

COMPLIANCE UPDATES AND USEFUL TIPS

CULTIVATING A CULTURE OF COMPLIANCE

Monthly updates from the MDE Office of Compliance

AUGUST 2020

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As Fiscal Year 2021 moves ahead, it is important for managers to set aside time to meet with all staff to share and plan the work that must be done. This month's *Compliance Updates* provides fiscal planning resources to assist with the creation of an office work plan, new email accounts for the Office of Procurement along with reminders concerning the MDE transition-to-work guidance and the related-party questionnaire.

Fiscal Planning Resources

A fiscal planning webinar was held on Friday, July 24, 2020, and offered best practices for operating fiscal year budgets. The webinar provided details on how to create and use a work plan to complete all fiscal year goals and objectives. In addition, there were detailed suggestions related to incorporating operational processes into individualized work plans to ensure timely submission and completion of fiscal year activities.

The powerpoint presentation and webinar recording are posted under Resources on the Office of Budget and Planning's website. In addition, the links to these resources are listed below.

[*Fiscal Planning: An Operational Overview \(PowerPoint Presentation\)*](#)

[*Fiscal Planning: An Operational Overview \(Webinar Recording\)*](#)

New Email Accounts for Procurement Submissions

Effective immediately, please email all procurement related items to process grant and contract requests to grantsandcontracts@mdek12.org. In addition, please email all procurement related items to process a purchase order (PO) for technology requests, independent contracts, and the form to modify a PO to purchasingrequests@mdek12.org. For all other PO requests, submit via Shopping Cart in MAGIC.

REPORT FRAUD, WASTE, AND ABUSE:

To report suspected fraudulent activity, go to the MDE Home webpage and select the Report Fraud, Waste, and Abuse link. (<https://compliance.mdek12.org/Fraud/>)

REMINDER: MDE Transition-to-Work Guidance

On June 25, 2020, an MDE employees' meeting was held via Zoom. As the MDE continues to transition to work, it will be helpful to review the powerpoint from the meeting that contained extremely important information concerning the transition. The powerpoint and recorded Zoom meeting are available for viewing.

These resources can be found in the MDE Communications email sent to MDE employees at 3:24 p.m. on Thursday, June 25, 2020.

Related-Party Questionnaire

A related party is defined as a relationship in which one party has significant influence or control over another party. These relationships may lead to a conflict of interest, either implied or actual. Section 25-4-3, Miss. Code Ann. (1972), defines a public servant as any elected or appointed official of the government, officer, director, commissioner, supervisor, chief, head, agent, or employee of the State, political subdivision or any other body politic, or any individual who receives a salary, per diem, or expenses paid in whole or in part out of government funds. Section 25-4-105, Miss. Code Ann. (1972), prohibits a public servant from being involved in any related-party transactions to obtain financial benefits for any relative or any business with which he is associated.

The following activities may indicate a related-party transaction:

- Acting as a contractor, subcontractor, or vendor, or having a material interest in an entity serving as a contractor, subcontractor, or vendor, for the governmental entity the public servant is associated with
- Acting as a purchaser at a government sale of the governmental entity the public servant is associated with
- Accepting compensation to influence a decision of the governmental entity the public servant is associated with
- Using or disclosing information gained in the course of employment as a public servant for financial benefit

If an employee or contractor becomes aware that they or a family member may be involved in a related-party transaction the employee or contractor should immediately complete the Related-Party Questionnaire located under forms on the Human Resources webpage ([www.mdek12.org/Forms/Related Party Questionnaire](http://www.mdek12.org/Forms/Related_Party_Questionnaire)) and submit it to the Director of Procurement.
