

Manage Your Credit Card Program and Boost Your Rebate!

2023 BOOKKEEPERS CONFERENCE

March 10, 2023 | Rolling Meadows, Illinois



Introductions

Nicole Stuckert - Speaker

- *Assistant Superintendent for Business Services/CSBO,
Sycamore CUSD 427*



Anthony Ruelli - Speaker

- *CSBO, CUSD 201*



Holly Wallace - Speaker

- *Senior Manager of Member Programs, IASBO*



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Session Overview

- Growth of Credit Cards
- Growth of Rebates
- Credit Card Benefits
- Developing Procedure
- Day to Day Management

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WHY WOULD I WANT TO USE CREDIT CARDS IN MY DISTRICT!



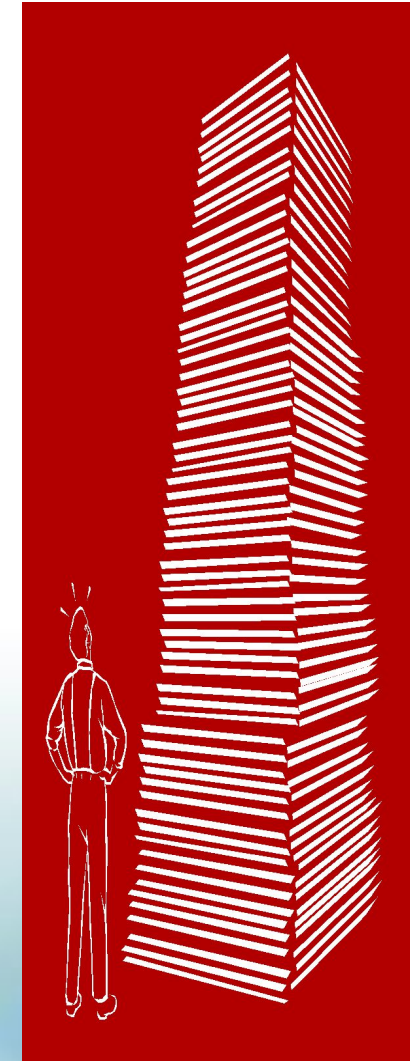
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Credit Cards can create efficiencies

- Cut Down on paper pushing
- Cut down on paper produced
- One check for the month
- Less Bank Statement reconciliation



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What are the Experts Saying?

“The average cost of processing a purchase order manually is between \$75 - \$200.”

“Automating procurement reduces that cost to between \$10 - \$40... The Return-On-Investment (ROI) is amazing.”
Deloitte Consulting

Accenture US Bank Fifth/Third Bank American Express

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Credit Cards can also benefit Suppliers

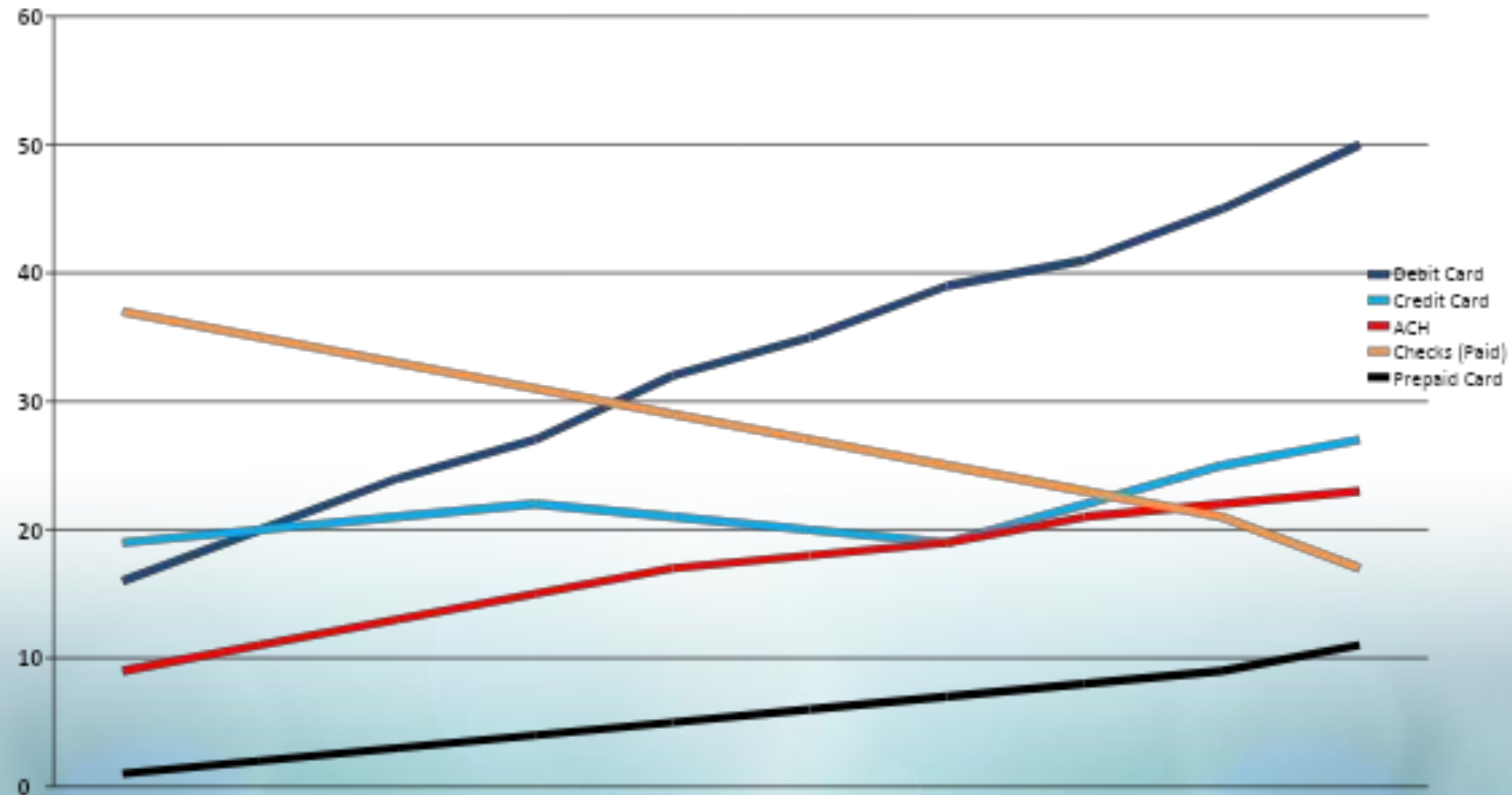


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How has Credit Card use grown?

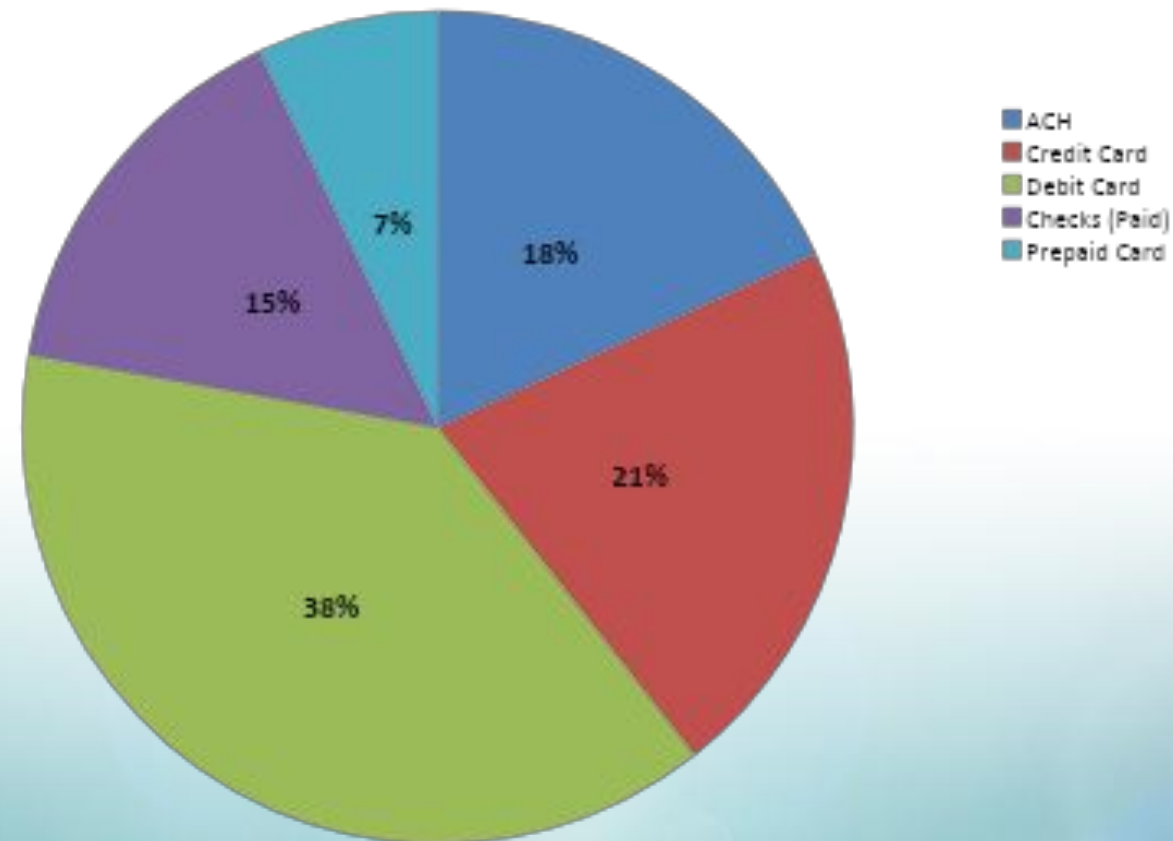


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How are Non-Cash Payments distributed?



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IL ASBO p-Card Program Rebate Growth



2014: Illinois has 317 Districts
Rebate = \$1,050,025.25

2022: Illinois has 400 Districts
Rebate = \$2,267,465.66

Overall: 762 Districts Rebate:
\$7,175,885.48

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SO.....

- Credit Card Use is rising
- Rebate growth is occurring



HOW DO WE MANAGE GROWTH
And
BOOST REBATE?



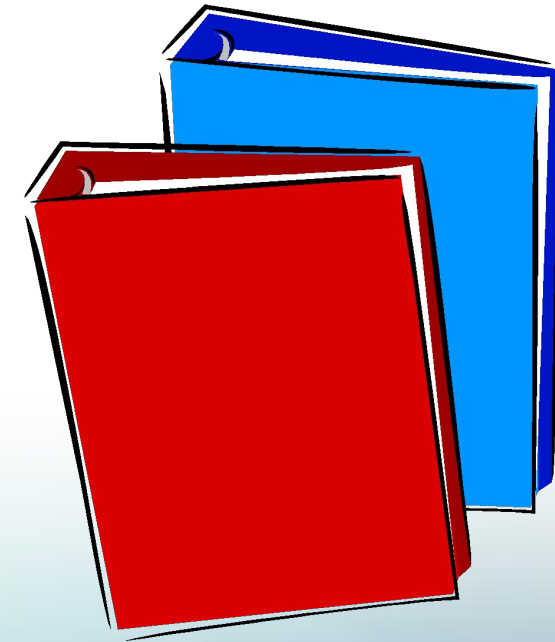
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Developing Policy and Procedure

- Policies and procedures for use
- Policies and procedures for MIS use
- Parts can be individualized
- Samples of paperwork
- Tutorials



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Obtaining A P-Card

- Supervisor recommendation
 - Limit
- Understanding through discussion
 - Training
 - What constitutes a legitimate purpose
- Signing agreement
- Explanation of receipts
 - Description



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Ideas for Growing Your Program

Analyze your spending habits

Look at your check registry

Get cards into the people who are doing the spending

- Secretaries
- Buildings and Grounds/Maintenance
- High School Departments

Look at your big purchases

- Energy
- Transportation
- Food
- Books
- Technology

Manage Your Program



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Sycamore Community Unit School District 427

- Student Enrollment: 3,650
- Full-Time Staff Members:
- Operating Budget: \$55,000,000

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P-Card Program

- Utilizing P-Card Program for 18 years
- 90 card holders
- Average \$1,300,000 in p-card purchases/year
- Obtained rebate of \$18,839 in FY22

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Day to Day Management

- Purchases
 - P-Card Use Agreement
 - Request for Temporary Increase of P-Card Limit
- Internal Controls
- Statement Reconciliation
 - P-Card Usage Form

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CUSD 201

- Student Enrollment: 1,200
- Full-Time Staff Members: 238
- Operating Budget: \$40,000,000

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CUSD 201

- Purchases
 - P-Card Use Agreement
 - No credit line increase request forms
- Board Policy
- Statement Reconciliation
 - P-Card Usage Form
- Training, Training, Training!

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CUSD 201

- Utilizing P-Card Program for 6 months
- 15 card holders (admin only)
- FY23 spending = \$23,000

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Questions and Answers

We thank you for your time!

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Presenters:

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