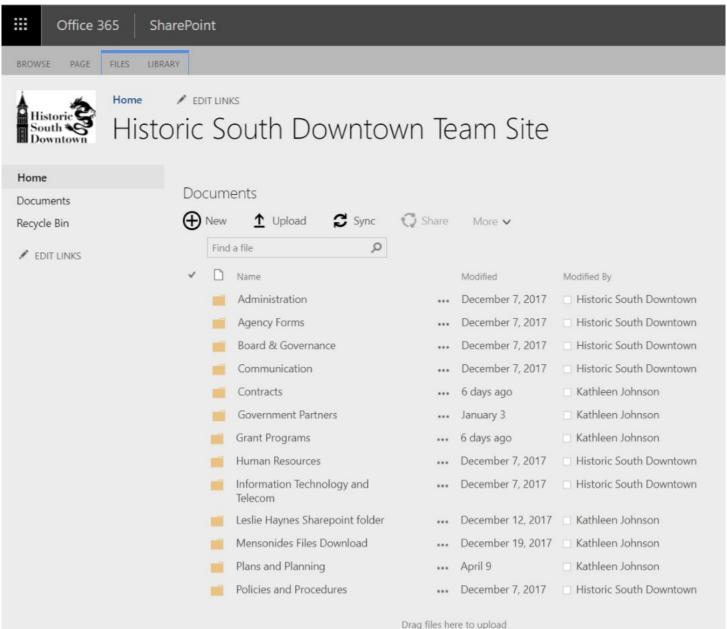# Using the HSD SharePoint Site (4 19 2018)

You have been invited to access the HSD SharePoint Team Site. The HSD Team Site is the central file storage for all of HSD's electronic documents, both current and historical. This access is limited to HSD board and staff.

You have been sent an invitation. Follow the instructions in the invitation to establish your access. You will then see a page that looks like this:

Please note:

- New folders may be added from time to time.

- *Most* documents will appear in only one folder, but some, particularly documents used during board meetings, will be copied and moved into the folders that help organize the board meetings.

- Drafts of contracts will appear in the folders that relate to their subject (for example, PHPDA contract drafts are in Grant Programs/PHPDA) but the finalized, signed copies are stored in the Contracts folder.

Here is the rest of the current file structure:

Administration

> Finance and Accounting

>> Accounting Manual

>> Audits

>> Banking

>> Budgeting

>> Chart of Accounts

>> Finance Committee

>> Invoices

>> Mensonides Files Download (**files transferred from former Accountant's files)**

>> Quickbooks

>> Receipts

>> Taxes

>> Treasurer Reports (**This is where all of the monthly Financial Reports are kept**)

> Meeting Notes

Agency Forms

Board & Governance

> Annual Mixers and Board Elections

> Board Meeting Material (**This is where all the Board attachments, including financials, are saved and organized in preparation for board meetings**)

> Board Minutes

> Board Rosters

> Committees (**All committee notes in subfolders organized by committee, and a link to the Finance Committee folder**)

> Economic Disclosure Forms

> Legal Structure

Communication

> Logos

> Photos

Contracts (**signed, finalized documents. See various subject matter folders for working papers and drafts**)

Government Partners

> City of Seattle

> King County

> Stadium PDA

> Wa State Leg

Grant Programs

> Community Input

> Jackson Hub

> PHPDA

> Pre2018 Grants

Human Resources

> Kathleen Barry Johnson

> L&I

> Staff Supervision

> Timesheets

> Training and Conferences

Information Technology

> Centurylink

> Gia Valente

Leslie Haynes Sharepoint Folder (**we shared this with Leslie to see if she would transfer any items to it. So far, nothing.**)

Plans and Planning

Policies and Procedures (**this process document lives in this folder**)

> Examples