


**“Accounting Best Practices”  
WEBINAR**

**December 15, 2009**

**Shonna R. Moore,  
SSHS Project Director  
Cherokee County Site**



# Shonna R. Moore


## Cleveland, TN

### EDUCATION

- Associates Degree in Business
- Bachelors Degree in HR / Financial Management, with concentrations in Marketing, Global and Project Management
- Masters of Business Administration (MBA) in HR / Financial Management, with concentrations in Global and Project Management
- Earned more than 20 certificates related to HR, financial management, and project management.

### EXPERIENCE

- HR/Mgr & Finance Officer for SSHS Bradley Cty – 5 yrs
- Established HR and Financial System for SSHS Site
- Help train other sites on how to track finances
- Last 2 yrs - Financial Speaker for SSHS Grantee Conferences
- Financial Advisor for Cherokee County Site – 2 years
- Currently – Project Director for Cherokee County Site



Back (from left to right):  
**Shonna, & David (husband)**

Front (from left to right):  
**Caden (6yrs), Tyler (5yrs), & Chase (12 yrs)**

*excellence*

**Personal:**

My name is Shonna Moore, I am from Cleveland, TN

My husband and I have three wonderful children

Apart from our day jobs, we are also full time Youth Pastors. My husband coaches basketball, football, and soccer for my sons. I have been a cheerleading and dance coach at my daughter’s school for 5 years.

**Education:**

For Associates Degree, I attended Cleveland State College in Cleveland, TN

For Bachelor’s and Master’s Degrees, I attended CTU located in Colorado Springs, CO.

Earned more than 20 certificates related to HR, financial management, and project management.

**Experience:**

HR/Manager & Finance Officer for SSHS Bradley County – 5 years

Established HR and Financial System for SSHS Site

Help train other sites on how to track finances

Been a Financial Speaker for SSHS Grantee Conferences

Financial Advisor for Cherokee County Site – 2 years

Currently – Project Director for Cherokee County Site



# Today's Topics

**5 Key Elements for Successful Fiscal Mgt**

**Importance of Financial Software**

**Financial Reporting**


**Slide 2 – Today's Topics**

5 Key Elements for Successful Fiscal Mgt

Importance of Financial Software

Financial Reporting

There will be question and answer time during my presentation. We will alert you to when that time comes. Please hold questions until that time.



## Five Key Elements for Successful Fiscal Mgt

1. Clear communication established between PD & Financial Mgr
2. Plan & Forecast Realistic Budgets
3. Establish Monthly Meetings between PD & Financial Mgr
4. Maintain Accurate Financial Records at all times
5. Provide Financial Reports for both PD and Annual Reports

### Slide 3 – 5 Key Elements for Successful Fiscal Mgt

#### Clear communication established between PD & Financial Mgr

From Day one – there must be clear communication between the PD and FM. These two people are both vital to the success of the Initiative. Each has their specific duties that greatly contribute to the efforts and the reporting set forth by the Federal Project Officer. Therefore, it is imperative that a clear line of communication exists.

#### Plan & Forecast Realistic Budgets

The FM has many duties with the initiative. However, the ability to help plan and forecast budgets is one of the lifelines needed to help keep the initiative alive and stable.

#### Establish Monthly Meetings between PD & Financial Mgr

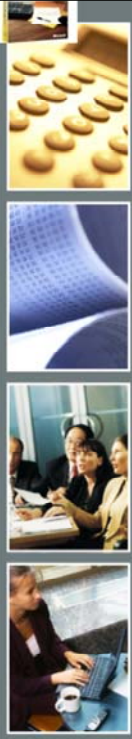
The PD and FM should meet consistently on a monthly basis to cover the expenditures for that month as well as current balances. Meeting on a monthly basis will help avoid any communication barriers and give the PD the information they need in order to plan for future expenditures.

#### Maintain Accurate Financial Records at all times

Maintaining accurate financial records will make completing the Federal Required Budget Spreadsheet in the Annual and Semi-Annual reports a much easier task. Again, having financial information up to date at all times helps give clarity and transparency to the project as well as helps the PD make better decisions regarding expenditures.


#### Provide Financial Reports for both PD and Annual Reports

Everything that a FM will do is tied to both the monthly financial reports for the PD as well as the federal required reports in the Annual and Semi-Annual Reports. This information must be accurate and to the penny in order for the initiative process to be a success. Even if you AR and SAR are beautifully articulated, if the budget sheets within those reports are off by a single digit, it could cause the entire report not to be approved by the FPO.



## Importance of Financial Software

- Ensure audit & error proof tracking & reporting
- Use established recommended accounting software
  - Ex: Quickbooks
  - Peachtree
  - Microsoft Small Business
- Advantages
  - Provides fraud and waste prevention
  - Makes forecasting budgets easier
  - Reports are easily generated
  - Provides concise reports
  - Makes auditing a smoother process



#### Slide 4 – Importance of Financial Software

Each month, your site should receive a report from your fiscal agent of the purchases that have been paid through the SSHS Initiative funds. This list will need to be reviewed to ensure that all expenditures are SHSS related. Also, it is very important that your site get a copy of the drawdowns that have done so that you know exactly what monies have been drawn down and if they agree with those expenditures. Once it is reviewed, then it is the responsibility of the FM to track these transactions and draw downs for Site. I have found that an excellent way of doing this is through using an established and well-known accounting software. Using this type of software will ensure audit and error proof tracking as well as accurate reporting.

Many types of accounting software available:

QuickBooks, Peachtree, Microsoft Small Business.

Any of these are excellent and trusted resources for tracking finances

Many advantages of using an accounting software


Provides fraud and waste prevention

Helps with forecasting budgets

Helps in creating required reports for PD and AR/SAR

Ensures that reports are concise

Makes auditing a much smoother process



## Financial Reports for the Non-Financial

### Excel Reports

- Easier for non-financial person to understand
- Identifies expenditures in dollars and percentages
- Formulated to generate SSHS Federal Required Spreadsheet for Semi-Annual and Annual Reports
- Breaks expenditures out by Element

### Slide 5 – Financial Reports for the Non-Financial

In addition to the accounting software, excel sheets should also be used.

Reason for this is because the FM may understand the reports generated from one of the software programs, but the PD may not.

The PD may be more of a non-financial person. Their expertise is in Project Direction. I have met very few PD that have in-depth experience in finances. Most of the time, their background is in management. Therefore, the excel reports are a great way of simplifying and relaying vital financial information in terms that the PD can understand.

After this PowerPoint, I will be manipulating and sample of the spreadsheet that I have used at my sites. It identifies expenditures in dollars and percentages.

I have also formulated the spreadsheets I use to calculate and generate the Federal Required Spreadsheet for the SAR/AR. The PD no longer has to spend countless hours trying to figure this information out when it comes time to do these reports.

Another great advantage to these spreadsheets is that it helps separate the expenditures out by Element. The Dept of Edu and the Dept of Health & Human Services has awarded your site a set amount for each year. This information can be located in block 9 of the Award Letter you received. It is crucial that you do not exceed these amounts. The spreadsheet I use helps track this information so that you have consistent, up-to-date information.



## Other Financial Forms

- Financial Policies and Procedures
- Mileage Reimbursement Form
- Employee Timesheets
- Travel Reimbursement Form
- Purchase Request



### Slide 6 – Other Financial Forms

Financial Policies and Procedures

Mileage Reimbursement Form

Employee Timesheets

Travel Reimbursement Form

Purchase Request

## Questions / Comments

Contact Information:

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