

**Zimbra**

**chinn@4j.lane.edu**

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**RE: [financespotlight] Financial Services Spotlight**

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**From :** Admin Matt Brown <brown\_mat@4j.lane.edu>

Fri, Sep 29, 2023 08:57 AM

**Subject :** RE: [financespotlight] Financial Services Spotlight

**To :** Allan Chinn <chinn@4j.lane.edu>

Hi Allan,

Thank you for the question. The grant form is for all grants so that we have a record of things coming in and so that we make sure teachers/staff/departments are not signing up for a grant without approval (especially if they are using in-kind funds or there is a contribution requirement from the district). However, for EEF grants you do not have to do this form because we work hand-in-hand with EEF on those, so you don't need to worry about that. This was a great questions and I will remember to include this as a follow up on the next financial spotlight email. Thanks again for asking!

Thank you,

Matt Brown

Director of Financial Services

Eugene School District 4J

brown\_mat@4j.lane.edu | 541-790-7608

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**From:** Allan Chinn <chinn@4j.lane.edu>

**Sent:** Thursday, September 28, 2023 7:51 PM

**To:** Admin Matt Brown <brown\_mat@4j.lane.edu>

**Subject:** Re: [financespotlight] Financial Services Spotlight

Hi Matt,

For the grant form, is that only for grants above \$5,000, which is what was the past threshold for district admin approval: [https://4j.lane.edu/4574\\_4](https://4j.lane.edu/4574_4)

Or does this also apply to little \$250 SELCO mini grants and EEF grants?

Just want to make sure I share the right info with staff.

Thanks,

Allan

*Allan Chinn*

*Principal, Holt Elementary School*

*Eugene School District 4J*

[chinn@4j.lane.edu](mailto:chinn@4j.lane.edu), (541) 790-6100

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**From:** "Admin Matt Brown" <[brown\\_mat@4j.lane.edu](mailto:brown_mat@4j.lane.edu)>

**To:** [financespotlight@4j.lane.edu](mailto:financespotlight@4j.lane.edu)

**Sent:** Thursday, September 28, 2023 3:49:39 PM

**Subject:** [financespotlight] Financial Services Spotlight

Greetings everyone,

I cannot believe it is almost October already. As I know many are busy back at school, Financial Services wanted to provide you with updates on a few things coming up and to be aware of.

### 1. Accounting Number Changes

- For bus requests, secretaries will need to start using the Function Code of 2550 (previously 2555). Please be aware of this change because your request will not be able to be processed if you use 2555.
- Financial Services is currently meeting with Directors across the district to review the new account structure codes and also review budgets to make sure everything is aligned as best as possible for this 23/24 fiscal year. Once those meetings are closed out, Financial Services will begin working on transitioning schools and departments to the simplified structure. Financial Services will work on all journal entries to move expenses to the correct accounts for the new year as well as budget adjustments where needed to align with the new structure. When this process is all done for schools/departments, we will communicate out to review your budgets and let us know if anything does not look correct. For schools, Financial Services will be setting up meetings starting in mid-October to visit your school and talk with Principals (and whomever they choose to invite) to discuss their budgets, answer questions they may have, and to get them more comfortable with understanding and talking about their budgets. As of right now, we anticipate completing this project by the end of November.

### 2. Grant Request Form – Introduction

Some folks who have been here a while may remember that Financial Services at one time had a grant request form and that this form eventually drifted away into darkness. In review of our grant processes, we are bringing this form back for the district. The form is attached and is a fillable form available on the Financial Services Google Drive. **All** employee and departments will be required to fill this form out if they are going out for or receiving grant funds. This form will help Financial Services make sure that all necessary paperwork is processed and signed by the appropriate

individuals and that all reporting and staff requirements on the back end are supported as well. Please make sure that your employees, directors, managers, teachers, etc. are informed about this Grant Request Form and to begin using it. This form is required for all grants, no matter the size/amount.

### 3. PLO Taxes begin on September's payroll

For those of you that get questions on payday from your staff, please be aware that PLO tax collections will show up on the September payroll. Below is a message from HR that was sent to communications to send out.

- We want to share with you information related to the Paid Leave Oregon (PLO) program. The PLO program is funded by a State of Oregon Tax. Tax collections from all employees across Oregon for PLO began on January 1, 2023 and for us have resumed with the start of the school year. This means your monthly paycheck will reflect the required state tax deduction for PLO. As a reminder, anyone needing information about PLO should contact the *Hartford Insurance Company* at 1-888-301-5615. You may also visit our [website](#) for general questions about PLO and you may send inquiries to [hr\\_paidleaveor@4j.lane.edu](mailto:hr_paidleaveor@4j.lane.edu). Thank you for your attention to this matter. Have a great school year!

### 4. Upcoming due dates

- 10/07 – Purchase card reconciliations due from 9/1-9/30. Please communicate with finance if you are having trouble and need assistance/extensions.
- 10/07 – Cash Reconciliations due to Financial Services.
- 10/20 – All timecards/Extended Contracts/Change Forms are due to HR/Payroll to be processed for 10/31 payday.
- 10/31 – Payday

### 5. Purchase Cards

If you need assistance in learning the Wells Fargo system, please reach out to Financial Services and we can setup a time to talk individually. We HIGHLY encourage schools and departments to not wait until the end of the month to reconcile all at once. If you are able to take 10 minutes each day to stay on top of purchases or 20 minutes each week to stay up to date, that is fantastic and will save you so much time at the end of the month. Please try and take some time at least once a week to ensure that you stay on top of reconciling purchases and gathering receipts. If you are unable to get dedicated time within your day to accomplish this, please communicate with

Financial Services so that we can best assist you. We want to make sure you have time available in your day/week

#### 6. Monthly School/Department Secretary Checklist

We discussed at our welcome back event there are essentially 7 things we need schools/departments to accomplish each month. Some of you may have less depending on your department or school level.

- 1) Deposits completed
- 2) School Pay – All batches closed and deposit numbers entered
- 3) Cash is reconciled and submitted to Financial Services
- 4) Review Invoices: Run PR1050 to see open POs. Email AP to close any POs that are not needed anymore.
- 5) Purchase Card reconciling is completed.
- 6) Run a Current Financial Report: review this with your principal/admin and notify Finance if there are any questions
- 7) Complete submissions to payroll/HR (Change forms, timesheets, extended contracts, etc.)

If you are running ever run into a situation where you are not able to get dedicated time to complete these tasks, please communicate with Financial Services so that we can assist you. We can communicate with directors/principals to request dedicated time for you. Many of these items are vitally important to Financial Services, especially at the end of the school year. These items help accomplish our audit required tasks. When items are left unreconciled or incomplete, it means that Financial Services cannot accomplish tasks within our audit and financial statements get delayed for the district. The result of that can be the district losing out on State School Funds from Oregon Department of Education (and yes, this can actually happened, and did happen to 4J last fiscal year). Please help us stay on top of things and communicate with us if something comes up. We want to try and support you the best we can so please let us know if there is anything we can help with.

Thank you,  
Matt Brown  
Director of Financial Services  
Eugene School District 4J  
[brown\\_mat@4j.lane.edu](mailto:brown_mat@4j.lane.edu) | 541-790-7608