



Categorical Grant
Procedure (PC-P004)

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

1.0 SCOPE:

- 1.1 This procedure describes the process in which the Business Department approves and codes HR forms to hire an employee who is funded by a Categorical Grant at the Washoe County School District.

2.0 RESPONSIBILITY:

- 2.1 Chief Financial Officer

3.0 APPROVAL AUTHORITY:

- 3.1 Position Control Analyst

(Approval signature on file)

Signature

Date

4.0 DEFINITIONS:

- 4.1 Categorical Grant: Funds donated to the Washoe County School District via school fundraisers, corporate and private donations, or Parent-Teacher organizations. Employees funded by a Categorical Grant, are in addition to the standard Staffing Allocations Guidelines for a school or department.
- 4.2 Staffing Allocations Guidelines: The district –wide Human Resource hiring guidelines approved by the Board of Directors for both Certified and Classified Employees, funded through the district general fund.
- 4.3 Employee Cost Estimate: All costs associated with hiring an employee including, but not limited to salary, benefits and taxes, FICA or PERS, Medicare, Workmen’s Comp.
- 4.4 Correspondence –Schools: Electronic file located; shared on Admin J drive, Business, Sally, Correspondence-Schools.
- 4.5 Click Drag Drill report “PY1000cDTL”: Bitech payroll journal report listing payroll journal detail by responsibility center, fund, and employee name.

5.0 PROCEDURE:

- 5.1 Provide an employee cost estimate as requested by school administrators. Maintain a copy of all cost estimates funded by a Categorical Grant in Bi-tech correspondence school file.
- 5.2 All documents for hiring employees are received and date stamped by Human Resources, then forwarded to Position Control for verification and coding.
- 5.3 Review document and proceed to coding the appropriate “org key” as determined by the school and categorical account number. Currently, categorical grants are Fund 79.
 - 5.3.1 See the Budget Analyst to set up a new Categorical Grant account if needed.
- 5.4 All original hiring documents are forwarded to HR for data entry to Bi-tech.
 - 5.4.1 Maintain a copy for Position Control records.



Categorical Grant
Procedure (PC-P004)

- 5.5 A sufficient deposit is required to process the HR hiring document and approve the position funding.
 - 5.5.1 The deposit can be by check or Transfer authorization.
 - 5.5.2 If a check is received by Position Control, complete a deposit transmittal A/R-F001 listing the categorical grant revenue account number. Send the check and deposit transmittal to the Business Account Technician for deposit. Retain a copy of the check & deposit slip for Position Control records.
 - 5.5.3 If a Transfer authorization is received, request the Budget Analyst confirm the account indicated has sufficient funds, make a hard copy for Position Control records, and send the Cost Transfer to the AP Senior Accountant for journal entry, or to the Budget Analyst for a Budget Transfer. Maintain a copy for PC records.
- 5.6 Monthly Categorical Grant statements are mailed to the school or department.
 - 5.6.1 Position Control is notified by the Payroll department, the certified payroll posting is complete. Position Control requests Categorical Grant statements run by the Budget Analyst.
 - 5.6.2 Make manual notes or adjustments on the Categorical grant statements as necessary. Make copy for Position Control records. Mail original statements to the schools or appropriate departments.
 - 5.6.3 If employee detail is requested, include Payroll Journal CDD PY1000cDTL with the Categorical Grant Statement.
- 5.7 Categorical Grants are monitored using a summary report run monthly by the Budget Analyst with revenue and expenditures for Fund 79 accounts.
 - 5.7.1 If expenditures exceed revenues, schools are contacted by the Position Control department to resolve the discrepancy.
- 5.8 If funds are not received to cover costs incurred through the payroll process, funds are transferred from the school operating funds upon authorization of the Chief Financial Officer, which can be reimbursed as the school raises funds.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Certified Forms: Requisition To Hire Certified (HR-F034) and Certified Reassignment (HR-F047)
- 6.2 Classified Form: Classified Employment Requisition (HR-F105)
- 6.3 WCSD Deposit Transmittal (A/R-F001)

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Categorical	PC Office File	2 years	Discard	Locked Office



Categorical Grant
Procedure (PC-P004)

Grant File

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
11/28/05	A	Initial Release
03/26/10	B	4.1 replaced "An employee" with "Employees" and "is" with "are"; 4.2 replaced "Human Resource district-wide" with "the district-wide Human Resource"; added Section 4.4; added Section 4.5; added Sections 5.3, 5.3.1, 5.4 and 5.4.1; rewrote Section 5.5.2; deleted Section 5.6, 5.6.1, 5.7 and 5.7.1; added new Sections 5.6, 5.6.1, 5.6.2, and 5.6.3; 5.7 changed "periodically" to "monthly"; 5.7.1 replaced "Analyst" with "department"; added Section 6.3.
11/05/10	C	4.3 replaced "Compensation" with "Comp"; 4.5 replaced "Click Drag Drill Report" with "Click Drag Drill report"; 5.1 added "in Bi-tech correspondence school file" after "Categorical Grant"; 5.4 replaced "Bi-Tech" with "Bi-tech"; 5.5.3 replaced "accounts" with "account" after "confirm the" and "have" with "has" after "indicated"; 5.6.2 deleted "a" before "copy"; 5.7 added "summary" before "report"; 5.8 replaced "will be" with "are" before "transferred"; 6.1 replaced "Recommendation To Hire" with "Requisition To Hire Certified (HR-F034)" and added "(HR-F047)" after "Certified Reassignment"; 6.2 added "(HR-F105)"

*** End of procedure ***