

## THE COVENANT SCHOOL

## ACCOUNTING

2025-2026



#### ACCOUNTING DEPARTMENT

- Joe Brogdon, Controller
  - Payroll
  - Benefits
  - Cash Management
  - Budget Preparation
  - Reporting
- Carson Mizell, Senior Accountant
  - FACTS Billing/Receipts
  - Invoices/Payment Requests
  - General Ledger Accounting
  - Ramp 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 Ramp
  - o Other
- Approval Thresholds
- Expense Recognition (or which year will this hit?)



#### EXPENSE REIMBURSEMENT

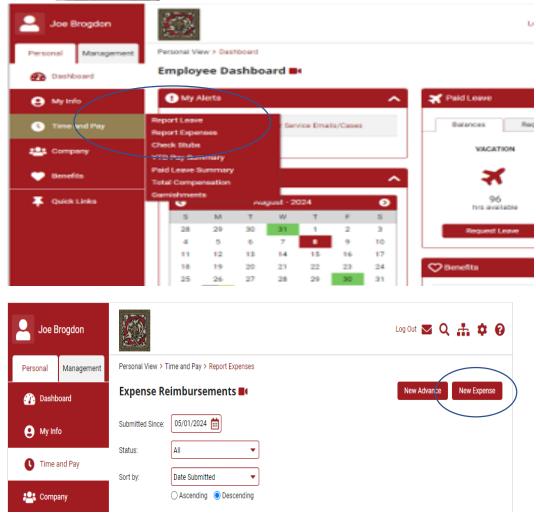
- Through ExponentHR
- Timing Submitted/Approved 5 Days before Payday
- Approvals
- "Submit"
- Missing Receipt Form
- Mileage IRS Rate

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

Per Diems



#### EXPENSE REIMBURSEMENT

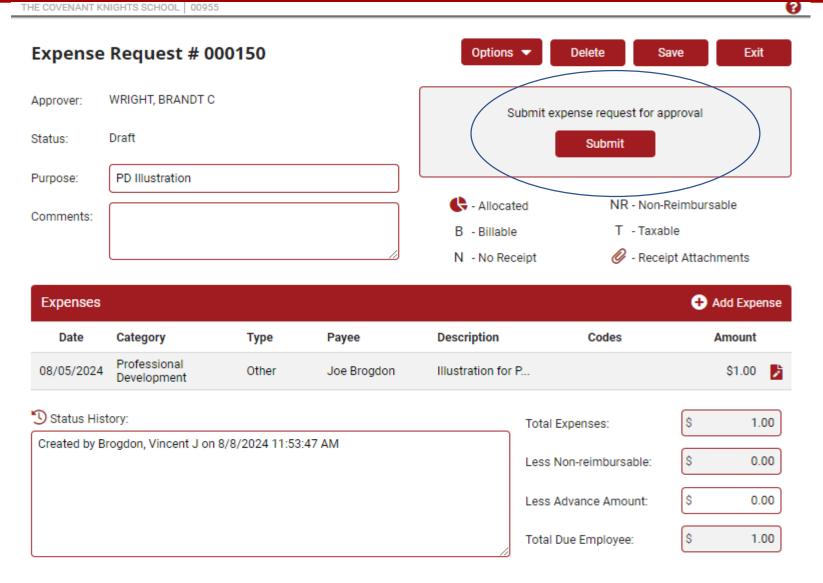


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ıs: Draft				Submit		
ose: PD Illustration	on					
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			N - No Red		eipt Attachments	
penses					+ Add Exper	
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Status History:				Total Expenses:	\$ 0.0	
eated by Brogdon, Vincent J on 8/8/2024 11:53:47 AM		3:47 AM		Less Non-reimbursable:	\$ 0.0	
				Less Advance Amount:	\$ 0.0	
				Total Due Employee:	\$ 0.0	
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#### EXPENSE REIMBURSEMENT

THE COVENANT KNIGHTS SCHOOL | 00955





# CREDIT CARDS ("RAMP")

- Cardholders/Volume
- Potential Uses
- Credit Card vs Invoice/Check
- Approval Workflow
- Receipts/Coding/Purpose



## SUPPLY MANAGEMENT

• Departmental

• Administration (i.e. Workroom)

Package Delivery



# MAJOR COMMITMENTS

- Definition
  - o Furniture & Equipment
  - o Projects
- Review
- Approval
- Coordination



# Q & A

