

COMPLIANCE UPDATES AND USEFUL TIPS

CULTIVATING A CULTURE OF COMPLIANCE

Monthly updates from the MDE Office of Compliance

JANUARY 2019

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Happy New Year 2019! January is the month of new beginnings and fresh starts. The Office of Compliance challenges all offices and employees to set goals to place greater emphasis on cultivating compliance in the new year. This month's *Compliance Updates* features tips concerning the start of second half budgets, an *Ethics in State Government* webcast, related-party transaction reminders, and upcoming deadline dates in the Office of Procurement.

Budget Tips from the Office of Budget & Planning

- As of January 1, first-half budget balances (2019-A1) in MAGIC rolled over and combined with second half allocations (2019-A2).
- Budgets should be reviewed prior to submission of travel, requisitions, invoices, equipment purchases, shopping cart orders and contracts/contract worker payments to ensure availability of funds. Offices should also verify that items have the correct cost center and/or internal order number(s). For a listing of MDE budget codes, view the [MDE Master Code Listing 2019](#).
- When necessary, budget revisions for state funds should be submitted to the Office of Budget & Planning with appropriate signatures for processing. The [MDE Budget Revision Form](#) must be used for approval of all non-grant budget revisions.
- The [Grant Modification Form](#) must be used for approval of all modifications to existing grants.
- New grant awards should be submitted to the Office of Budget & Planning using the [Grant Authorization Form](#).
- Any new funding sources (grants, conference fees, etc.) must be assigned budget codes by the Office of Budget & Planning before they can be expended.
- Any employee can receive read-only access in MAGIC to review budget information by contacting Cliff Triplett in OTSS.

UPDATE: The 2018 MDE Property Audit has been delayed by the Office of the State Auditor. The Office of Accounting will notify everyone as information becomes available.

Ethics in State Government Webcast ***For best results, view presentation in Internet Explorer.***

The Ethics webcast is provided by the MS State Personnel Board. The purpose of the course is to familiarize employees with certain prohibitions and mandates within the ethics law and to educate regarding obligations as State employees. Examples presented within this course are derived from previous Advisory Opinions issued by the Mississippi Ethics Commission. The duration of the course is 17 minutes. To view the webcast, press control and click the “Ethics in State Government Webcast” link above.

Reminders concerning Related-Party Transactions

The Mississippi Department of Education recognizes that Related Party Transactions and Nepotism are in violation of State law, are not in the best interests of the public, and can present potential or actual conflicts of interest.

REPORTING RELATED-PARTY TRANSACTIONS

- If employees or contractors become 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](#).
- The related-party questionnaire must be submitted to the Director of Procurement.
- The [Related-Party and Nepotism policy](#) and the Related-Party Questionnaire are located on the Office of Human Resources webpage under Documents and Forms.

PROCUREMENT REMINDERS FOR CONTRACTS OVER \$75,000:

- **Solicitation DRAFT packet for procurements over \$75,000 with a Petition for Relief request:**

Due to Procurement no later than: January 15, 2019

- **Any new intent to award packet must have a start date of July 10, 2019:**

- Contract award packet due to Procurement no later than: April 1, 2019**
- Must be approved by the COO no later than: April 16, 2019**
- SBE Meeting – May 2019**
- OPSCR 30-day Review – June 2019**
- PPRB Meeting – July 10, 2019**

- **Any contract over \$75,000 ending June 30, 2019, with an option to renew:**

Due to Procurement no later than: February 1, 2019