX-022-015 51120 FTE: 6.0	\$511,101	\$529,870	\$533,139	\$554,763	\$10,106	\$564,869
4	TEMPORARY HELP Fiscal Services 101-XXX-022-015 51140 FTE: 0.0	\$853	\$2,831	\$2,450	\$2,450	\$0	\$2,450
5	CLERICAL - ADDT'L HRS Fiscal Services 101-XXX-022-015 51150 FTE: 0.0	\$13,800	\$5,647	\$9,035	\$9,216	\$0	\$9,216
Total Salaries		\$1,508,110	\$1,569,116	\$1,566,761	\$1,646,565	\$48,125	\$1,694,690

Contracted Services

6	OTHER CONTRACTED SERVICES Fiscal Services 101-XXX-022-015 52170	\$44,377	\$3,300	\$37,000	\$0	\$0	\$0
7	BANK FEES Fiscal Services 101-XXX-022-015 52186	\$0	\$44,585	\$0	\$40,000	\$5,000	\$45,000
8	CONSULTANTS Fiscal Services 101-XXX-022-015 52205	\$70,000	\$18,600	\$24,000	\$24,000	\$0	\$24,000
9	EQUIPMENT MAINTENANCE CONTRACT Fiscal Services 101-XXX-022-015 52360	\$1,911	\$1,911	\$1,940	\$1,940	\$0	\$1,940

By State Category

FY17
Actual

FY18
Actual

FY18
Budget

FY19
Budget

19-20
Change

FY20
Budget

ADMINISTRATIVE SERVICES

Contracted Services

10	COPIER / MACHINE RENTAL Fiscal Services 101-XXX-022-015 52370	\$1,775	\$1,775	\$1,800	\$1,800	\$0	\$1,800
11	SOFTWARE MAINTENANCE Fiscal Services 101-XXX-022-015 52380	\$25,980	\$25,980	\$25,980	\$25,980	\$0	\$25,980
Total Contracted Services		\$144,043	\$96,152	\$90,720	\$93,720	\$5,000	\$98,720

Supplies

12	OFFICE Fiscal Services 101-XXX-022-015 53440	\$9,327	\$11,110	\$13,474	\$10,474	\$0	\$10,474
13	PRINTING Fiscal Services 101-XXX-022-015 53445	\$524	\$633	\$1,000	\$1,000	\$0	\$1,000
14	POSTAGE/COURIER SERVICE Fiscal Services 101-XXX-022-015 53450	\$29	\$32	\$100	\$100	\$0	\$100
15	BOOKS, SUBS, PERIODICALS Fiscal Services 101-XXX-022-015 53475	\$48	\$91	\$300	\$300	\$0	\$300
Total Supplies		\$9,927	\$11,866	\$14,874	\$11,874	\$0	\$11,874

Other Charges

16	OTHER CHARGES Fiscal Services 101-XXX-022-015 54170	\$875	\$725	\$1,500	\$0	\$0	\$0
17	MILEAGE, PARKING, TOLLS Fiscal Services 101-XXX-022-015 54720	\$2,016	\$2,165	\$3,000	\$3,000	\$0	\$3,000
18	PROFESSIONAL DUES Fiscal Services 101-XXX-022-015 54730	\$4,725	\$3,816	\$6,152	\$7,652	\$0	\$7,652
19	INSTITUTES, CONFERENCES, MTGS. Fiscal Services 101-XXX-022-015 54750	\$8,462	\$9,086	\$14,480	\$14,480	\$0	\$14,480
Total Other Charges		\$16,077	\$15,793	\$25,132	\$25,132	\$0	\$25,132

Equipment

20	SOFTWARE Fiscal Services 101-XXX-022-015 55460	\$0	\$225	\$500	\$500	\$0	\$500
21	COMPUTERS/BUSINESS EQUIPMENT Fiscal Services 101-XXX-022-015 55805	\$6,410	\$4,820	\$7,377	\$7,377	\$0	\$7,377
22	OFFICE FURNITURE/EQUIPMENT Fiscal Services 101-XXX-022-015 55810	\$1,100	\$854	\$500	\$500	\$0	\$500

By State Category	FY17 Actual	FY18 Actual	FY18 Budget	FY19 Budget	19-20 Change	FY20 Budget
ADMINISTRATIVE SERVICES						
Total Equipment	\$7,510	\$5,898	\$8,377	\$8,377	\$0	\$8,377
Transfers						
23 INDIRECT COST RECOVERY Fiscal Services 101-XXX-022-015 89000	\$(498,556)	\$(613,844)	\$(500,000)	\$(545,000)	\$(5,000)	\$(550,000)
Total Transfers	\$(498,556)	\$(613,844)	\$(500,000)	\$(545,000)	\$(5,000)	\$(550,000)
Total ADMINISTRATIVE SERVICES	\$1,187,111	\$1,084,982	\$1,205,864	\$1,240,668	\$48,125	\$1,288,793
FIXED CHARGES						
Other Charges						
24 LIABILITY INSURANCE Fixed Charges, Fiscal Services 112-XXX-990-992 54655	\$708,082	\$774,771	\$771,429	\$800,050	\$93,275	\$893,325
25 RETIREMENT Fixed Charges, Fiscal Services 112-XXX-990-992 54665	\$10,172,990	\$10,985,459	\$10,928,762	\$11,276,091	\$272,067	\$11,548,158
26 SOCIAL SECURITY Fixed Charges, Fiscal Services 112-XXX-990-992 54675	\$18,459,348	\$18,634,214	\$19,380,527	\$20,060,484	\$48,024	\$20,108,508
27 WORKER'S COMPENSATION Fixed Charges, Fiscal Services 112-XXX-990-992 54685	\$2,041,341	\$2,143,651	\$2,153,887	\$2,153,002	\$258,047	\$2,411,049
28 DEBT SERVICE - INTEREST Fixed Charges, Fiscal Services 112-XXX-990-992 54901	\$298,779	\$281,610	\$281,610	\$263,880	\$(18,310)	\$245,570
Total Other Charges	\$31,680,540	\$32,819,705	\$33,516,215	\$34,553,507	\$653,103	\$35,206,610
Total FIXED CHARGES	\$31,680,540	\$32,819,705	\$33,516,215	\$34,553,507	\$653,103	\$35,206,610
CAPITAL OUTLAY						
Other Charges						
29 DEBT SERVICE - PRINCIPAL Principal Admin Bldg Lease 115-XXX-038-990 54900	\$525,043	\$542,212	\$542,213	\$559,943	\$18,310	\$578,253
Total Other Charges	\$525,043	\$542,212	\$542,213	\$559,943	\$18,310	\$578,253
Total CAPITAL OUTLAY	\$525,043	\$542,212	\$542,213	\$559,943	\$18,310	\$578,253
Report Total:	\$33,392,694	\$34,446,899	\$35,264,292	\$36,354,118	\$719,538	\$37,073,656

Purchasing

Program Overview

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 distribution throughout the district, as well as 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 Purchasing Department is committed to improving processes to simplify the procurement process for our users.

The Distribution Center receives, ships, and stores materials for the school system as well as food items for the Food & Nutrition department. It also provides courier delivery service to all locations within the district.

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.

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

Board of Education Goals – FY 2020

- Board Goal 1: Prepare every student for success in postsecondary education and career
- Board Goal 2: Engage families and the community to be partners in the education of our students
- Board Goal 3: Hire and support highly effective staff who are committed to building their own professional capacity in order to increase student achievement
- Board Goal 4: Provide safe, secure, and healthy learning environments that are conducive to effective teaching and learning, creativity and innovation

Departmental Objectives – FY 2020

- Transition the current P-Card Program to a new Provider, update the policies/ procedures and train all existing cardholders (Board Goal 4)
- Enhance the current procurement system to allow for the creation of reports, which will monitor inventory levels and allow for auto-replenishment and make the process more efficient by ordering products for just in time delivery to the warehouse (Board Goal 4)
- Continue to address findings from the 2017 Internal Audit and make process improvements, as necessary (Board Goal 4)

Accomplishments – FY 2018

- Enhanced the electronic workflow process for approving purchase orders so that all purchases orders are approved electronically (Board Goal 4)
- Revised the Professional Services Agreement for purchases less than \$25,000, with a cross-functional team comprised of representatives from (i.e. Risk, Curriculum, Instruction and Legal, etc.) (Board Goal 4)
- Provided training for the changes made to the Uniform Guidance for grant purchases, effective July 1, 2018 (Board Goals 3 & 4)
- Implemented four process improvements that were identified during the 2017 Internal Audit (Board Goal 4)
- Developed a preventive maintenance program for equipment located in the distribution center (Board Goal 4)

Purchasing

By Object Code

	FY17 Actual	FY18 Actual	FY18 Budget	FY19 Budget	19-20 Change	FY20 Budget
Salaries	\$768,311	\$770,930	\$834,712	\$867,612	(\$107,495)	\$760,117
Contracted Services	\$24,279	\$35,793	\$24,556	\$5,260	\$3,000	\$8,260
Supplies	\$6,049	\$5,586	\$9,960	\$8,810	(\$1,500)	\$7,310
Other Charges	\$5,516	\$4,293	\$10,148	\$10,598	(\$1,000)	\$9,598
Equipment	\$1,495	\$75	\$3,704	\$3,704	(\$500)	\$3,204
Total:	\$805,651	\$816,677	\$883,080	\$895,984	(\$107,495)	\$788,489

By State Category

				FY17 Actual	FY18 Actual	FY18 Budget	FY19 Budget	19-20 Change	FY20 Budget
FTE: 12.0				ADMINISTRATIVE SERVICES					
				Salaries					
1	PROFESSIONAL			\$79,661	\$96,890	\$99,054	\$100,784	\$2,025	\$102,809
	Purchasing								
	101-XXX-022-020	51100	FTE: 1.0						
2	CLERICAL			\$113,791	\$112,661	\$122,446	\$129,185	\$5,997	\$135,182
	Purchasing								
	101-XXX-022-020	51110	FTE: 3.0						
3	MAINTENANCE/MECHANICS/TECHS			\$574,859	\$561,379	\$613,212	\$637,643	\$(115,517)	\$522,126
	Purchasing								
	101-XXX-022-020	51120	FTE: 8.0						
Total Salaries				\$768,311	\$770,930	\$834,712	\$867,612	\$(107,495)	\$760,117
				Contracted Services					
4	OTHER CONTRACTED SERVICES			\$19,970	\$28,490	\$19,996	\$0	\$0	\$0
	Purchasing								
	101-XXX-022-020	52170							
5	REPAIRS-EQUIPMENT			\$2,599	\$5,593	\$2,800	\$3,500	\$3,000	\$6,500
	Purchasing								
	101-XXX-022-020	52315							
6	COPIER / MACHINE RENTAL			\$1,710	\$1,710	\$1,760	\$1,760	\$0	\$1,760
	Purchasing								
	101-XXX-022-020	52370							
Total Contracted Services				\$24,279	\$35,793	\$24,556	\$5,260	\$3,000	\$8,260
				Supplies					
7	OTHER SUPPLIES			\$1,200	\$296	\$3,000	\$0	\$0	\$0
	Purchasing								
	101-XXX-022-020	53170							
8	OFFICE			\$4,467	\$3,351	\$5,900	\$5,900	\$(1,000)	\$4,900
	Purchasing								
	101-XXX-022-020	53440							

By State Category		FY17 Actual	FY18 Actual	FY18 Budget	FY19 Budget	19-20 Change	FY20 Budget
ADMINISTRATIVE SERVICES							
Supplies							
9	PRINTING Purchasing 101-XXX-022-020 53445	\$274	\$965	\$900	\$450	\$0	\$450
10	POSTAGE/COURIER SERVICE Purchasing 101-XXX-022-020 53450	\$108	\$0	\$50	\$50	\$0	\$50
11	BOOKS, SUBS, PERIODICALS Purchasing 101-XXX-022-020 53475	\$0	\$207	\$110	\$110	\$0	\$110
12	UNIFORMS-STAFF Purchasing 101-XXX-022-020 53535	\$0	\$766	\$0	\$2,300	\$(500)	\$1,800
Total Supplies		\$6,049	\$5,586	\$9,960	\$8,810	\$(1,500)	\$7,310
Other Charges							
13	MILEAGE, PARKING, TOLLS Purchasing 101-XXX-022-020 54720	\$1,053	\$570	\$3,400	\$2,850	\$(1,000)	\$1,850
14	PROFESSIONAL DUES Purchasing 101-XXX-022-020 54730	\$600	\$129	\$1,448	\$1,448	\$0	\$1,448
15	INSTITUTES, CONFERENCES, MTGS. Purchasing 101-XXX-022-020 54750	\$3,863	\$3,594	\$5,300	\$6,300	\$0	\$6,300
Total Other Charges		\$5,516	\$4,293	\$10,148	\$10,598	\$(1,000)	\$9,598
Equipment							
16	OTHER EQUIPMENT Purchasing 101-XXX-022-020 55170	\$0	\$0	\$2,500	\$2,500	\$(500)	\$2,000
17	COMPUTERS/BUSINESS EQUIPMENT Purchasing 101-XXX-022-020 55805	\$1,495	\$75	\$1,204	\$1,204	\$0	\$1,204
Total Equipment		\$1,495	\$75	\$3,704	\$3,704	\$(500)	\$3,204
Total ADMINISTRATIVE SERVICES		\$805,651	\$816,677	\$883,080	\$895,984	\$(107,495)	\$788,489
Report Total:		\$805,651	\$816,677	\$883,080	\$895,984	\$(107,495)	\$788,489