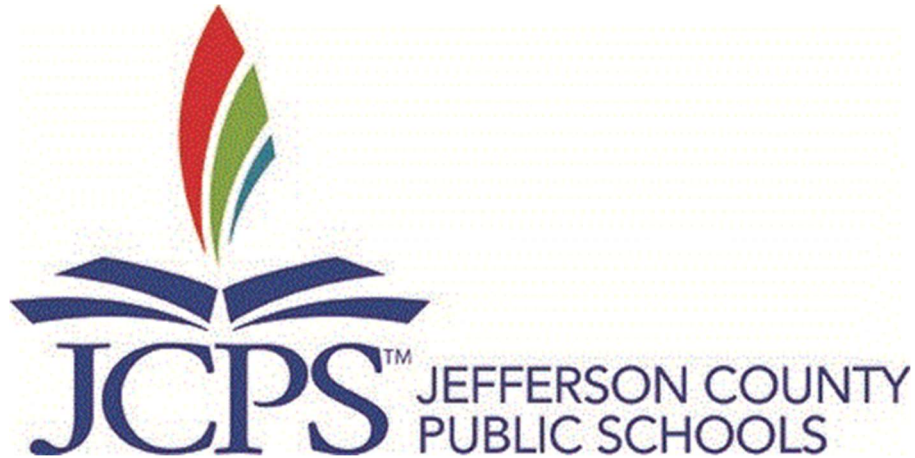


**OTHER SCHOOLS, ECE SCHOOLS,
AND STATE AGENCY SCHOOLS
BUDGET INSTRUCTIONS
2019-2020**



BUDGET

John Collopy, Director
Tara Rowland, Supervisor Budget
Therese Brennan, Budget Analyst
Linda Miller, Budget Analyst
Darlene Marks, Data Management/Research Technician
Kim Deel, Data Management/Research Technician
Jeannean Cochran, Clerk III
Kristi Hollinsworth, Clerk III
Amy Schultz, Clerk III
400-3438

January 15, 2019
FY'19-20 BUDGET DEVELOPMENT

TO: Principals – Other Schools, Exceptional Child Education, and State Agency

FROM: John Collopy, Director
Financial Planning and Management

SUBJECT: FY'19-20 Budget Development

DATE: January 15, 2019

The process of developing the FY'19-20 District budget is currently under way. Each year the District must address the challenges of providing quality educational programs with limited financial resources. This year, we are asking each principal to take a close look at your budget.

**** YOUR FLEXIBLE BUDGET MUST
BE ENTERED INTO MUNIS ****

If you received funding in your FY'18-19 budget for “One Year Only” programs or items, then they have been removed from your FY'18-19 base budget.

A time-task calendar is also included in these instructions. Please follow these timelines in order for the District to meet its deadlines. This year all schools will enter their budgets during the same time frame.

If the staff in Financial Planning and Management can be of any assistance, please call 3438.

JDC

PLEASE SUBMIT WORKSHEETS TO
FINANCIAL PLANNING AND MANAGEMENT

BY

February 26, 2019

INSTRUCTIONS FOR BUDGET PROCESS FY'19-20

Other School, ECE Schools, and State Agency Principals:

The Budget Development process for FY'19-20 should be an in-depth process of review and evaluation of your cost center's current funds and how these funds could best be used to meet the needs within your school. The process, therefore, should begin with a review of your school's current budget. As new programs are added and existing programs are changed, funds must be designated within your unit to cover those needs for FY'18-19. **With the current budget challenges, you will need to prioritize the components of your budget, and continue to fund those facets that have the greatest impact on the success of students.**

Each school's full-time salary cost has been projected and budgeted. The total of all flexible dollars has been totaled and allocated to the unit. Each unit will enter their flexible budget into MUNIS. A worksheet has been developed for each unit listing the total flexible budget amount and the flexible codes available in each unit. If additional codes are needed, please call the Financial Planning and Management Office for assistance.

Principals or their designee will enter their flexible budget into MUNIS. You should print off your flexible budgets from MUNIS and submit to Financial Planning and Management. **By February 26, 2019, the flexible budget must be entered in MUNIS.**

MUNIS Next Year Budget Entry

Computer Education Department no longer conducts in-class training sessions for **Next Year Budget Entry**. However, it is important for at least two staff members in your department to be capable of completing this task. For those that need to be trained, Computer Education Department has a MUNIS NEXT YEAR BUDGET ENTRY MANUAL. Each of these tools can be located on the Financial Planning and Management website.

The documents needed for the budget process are available online and will assist you in developing your budget for FY'19-20:

1. **Budget Instructions w/Planning Calendar for Budgeting/Staffing**
The Planning Calendar reflects the schedule of Budget and Personnel events relevant to your school.
2. **Non Flexible Budget**
This is your 19-20 non-flexible budget allocation consisting of full-time salaries and non-flexible codes provided to your school as determined by the programs offered at your particular school.
3. **Flex Budget Allocation**
This will provide data for determining new-year flex code budget.
4. **Staff Allocation Sheets (General Fund only)**
The Staff Sheets list all the positions in your unit and show the account code they are attached to. We are only providing General Fund Staff information now, as we do not have information from the grant directors for 19-20. You will receive a new set of Staff Allocation Sheets in October with a Position Control report.
5. **SBDM Council Approval Form**
This document is provided for SBDM Councils to sign after they have reviewed the school budget. ***IF YOU HAVE AN SBDM COUNCIL - This form must be returned to Financial Planning and Management office with the SBDM Council's signatures.***
6. **Average Salaries**
This list of FY 19-20 average salaries is another planning tool. Use the salaries for the level that pertains to your particular school.

**PLEASE SUBMIT COMPLETED WORKSHEETS TO
FINANCIAL PLANNING AND MANAGEMENT BY
FEBRUARY 26, 2019**

FY'19-20 PLANNING CALENDAR BUDGETING/STAFFING

DATE	ACTIVITY	RESPONSIBLE UNIT
January 15th	Site-based Budget allocations <u>and</u> add-on allocations available on-line	Budget
January 15th	Schools may start entering budgets into MUNIS to distribute new-year instructional funds.	Schools
January 15th	On-line staffing begins	Schools
February 26th	Last day for schools to: Enter budgets in MUNIS for General Fund; 1.) Enter budgets in MUNIS for General Fund; 2.) Schools submit Section 6 Worksheets; 3.) Submit SBDM Council Review Forms; 4.) Submit Section 4 and 5 Staffing Change Request form. <u>After February 26th, staffing sells cannot be accepted until August 22nd.</u>	Schools
February 26th	On-line Staffing Deadline	Schools
February 26th	Deadline for principals to notify overstaffed employees	Schools
August 2019	Carryover	Budget

MUNIS NEXT YEAR BUDGET ENTRY TRAINING
for Flex (Discretionary) Funds

This training is now available for any employee to proceed at his/her own pace. The Computer Education Department has developed a training manual. The Computer Education Department no longer conducts in-class training sessions for **Next Year Budget Entry**. However, it is important for at least two staff members in your department to be capable of completing this task.