



FACILITIES USE BILLING PROCEDURE (BUS-P001)

1.0 SCOPE:

- 1.1 This procedure outlines the process of billing for the use of Clarksville-Montgomery County School System facilities.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Accounting Section of the Finance Department

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Financial Officer

4.0 DEFINITIONS:

- 4.1 CMCSS: Clarksville-Montgomery County School System
- 4.2 Payroll Expenses: Hourly rate, overtime rate if applicable, and benefits, i.e. Social Security, Medicare and Retirement
- 4.3 Prepay Customer: Based on the determination by CMCSS, an organization that is required to pay the rental portion of the fees prior to the event.

5.0 PROCEDURE:

- 5.1 When the bookkeeper receives a copy of the signed Application for Use of School Facilities & Agreement (BUS-F001) from the District Programs and Activities Coordinator, the bookkeeper must look at the form to see if the organization is a prepay customer.
 - 5.1.1 If an organization is determined to be a prepay customer as indicated on the form (ref. BUS-F001), the bookkeeper compiles and Principal or building administrator approves the billing process by completing the CMCSS Facilities Use Invoice for Prepay Customers (Rent Only) (ACC-F006b).
 - 5.1.1.1 Only the rental fee will be included on this form.
 - 5.1.1.2 The bookkeeper must attach a copy of the approved Application for Use of School Facilities & Agreement (BUS-F001) to the invoice request form (ref. ACC-F006b).
 - 5.1.1.3 The invoice request (ref. ACC-F006b) will be sent to the accounting office so that the organization can be invoiced (ref. [ACC-P002](#)). The accounting office will send the invoice to the organization and let the bookkeeper know the invoice number which is to be used when submitting the actual cost (ref. ACC-F006) after the event takes place.
 - 5.1.1.4 Once the prepay customer has paid the invoice, the accounting office will contact the District Programs and Activities Coordinator who will then contact the organization to confirm they can use the facilities.
 - 5.1.1.5 If the prepay customer does not pay the rental fee at least 3 days prior to the event, the organization will not be allowed to use the facilities requested.



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- 5.2 After the event takes place, the bookkeeper compiles and Principal or building administrator approves the billing process by completing CMCSS Facilities Use Invoice Request (ref. [ACC-F006](#)) or CMCSS Facilities Use Form (Non-rental) (ACC-F006a).
- 5.2.1 The bookkeeper must attach a copy of the approved Application for Use of School Facilities & Agreement (BUS-F001) to the invoice request form (ref, ACC-F006 or ACC-F006a).
- 5.2.2 The form (ref. [ACC-F006 or ACC-F006a](#)) must be completed at least bi-weekly to correlate with the classified employee payroll schedule.
- 5.2.2.1 For facility use that *includes rental costs*, the bookkeeper will complete CMCSS Facilities Use Invoice Request (ACC-F006). They will check the appropriate box for the rental fee based on the number of hours the facility was used by an organization according to the policy Community Use of School Facilities ([BUS-A001](#)). The rental fee already includes one custodian in the flat rate. The custodian that is included in the rental rate must have their name and hours worked on the form as well.
- 5.2.2.2 If the organization used more than one custodian or used child nutrition staff, they must indicate the hours worked for those employees.
- 5.2.2.3 For organizations that are deemed to be prepay customer, the bookkeeper must still complete the invoice request form (ref. ACC-F006) in full so that payroll knows the custodian worked an event.
- 5.2.2.3.1 On the rental section of the form, indicate the actual time the facility was used. Then you must write the prepaid amount that was already paid by the organization on the form and the invoice number the prepaid amount was billed on.
- 5.2.2.3.2 If an additional custodian or child nutrition staff worked at the event, you must complete the bottom section of the form.
- 5.2.3 For facility use that *does not include rental costs*, the bookkeeper will complete CMCSS Facilities Use Form (Non-rental) (ACC-F006a). They will indicate the number of hours worked by custodial and/or child nutrition staff.
- 5.3 The forms (ref. ACC-F006 and ACC-F006a) are forwarded to the payroll office first. Upon calculation of payroll expenses, the form is forwarded to the accounting office for billing.
- 5.4 Accounting office will invoice the organization based on the administrative policy for Community Use of School Facilities (ref. [BUS-A001](#)).
- 5.5 Accounting office sends the organization an invoice for the total payroll expenses and use of the facility (ref. [ACC-P002](#)).

6.0 ASSOCIATED DOCUMENTS:

- 6.1 CMCSS Facilities Use Invoice Request ([ACC-F006](#))



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- 6.2 CMCSS Facilities Use Form (Non-rental) ([ACC-F006A](#))
- 6.3 CMCSS Facilities Use For Prepay Customers (Rent only) ([ACC-F006B](#))
- 6.4 Community Use of School Facilities ([BUS-A001](#))
- 6.5 Establishing Accounts Receivable ([ACC-P002](#))
- 6.6 Application for Use of School Facilities & Agreement ([BUS-F001](#))

7.0 RECORD RETENTION TABLE:

| <u>Identification</u> | <u>Storage</u> | <u>Retention</u> | <u>Disposition</u> | <u>Protection</u> |
|--|--|------------------|--------------------|--|
| CMCSS Facilities Use of Invoice Request, Invoice | Current fiscal year kept in Accounting Office, moved to vault for one year, then to storage room | 6 years | Recycled | Secured building, vault & storage room |

8.0 REVISION HISTORY:

| <u>Date:</u> | <u>Rev.</u> | <u>Description of Revision:</u> |
|--------------|-------------|--|
| 1/28/04 | | Initial Release |
| 10/31/12 | A | Update procedure 5.1 to "Bookkeeper compiles and Principal or building administrator approves..."; Add CMCSS logo. |
| 12/6/12 | B | Added last sentence to 5.1 "...completed bi-weekly to correlate with the classified employee payroll schedule." |
| 2/9/16 | | Updated logo |
| 11/6/18 | C | Significant changes throughout. Added 4.3, 5.1 through 5.2.3. Revised 5.3 through 5.5. Updated associated documents. |

9.0 FLOWCHART:

- 9.1 A flowchart detailing this process can be found below.

***** End of procedure *****

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Billing process is compiled
by bookkeeper and
approved by principal/
administrator by
completing required form

Form forwarded to payroll
if there are payroll
expenses, then forwarded
to accounting for billing

Hourly rate for
building calculated,
if needed & included
on invoice

Invoice forwarded to
organization

End