

# SCHOOLPAY – ONLINE PAYMENT PROCESS

## SchoolPay – Payment Center Description

### Definition of SchoolPay (Trust Funds)

**SchoolPay** is the preferred approach to taking payments. It is a safe, easy, and convenient way for students, parent groups, family members, and staff to pay electronically for school and department related items and fees in the convenience of their home or at a centralized location within the various HISD schools and Departments in-person through the Virtual Terminal.

1. If paying on behalf of a student, the students must be in the school database.
2. For new or transfer students, it will take about 24 hours before the student is listed in SchoolPay at the new school.
3. Family members such as divorced parents, adopted parents, aunts/uncles, grandparents, etc. can each have their own account for the same child.

All payments made electronically to the various HISD schools are Activity Funds defined as funds consisting of resources received and held by the school, as trustee, to be expended or invested in accordance with conditions of the trust. Specifically, they are funds accumulated from various school-approved, fund-raising activities, receipt of student dues or fees, investment interest and donations.

All funds collected by District personnel from students are defined as Activity Funds through SchoolPay and must be handled through the activity funds accounts. Funds are controlled and disbursed/refunded through the District's Controller's Office. All refunds must be approved by the District's Controller's Office and processed through the SchoolPay system.

### Logging into SchoolPay

1. Go to: [www.schoolpay.com](http://www.schoolpay.com)
2. Enter in your email address & password
3. Click Login or reset password

### Contacting SchoolPay for Support

Email and phone support are available.

Email is requested for all situations that are not urgent or time sensitive.

Phone support hours are 7am – 7pm Central Time.

The toll-free phone numbers is: 888-88-MYPAY (888-886-9729)

Email Support address is:

[Support@SchoolPay.com](mailto:Support@SchoolPay.com)

Emails are answered within 24 hours

### School Pay Brochures for Parent Groups

1. [SchoolPay - One Page Brochure](#)
2. [SchoolPay - Registration English Brochure](#)
3. [SchoolPay - Registration Spanish Brochure](#)

### School Pay Documents for school Staff

1. [SchoolPay - HISD Training 2015](#)
2. [SchoolPay - Video Training Info Sheet](#)
3. [SchoolPay - Card Readers Order Form](#)

### **School Principal's Responsibility**

The school principal is personally responsible for the proper collection, disbursement and control of all SchoolPay Activity Fund monies. This responsibility includes:

- Providing for the safeguarding of funds
- Proper accounting and administration of fund transactions; and
- Adequate training and supervision of all personnel designated to handle SchoolPay.

The school principal is not responsible, however, for funds collected, disbursed and controlled by Parent Teacher Association or Parent-Teacher Organization (PTA/PTO), patron, alumni organizations or any other outside organizations.

### **School Staff's Responsibility**

Once the general clerk, secretary, business manager or/and sponsor has logged in, your school is now ready to build payment items in SchoolPay.

#### **Types of items to build**

1. Individual Items - Field Trips, Prom Ticket, Spirit Wear T-Shirt, Athletic Fees, Yearbook, and Before/After Care Tuition.
2. Multi-Item (MIP) - A multi-item page consisting of multiple individual items. Athletic Fees with an individual item for each sport.
3. Event – Basketball or Baseball tickets, special events.
4. No-Cost – A No-Cost item is equivalent to an individual item such as registration for a free event and create a waiting list for a sold out item.

The general clerk, secretary, sponsors, and/or business manager are responsible for creating the items for which parent groups pay, take payments in person, run reports and view transaction history for all school specific payments, research payment questions parent groups may have, view and reconcile deposits into the school bank account, and site administration of the following categories:

1. Edit Accounts – Add/Edit/Delete Administrator Accounts.
2. Daily Reports – Receive a daily e-mail of previous days transactions
3. Edit Logo – Edit the school/district logo which appears on the payment pages
4. Redirect Page – Add/edit a website to redirect parents to after payment
5. Sold Out Page - Configure a message when an item is Sold Out
6. Custom Receipts for Items and Transactions – Customize the receipts that are sent to parents and/or payer.
7. Mailing List – Send e-mail to parents with registered SchoolPay accounts.
8. Show items list – View the list of payment items
9. Add New Items – Add New Payment Items
10. Edit Items – Edit existing Payment items
11. Copy Items – Copy a Payment item in order to create a new one
12. Delete items – Delete a payment items
13. Activate/Deactivate items –Make an item available/unavailable for payment
14. Change visible in Parent Center – Make the item visible/invisible in the parents' accounts
15. Items Link – Edit HTML link for a payment item
16. Email Item – Email the payment item to a parent and/or payer
17. MIP – Add, Edit, Delete Multi-Item Page(s) and e-mail Multi-item page to a parent and/or payer
18. Reports – Run reports on all payments and resend the receipts to parent and/or payer
19. Transactions – Stop recurring payment – terminate a recurring series
20. School parent List – View the list of parent accounts

## SchoolPay – Types of Reports:

- **Items reports** – Shows a line item for all things the parent and/or payer purchased, whether purchased all at once or individually. Several filters are available such as: Date range, payment method, status, chart of accounts, key word search by item name, and student’s name or ID.
- **Transaction report** – Will sort the data based on the payer. Items within the transactions are summarized in this report. Several filters are available such as: Date range, payment method, status, chart of accounts, key word search by item name, and student’s name or ID. This report is used for general transaction research and processing refunds/voids.
- **Batch Report** – This report displays each SchoolPay batch, which should equal the deposits made into your bank account. This report is used to reconcile, and will identify deposits on your bank statement.
- **Chart of Accounts Report** – This report organizes your SchoolPay revenue by the Chart of Accounts associated with each payment. Used for updating the General Ledger and can be viewed by day and by batch.

Configuring and viewing custom templates allow you to view items or transactions reports in a custom format specific to your reporting needs. Each report in SchoolPay can be downloaded in a CSV format, which is easily opened in Excel.

## Refund and Void Policy

If a parent is requesting a refund for a transaction made through SchoolPay, they will contact either the school or SchoolPay. In either scenario, the District Office will need to authorize the refund before it can be processed.

- Should a parent contact you for a refund, simply forward the request to the District Office.
- If a parent contacts SchoolPay directly, an e-mail will be sent to you and the District Office for approval.

All refunds and settlement transactions shall be electronically refunded through SchoolPay up to 90 days from the original transaction date.

Pending Transactions - A successful transaction will remain pending until midnight of the day the transaction was executed, at which point the funds will be processed. Only settled transactions can be refunded.

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## Records Retention

In compliance with Board Policy, all records and reports generated from SchoolPay.com should be kept on file and in good order for a period of five (5) years after the conclusion of the fiscal year. Records must be completed in black or blue ink. A copy of all records submitted to ISF Department must be retained for audit purposes at the school’s business office.

## **Sales Tax Collected on School Fund-raiser Sales**

All sales by the school to teachers, students and other persons are taxable with the exception of vending machine sales, club memberships, deposits, admission tickets (for movies, etc.), and cafeteria sales including soft drinks and candy. Therefore, state and local sales taxes be imposed and collected on all sales for:

- Yearbooks, directories, football programs, and other student publications
- Items sold by the School Store
- Any type of Booster Club materials such as pennants, ribbons, pom-poms, etc.
- Any other item(s) sold as personal property
- Fees for materials when the end product becomes a possession of the student
- School rings
- Books sold to students at book fairs
- All sales of items such as handicrafts, T-shirts, candles, cups, books, and school supplies sold by a school-associated organization during a money-raising drive
- School-purchased supplies sold directly to students including athletic equipment and physical education uniforms
- Other items defined as taxable by the State Comptroller's Office.

Teachers and students must collect the sales tax on merchandise (other than food products) they sell.

If the school assumes responsibility for the activity and/or sales, the school is responsible for insuring the tax is paid. The school may purchase items tax free and must collect the tax when the items are sold.

If the school will not assume responsibility for collecting and reporting the sales tax, a school-related organization may assume the responsibility. Information on the procedure the organization must follow on "one time" sales of short duration may be obtained from the local Comptroller's Field Office or by contacting the Sales Tax Division, Comptroller of Public Accounts, and Austin, Texas 78774.

Building Principals are responsible for ensuring that sales taxes are being collected by various clubs, money-raisers, etc. Amounts owed as a result of an audit will be paid from CAF funds.

The school collects sales tax on all taxable sales. The present sales tax rate is 8.25% (6.25% State and 2% Local-City of Houston and MTA). When imposing sales tax, the school has the following options:

1. Adding the tax to the selling price of the item. If the selling price of an item is \$4.00 and the tax rate is 8.25%, the school will collect \$4.33 (\$4.00 plus \$.33 tax) from the buyer. Multiply tax rate of .0825 by selling price to determine amount of tax to collect. Round up to the next penny.
2. Absorbing the tax in the selling price of the item. If an item sells for \$4.00 including tax, the school keeps \$3.69 and remits \$.31 for sales tax. Using this method, multiply the total collections by .0762 to determine the total state and local taxes due.

All sales tax collected by the school be automatically transferred to the District by ISF Accounting personnel at the end of each month.

The Controller's Office will assume full responsibility for transmitting to the State Comptroller's office all sales tax collections.