



# Office Personnel Training Getting the Most and Timekeeping Changes

February 16 and 17, 2016

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Get the Most from Your Budget



# Collaboration and Support

- Understand your budget and options for coding (budget proposal)
- Print reports for supervisor at least monthly
  - Building/Department Report
  - Activities Report
  - Funding Source Reports (grants)
  - Identifying reports (Budget Group lookup: B,D,G,R,Z codes, names)
- Preview reports anticipating questions/concerns and be prepared with suggestions and/or explanations
- Set aside time to review together (ask)



# Report Basics

- Budget Group Proposal for Next Year (justifications)
- Budget Group versus ASN (usually the same)
- Budget Control Numbers (subtotals and allocations)
- Terms Used (budget, requested, encumbered, debits/credits, available)
- Inquiry and Wildcards (drill, baby, drill!)



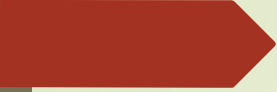
# Budget Entry

- Due February 28, make changes until then, depts send report to Dr. Herl & meet
- Run Budget Group for Next Year report
- Phase is next year and P1
- XXX-BUD building budgets, XXX-ATH athletic budgets, others
- Entry by single account number
- Entry by group of accounts that go to the next one
  - Group ID or wildcard accounts
  - Refine list to sort or limit as desired
- Required fields: Budget Projection, Justifications
- Optional fields: Expense Projections (double-click), Exp Proj Justifications
- Extra Detail Lines: calculates, prioritizes, future notes
- Drilldown to see more information about past expenditures



# Budget Entry

- ▶ Salaries and benefits
  - ▶ Regular salaries and benefits are automatically added (explain changes in Justifications)
  - ▶ Miscellaneous salaries
    - ▶ Substitutes (6131 and 6171)
    - ▶ Extra hours (6133 and 6163)
    - ▶ Overtime (6165)
    - ▶ Vacation / sick payout (6115 and 6155)
    - ▶ Summer hours (6114 and 6164)
  - ▶ Chargebacks to building budgets: secretaries, paras,



# Get the Most from Your Budget

## What to keep in mind

- ▶ Must use correct account codes BUT you may have a choice!
- ▶ Account code structure (half of Intro to Keystone power point)
- ▶ Budget allocations
- ▶ Funding source requirements



# Allocations

*(carryovers posted end of September)*

- Allocations that do not carryover
  - Textbook
  - Attendance
  - Department Budgets
  - Grant sources
- Allocations that do carryover
  - Building budget
  - State PD budget
- Activity funds





# Allocations - that do not carryover

- Textbook
  - Instructional: Paper costs, replacement texts, data notebooks, graphing calculators, curriculum supplements, flash cards, math manipulatives,
  - Library books: electronic/paper books, labeling, repairs, e-readers, classroom sets, accelerated reader tests
- Attendance: awards, certificates, etc. (when you run out of money)



# Allocations - that do not carryover

- Department budgets
- Grant budgets
  - Cost analysis: necessary, allowable, reasonable, allocable (fair share) NARF!
  - Supplemental spend (requirements) hierarchy: local, state, then federal
  - Budgeted and right period (allowable variance)
- Other funding sources
  - PTA / Booster Clubs / Project Grad
  - Foundation
  - Volunteers
  - Community Support (FSL & LINC)
  - Other departments cost-share



# Allocations - that do not carryover

- ▶ Title I budgets ([Jill Stout list](#))
  - ▶ Discretionary BCN = 10-1251-6411-XXX-0207-0000 (\$30 free/reduced)
  - ▶ Parent Involvement BCN = 10-3912-6411-XXX-0207-0000 (\$6 free/reduced)
  - ▶ Tutoring BCN = 20-1251-6133-XXX-0207-0000 (Title I office determines, upon agreement some can be moved to Discretionary)
  - ▶ Requisition Reminders:
    - ▶ Submit requests 2 weeks in advance, notify Jill
    - ▶ Credit card transactions follow same requirements
    - ▶ Something seems "stuck", notify Jill ASAP for review



# Allocations - that do carryover

- Professional Development
  - 2214 State Building PD (involve PDC, must be cert staff (also basis))
  - 2215 Building budgets (non-cert, RRI, & extra cert)
  - 2219 Grants (specific PD)
  - XXXX Non-instructional sites will be their normal code with 6344
- Authorized Leave entry in SubFinder is very important
  - Pick the right Authorized Leave type
  - Pick and modify the right code (do not leave wildcards in code)
  - Default will be your building budget



## Allocations - that do carryover

- Sped costs: same as other students, equipment or excessive cost for an individual student to SPED
- Copier click costs 6363: pre-encumbered July 1, 4 quarterly pmts, charged for overages
- Salary chargebacks: office personnel and para extra/overtime (schedules)
- Mail costs 6361 (Bulk Mail)
- Catering 6491:
  - West Side Café, Nutrition Service or justify other
  - PT conference (11x1), PD day events (221x), holiday (2410/xxxx), parent involvement (3912)
- Department Coordination (wonder test): technology (6412), facilities, printing (6363/6414), transportation (6349), professional development, etc. (\$/support)



# Business Office Resources



# My Benefits

- Financial
  - Requests: Teacher, Purchase Order, School Specialty
  - Inquiry: Requisition, GL, Vendor
  - Budget Entry
- Payroll
  - Payroll Cut-off Charts
  - Extra Work Information & Forms
- Benefits



# Business Office Resources

- ▶ Green button at top right of My Benefits
- ▶ Business Office Contacts
- ▶ Resources and Procedures Manuals
- ▶ Common Forms and Instructions
- ▶ Training Materials / Power Points