

STRATEGIC PLAN YEAR-1 GOALS

FINANCE UPDATE (1)

10/28/2014

***TUSD***

# Strategic Plan: Finance Year-1 Goals

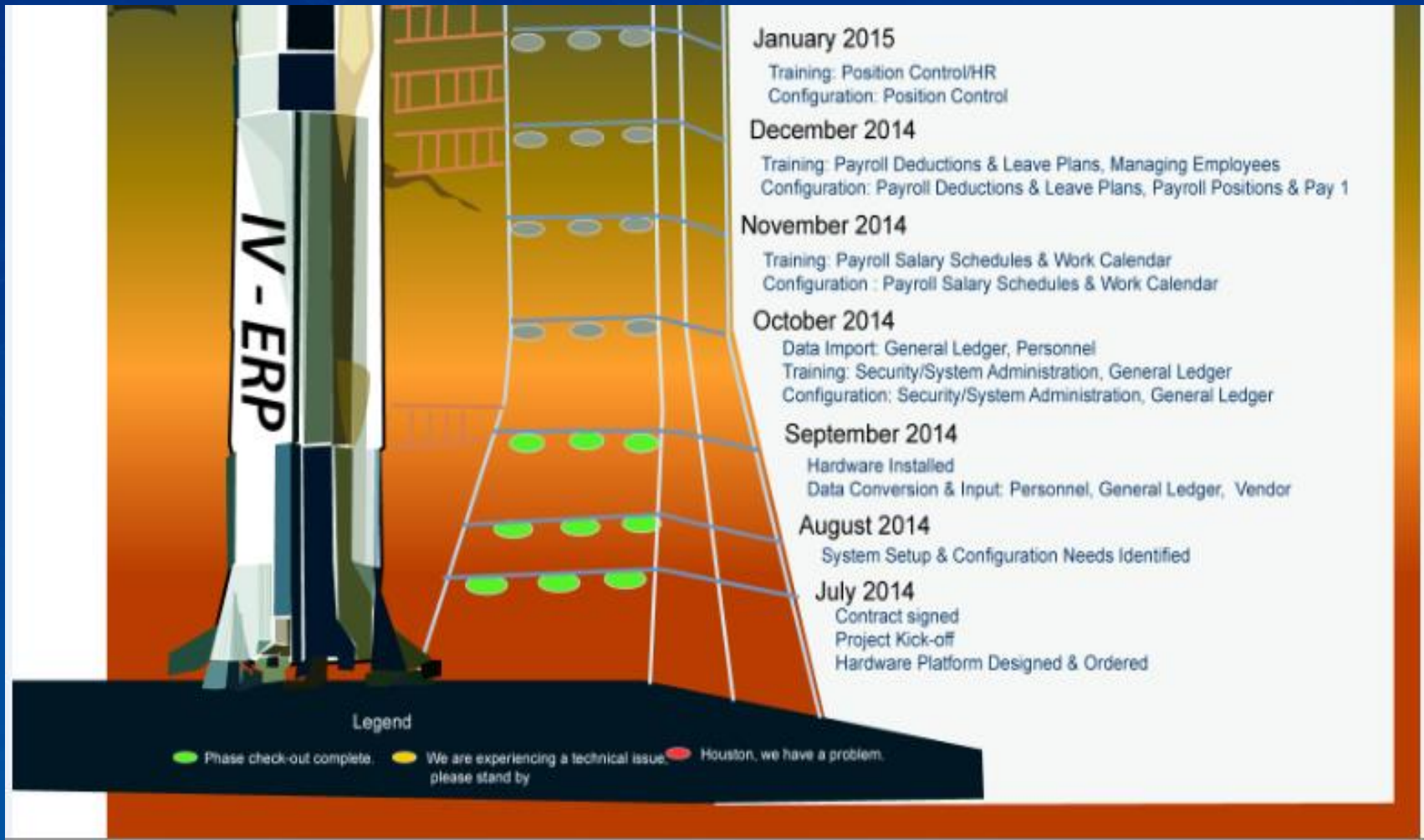
- Strategic Priority 1: System and Process Creation and/or Refinement
- Strategic Priority 2: Maximize Existing Revenue and Resources
- Strategic Priority 3: School Finance Education and Transparency
- Strategic Priority 4: Legislative Advocacy
- Strategic Priority 5: External Funding to Support Strategic Priorities

# **Strategic Priority 1: System and Process Creation and/or Refinement**

TUSD will streamline systems and processes so that dollars/resources are maximized.

**Year-1 Goal:** Implement a Phased System Installation for a TUSD district-wide Enterprise Resource Planning (ERP) System

# ERP Project Status

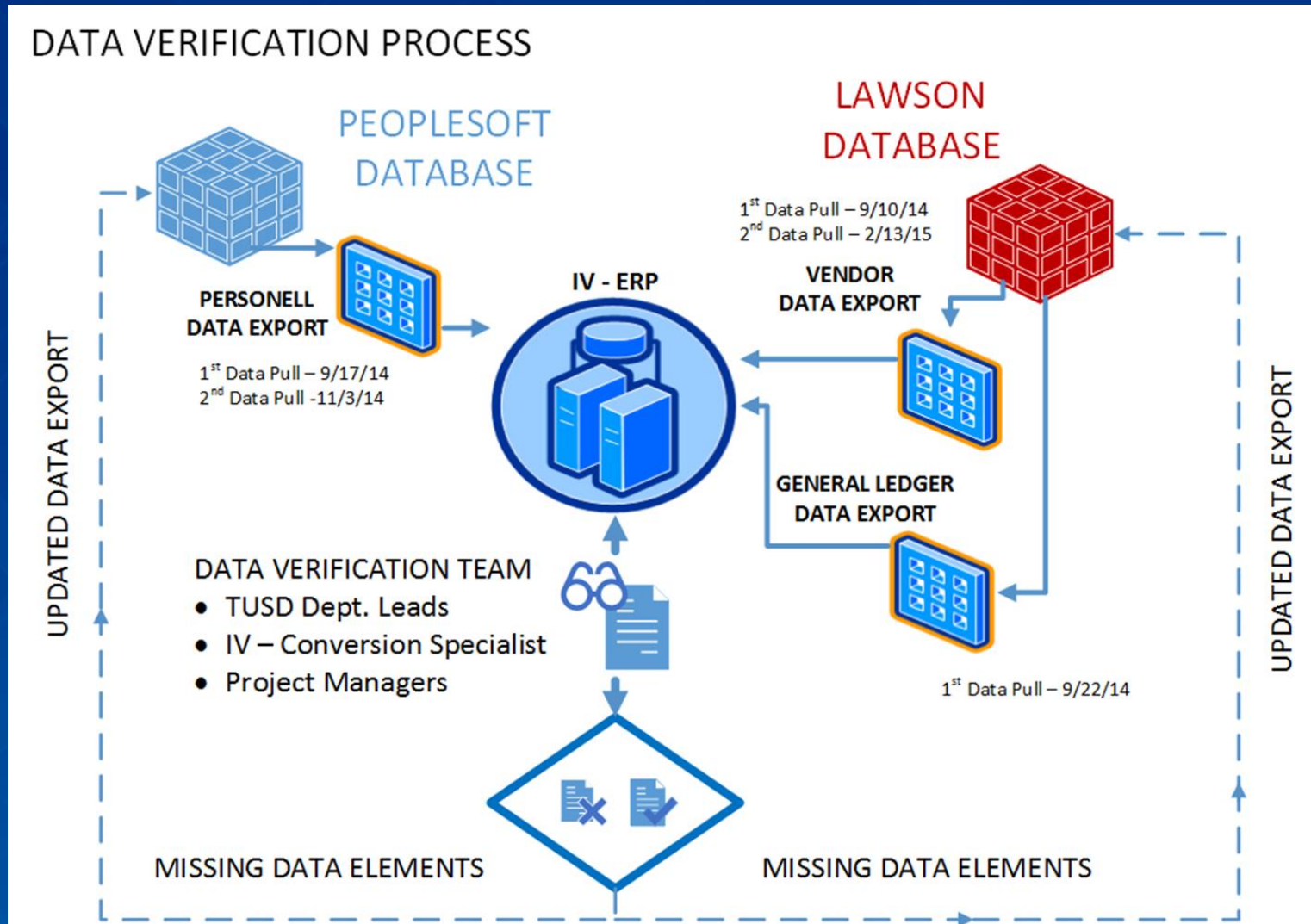


# ERP Project Status

## September Highlights – Oct. 13 Governing Board Meeting

- ✓ ERP Infrastructure Installation
  - IV ERP Online – New Data Center (Involta)
  
- ✓ Business Process Setup / Data Load
  - General Ledger Data
  - Personnel Data
  - Vendor Data

# Business Process Setup Dataset Verification Department Approval





# ERP Project Status

## October Milestones

### Training & Configuration

- ✓ Administration – User Accounts
  - Technology Services / Finance
- ✓ Security - Access
  - Technology Services
- ✓ General Ledger – Account Code
  - Finance

## **Strategic Priority 2: Maximize Existing Revenue and Resources**

TUSD will develop a plan to leverage district resources to support the district's Five-Year Strategic Plan.

**Year-1 Goal:** Align the Strategic Plan to allow for effective and efficient funding and resource allocations based on priorities



# Maximize Existing Revenue & Resources

- Effective Funding- Developing a Decision Matrix / Rubric
  - Direct Student Support – i.e. enhancing achievement
  - In-Direct Student Support - i.e. school facilities
- Leveraging existing Cost Saving Programs
  - pCard leveraging existing program
  - Solar Project
  - Energy Performance Contracts

# pCard Program Expansion

- Since February 2013, TUSDs preferred payment method is pCard, a commercial Visa credit card, to pay contracted vendors at the tail end of the procure to pay process for much needed efficiencies, effectiveness and as an added layer of transparency.
- The pCard Program has drastically minimized the cumbersome, time consuming and costly check writing and mailing process in alignment of the Five-Year Strategic Plan.

# pCard Program Expansion

- A Principal pCard Program Pilot was conducted in May thru June 2014

The primary purpose of this pilot was to determine if pCard could be used efficiently at the point of sale while remaining in alignment of the Uniform System of Financial Records.

# pCard Program Expansion

	# of Vendors Transitioned to pCard	# of pCard Transactions	Total Payments Transitioned to pCard	Total Estimated Administrative Cost Savings
2013	1,107	10,116	\$34,329,231.36	\$505,800.00
2014, To Date	1,546	14,480	\$37,270,258.48	\$724,000.00
2014, Projected	1,570	15,600	\$39,329,231.00	\$780,000.00

# Solar Project

## 20-Year Solar Service Agreement for 11 Megawatts of Solar on 40 Plus Sites

- TUSD will pay a flat cost per kilowatt hour for the energy produced by the systems with no escalation factor (\$0.1218/kWh)
- An average of 80% TEP energy offset
- Approximate 20-Year savings - \$11m

# Energy Performance Contract

## Purpose

Upgrade/Replacement of Equipment at 33 schools  
(Lighting, Heating, Air Conditioning, Temperature Control, Mechanical, &  
Energy Management and Control Systems)

- Energy Service Companies (ESCO's) – Ameresco, Climatec, Honeywell, and MidState
- Project Cost of \$29 million paid over 15 years with Guaranteed Energy Savings from project
- Estimated Year 1 Savings - \$2,609,757
- Estimated Project Completion – September 2015



# Strategic Priority 3: School Finance Education and Transparency

TUSD will effectively communicate to and educate all stakeholders on the finances of the district.

**Year-1 Goal:** TUSD will provide accurate and timely reports with the new ERP system.

## **Strategic Priority 3: School Finance Education and Transparency**

**Provide accurate and timely reports with the new ERP system to all Stakeholders**

### Governing Board / TUSD Community

- Provide monthly reports for all funds
- Use ERP data to forecast with reliability

## **Strategic Priority 3: School Finance Education and Transparency**

**Provide accurate and timely reports with the new ERP system to all Stakeholders**

### District Staff/Central users

- Maximize efficiency by utilizing a variety of reports
- Maximize efficiency and improve communications by sharing of data pertinent to functional areas
- Immediate Posting of data

## Strategic Priority 3: School Finance Education and Transparency

Provide accurate and timely reports with the new ERP system **to all Stakeholders**

### School Sites/Departments

- Ability to access real time data
- Improve communication and increase ability to utilize budgets more effectively
- Improve hiring process
- Electronic approvals will maximize efficiency

# Infinitive Visions ERP Reporting

- Comprehensive, fully integrated financial & personnel management reporting
- Full Microsoft Office integration
- Drill-down capabilities
- Federal and Arizona state specific reporting
- Customizable data sorting and filtering
- Web Portal integration to push the reporting capabilities out to for site level reporting
- Over 400 standard reports
- Unlimited ad hoc reporting
- Point and click General Ledger Report Writer
- Financial statement editor
- Easy custom SQL reporting tool
- Interface to ODBC-compliant report writers such as Crystal Reports

# Infinite Visions Reports

## Purchasing & Payables

- Vendors/Purchase Orders
- Vendor Totals Report
- Purchase Orders by Account
- Orders by Requester
- Disbursement Detail Listing
- Mailing Labels
- Monthly Use Tax Report
- Employee Expense Reimbursements Reports

- Receiving Reports
- Vendor Contract
- P&P Info-Link (Query Builder)
- 1099 Edit Report
- Invoice Journal
- Warrant Vouchers
- Expenditure Summary

## Warehouse

- Catalog
- Items at Reorder Point
- Orders by Account
- Orders by Requester
- Shipped Item Reports
- Stock History
- Inventory Stock

- Usage Reports
- Receiving Reports
- Quantity Shipped
- Posting Report
- Warehouse Purchase Order Aging
- WH Info-Link (Query Builder)
- JIT Inventory Report

## General Fixed Assets

- Asset Reports
- Category Listing
- Inventory Forms
- Depreciation Reports

- Disposal Form
- Report Writer
- GFA Info-Link (Query Builder)
- Year End Reports
- Direct Deposit Listing
- Fund Balances Summary Report
- Employee Deduction Listing
- Labor Summary Report
- Payroll Distribution
- Gross Pay Report
- Deduction Adjustments Report
- 403(b)/457(b)

- Quarterly/Annual
  - Quarterly Accumulations
  - Journal Distribution Detail
  - Budget Comparison Report/Vacancy Savings Report
  - W-2 Processing Reports
  - 1099R Processing Reports
  - Multiple Worksite Report
  - 941 Reporting
  - 403(b) Reporting

## General Ledger

- Journal Transactions
- Cash Management
  - Cash Balances
  - Check Listings
  - Deposit Listings
  - Non-Check Batch Listings
  - Projected Cash Balances
- Financial Statements
  - Operating Statements/Balance Sheets
  - Cash Flow Statements
  - Monthly Revenue and Expenditure Report
  - Projected Expenditures
  - Consolidated Annual Financial Reports
  - Period Reporting
  - Report Writer (user defined)

- Budget Control Group Reports
- Fund Balances
- Trial Balance by Fund
- Account Level Financial Statements
- Grants Management Report
- Trial Balance w/Summary
- 5-Year Comparison Report
- Revenue and Expenditure Budget Balance
- Revenue and Expenditure Budget Balance Detail
- Receipts and Disbursements Report
- Accounts w/No Activity
- Period GL Reports
- Student Activities Report
- GL Info-Link (query writer)
- Consolidated Reporting

## Human Resources

- Compensation Statements
- Applicant Tracking Report
- Birthdays
- Budget Comparison - Vacancy Savings Report
- Certificate Exclusion Report
- Contracts
- Daily Absence
- Education
- EEO-4 Report
- EEO-5 Report
- Emergency Contacts
- Employee Category/Status
- Employee Contacts
- Employee Information Sheet
- Employees Not Assigned to Positions
- Employment Criteria
- Evaluation Dates
- Hire Dates
- Leave Bank
- Mailing Labels
- Miscellaneous Tracking
- Perfect Attendance
- Phone Directory
- Position Report
- Salary Schedule Reports
- Staff Listing
- Staff Master Data
- Substitute Listing Report
- Tenure
- Terminations
- Turnover Report
- HR Info-Link (Query Builder)



## **Strategic Priority 4: Legislative Advocacy**

TUSD will collaborate with legislature to develop strong relationships that promote advocacy for education.

**Year 1 Goal:** TUSD will increase awareness in public education funding and issues.

# Lobbyist for TUSD

- Request for Proposals (RFP) for Lobbyist Services currently under evaluation
- Expected to be awarded in November-2014
- Contract is a Strategic Alliance of Volume Expenditures (SAVE) cooperative contract which allows other school districts to use the same contracted vendor(s)
- TUSD Lobbyist Services Liaison - Julie Tolleson, General Counsel

# Lobbyist Specifications/Scope of Work

- Provide contact with leaders in the executive and legislative branches of state government
- Facilitate introductions/meetings between District and key Arizona elected officials and state agency personnel
- Assist the District in the development of strategies, positions, formulating coalition support and countering lobbying opposition
- Monitor and track legislative activity on bills of interest to the District
- Advance notice on hearings
- Testify on behalf of the District, as requested
- Expected to provide services to the District, including the following: legislative analysis and monitoring, research, political analysis, strategy development and execution, regulatory initiatives, communications, drafting of proposed legislation, written and oral testimony, position papers, newsletters and reports, consultations, coalition building, membership mobilization, interest group relations, legislative reports

# Professional Affiliations

- Key District Staff maintain membership in numerous professional organizations which provide legislative advocacy on behalf of their members and maintain awareness of current
  - Arizona Legislature – Future Lobbyist
  - AASBO (Arizona Association of School Business Officials) – Karla Soto/Finance Staff
  - ASA (Arizona School Administrators) – Instructional – Steve Holmes
  - ASBA (Arizona School Boards Association) – Governing Board
  - ADE (Arizona Department of Education) – Steve Holmes
  - ADE AELAS (Arizona Education Learning & Accountability System) - Technology/Damon Jackson
  - Auditor General Office – Karla Soto
  - SHRM (Society for Human Resource Management) - Anna Maiden
  - School Facilities Board – Stuart Duncan

# Professional Affiliations- cont.

- AZ Superintendent of Public Instruction – Dr. Sanchez
- PIMA – County Funding Advocacy Dual Credit Relief (Pro-Rating ) – Dr. Abel Morado
- JTED CTE (Joint Technical Education District/Career and Technical Education) - Chuck McCullum / Dr. Morado
- AZ Governors Office – Dr. Sanchez
- NIPG (National Institute of Government Purchasing) – Institute for Public Procurement - Kevin Startt/Purchasing Staff
- SNAAZ (School Nutrition Association of Arizona) - Shirley Sokol
- NAPCP (National Association of Purchasing Card Professionals) – Marti Alegria
- NIPG – National Institute of Government Purchasing
- ASPAA – Arizona School Personnel Association
- AZSFB – Arizona School Facilities Board

# Strategic Priority 5: External Funding to Support Strategic Priorities

TUSD will actively seek and identify external funding to leverage resources which enhance student achievement.

**Year 1 Goal:** TUSD will create a multi-tiered financial needs assessment that identifies external funds and resources to support student achievement.



# STRATEGIC PRIORITY 5

## EXTERNAL FUNDING

- First create a committee to:
  - Create a process for identifying and securing external funding
  - Develop a fund campaign booklet – step by step process of how to coordinate an annual campaign
  - Identify professional development workshops to support efforts
  - Craft a timeline of due dates for products and tasks

# STRATEGIC PRIORITY 5

## EXTERNAL FUNDING

- Fund Campaign Booklet will include:
  - Template for school/department to document what resources are needed (i.e., classroom/campus/district needs; salary/ benefit considerations)
  - Create a timeline for the annual campaign, funding needs and key funder cycles
  - Create Excel files of potential Federal, State and Foundation funders
  - Those who receive benefit secured from external funding will participate in a school/district survey to document success, achievement and other benefits from these external funds

# STRATEGIC PRIORITY 5

## EXTERNAL FUNDING

- How to attain the strategy:
  - Identify schools representing all district levels/grade configurations to participate in a pilot project
  - Create a fund committee at each pilot school comprised of -administration, faculty & parents
  - To build district capacity all pilot schools will mentor a school with the External Funding process the second year

# STRATEGIC PRIORITY 5

## EXTERNAL FUNDING

- Professional Development Opportunities may include:
  - How to match funding needs with potential funders
  - Develop and implement an annual fund campaign to support school needs
  - Create sub-committee of school site-base council at pilot schools
  - Create a district level committee to meet and target funding to support District Strategic Plan

# References

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