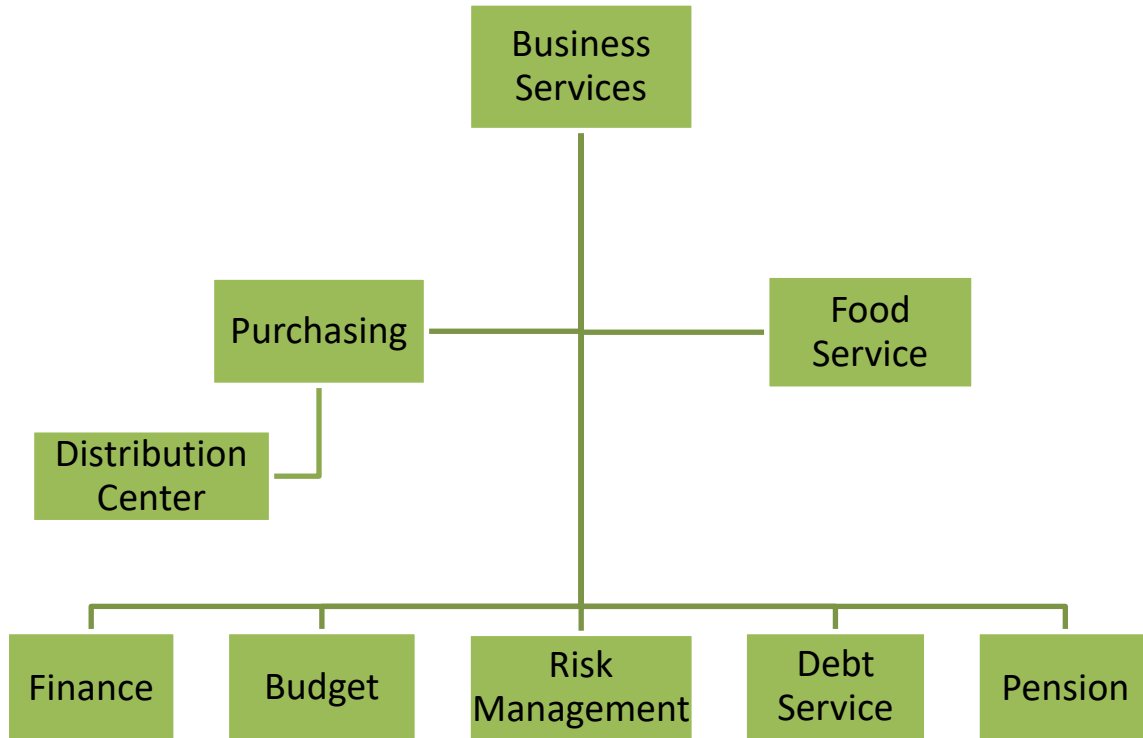


Business Services Summary

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 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2019 Budget	FY 2020 Budget	Change
Business Services	\$ 34,198,345	\$ 35,263,576	\$ 36,782,454	\$ 37,250,102	\$ 38,059,478	\$ 809,376
Fiscal Services	33,392,694	34,446,899	36,020,804	36,354,118	37,263,453	909,335
Purchasing	805,651	816,677	761,650	895,984	796,025	(99,959)

Summary Report

Business Services

By Object Code	FY17 Actual	FY18 Actual	FY19 Actual	FY19 Budget	19-20 Change	FY20 Budget
Salaries	\$2,276,422	\$2,340,046	\$2,366,525	\$2,514,177	(\$20,022)	\$2,494,155
Contracted Services	\$168,322	\$131,945	\$123,042	\$98,980	\$23,000	\$121,980
Supplies	\$15,976	\$17,452	\$11,143	\$20,684	(\$1,500)	\$19,184
Other Charges	\$32,227,176	\$33,382,003	\$34,976,223	\$35,149,180	\$833,398	\$35,982,578
Equipment	\$9,005	\$5,973	\$6,087	\$12,081	(\$500)	\$11,581
Transfers	(\$498,556)	(\$613,844)	(\$700,565)	(\$545,000)	(\$25,000)	(\$570,000)
Total:	\$34,198,345	\$35,263,576	\$36,782,454	\$37,250,102	\$809,376	\$38,059,478

Budgeted Full Time Equivalent Positions

	FY17	FY18	FY19	19-20	FY20
Assistant Superintendent	1.0	1.0	1.0	0.0	1.0
Assistant Supervisor	1.0	1.0	1.0	0.0	1.0
Clerical 12 Month	11.0	11.0	11.0	0.0	11.0
Director	2.0	2.0	2.0	0.0	2.0
Specialist 12 Month	11.0	11.0	11.0	(1.0)	10.0
Supervisor	2.0	2.0	2.0	0.0	2.0
Warehouse Person	5.0	5.0	5.0	(2.0)	3.0
	33.0	33.0	33.0	(3.0)	30.0

By State Category	FY17 Actual	FY18 Actual	FY19 Actual	FY19 Budget	19-20 Change	FY20 Budget	FY20 FTE
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ADMINISTRATIVE SERVICES

Contracted Services	\$168,322	\$131,945	\$123,042	\$98,980	\$23,000	\$121,980	
Equipment	\$9,005	\$5,973	\$6,087	\$12,081	(\$500)	\$11,581	
Other Charges	\$21,593	\$20,086	\$18,340	\$35,730	\$(1,000)	\$34,730	
Salaries	\$2,276,422	\$2,340,046	\$2,366,525	\$2,514,177	\$(20,022)	\$2,494,155	
Supplies	\$15,976	\$17,452	\$11,143	\$20,684	\$(1,500)	\$19,184	
Transfers	\$(498,556)	\$(613,844)	\$(700,565)	\$(545,000)	\$(25,000)	\$(570,000)	
TOTAL:	\$1,992,762	\$1,901,659	\$1,824,572	\$2,136,652	\$(25,022)	\$2,111,630	30.0

FIXED CHARGES

Other Charges	\$31,680,540	\$32,819,705	\$34,397,940	\$34,553,507	\$816,088	\$35,369,595	
TOTAL:	\$31,680,540	\$32,819,705	\$34,397,940	\$34,553,507	\$816,088	\$35,369,595	0.0

CAPITAL OUTLAY

Other Charges	\$525,043	\$542,212	\$559,942	\$559,943	\$18,310	\$578,253	
TOTAL:	\$525,043	\$542,212	\$559,942	\$559,943	\$18,310	\$578,253	0.0

Grand Total:	\$34,198,345	\$35,263,576	\$36,782,454	\$37,250,102	\$809,376	\$38,059,478	30.0
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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

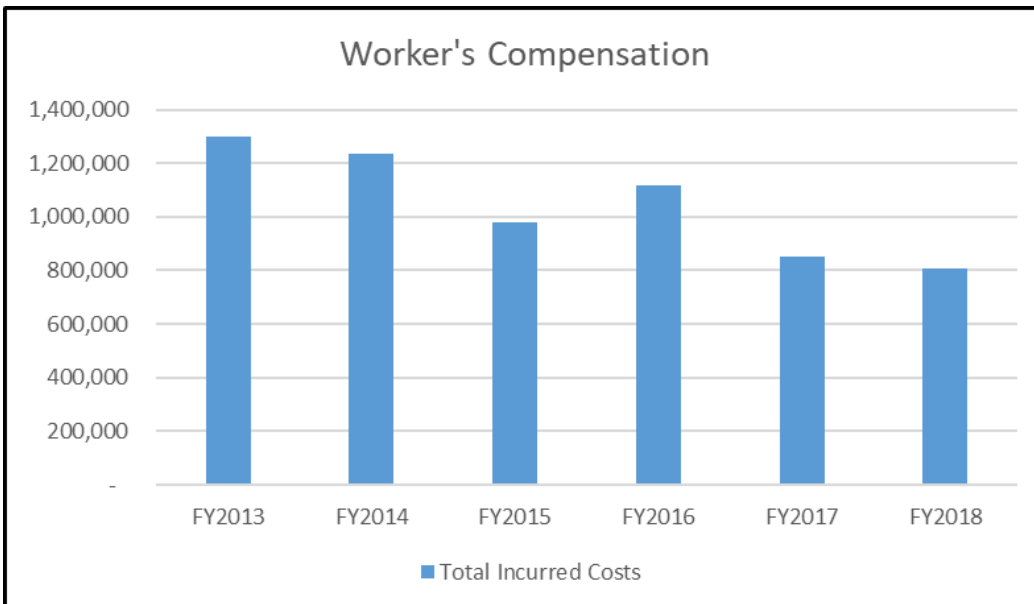
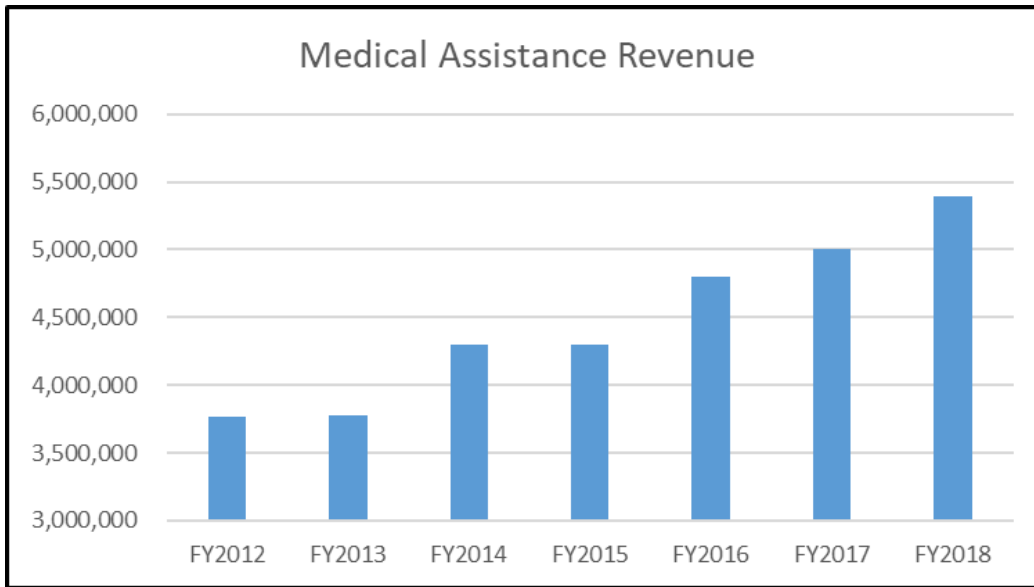
Departmental Objectives – FY 2020

- 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	FY19 Actual	FY19 Budget	19-20 Change	FY20 Budget
Salaries	\$1,508,110	\$1,569,116	\$1,617,663	\$1,646,565	\$79,937	\$1,726,502
Contracted Services	\$144,043	\$96,152	\$117,820	\$93,720	\$20,000	\$113,720
Supplies	\$9,927	\$11,866	\$9,841	\$11,874	\$0	\$11,874
Other Charges	\$32,221,660	\$33,377,710	\$34,969,958	\$35,138,582	\$834,398	\$35,972,980
Equipment	\$7,510	\$5,898	\$6,087	\$8,377	\$0	\$8,377
Transfers	(\$498,556)	(\$613,844)	(\$700,565)	(\$545,000)	(\$25,000)	(\$570,000)
Total:	\$33,392,694	\$34,446,899	\$36,020,804	\$36,354,118	\$909,335	\$37,263,453

Budgeted Full Time Equivalent Positions

	FY17	FY18	FY19	19-20	FY20
Assistant Superintendent	1.0	1.0	1.0	0.0	1.0
Assistant Supervisor	1.0	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	6.0	6.0	6.0	0.0	6.0
Supervisor	1.0	1.0	1.0	0.0	1.0
Total:	19.0	19.0	19.0	0.0	19.0

By State Category

	FY17 Actual	FY18 Actual	FY19 Actual	FY19 Budget	19-20 Change	FY20 Budget
ADMINISTRATIVE SERVICES						
Salaries						
1 PROFESSIONAL Fiscal Services 101-XXX-022-015 51100 FTE: 5.0	\$606,694	\$629,478	\$650,699	\$650,365	\$37,697	\$688,062
2 CLERICAL Fiscal Services 101-XXX-022-015 51110 FTE: 8.0	\$375,662	\$401,290	\$425,950	\$429,771	\$23,770	\$453,541
3 MAINTENANCE/MECHANICS/TECHS Fiscal Services 101-XXX-022-015 51120 FTE: 6.0	\$511,101	\$529,870	\$537,020	\$554,763	\$18,470	\$573,233
4 TEMPORARY HELP Fiscal Services 101-XXX-022-015 51140 FTE: 0.0	\$853	\$2,831	\$2,252	\$2,450	\$0	\$2,450
5 CLERICAL - ADDT'L HRS Fiscal Services 101-XXX-022-015 51150 FTE: 0.0	\$13,800	\$5,647	\$1,742	\$9,216	\$0	\$9,216
Total Salaries	\$1,508,110	\$1,569,116	\$1,617,663	\$1,646,565	\$79,937	\$1,726,502
Contracted Services						
6 OTHER CONTRACTED SERVICES Fiscal Services 101-XXX-022-015 52170	\$44,377	\$3,300	\$3,630	\$0	\$0	\$0
7 BANK FEES Fiscal Services 101-XXX-022-015 52186	\$0	\$44,585	\$62,533	\$40,000	\$20,000	\$60,000

By State Category

FY17
Actual

FY18
Actual

FY19
Actual

FY19
Budget

19-20
Change

FY20
Budget

ADMINISTRATIVE SERVICES

Contracted Services

8	CONSULTANTS Fiscal Services 101-XXX-022-015 52205	\$70,000	\$18,600	\$21,600	\$24,000	\$0	\$24,000
9	EQUIPMENT MAINTENANCE CONTRACT Fiscal Services 101-XXX-022-015 52360	\$1,911	\$1,911	\$1,911	\$1,940	\$0	\$1,940
10	COPIER / MACHINE RENTAL Fiscal Services 101-XXX-022-015 52370	\$1,775	\$1,775	\$1,775	\$1,800	\$0	\$1,800
11	SOFTWARE MAINTENANCE Fiscal Services 101-XXX-022-015 52380	\$25,980	\$25,980	\$26,370	\$25,980	\$0	\$25,980
Total Contracted Services		\$144,043	\$96,152	\$117,820	\$93,720	\$20,000	\$113,720

Supplies

12	OFFICE Fiscal Services 101-XXX-022-015 53440	\$9,327	\$11,110	\$9,366	\$10,474	\$0	\$10,474
13	PRINTING Fiscal Services 101-XXX-022-015 53445	\$524	\$633	\$374	\$1,000	\$0	\$1,000
14	POSTAGE/COURIER SERVICE Fiscal Services 101-XXX-022-015 53450	\$29	\$32	\$0	\$100	\$0	\$100
15	BOOKS, SUBS, PERIODICALS Fiscal Services 101-XXX-022-015 53475	\$48	\$91	\$101	\$300	\$0	\$300
Total Supplies		\$9,927	\$11,866	\$9,841	\$11,874	\$0	\$11,874

Other Charges

16	OTHER CHARGES Fiscal Services 101-XXX-022-015 54170	\$875	\$725	\$865	\$0	\$0	\$0
17	MILEAGE, PARKING, TOLLS Fiscal Services 101-XXX-022-015 54720	\$2,016	\$2,165	\$2,888	\$3,000	\$0	\$3,000
18	PROFESSIONAL DUES Fiscal Services 101-XXX-022-015 54730	\$4,725	\$3,816	\$3,346	\$7,652	\$0	\$7,652
19	INSTITUTES, CONFERENCES, MTGS. Fiscal Services 101-XXX-022-015 54750	\$8,462	\$9,086	\$4,977	\$14,480	\$0	\$14,480
Total Other Charges		\$16,077	\$15,793	\$12,076	\$25,132	\$0	\$25,132

Equipment

By State Category		FY17 Actual	FY18 Actual	FY19 Actual	FY19 Budget	19-20 Change	FY20 Budget
ADMINISTRATIVE SERVICES							
Equipment							
20	SOFTWARE Fiscal Services 101-XXX-022-015 55460	\$0	\$225	\$0	\$500	\$0	\$500
21	COMPUTERS/BUSINESS EQUIPMENT Fiscal Services 101-XXX-022-015 55805	\$6,410	\$4,820	\$5,658	\$7,377	\$0	\$7,377
22	OFFICE FURNITURE/EQUIPMENT Fiscal Services 101-XXX-022-015 55810	\$1,100	\$854	\$428	\$500	\$0	\$500
Total Equipment		\$7,510	\$5,898	\$6,087	\$8,377	\$0	\$8,377
Transfers							
23	INDIRECT COST RECOVERY Fiscal Services 101-XXX-022-015 89000	\$(498,556)	\$(613,844)	\$(700,565)	\$(545,000)	\$(25,000)	\$(570,000)
Total Transfers		\$(498,556)	\$(613,844)	\$(700,565)	\$(545,000)	\$(25,000)	\$(570,000)
Total ADMINISTRATIVE SERVICES		\$1,187,111	\$1,084,982	\$1,062,922	\$1,240,668	\$74,937	\$1,315,605
FIXED CHARGES							
Other Charges							
24	LIABILITY INSURANCE Fixed Charges, Fiscal Services 112-XXX-990-992 54655	\$708,082	\$774,771	\$821,578	\$800,050	\$93,275	\$893,325
25	RETIREMENT Fixed Charges, Fiscal Services 112-XXX-990-992 54665	\$10,172,990	\$10,985,459	\$11,275,001	\$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	\$19,928,248	\$20,060,484	\$455,530	\$20,516,014
27	WORKER'S COMPENSATION Fixed Charges, Fiscal Services 112-XXX-990-992 54685	\$2,041,341	\$2,143,651	\$2,109,233	\$2,153,002	\$13,526	\$2,166,528
28	DEBT SERVICE - INTEREST Fixed Charges, Fiscal Services 112-XXX-990-992 54901	\$298,779	\$281,610	\$263,880	\$263,880	\$(18,310)	\$245,570
Total Other Charges		\$31,680,540	\$32,819,705	\$34,397,940	\$34,553,507	\$816,088	\$35,369,595
Total FIXED CHARGES		\$31,680,540	\$32,819,705	\$34,397,940	\$34,553,507	\$816,088	\$35,369,595
CAPITAL OUTLAY							
Other Charges							
29	DEBT SERVICE - PRINCIPAL Principal Admin Bldg Lease 115-XXX-038-990 54900	\$525,043	\$542,212	\$559,942	\$559,943	\$18,310	\$578,253
Total Other Charges		\$525,043	\$542,212	\$559,942	\$559,943	\$18,310	\$578,253
Total CAPITAL OUTLAY		\$525,043	\$542,212	\$559,942	\$559,943	\$18,310	\$578,253
Report Total:		\$33,392,694	\$34,446,899	\$36,020,804	\$36,354,118	\$909,335	\$37,263,453

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	FY19 Actual	FY19 Budget	19-20 Change	FY20 Budget
Salaries	\$768,311	\$770,930	\$748,862	\$867,612	(\$99,959)	\$767,653
Contracted Services	\$24,279	\$35,793	\$5,223	\$5,260	\$3,000	\$8,260
Supplies	\$6,049	\$5,586	\$1,301	\$8,810	(\$1,500)	\$7,310
Other Charges	\$5,516	\$4,293	\$6,264	\$10,598	(\$1,000)	\$9,598
Equipment	\$1,495	\$75	\$0	\$3,704	(\$500)	\$3,204
Total:	\$805,651	\$816,677	\$761,650	\$895,984	(\$99,959)	\$796,025

Budgeted Full Time Equivalent Positions

	FY17	FY18	FY19	19-20	FY20
Clerical 12 Month	3.0	3.0	3.0	0.0	3.0
Specialist 12 Month	5.0	5.0	5.0	(1.0)	4.0
Supervisor	1.0	1.0	1.0	0.0	1.0
Warehouse Person	5.0	5.0	5.0	(2.0)	3.0
Total:	14.0	14.0	14.0	(3.0)	11.0

By State Category

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

Salaries

1	PROFESSIONAL Purchasing 101-XXX-022-020 51100 FTE: 1.0	\$79,661	\$96,890	\$100,804	\$100,784	\$3,552	\$104,336
2	CLERICAL Purchasing 101-XXX-022-020 51110 FTE: 3.0	\$113,791	\$112,661	\$100,077	\$129,185	\$4,452	\$133,637
3	CLERICAL SUBSTITUTES Purchasing 101-XXX-022-020 51111 FTE: 0.0	\$0	\$0	\$6,295	\$0	\$0	\$0
4	MAINTENANCE/MECHANICS/TECHS Purchasing 101-XXX-022-020 51120 FTE: 7.0	\$574,859	\$561,379	\$541,687	\$637,643	\$(107,963)	\$529,680
Total Salaries		\$768,311	\$770,930	\$748,862	\$867,612	(\$99,959)	\$767,653

Contracted Services

5	OTHER CONTRACTED SERVICES Purchasing 101-XXX-022-020 52170	\$19,970	\$28,490	\$(1,091)	\$0	\$0	\$0
6	REPAIRS-EQUIPMENT Purchasing 101-XXX-022-020 52315	\$2,599	\$5,593	\$4,604	\$3,500	\$3,000	\$6,500
7	COPIER / MACHINE RENTAL Purchasing 101-XXX-022-020 52370	\$1,710	\$1,710	\$1,710	\$1,760	\$0	\$1,760
Total Contracted Services		\$24,279	\$35,793	\$5,223	\$5,260	\$3,000	\$8,260

Supplies

By State Category		FY17 Actual	FY18 Actual	FY19 Actual	FY19 Budget	19-20 Change	FY20 Budget
ADMINISTRATIVE SERVICES							
Supplies							
8	OTHER SUPPLIES Purchasing 101-XXX-022-020 53170	\$1,200	\$296	\$74	\$0	\$0	\$0
9	OFFICE Purchasing 101-XXX-022-020 53440	\$4,467	\$3,351	\$1,097	\$5,900	\$(1,000)	\$4,900
10	PRINTING Purchasing 101-XXX-022-020 53445	\$274	\$965	\$20	\$450	\$0	\$450
11	POSTAGE/COURIER SERVICE Purchasing 101-XXX-022-020 53450	\$108	\$0	\$9	\$50	\$0	\$50
12	BOOKS, SUBS, PERIODICALS Purchasing 101-XXX-022-020 53475	\$0	\$207	\$102	\$110	\$0	\$110
13	UNIFORMS-STAFF Purchasing 101-XXX-022-020 53535	\$0	\$766	\$0	\$2,300	\$(500)	\$1,800
Total Supplies		\$6,049	\$5,586	\$1,301	\$8,810	\$(1,500)	\$7,310
Other Charges							
14	MILEAGE, PARKING, TOLLS Purchasing 101-XXX-022-020 54720	\$1,053	\$570	\$36	\$2,850	\$(1,000)	\$1,850
15	PROFESSIONAL DUES Purchasing 101-XXX-022-020 54730	\$600	\$129	\$3,628	\$1,448	\$0	\$1,448
16	INSTITUTES, CONFERENCES, MTGS. Purchasing 101-XXX-022-020 54750	\$3,863	\$3,594	\$2,600	\$6,300	\$0	\$6,300
Total Other Charges		\$5,516	\$4,293	\$6,264	\$10,598	\$(1,000)	\$9,598
Equipment							
17	OTHER EQUIPMENT Purchasing 101-XXX-022-020 55170	\$0	\$0	\$0	\$2,500	\$(500)	\$2,000
18	COMPUTERS/BUSINESS EQUIPMENT Purchasing 101-XXX-022-020 55805	\$1,495	\$75	\$0	\$1,204	\$0	\$1,204
Total Equipment		\$1,495	\$75	\$0	\$3,704	\$(500)	\$3,204
Total ADMINISTRATIVE SERVICES		\$805,651	\$816,677	\$761,650	\$895,984	\$(99,959)	\$796,025
Report Total:		\$805,651	\$816,677	\$761,650	\$895,984	\$(99,959)	\$796,025