

# The Story of SACS Coding

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# Introduction

## Joanne Fountain

- Chief Executive Officer at Delta Managed Solutions
  - Former Finance Director at Delta Managed Solutions
- Former Executive Director Dixon Montessori Charter School
  - 8+ Years
- Educator – California and Nevada
  - 15+ Years

## Berenice Ocegüera

- Controller at Delta Managed Solutions
  - 8 years in the Charter world
  - 6+ years in accounting and finance for charter schools

## Objective

Today you will acquire an understanding of:

- ❖ the history of SACS coding,
- ❖ coding through story telling,
- ❖ the benefits for your students.

# Overview of SACS

Standardized  
Account  
Code  
Structure

The official chart of accounts for LEAs is based on the Standardized Account Code Structure (SACS) established by the California Department of Education (CDE).

SACS was developed by CDE to:

- Establish a consistent Chart of Accounts statewide to improve financial data reporting and comparability.
- Reduce the LEA's burden on preparing required reports
- Meet federal compliance guidelines
- Ensure district and county offices compliance with generally accepted accounting principles (GAAP).
- Create logical framework to determine use of funds.
- Provide better information to all stakeholders.

Charter Schools are not required under Edcode to report using the SACS code, but some authorizers request the use of it instead of the Alternative Form reporting.

For the complete 600 page CSAM Manual:

[California School Accounting Manual Complete 2019 Edition - Definitions, Instructions, & Procedures \(CA Dept of Education\)](#)

# Chart of Accounts

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A list of all the financial accounts in the general ledger of a local educational agency (LEA), and the numbers or codes assigned to them is called a chart of accounts.



The chart of accounts is the basis for what accounts may be used when recording a particular transaction.



SACS is an account string containing seven numerically coded fields. The fields are used in combinations to classify revenues, expenses, and balance sheet accounts for financial reporting.

# Coding Strings –What do they mean???

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62-0000-0-0000-7200-5800-000

62-0000-0-1110-1000-4300-000

62-0000-0-0000-2700-4300-000

62-0000-0-0000-2700-4400-000

62-6500-0-5760-1190-5100-000

62-0000-0-0000-2700-5900-000



# A Coding Story

Once upon a time,

there was an invoice....

**Which** bank account/school needs to pay it?

**Where's** the money coming from?

**Who** is the money being spent on?

In **which** department?

**What** is being purchased?

**Wait...** there could be more?

## Rainbow Resource Center, Inc.

655 Township Road 500 E, Toulon, IL 61483

309-695-3200

AUG 18, 2020

INVOICE #: 3047051

Order Date: 8/4/2020



Thank you for your order! Itemization follows:

<u>Item #</u>	<u>Description</u>	<u>Status</u>	<u>Qty.</u>	<u>Price</u>	<u>Total</u>
24121	Double-Sided Writing Dry Erase Board (Single)		1	2.75	2.75
41831	Mysteries of Rainbows Kit (Magic School Bus)		1	16.95	16.95
43909	Weather Lab (Magic School Bus)		1	33.95	33.95
59422	1 to 100 Number Grid Say-It Chart		1	3.35	3.35
60783	Manuscript Alphabet Desk Strip		1	1.50	1.50
64323	Go Math! Student Set 2016 Grade K		2	28.45	56.90
7405	Smart Start 1-2 Writing Paper 100 Sheet pack		1	7.95	7.95
7417	Smart Start K-1 Story Paper 100 sheet pack		1	7.95	7.95
7420	Smart Start K-1 Writing Paper 100 sheet pack		1	7.95	7.95
7422	Smart Start Super Slate 9 x 12 Dry Erase		2	7.95	15.90
MM3CLR	MM Light Blue Series Gr.3 Colored Pkg		1	55.95	55.95
WW2SET	Wordly Wise 3000 4th Edition Book 2 Set		1	22.95	22.95

\* PAYABLE WITHIN 30 DAYS IN U.S. DOLLARS \*

FINANCE CHARGES OF 1.5% PER MONTH APPLY AFTER 30 DAYS

NET DUE: 234.05

SHIPPING: 18.72

TAX: 16.97

TOTAL OF ORDER: 269.74

BALANCE DUE: 269.74



# 62-0000-0-1110-1000-4300-000

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Which?	62	ABC Charter
Where?	0000	Unrestricted General Fund
Who?	1110	General Education Students
In Which?	1000	Instruction
What?	4300	Materials and Supplies
Wait?	000	No other site specifications

The Rainbow Resources Invoice for ABC Charter is to be paid from the unrestricted general funds because the instructional materials and supplies are for general education students and no further explanation is needed.

# The Fields

---

FUND -	RESOURCE -	PROJECT -	GOAL -	FUNCTION -	OBJECT -	School
XX -	XXXX -	X -	XXXX -	XXXX -	XXXX -	XXX
62 -	0000 -	0 -	1110 -	1000 -	1100 -	000
Which school?	Where's the money coming from? (State, Federal, etc.)	Almost always 0 (zero)	Who is the money being spent on?	Which department?	What are you purchasing?	Optional

# FUND

---

Identifies the Fund that is being affected by the transactions whether it's receiving revenue or paying an expense.

XX -
62 -
Which school?

# Resource

---

Tracks those activities that are funded with revenues that have special accounting or reporting requirements or that are legally restricted.

Look at it as separate pots of money.

Cannot transfer funds between Resources.

XXXX -

0000 -

Where's the money coming from? (State, Federal, Local, etc.)

# Resource Code Structure

---

## **0000-1999 Unrestricted**

1000-1999 Special Accounting Required

## **2000-9999 Restricted**

3000-5999 Federal Resources Restricted

6000-7999 State Resources Restricted

8000-9999 Local Resources Restricted

# Resources - Unrestricted

---

Resource Code	Resource Description
0000	Unrestricted
0001-0999	Unrestricted: Locally defined and then rolled up to 0000
1100	Lottery – Non-Prop 20
1400	Education Protection Account - EPA

# Resources – Federal (3000-5999)

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Resource Code	Resource Description
3010	Title 1
3210	ESSER – Covid
3220	Learning Loss Mitigation: CR Fund
3310	IDEA SPED
3327	Mental Health - ERMHS
4035	Title II
4127	Title IV

# Resources – State (6000-7999)

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Resource Code	Resource Description
6030	Charter School Facility Grant Program
6300	Lottery – Prop 20 – Instructional Materials
6500	SPED
6512	Mental Health - ERMHS
7420	Learning Loss Mitigation

# Resources – Local (8000-9999)

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Resource Code	Resource Description
8100	Routine Repair and Maintenance
8150	Ongoing and Major Maintenance Account
9000-9999	Locally defined
9010	Roll up for all under 9000-9999

# Project Year

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Extremely rare for this field to be needed.

Used to distinguish grants whose “project year” or “reporting year” is different from the LEA fiscal year.

X -

0 -

Almost always zero!

# Goal

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Tracks the instructional setting or group of students who are receiving the instructional services.

XXXX -

1110 -

Who is the money being spent on?

# Goal – Common basic codes

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Goal Code	Goal Title
0000	Unspecified
1110	Instruction
5001	SpEd – Unspecified
5760	SpEd - Instructional

# Function

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Identifies activities or services performed to support or accomplish one or more goals or objectives in a certain department.

XXXX -

1000 -

Which department?

# Function

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Code	Description	Notes
0000	General/Undefined	
1000	Instruction	
1190	Specialized Instruction	SpEd Only
2700	School Program Admin	With in the school
3600	Pupil Transport	To and from school (Not Field Trips)
3700	Food Services	
7191	Audit Expenses	
7200	Central Admin	Outside the school (District Office)
8100	Maintenance and Operations	
8700	Facility Rents & Leases	Long-term Only

# Goals and Functions work together!

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*They show who is being served, and the department.*

## **COMMON GOAL-FUNCTION PAIRINGS**

0000-2700

(Unspecified-School Program Admin)

For General Admin.

Ex: Miscellaneous Office Supplies.

1110-1000

(Instruction-Instruction)

For Instruction.

Ex: Teacher Salaries

5760-1190

(SpEd – Instructional- Specialized Instruction)

For Special Education.

Ex: Special education vendors.

# Object

---

Classifies expenditures according to the types of items purchased or services obtained.

Classifies revenues by the general source and type of revenue.

Classifies balance sheet accounts as assets, liabilities, or fund balance.

XXXX -

1100 -

What are you purchasing?

# Object Code Structure

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1000-1999 Certificated Salaries	6000-6999 Capital Outlay
2000-2999 Classified Salaries	7000-7999 Other Outgo
3000-3999 Benefits	8000-8999 Revenue
4000-4999 Materials and Supplies	9100-9499 Assets
5000-5999 Services and Other Operating	9500-9799 Liabilities and Net Position

# Flexibility Allowed

LEAs may use their own locally defined codes to reflect accounting detail.

Locally defined object codes can be created in all but the 3000's and then rolled up for reporting data to CDE.

## Examples:

### 1000-1999    Certificated Personnel Salaries

1100    Certificated Teachers' Salaries

1110 - Language Teacher

1120 - Math Teacher

1200    Certificated Pupil Support Salaries

1300    Certificated Supervisors' and Administrators' Salaries

1310 - Principal

1320 - Dean of Students

1900    Other Certificated Salaries

# More Examples with Flexibilities

## 2000-2999

## Classified Salaries

2100 Classified Instructional Salaries

2110 - TA

2120 - SPED TA

2200 Classified Support Salaries

2210 - Maintenance

2220 - Lunch Assistant

2300 Classified Supervisors' and Administrators' Salaries

2310 - Principal (Non-Credentialed)

2400 Clerical, Technical, and Office Staff Salaries

2410 - IT Manager

2900 Other Classified Salaries

## 3000-3999 Benefits

\*Restricted by CDE

3101	State Teachers' Retirement System, certificated positions
3102	State Teachers' Retirement System, classified positions
3201	Public Employees' Retirement System, certificated positions
3202	Public Employees' Retirement System, classified positions
3301	OASDI/Medicare/Alternative, certificated positions
3302	OASDI/Medicare/Alternative, classified positions
3401	Health and Welfare Benefits, certificated positions
3402	Health and Welfare Benefits, classified positions
3501	State Unemployment Insurance, certificated positions
3502	State Unemployment Insurance, classified positions
3601	Workers' Compensation Insurance, certificated positions
3602	Workers' Compensation Insurance, classified positions

\*\* See CSAM for the complete list.

# More Examples with Flexibilities

## **4000-4999**

## **Materials and Supplies**

4100 Approved Textbooks and Core Curricula Materials

4110 - Language Arts

4120 - History

4200 Books and Other Reference Materials

4300 Materials and Supplies

4310 - Classroom

4320 - Office

4400 Non-Capitalized Equipment

4410 - Student Chromebooks

4700 Food

4710 - Student Nutrition services (Regular  
breakfast/lunch service)

# More Examples with Flexibilities

<b><u>5000-5999</u></b>	<b><u>Services and Other Operating Expenditures</u></b>
5100	Subagreements for Services
5200	Travel and Conferences
5300	Dues and Memberships
5400	Insurance
5500	Operations and Housekeeping Services
5600	Rentals, Leases, Repairs, and Noncapitalized Improvements
5700	Indirect Costs
5800	Professional/Consultant Services and Operating Expenditures
5900	Communication
	5910 - Phones
	5920 - Internet
	5930 - Postage

# School Specific Example

“Cheat Sheet” at a basic level with Object codes only.

Object	Description	Notes
4100	Curriculum	Consumable, Non-Consumable, Digital, Software
4310	Student Materials & Supplies	Classroom, teacher or student learning materials and supplies
4320	Office Supplies	General staff materials and supplies
4330	Meals & Events	On-Campus Meals, Events, Incentives (student and staff)
4400	Non-Capitalized Equipment	Tangible Technology and Supplies under threshold
5100	SPED Consultants and Vendors	SPED only (OT, Psych, Speech, etc.)
5200	Travel and Conferences	Professional Development (Off Campus)
5300	Dues & Memberships	CCSA, NEA Selpa, WASC, Rotary, etc. (Not Software)
5400	Insurance	Not WC or Employee Benefits
5500	Operations & Housekeeping	Roll-Up Account
5510	Utilities	Gas, electric, water, garbage
5520	Janitorial	Services Including Supplies with Contract
5610	Rent & Leases	Long-Term only
5620	Equipment Leases	Copiers, etc.
5630	Maintenance & Repair	Minor general maintenance
5800	Professional Services	Services that are non-instructional (IT consultants, etc.)
5810	Legal	Attorney Fees
5820	Audit & CPA	Annual audit, tax services, Form 990 Prep
5825	Business Services	Back-office services
5835	Field Trips	Tickets, Buses, etc.
5840	Advertising	Recruiting or publicity campaigns, Radio
5850	Oversight Fees	District/County oversight fees, Fees paid to Authorizer
5860	Service Fees	Bank Fees
5870	Livescan Fingerprinting	Livescan, drug test, background check
5880	Instructional Vendors & Consultants	Not SPED
5910	Telephone	Phone Services
5920	Telecom & Internet	Wireless, data and network fees
5930	Postage	Pitney Bowes, stamps, shipping, UPS/Fedex

# Objects for General Instruction Students

Goal	Function	Object	Description
1110	1000	4100	Approved Textbooks and Core Curricula Materials Curriculum
		4200	Books and Other Reference Materials
		4300	Materials & Supplies
		4400	Non-Capitalized Equipment
		4700	Food
		5200	Travel and Conferences
		5300	Dues & Memberships
		5800	Professional/Consultant Services and Operating Expenditures

# Objects for School Program Administration

Goal	Function	Object	Description	Notes/Vendors
0000	2700	4300		
		5200	Travel & Conferences	Professional Development (Off-Campus)
		5300	Dues & Memberships	A Plus Membership
		5800	Professional Services	Services not directly related to Instruction (IT consultants, etc.)

# Objects for Transportation, Food Services, Audits, Rents & Leases

Goal	Function	Object	Description	Notes
0000	3600	5800	Professional Services	Buses, etc. (Not Field Trips)
0000	3600	4300	Materials & Supplies	Fuel for pupil transport
0000	3600	5600	Maintenance & Repair	Bus Repairs
0000	3700	4700	School lunches	
0000	7191	5820	Audit & CPA	
0000	8700	5610	Rent & Leases	Long-Term only

# Objects for Central Administration

Goal	Function	Object	Description	Notes
0000	7200	4300	Office Supplies	
		4400	Non-Capitalized Equipment	Tangible Technology and supplies under Threshold
		5200	Travel & Conferences	Professional Development-Off Campus
		5300	Dues & Memberships	A Plus Membership
		5400	Insurance	Not WC or Employee benefits
		5600	Equipment Leases	Copiers, etc.
		5800	Professional Services	Non- Instructional on Campus services
		5810	Legal	
		5825	Business Services	
		5840	Advertising	
		5850	Oversight Fees	
		5855	Interest Expense	Short Term
		5860	Service Fees	Bank Fees, late charges
		5870	Live Scan Fingerprinting	
		5910	Telephone	
		5920	Telecom & Internet	Wireless, data and network fees
		5930	Postage	

# Objects for Maintenance, Operations & Repairs

Goal	Function	Object	Description	Notes
0000	8100	5500	Operations & Housekeeping	Roll-Up Account
		5510	Utilities	Divide out if instructed by lead
		5520	Janitorial	Services Including Supplies with Contract
		5620	Equipment Leases	Copiers, Rug Cleaners, Etc.
		5630	Maintenance & Repair	Minor general maintenance

# Objects for Revenues

Are defined by CDE

❖ LCFF Sources	8010-8099
❖ Federal Revenue	8100-8299
❖ Other State Revenue	8300-8799
❖ Other Local Revenue	8600-8799

Resource	Goal	Function	Object	Description
0000	0000	0000	8011	LCFF State Aid
1400	0000	0000	8012	Education Protection Account (EPA)
1100	0000	0000	8560	Lottery (non-prop 20)
3010	0000	0000	8290	Title I, Part A
3310	5001	0000	8311	SPED: AB602
6500	5001	0000	8181	SPED: IDEA
0000	0000	0000	8699	Misc. Donations

# Objects for Assets

❖ Assets

9110-9489

Goal	Function	Object	Description
0000	0000	9110	Cash in County Treasury
		9120	Cash in Banks
		9200	Accounts Receivable
		9330	Prepaid Expenditures
		9440	Equipment
		9445	Accumulated Depreciation - Equipment

# Objects for Liabilities & Net Position

- ❖ Liabilities 8500-9689
- ❖ Fund Balance/Net Position 9700-9799

Goal	Function	Object	Description
0000	0000	9500	Accounts Payable
		9501-9589	AP – Locally Defined
		9640	Current Loans
		9669	Other Long-Term Liabilities
0000	0000	9791	Beginning Fund Balance
		9793	Audit Adjustments

# AP Examples with Flexibilities

## 9501-9589

## AP – Locally Defined

- 9500    Accounts Payable
  - 9505 – Medical Benefits
  - 9511 – Federal Tax
  - 9512 – State Tax
  - 9513 – OASDI
  - 9514 – EFT Direct Deposit
  - 9515 – Voluntary Insurance
  - 9516 – Voluntary FSA
  - 9517 – Voluntary 406B
  - 9525 – STRS
  - 9526 – PERS

# School

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**Should be built into coding for future use.**

**XXX -**

**000 -**

Mandated field but not required for reporting

# Flexible to fit your school's needs

## Examples:



### LCAP

Goal 1 Action 1 = 101

Goal 1 Action 2 = 102



### Classroom Accounts

Room 1 = 001

Room 2 = 002



### Student Accounts

John Smith = 023



This Photo by Unknown Author is licensed under [CC BY-SA-NC](#)

# Creating your Story !

# Practice time!

YMC invoice:

Which school?

Where's the money coming from?

Who is the money being spent on?

Which Department?

What are you purchasing?

Wait- is there more?



LAW OFFICES OF YOUNG, MINNEY & CORR, LLP

655 UNIVERSITY AVENUE, SUITE 150  
SACRAMENTO, CA 95825

TEL 916.646.1400 • FAX 916.646.1300  
WWW.MYCHARTERLAW.COM



October 2, 2020

Invoice # [REDACTED]

Services through 9/30/2020.

Previous Balance

Total Payments and Credits

Current Charges

Payments From Retainer Account

**Total Owed Firm**

Remaining Retainer Credit Balance

Clients with no past due balance who pay within twenty days of the date of this invoice may receive a 5% discount on services by paying this amount:

All invoices are due and payable upon receipt. Thank you.

**62-0000-0-0000-7200-5810-000**

# Practice time!

Office Depot, Inc. invoice:

Which school?

Where's the money coming from?

Who is the money being spent on?

Which Department?

What are you purchasing?

Wait- is there more?

62-0000-0-0000-2700-4300-000

**Office  
DEPOT, Inc.**

Office Depot, Inc.  
PO BOX 630813  
CINCINNATI OH  
45263-0813

## ORIGINAL INVOICE

10000

THANKS FOR YOUR ORDER

Contact Number For:  
Account Inquiries: (888) 263-3423  
Order Inquiries: (800) 721-6592

Federal ID # 59-2663954

INVOICE NUMBER	AMOUNT DUE	PAGE NUMBER
133968787001	\$91.65	1 of 1
INVOICE DATE	TERMS	PAYMENT DUE
11/05/2020	Net 30	12/06/2020

Bill To:

Ship To:

ACCOUNT NUMBER		ACCOUNT MANAGER		SHIP TO ID		ORDER NUMBER		ORDER DATE		SHIPPED DATE	
								11/04/2020		11/05/2020	
BILLING ID		PURCHASE ORDER		RELEASE		ORDERED BY		DESKTOP		COST CENTER	
CATALOG ITEM # / MANUF CODE		DESCRIPTION / CUSTOMER ITEM #		U/M TAX	QTY ORD	QTY SHIP	QTY B/O	UNIT PRICE		EXTENDED PRICE	
555383 XER106R02757		TONER,PHR6022,WC6027,MA 555383		EA	1	1	0	79.190		79.19	
424558 13924		PENCIL,TIC #2,24/BX,YELLOW CLR 424558		BX	1	1	0	4.990		4.99	
6195093 FEEFOR424558		IMPORT SURCHARGE 6195093		EA	1	1	0	0.120		0.12	
929505 50-HB		LEAD,MECH PCL,7MM,HARD,TUBE 929505		TB	2	2	0	0.380		0.76	

SUB-TOTAL	85.06
DISCOUNT	0.00
DELIVERY	0.00
MISCELLANEOUS	0.00
SALES TAX	6.59
ALL AMOUNTS ARE BASED ON USD CURRENCY	
TOTAL	\$91.65

To return supplies, please rewrap in original box and insert our packing list, or copy of this invoice. Please note problem so we may issue credit or replacement, whichever you prefer. Please do not ship collect. Please do not return furniture or machines until you call us first for instructions. Shortage or damage must be reported within 5 days after delivery.

# Practice time!

Rainbow Resource invoice:

Which school?

Where's the money coming from?

Who is the money being spent on?

Which Department?

What are you purchasing?

Wait- is there more?

**62-0000-0-1110-1000-4310-000**

## Rainbow Resource Center, Inc.

655 Township Road 500 E, Toulon, IL 61483

309-695-3200

AUG 18, 2020

INVOICE #: 3047051

Order Date: 8/4/2020



Thank you for your order! Itemization follows:

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\* PAYABLE WITHIN 30 DAYS IN U.S. DOLLARS \*

FINANCE CHARGES OF 1.5% PER MONTH APPLY AFTER 30 DAYS

NET DUE: 234.05

SHIPPING: 18.72

TAX: 16.97

TOTAL OF ORDER: 269.74

BALANCE DUE: 269.74



# Practice time!

Tech to School invoice:

Which school?

Where's the money coming from?

Who is the money being spent on?

Which Department?

What are you purchasing?

Wait- is there more?

**Tech to School**  
1530 Montague Expressway  
San Jose, California 95131  
Phone 408-217-6057

Invoice  
# MTS72911

Balance Due  
**\$429.92**

Invoice Date : 27 Aug 2020

Terms : Net 30

Due Date : 26 Sep 2020

Account Manager : [REDACTED]

Purchase Order : [REDACTED]

Bill To



Item & Description	Qty	Rate	Tax %	Tax	Amount
MD711LL/B (2nd stock) MacBook Air 11" 1.4GHz Core i5, 4GB RAM, 128GB SSD	1.00	399.00	7.75	30.92	399.00
Items in Total 1.00				Sub Total	399.00
				Calif 7.75% (7.75%)	30.92
				<b>Total</b>	<b>\$429.92</b>
				<b>Balance Due</b>	<b>\$429.92</b>

**62-0000-0-0000-2700-4400-000**

# Practice time!

McColgan & Associates invoice:

Which school?

Where's the money coming from?

Who is the money being spent on?

Which Department?

What are you purchasing?

Wait- is there more?

McColgan & Associates INC  
1760 Airline Hwy Ste F # 217  
Hollister, CA 95023  
(831) 313-0116  
scott@mccolganandassociates.com  
<http://www.mccolganandassociates.com>

## INVOICE

### BILL TO

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

INVOICE # [REDACTED]  
DATE 07/28/2020  
DUE DATE 07/28/2020  
TERMS Due on receipt

DATE	DESCRIPTION	QTY	RATE	AMOUNT
07/28/2020	Ed Services Special Education services	1	621.75	621.75

BALANCE DUE \$621.75

# 62-6500-0-5760-1190-5100-000

# Practice time!

UPS invoice:

Which school?

Where's the money coming from?

Who is the money being spent on?

Which Department?

What are you purchasing?

Wait- is there more?



**Delivery Service Invoice**  
Invoice Date December 12, 2020  
Invoice Number [REDACTED]  
Shipper Number [REDACTED]  
Control ID [REDACTED]  
Page 1 of 14

Sign up for electronic billing today!  
Visit [ups.com/billing](https://ups.com/billing)

For questions about your invoice, call:  
(800) 811-1648  
Monday - Friday  
8:00 a.m. - 9:00 p.m. E.T.

or write:  
UPS  
P.O. BOX 809488  
CHICAGO, IL 60680-9488

## Incentive Savings

Total incentive savings this period \$ 82.25

Your amount due this period includes these savings.

See incentive summary section for details.

## Account Status Summary

### Monthly Payment Plan

Amount Due This Period \$ 481.79

Amount Outstanding (prior invoices) \$ 0.00

Total Amount Outstanding \$ 481.79

## Rate Change Information

Effective December 27, 2020, rates for UPS® Ground, UPS Air and International services, as well as UPS Air Freight rates within and between the U.S., Canada, and Puerto Rico, will increase. For additional changes and information, and to review the new rates and other charges, visit [www.rates.ups.com](https://www.rates.ups.com).

Thank you for using UPS.

## Summary of Charges

Page		Charge
4	Outbound UPS CampusShip	\$ 278.83
9	Inbound UPS Returns	\$ 124.06
12	Adjustments & Other Charges	\$ 78.90
Amount due this period		\$ 481.79

UPS payment terms require payment of this bill by December 21, 2020.

Payments received late are subject to a late payment fee of 6% of the Amount Due This Period. (see Tariff/Terms and Conditions of Service at [ups.com](https://ups.com) for details)

Note: This invoice may contain a fuel surcharge as described at [ups.com](https://ups.com). For more information, please visit [ups.com](https://ups.com).

62-0000-0-0000-2700-5930-000

# How to start the process

## Be Proactive

- Set coding up ahead of time and be specific.

## Collaborate

- Set Monthly Finance meetings to review status
- Follow up with Academic meetings to readdress focus

K.I.S.S.- Keep it simple silly!

# Recap Benefits

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Redirects focus to student/school goals consistently



Accurately report to the State and Federal departments



Changes in legislature cannot be correctly determined if information is not reported correctly.

# Questions & Comments

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