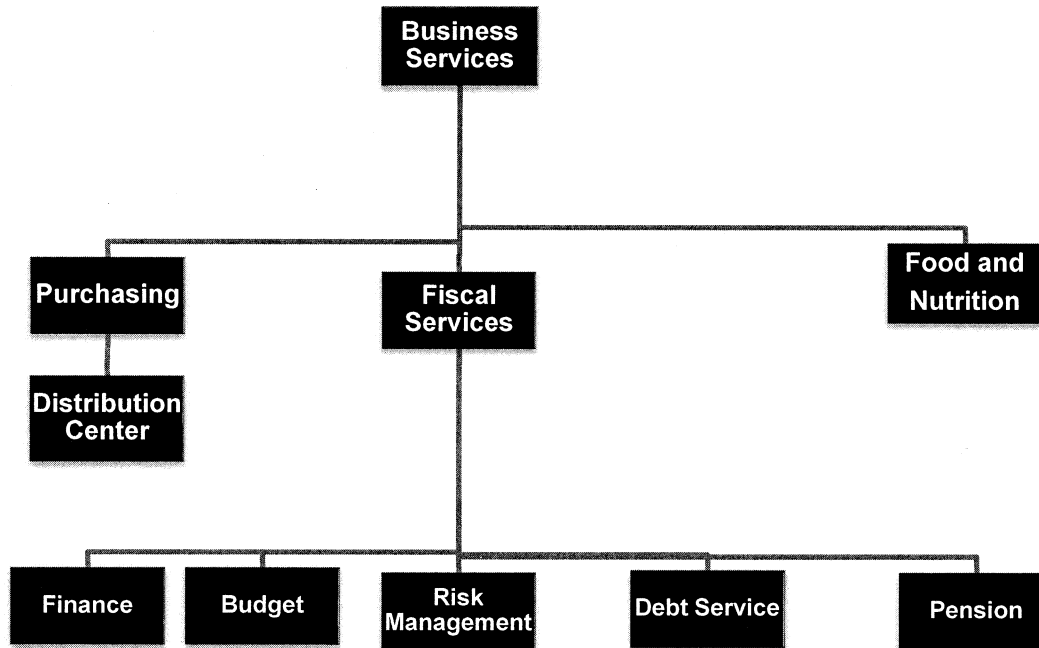


# Business Services

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



	FY12 Actual	FY13 Actual	FY14 Actual	FY14 Budget	Change FY14- FY15	FY15 Budget
<b>BUSINESS SERVICES</b>	\$ 27,346,682	\$ 31,805,847	\$ 32,726,564	\$ 33,504,975	\$ 737,806	\$ 34,242,781
Fiscal Services	\$ 26,334,212	\$ 30,897,144	\$ 31,849,944	\$ 32,622,281	\$ 731,460	\$ 33,353,741
Purchasing	\$ 1,012,470	\$ 908,703	\$ 876,620	\$ 882,694	\$ 6,346	\$ 889,040



## Summary Report

### Business Services

By Object Code	FY12 Actual	FY13 Actual	FY14 Actual	FY14 Budget	14-15 Change	FY15 Budget
Salaries	\$2,377,283	\$2,290,590	\$2,270,410	\$2,268,876	\$5,825	\$2,274,701
Contracted Services	\$81,035	\$125,620	\$121,954	\$79,752	\$3,800	\$83,552
Supplies	\$30,735	\$23,312	\$24,226	\$33,142	\$0	\$33,142
Other Charges	\$25,385,763	\$29,807,268	\$30,819,499	\$31,631,453	\$728,181	\$32,359,634
Equipment	\$7,317	\$8,841	\$1,633	\$6,752	\$0	\$6,752
Transfers	(\$535,450)	(\$449,783)	(\$511,159)	(\$515,000)	\$0	(\$515,000)
<b>Total:</b>	<b>\$27,346,683</b>	<b>\$31,805,847</b>	<b>\$32,726,564</b>	<b>\$33,504,975</b>	<b>\$737,806</b>	<b>\$34,242,781</b>

### Budgeted Full Time Equivalent Positions

	FY12	FY13	FY14	14-15	FY15
Assistant Superintendent	1.0	1.0	1.0	0.0	1.0
Assistant Supervisor	2.0	1.0	1.0	0.0	1.0
Clerical 12 Month	14.0	13.0	13.0	0.0	13.0
Director	2.0	2.0	2.0	0.0	2.0
Specialist 12 Month	9.0	10.0	10.0	0.0	10.0
Supervisor	2.0	2.0	2.0	0.0	2.0
Warehouse Person	6.0	6.0	5.0	0.0	5.0
	<b>36.0</b>	<b>35.0</b>	<b>34.0</b>	<b>0.0</b>	<b>34.0</b>

By State Category	FY12 Actual	FY13 Actual	FY14 Actual	FY14 Budget	14-15 Change	FY15 Budget	FY15 FTE
<b>ADMINISTRATIVE SERVICES</b>							
Contracted Services	\$81,035	\$125,620	\$121,954	\$79,752	\$3,800	\$83,552	
Equipment	\$7,317	\$8,841	\$1,633	\$6,752	\$0	\$6,752	
Other Charges	\$36,369	\$26,419	\$28,679	\$36,380	\$0	\$36,380	
Salaries	\$2,377,283	\$2,290,590	\$2,268,629	\$2,268,876	\$5,825	\$2,274,701	
Supplies	\$30,735	\$23,312	\$24,226	\$33,142	\$0	\$33,142	
Transfers	(\$535,450)	(\$449,783)	(\$511,159)	(\$515,000)	\$0	(\$515,000)	
<b>TOTAL:</b>	<b>\$1,997,289</b>	<b>\$2,024,998</b>	<b>\$1,933,963</b>	<b>\$1,909,902</b>	<b>\$9,625</b>	<b>\$1,919,527</b>	<b>34.0</b>
<b>FIXED CHARGES</b>							
Other Charges	\$25,022,159	\$29,780,849	\$30,790,820	\$31,595,073	\$356,922	\$31,951,995	
<b>TOTAL:</b>	<b>\$25,022,159</b>	<b>\$29,780,849</b>	<b>\$30,790,820</b>	<b>\$31,595,073</b>	<b>\$356,922</b>	<b>\$31,951,995</b>	<b>0.0</b>
<b>CAPITAL OUTLAY</b>							
Other Charges	\$327,235	\$0	\$0	\$0	\$371,259	\$371,259	
Salaries	\$0	\$0	\$1,781	\$0	\$0	\$0	
<b>TOTAL:</b>	<b>\$327,235</b>	<b>\$0</b>	<b>\$1,781</b>	<b>\$0</b>	<b>\$371,259</b>	<b>\$371,259</b>	<b>0.0</b>
<b>Grand Total:</b>	<b>\$27,346,683</b>	<b>\$31,805,847</b>	<b>\$32,726,564</b>	<b>\$33,504,975</b>	<b>\$737,806</b>	<b>\$34,242,781</b>	<b>34.0</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. 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.

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

## **Accomplishments – FY 2013**

- Developed comprehensive financial, budget, and risk management policies and procedures in keeping with best and recommended practices. (Board Goal 4)
- Completed the expansion of the SmartFindExpress (SFE) system to automate teacher and substitute attendance to all schools in Harford County. (Board Goal 4)
- Continued to receive national awards for the Budget and Comprehensive Annual Financial Report. (Board Goal 4)
- Provided professional development opportunities for staff at all levels. (Board Goal 3)
- Completed risk management incentive program submission to achieve safety grant. (Board Goal 4)
- Completed implementation of electronic student accident reporting. (Board Goal 4)
- Implemented the Lawson Budget Planning Module in order to increase accuracy and efficiency when forecasting personnel costs, allocating funds, and performing analyses. (Board Goal 4)
- Increased rebates revenue by re-negotiating contract with P-card vendor and acting as Lead Agent on a national purchasing cooperative. (Board Goal 4)

## **Goals – FY 2015**

- Continue to develop comprehensive financial, budget, and risk management policies and procedures in keeping with best and recommended practices. (Board Goal 4)
- Promote/increase the use of the Safe Schools online training system wide. (Board Goal 4)

## **Objectives – FY 2015**

- Continue to receive national awards for the Budget and Comprehensive Annual Financial Report. (Board Goal 4)
- Seize opportunities to improve the school district's efficiency and reduce operating costs. (Board Goal 4)
- Continue with future upgrades and improvements to the Lawson Financial Systems.

# Fiscal Services

## **FY 2015 Funding Adjustments**

The changes for fiscal 2015 include:

### **Wage and Benefit Adjustments of \$198,176:**

- Align salary accounts based on actual expenditures, \$3,279.
- Social security adjustments for all employees, (\$199,028).
- Workers compensation adjustments for all employees, (\$17,171).
- Teacher pension increase from State of Maryland, \$466,576.
- Pension adjustment for employees not in the teacher pension system, (\$55,480).

### **Cost of Doing Business of \$533,284:**

- Social security related to new positions, \$41,951.
- Retirement adjustments, \$16,455.
- Workers compensation adjustments, \$103,619.
- Administrative Building lease – first principal payment on refinanced leases due March 2015, \$371,259.

**The net increase in expenditures from the fiscal 2014 budget for Fiscal Services is \$731,460.**

## Fiscal Services

<b>By Object Code</b>	<b>FY12 Actual</b>	<b>FY13 Actual</b>	<b>FY14 Actual</b>	<b>FY14 Budget</b>	<b>14-15 Change</b>	<b>FY15 Budget</b>
Salaries	\$1,420,496	\$1,421,919	\$1,432,479	\$1,430,750	\$3,279	\$1,434,029
Contracted Services	\$54,022	\$111,853	\$102,165	\$60,255	\$0	\$60,255
Supplies	\$16,146	\$13,681	\$16,148	\$17,176	\$0	\$17,176
Other Charges	\$25,372,275	\$29,795,907	\$30,809,046	\$31,623,648	\$728,181	\$32,351,829
Equipment	\$6,724	\$3,569	\$1,265	\$5,452	\$0	\$5,452
Transfers	(\$535,450)	(\$449,783)	(\$511,159)	(\$515,000)	\$0	(\$515,000)
<b>Total:</b>	<b>\$26,334,212</b>	<b>\$30,897,144</b>	<b>\$31,849,944</b>	<b>\$32,622,281</b>	<b>\$731,460</b>	<b>\$33,353,741</b>

## Budgeted Full Time Equivalent Positions

	<b>FY12</b>	<b>FY13</b>	<b>FY14</b>	<b>14-15</b>	<b>FY15</b>
Assistant Superintendent	1.0	1.0	1.0	0.0	1.0
Assistant Supervisor	2.0	1.0	1.0	0.0	1.0
Clerical 12 Month	8.0	8.0	8.0	0.0	8.0
Director	2.0	2.0	2.0	0.0	2.0
Specialist 12 Month	5.0	6.0	6.0	0.0	6.0
Supervisor	1.0	1.0	1.0	0.0	1.0
	<b>19.0</b>	<b>19.0</b>	<b>19.0</b>	<b>0.0</b>	<b>19.0</b>

<b>By State Category</b>	<b>FY12 Actual</b>	<b>FY13 Actual</b>	<b>FY14 Actual</b>	<b>FY14 Budget</b>	<b>14-15 Change</b>	<b>FY15 Budget</b>	<b>FY15 FTE</b>
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### ADMINISTRATIVE SERVICES

Contracted Services	\$54,022	\$111,853	\$102,165	\$60,255	\$0	\$60,255	
Equipment	\$6,724	\$3,569	\$1,265	\$5,452	\$0	\$5,452	
Other Charges	\$22,881	\$15,058	\$18,225	\$28,575	\$0	\$28,575	
Salaries	\$1,420,496	\$1,421,919	\$1,430,698	\$1,430,750	\$3,279	\$1,434,029	
Supplies	\$16,146	\$13,681	\$16,148	\$17,176	\$0	\$17,176	
Transfers	(\$535,450)	(\$449,783)	(\$511,159)	(\$515,000)	\$0	(\$515,000)	
<b>TOTAL:</b>	<b>\$984,818</b>	<b>\$1,116,295</b>	<b>\$1,057,343</b>	<b>\$1,027,208</b>	<b>\$3,279</b>	<b>\$1,030,487</b>	<b>19.0</b>

### FIXED CHARGES

Other Charges	\$25,022,159	\$29,780,849	\$30,790,820	\$31,595,073	\$356,922	\$31,951,995	
<b>TOTAL:</b>	<b>\$25,022,159</b>	<b>\$29,780,849</b>	<b>\$30,790,820</b>	<b>\$31,595,073</b>	<b>\$356,922</b>	<b>\$31,951,995</b>	<b>0.0</b>

### CAPITAL OUTLAY

Other Charges	\$327,235	\$0	\$0	\$0	\$371,259	\$371,259	
Salaries	\$0	\$0	\$1,781	\$0	\$0	\$0	
<b>TOTAL:</b>	<b>\$327,235</b>	<b>\$0</b>	<b>\$1,781</b>	<b>\$0</b>	<b>\$371,259</b>	<b>\$371,259</b>	<b>0.0</b>

<b>Grand Total:</b>	<b>\$26,334,212</b>	<b>\$30,897,144</b>	<b>\$31,849,944</b>	<b>\$32,622,281</b>	<b>\$731,460</b>	<b>\$33,353,741</b>	<b>19.0</b>
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# 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 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**

### **Accomplishments – FY 2013**

- Maintained department efficiency although there was a loss of positions.
- Identified areas where competitive contracts were needed based on usage, and implemented such.

### **Goals – FY 2015**

- Explore areas we may benefit from more on-call contracts.
- To actively solicit opportunity to act as Lead Agent for additional US Communities solicitations, thus increasing revenue to the district.

### **Objectives – FY 2015**

- To continue to stress customer service to our staff and ensure we provide quality service to our end users.
- To continue to examine our daily operating procedures and revise them when necessary.
- To maintain a fully certificated staff of Purchasing Agent's and support their professional development to ensure this.

### **FY 2015 Funding Adjustments**

The changes for fiscal 2015 include:

#### **Wage Adjustments of \$2,546:**

- Align salary accounts based on actual expenditures, \$2,546.

#### **Base Budget Adjustment net changes of \$3,800:**

- Funds transferred to Purchasing, Contracted Services - Other for the 3.8% rate increase in the ESMEC/Enernoc contract, \$3,800. Funds were transferred from Operations, Utility Resource Management - Electricity.

**The net increase in expenditures from the FY 2014 budget for Purchasing is \$6,346.**

## Purchasing

<b>By Object Code</b>	<b>FY12 Actual</b>	<b>FY13 Actual</b>	<b>FY14 Actual</b>	<b>FY14 Budget</b>	<b>14-15 Change</b>	<b>FY15 Budget</b>
Salaries	\$956,788	\$868,671	\$837,931	\$838,126	\$2,546	\$840,672
Contracted Services	\$27,014	\$13,767	\$19,789	\$19,497	\$3,800	\$23,297
Supplies	\$14,589	\$9,632	\$8,078	\$15,966	\$0	\$15,966
Other Charges	\$13,488	\$11,361	\$10,454	\$7,805	\$0	\$7,805
Equipment	\$593	\$5,272	\$368	\$1,300	\$0	\$1,300
<b>Total:</b>	<b>\$1,012,470</b>	<b>\$908,703</b>	<b>\$876,620</b>	<b>\$882,694</b>	<b>\$6,346</b>	<b>\$889,040</b>

## Budgeted Full Time Equivalent Positions

	<b>FY12</b>	<b>FY13</b>	<b>FY14</b>	<b>14-15</b>	<b>FY15</b>
Clerical 12 Month	6.0	5.0	5.0	0.0	5.0
Specialist 12 Month	4.0	4.0	4.0	0.0	4.0
Supervisor	1.0	1.0	1.0	0.0	1.0
Warehouse Person	6.0	6.0	5.0	0.0	5.0
	<b>17.0</b>	<b>16.0</b>	<b>15.0</b>	<b>0.0</b>	<b>15.0</b>

<b>By State Category</b>	<b>FY12 Actual</b>	<b>FY13 Actual</b>	<b>FY14 Actual</b>	<b>FY14 Budget</b>	<b>14-15 Change</b>	<b>FY15 Budget</b>	<b>FY15 FTE</b>
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### ADMINISTRATIVE SERVICES

Contracted Services	\$27,014	\$13,767	\$19,789	\$19,497	\$3,800	\$23,297	
Equipment	\$593	\$5,272	\$368	\$1,300	\$0	\$1,300	
Other Charges	\$13,488	\$11,361	\$10,454	\$7,805	\$0	\$7,805	
Salaries	\$956,788	\$868,671	\$837,931	\$838,126	\$2,546	\$840,672	
Supplies	\$14,589	\$9,632	\$8,078	\$15,966	\$0	\$15,966	
<b>TOTAL:</b>	<b>\$1,012,470</b>	<b>\$908,703</b>	<b>\$876,620</b>	<b>\$882,694</b>	<b>\$6,346</b>	<b>\$889,040</b>	<b>15.0</b>

<b>Grand Total:</b>	<b>\$1,012,470</b>	<b>\$908,703</b>	<b>\$876,620</b>	<b>\$882,694</b>	<b>\$6,346</b>	<b>\$889,040</b>	<b>15.0</b>
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