



THE COVENANT SCHOOL

ACCOUNTING

2024-2025



ACCOUNTING DEPARTMENT

- Joe Brogdon, Controller
 - Payroll
 - Benefits
 - Cash Management
 - Budget Preparation
 - Reporting
- Carson Mizell, Staff Accountant
 - FACTS Billing/Receipts
 - Invoices/Payment Requests
 - Payment Processing
 - American Express Reconciliation/Payment
 - Amazon Reconciliation/Payment



BUDGET

- Timeline
- Input
 - Operating
 - Capital
 - 3-Year Forecast
- Reporting
 - Budget vs Actual
 - Year-end Projections
- Feedback



PAYABLES

- Invoices/Payment Requests
 - Checks
 - ACH
- Approval Thresholds
- Amazon
- Expense Recognition



EXPENSE REIMBURSEMENT

- Through ExponentHR
- Timing – Submitted/Approved 5 Days before Payday
- Approvals
- Missing Receipt Form
- Mileage – IRS Rate

<https://www.irs.gov/tax-professionals/standard-mileage-rates>

- Per Diems

EXPENSE REIMBURSEMENT

Joe Brogdon

Personal Management

Personal View > Dashboard

Employee Dashboard

Dashboard

My Info

Time and Pay

Company

Benefits

Quick Links

My Alerts

Report Leave

Report Expenses

Check Status

WFO Pay Summary

Paid Leave Summary

Total Compensation

Garnishments

Service Emails/Cases

Balances

VACATION

Request Leave

Benefits

August - 2024

S	M	T	W	T	F	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Joe Brogdon

Personal Management

Personal View > Time and Pay > Report Expenses

Expense Reimbursements

Submitted Since: 05/01/2024

Status: All

Sort by: Date Submitted

Ascending Descending

New Advance New Expense

THE COVENANT KNIGHTS SCHOOL | 00953

Expense Request # 000150

Options Delete Save Exit

Approver: WRIGHT, BRANDT C

Status: Draft

Purpose: PD Illustration

Comments:

Submit expense request for approval

Submit

- Allocated - NR - Non-Reimbursable
B - Billable T - Taxable
N - No Receipt - Receipt Attachments

Expenses

Add Expense

Date	Category	Type	Payee	Description	Codes	Amount
Status History: Created by Brogdon, Vincent J on 8/8/2024 11:53:47 AM						
Total Expenses:						\$ 0.00
Less Non-reimbursable:						\$ 0.00
Less Advance Amount:						\$ 0.00
Total Due Employee:						\$ 0.00

Request Edit - Google Chrome

8/8/2024 exponenth.com/service/ExpenseReqEdit.asp | 00953

THE COVENANT KNIGHTS SCHOOL | 00953

Add / Edit

Save and Exit Add Another Cancel

Details:

Request: 000150/PD Illustration

Receipt Date: 08/05/2024

Date(s) Incurred: 08/05/2024 To 08/05/2024

Category: Professional Development

Type: Other

Payee: Joe Brogdon

Description: Illustration for PD Presentation

Total Amount: 1.00

Receipt Attachments: Add File



EXPENSE REIMBURSEMENT

THE COVENANT KNIGHTS SCHOOL | 00955



Expense Request # 000150

Options ▾

Delete

Save

Exit

Approver: WRIGHT, BRANDT C


Status: Draft

Purpose: PD Illustration

Comments:

Submit expense request for approval

Submit

 - Allocated

NR - Non-Reimbursable


B - Billable


T - Taxable


N - No Receipt

 - Receipt Attachments

Expenses

 Add Expense

Date	Category	Type	Payee	Description	Codes	Amount
08/05/2024	Professional Development	Other	Joe Brogdon	Illustration for P...		\$1.00 

 Status History:

Created by Brogdon, Vincent J on 8/8/2024 11:53:47 AM

Total Expenses:

\$ 1.00

Less Non-reimbursable:

\$ 0.00

Less Advance Amount:

\$ 0.00

Total Due Employee:

\$ 1.00



CREDIT CARDS

- Cardholders/Volume
- Potential Uses
- Approval
- Receipts/Coding



SUPPLY MANAGEMENT

- Departmental
- Administration (i.e. Workroom)
- Package Delivery



Q & A

