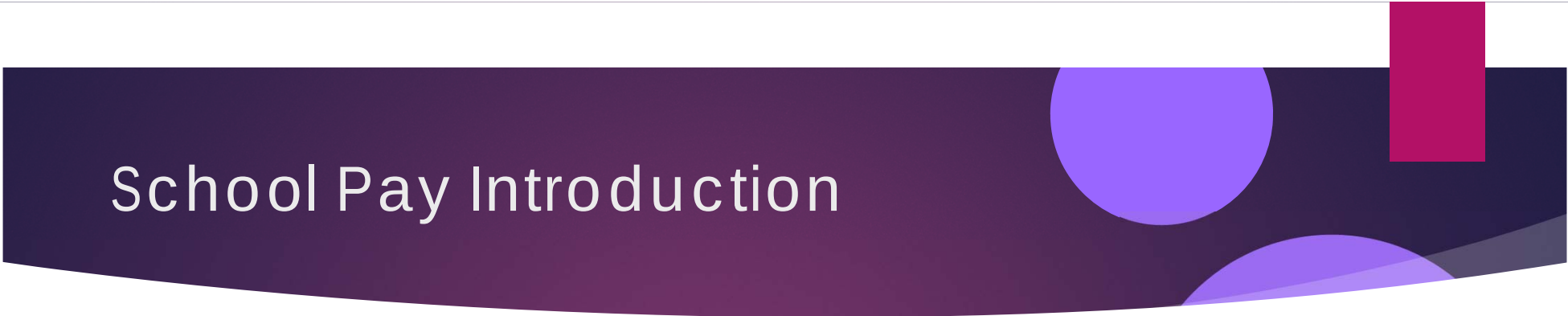




SCHOOL PAY

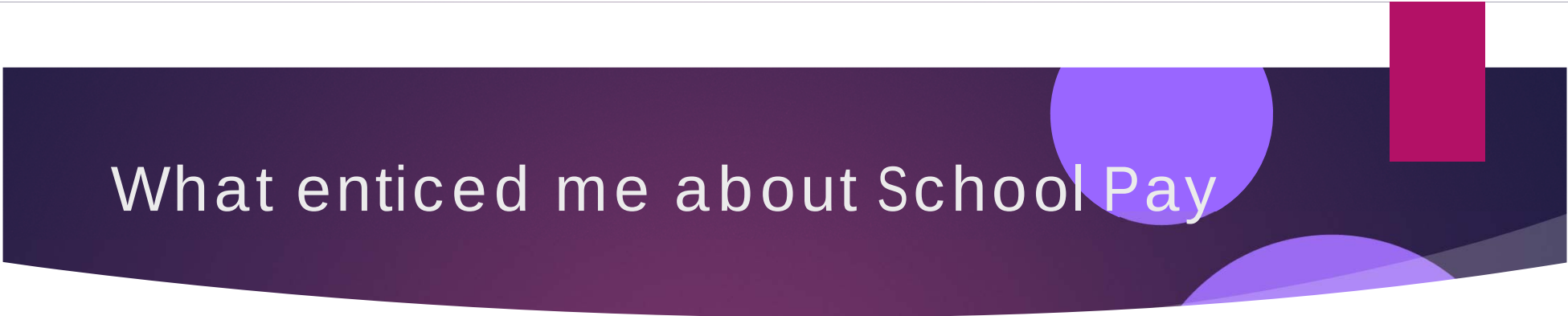
A SCHOOL'S PERSPECTIVE

BY: ADRIENNE HARVEY – OAK HAMMOCK K8 SCHOOL



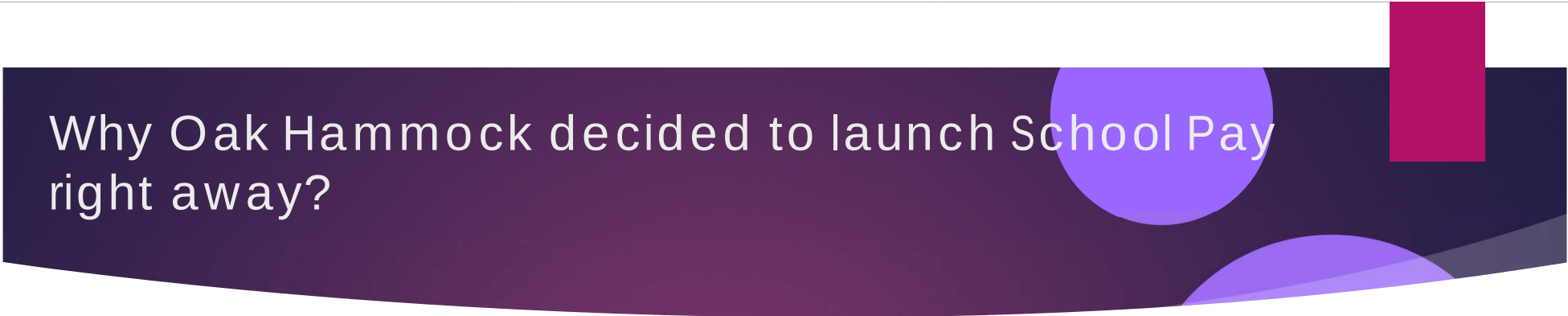
School Pay Introduction

- ▶ What is School Pay? (www.schoolpay.com)
 - ▶ The District's online credit card acceptance program (initially rolled out for school internal account purchases – by parents)
- ▶ Why do we need credit cards?
 - ▶ The District wanted to provide another option for schools to collect payments
 - ▶ The presentation will showcase this need/benefit
- ▶ Didn't we already take credit cards?
 - ▶ Yes – but School Pay allows the Bookkeepers to setup, maintain and decide what items to use at their location. The bookkeeper has autonomy over the creation of their items.



What enticed me about School Pay

- ▶ Reduce amount of cash/ checks on campus
- ▶ No need for forms or receipts to be written
- ▶ Less time filling out deposits, deposit bags, running checks through the scanner
- ▶ No chance of errors in deposit at the bank
- ▶ Greatly reduces risk of audit findings
- ▶ Set up appeared easy and the site looked user friendly.



Why Oak Hammock decided to launch School Pay right away?

- ▶ Teachers, clerks, and club sponsors not handling cash/checks
- ▶ No forms to fill out and turn in
- ▶ Bookkeeper interruptions reduced
- ▶ Less risk of audit findings
- ▶ Increase in sales
- ▶ Event sales run more efficiently –less stress
- ▶ Easy and accurate record keeping

Current Stats – Oak Hammock

Payment Method Breakdown

(01/01/2018 - 12/31/2018)

Visa

\$7,408.96 / 142 txns.

MasterCard

\$1,693.99 / 29 txns.

Discover

\$84.59 / 2 txns.

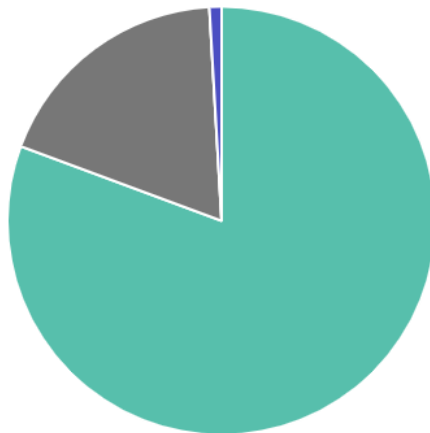
Cash

\$0.00 / 0 txns.

Paper Check

\$0.00 / 0 txns.

■ Visa
 ■ Master Card
 ■ American Express
 ■ Discover
 ■ E-Check
 ■ Cash
 ■ Paper Check



Total Successful Transactions:
\$9,188 / 173



SchoolPay® Leaderboard

Active Items

226

Payers

Administrators

Items

1



PBiS School Spirit Shirts - Youth

\$1,128.00

2



Osprey Band Uniform Polo

\$1,160.00

3



PBiS School Spirit Shirts - Adult

\$570.00

4



8th Grade - Universal Studios...

\$2,929.00

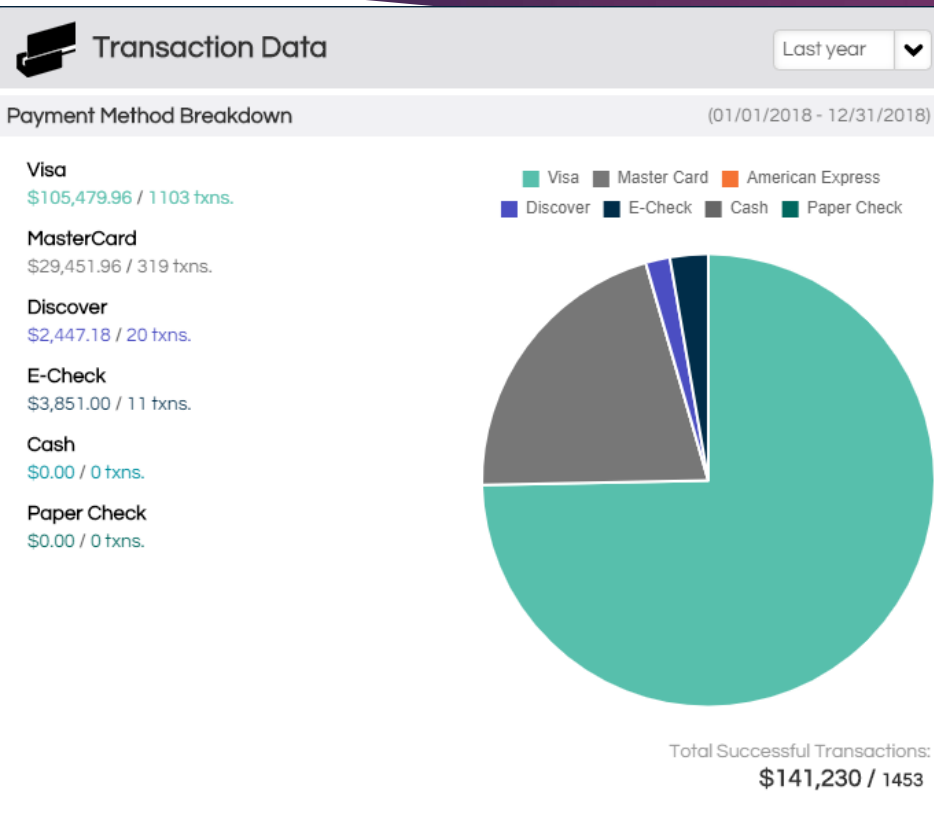
5



Student- 4th Grade St. Augustine...

\$1,704.30

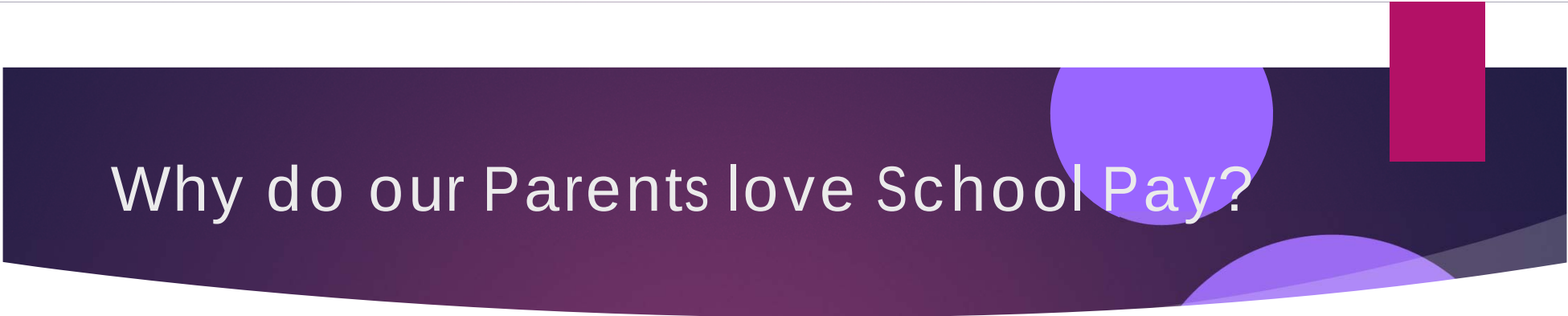
Current Stats - All



SchoolPay® Leaderboard Active Schools 24

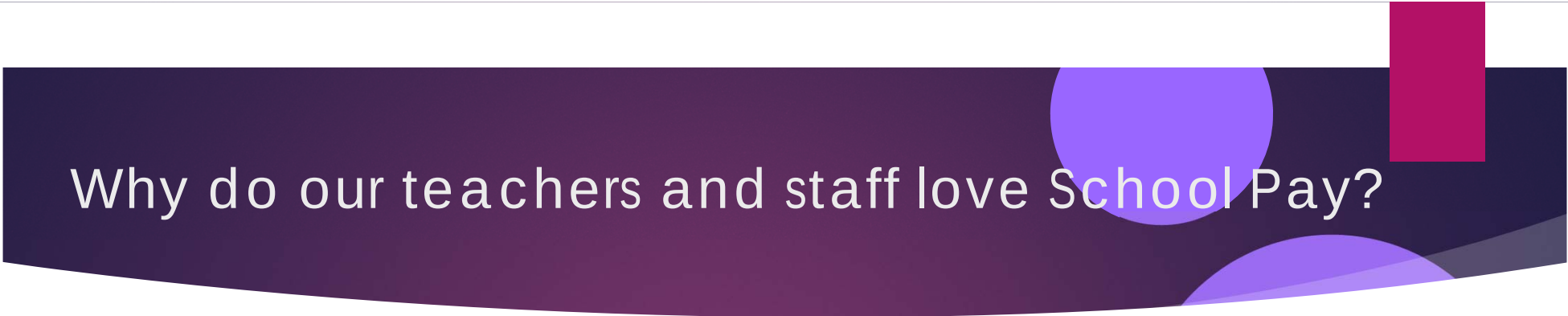
Payers
Schools
Administrators
Items

By Active Items			By Total Sales Last year ▼	
1	ST. LUCIE WEST K-	503	1	WEST GATE K-8 \$9,965
2	RIVERS EDGE...	250	2	OAK HAMMOCK K- \$9,188
3	WEST GATE K-8	223	3	ST. LUCIE WEST K- \$9,148
4	OAK HAMMOCK K-	222	4	NORTHPORT K-8 \$4,219
5	BAYSHORE...	144	5	BAYSHORE... \$2,016



Why do our Parents love School Pay?

- ▶ Convenience – parents can securely pay with debit or credit card on-line or in person. No need to go to the bank
- ▶ Responsibility is taken off of the student
- ▶ Provides parents with a purchasable link through Skyward
- ▶ Parents can view pertinent information regarding field trips, fees, etc. that could be otherwise lost on paper.
- ▶ Parents can also get live support from School Pay



Why do our teachers and staff love School Pay?

- ▶ The liability of having cash or checks in the classroom or office is taken off of them
- ▶ No worries about giving change back
- ▶ Do not have to write receipts for credit card payments
- ▶ Loss of instructional time when collecting cash/checks and paperwork
- ▶ Easy to read reports are provided to them, making it a snap to organize and track payments
- ▶ Increased planning time when not having to drop off deposits and wait while money is counted
- ▶ As cashiers, our office staff are able to offer a quicker customer service experience to our parents and employees.

Here's what they say:

- ▶ *I think school pay is amazing!!! It is very helpful for me as a teacher where I don't have to do anything on my end. As a parent I loved it because I never carry cash and using my debit card was very convenient for me.*

Tammy Gannoun M.ED.
Pre-Algebra, Algebra 1 & Geometry , Oak Hammock K-8

- ▶ *Love it!*

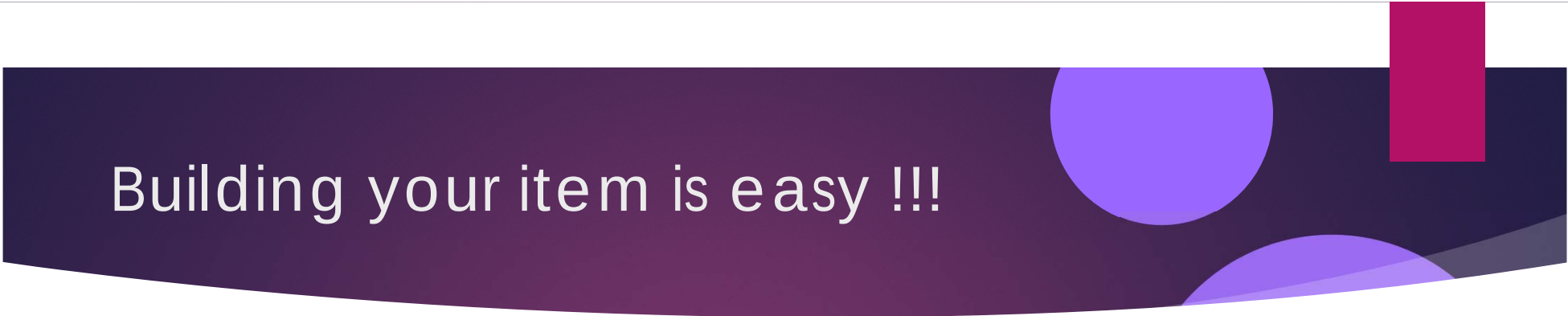
Amy Isenhower NBCT, EMC Music, Director of Bands, Oak Hammock K-8

- ▶ *- I absolutely love how much easier it makes tracking payments and not having to worry about writing receipts. Everything is done at one time. - It's so convenient for both the parents and staff, there is no money exchanged.- If you do online shopping, this is the way to go! A few clicks and you're done. It's easy and it's fun! 😊*

Natasha Ramos
Office Clerk
Oak Hammock K-8

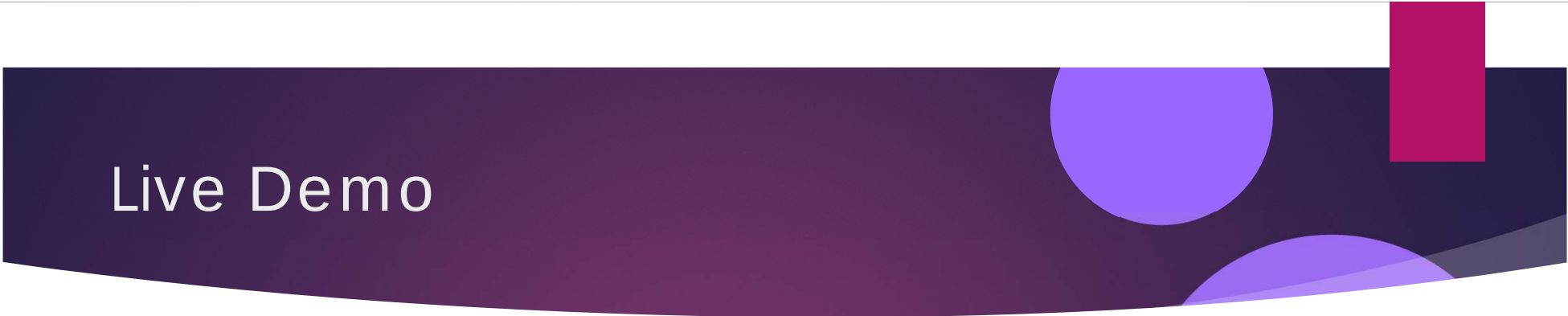
- ▶ *Using the credit card system is fast, fun, and easy to do! It doesn't interfere with the front office workflow.*

Angelia Jenkins, Office Clerk



Building your item is easy !!!

- ▶ All you need is a little information that is easily obtained from an e-mail, permission slip, or order form
- ▶ Customize to collect information your teacher or club needs
- ▶ You can target specific grade levels, students, teacher roster, or you can create a custom group.
- ▶ Add a picture or clip art
- ▶ Add a custom link that your teachers can send out through Skyward

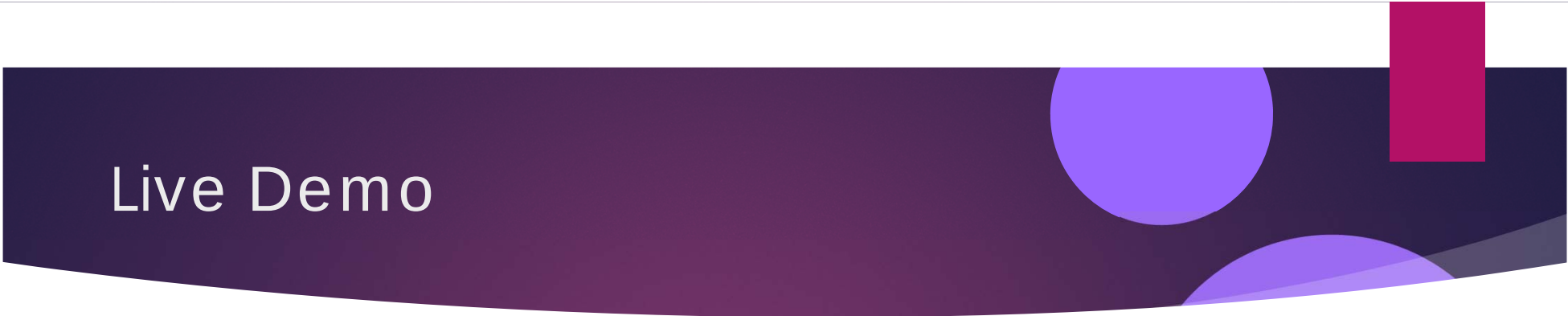


Live Demo

- ▶ Building an Item
 - ▶ Single pay
 - ▶ Multiple pays
 - ▶ Target audience and open audience

What do I do once I receive payments?

- ▶ View your settled transactions by date – Select “reports”, “items”
(this allows you to view a report showing all details of the transaction including custom fields)
- ▶ Create a custom report that will show only the information you want to see.
Page 26 of the School Pay Administrator Guide
- ▶ Print the Chart of Accounts report
Page 25 of the School Pay Administrator Guide
- ▶ Enter your credit card transactions and convenience fees into Skyward using your Chart of Accounts report ***See page 13 of A Principal's Manual for Internal Accounting***



Live Demo

- ▶ Reports – view sales/items
- ▶ Custom report/setup and run
- ▶ Chart of Accounts Report
- ▶ Report for Teachers (what was sold/collected... i.e. Field trips/shirts).

Entering Credit Card revenues in Skyward:

1. Log in to School Pay, Select Reports, Chart of Accounts.
2. Receipts should be entered no less than weekly (i.e. enter prior week receipts on Monday)
 - a. NOTE – do not combine months. Always end your report on the last day of the month (so your bank reconciliation will balance).
 - b. Enter the date range
 - c. Select All payment methods
 - d. The report will show each account number and the corresponding totals.
3. The bookkeeper records the credit card sales in Skyward. Go to **SBAA, Cash Receipts**. Click **Add** to enter a new receipt.

Status	Receipt Number	Payor Name	Payor State	Description	Amount	Bank Ac
History	0000001502	ROTELLA JUDITH D	FL	Business Partner Donation	100.00	checker
History	0000001501	MCCARTNEY MARY MARGARET	FL	Recorder Sales	25.00	checker
History	0000001290	MICHAEL BELINDA LEE	FL	Circle of Hope	8.00	checker
History	0000001289	PRICE SHARON ANN	FL	T-Shirt Sales	49.00	checker
History	0000001588	LEHMAN FRED H	FL	5th Grade T-Shirt Sales	34.00	checker
History	0000001507	LEHMAN AL TIGON RECORDS	FL	5th Grade T-Shirt Sales	21.00	checker

4. In the **Cash Receipt Information** section, enter **School Pay** (Vendor Code: MyPay 000) as **Payor** and enter the **Description**.
5. Today's date will automatically fill in.
6. In the **Cash Receipt Detail Line Entry** section, enter the **Description** and the **Account** in which the funds are to be deposited.
7. The amount of the receipt is entered in the **Credit Amount** box. Up to ten detail lines can be entered for each cash receipt.
 - a. The convenience fee revenue should be recorded to project 86102 (credit card fees).
8. When the cash receipt is complete, choose **Assign Receipt Number and Print**.

Mis-conceptions

- ▶ The below are some common things overheard while implementing this program.
 - ▶ The District keeps the money or is making money on this.
 - ▶ INCORRECT – The District actually pays an annual fee for the program, as well as the data syncing. It Costs the District money to offer this program.
 - ▶ It is not fair to charge my parents.
 - ▶ Parents do not have to elect to use a credit card, they can still pay via cash or check. Allow parents to make that choice, you may be surprised how many willingly pay for the “convenience” of the credit card system. (see example – next slide)
 - ▶ I don't want two different fees
 - ▶ You shouldn't. A t-shirt can be \$10 no matter how you pay for it. If you choose to tack the fees onto the \$10 at credit card checkout, the parent is paying for convenience of the service.
 - ▶ Schools also have the option to build the cost of the fees into the T-shirts. (ie don't charge fee at checkout). If the shirt costs \$5.50 and you want to make a \$5 profit, set the price at \$11.



TAX COLLECTOR ST. LUCIE COUNTY

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Online Tax Payments

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You can pay your real estate tax, tangible personal property tax, local business tax and Motorist Services renewals ONLINE.
More than one item can be added to your shopping cart before checkout.

PAY REAL ESTATE & PERSONAL PROPERTY

PAY MOTORIST SERVICES

PAY HUNTING & FISHING LICENSE

PAY LOCAL BUSINESS TAX

PAY TOURIST DEVELOPMENT TAX

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[NEWSROOM](#)

[+ CAREERS](#)

PLEASE NOTE:

- Avoid third-party fees with free [eChecks](#).
- **There is a third-party fee of 2.5 percent of the total amount charged if a credit card is used. The tax collector's office receives none of this third-party fee.**
- If a transaction is dishonored by the bank, a service fee will be assessed in accordance to state law and federal guidelines.
- For more information on wiring U.S. funds, please contact our Accounting Department at 772-462-3548.



How to make your program Successful

- ▶ Staff & Teacher buy-in (from the start)
 - ▶ Use strategies to make it fun
 - ▶ Show how it will save time/effort
 - ▶ Less Receipting, less cash in classroom
 - ▶ MORE TIME TEACHING/Planning
 - ▶ Organize orders effortlessly (I.E. customized Band shirts)
 - ▶ Communication with parents is ESSENTIAL
 - ▶ Make sure your teachers/staff are communicating the option with their parents.
 - ▶ Use social media, school website
 - ▶ Publish links on all flyers (that request a payment)
 - ▶ Send out links via skyward messages
- ▶ Administration support – goes without saying 😊

Resources to get Started

- ▶ School Pay Administrator Guide for St. Lucie Schools
(given out through e-mail after our web based training)

or

- ▶ Log in to School Pay and click the page for a step by step guide

- ▶ Click the HELP button for FAQ's

- ▶ Click the “ i ” to show helpful information regarding the selection you are working on

- ▶ Click on “Promote” to watch a live training video



Recommended First Steps

- ▶ Order your credit card readers: <https://www.schoolpay.com/parent/mip/MbTC>
- ▶ Add cashiers to accept payments
- ▶ Have your teacher/ club sponsor send you a flier or permission slip with info so you can build your item
- ▶ Send out a Shareable Preview Link to get feedback
- ▶ Edit your item as needed
- ▶ Send out the Payer Brochure to teachers to give out to parents through the “Promote” tab