

# 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
  - o Operating
  - o Capital
  - o 3-Year Forecast
- Reporting
  - o Budget vs Actual
  - o Year-end Projections
- Feedback



#### PAYABLES

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



# EXPENSE REIMBURSEMENT

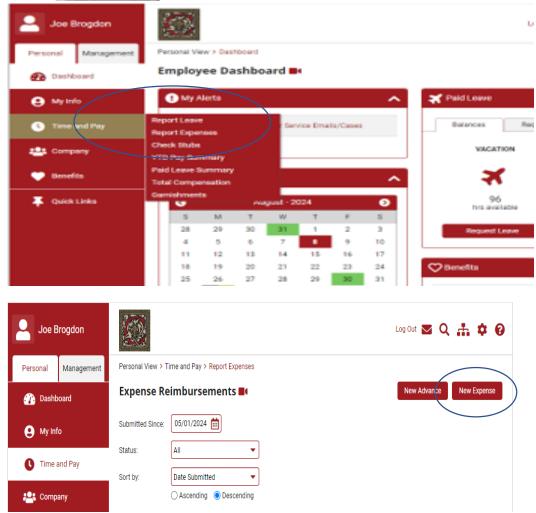
- Through ExponentHR
- Timing Submitted/Approved 5 Days before Payday
- Approvals
- Missing Receipt Form
- Mileage IRS Rate

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

Per Diems



### EXPENSE REIMBURSEMENT

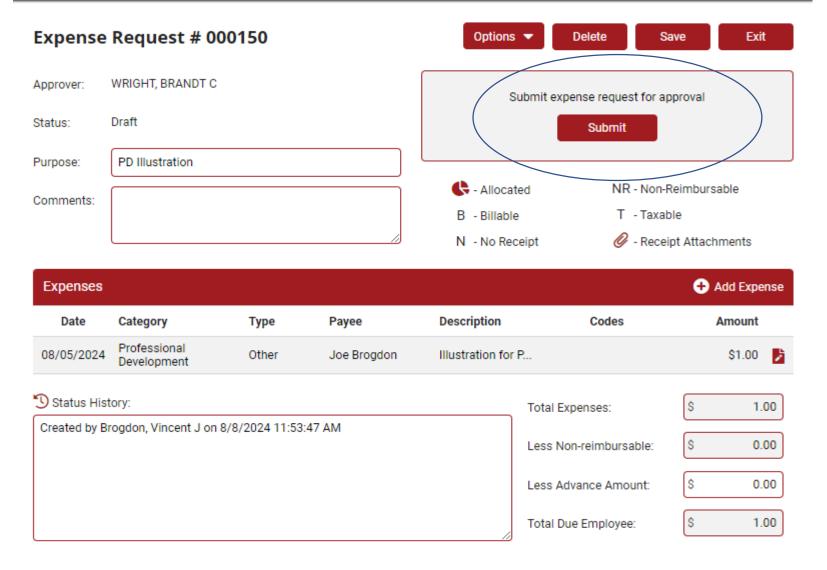


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#### EXPENSE REIMBURSEMENT

THE COVENANT KNIGHTS SCHOOL | 00955





#### CREDIT CARDS

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



# SUPPLY MANAGEMENT

Departmental

• Administration (i.e. Workroom)

Package Delivery



# Q & A

