

Coffeeville School District
FISCAL POLICIES AND PROCEDURES

XXI. Cash Management • Request for Reimbursement Process

Effective July 1, 2020, CSD Business Manager will continue to utilize established program codes to track federal funds by the project. The program codes were 020, 021, etc., so that the program code reflected the fiscal year allocation. Request for reimbursement are requested using the following process:

- Current Year Allocations
- Generate expenditure reports from Marathon (the District's financial accounting software) using the following steps:
 - Reports
 - Expenditure Budget Reports
 - Select the Option Major Object/Function
 - Select the prior month fiscal period
- Compare the Marathon budget to MCAPS and verify that they are the same.
- Enter the expenditures from the Marathon report into MCAPS.
- If any expenditures are over budget, report those to the Program Director to determine whether a budget amendment is necessary or reclassification in the accounting records;
- Print the project request from MCAPS
- Attach the report from Marathon; • File

Carryover Allocations:

- Generate expenditure reports from Marathon (the District's financial accounting software) using the following steps:
 - Reports
 - Expenditure Budget Reports
 - Select the Option Major Object/Function
 - Select the prior month fiscal period
- Enter the expenditures from Marathon into the Request for Funds Tool worksheet
- Compare the budget in the Request for Funds Worksheet to MCAPS and verify that they are the same.
- Verify the Request for Funds Carryover Budget to Marathon
- Enter the expenditures from the Request for Funds Tool into MCAPS.
- If any expenditures are over budget, report those to the Program Director to determine whether a budget amendment is necessary or reclassification in the accounting records;
- Print the project request from MCAPS
- Attach the report from Marathon;
- File