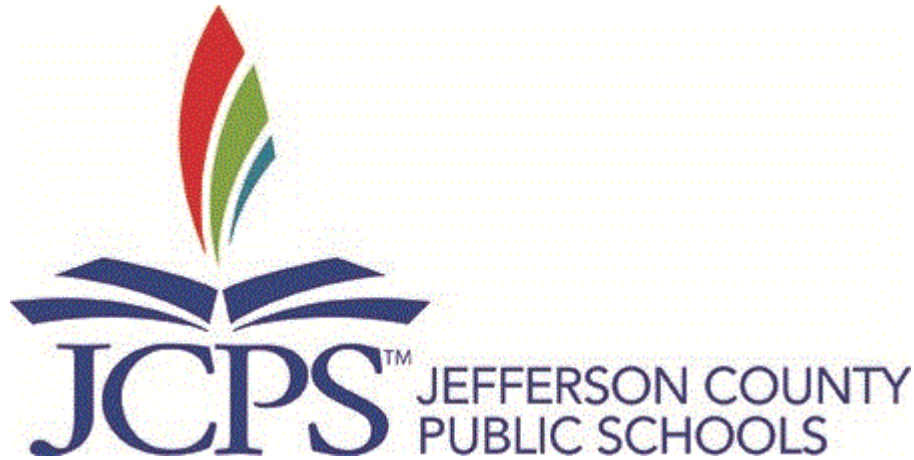


# **OTHER SCHOOLS, ECE SCHOOLS, AND STATE AGENCY SCHOOLS BUDGET INSTRUCTIONS 2021-2022**



## **BUDGET**

John Collopy, Executive Administrator  
Tara Rowland, Supervisor Budget  
Therese Brennan, Coordinator Budget  
Susan Porter, Coordinator Budget  
Darlene Marks, Technician Data Management/Research  
Kim Deel, Technician Data Management/Research  
Missy Manzano, Clerk III  
Katrina Mattingly, Clerk III  
Amy Schultz, Clerk III  
400-3438

# February 5, 2021

## FY'21-22 BUDGET DEVELOPMENT

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

FROM: John Collopy, Director  
Budget

SUBJECT: FY'21-22 Budget Development

DATE: February 5, 2021

The process of developing the FY'21-22 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'20-21 budget for “One Year Only” programs or items, then they have been removed from your FY'21-22 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 Budget can be of any assistance, please call 3438.

JDC

***PLEASE SUBMIT WORKSHEETS TO  
BUDGET DEPARTMENT***

***BY***

***March 15, 2021***

## INSTRUCTIONS FOR BUDGET PROCESS FY'21-22

Other School, ECE Schools, and State Agency Principals:

The Budget Development process for FY'21-22 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'21-22. **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.**

CHANGE FOR FY 21-22 – For those schools that resided on a JCPS property, you had a maintenance needs allocation in FY 2020-21. This code was identified as XXX1987 0733 SPCXN. Please be advised that this allocation is not available in FY 2021-22.

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 Budget 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 Budget. **By March 15, 2021, 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, Budget has a MUNIS NEXT YEAR BUDGET ENTRY MANUAL. Each of these tools can be located on the Budget website.

The documents needed for the budget process are available online and will assist you in developing your budget for FY'21-22:

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 21-22 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 20-21. 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 Budget office with the SBDM Council's signatures.***
6. **Average Salaries**  
This list of FY 21-22 average salaries is another planning tool. Use the salaries for the level that pertains to your particular school.

**PLEASE SUBMIT COMPLETED WORKSHEETS TO  
BUDGET DEPARTMENT BY MARCH 15, 2021**

# FY'21-22 PLANNING CALENDAR BUDGETING/STAFFING

DATE	ACTIVITY	RESPONSIBLE UNIT
<b>December 2020</b>	Student enrollment projections sent to all schools for review.	GIS Department
<b>January 2021</b>	Student enrollment projections sent to Budget Department for use in developing school budget allocations	GIS Department
<b>February 2nd</b>	Site-based Budget allocations <u>and</u> add-on allocations available on-line	Budget
<b>February 2nd</b>	Schools may start entering budgets into MUNIS to distribute new-year instructional funds.	Schools
<b>February 2nd</b>	On-line staffing begins	Schools
<b>February 9th</b>	Principal Help Sessions - MANDATORY FOR NEW PRINCIPALS Two sessions to choose from - Sign-up on PD Central	Budget and Human Resources
<b>March 15th</b>	Last day for schools to: 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 March 15th, staffing sells cannot be accepted until after 5th day adjustment</u>	Schools
<b>March 15th</b>	On-line Staffing Deadline	Schools
<b>March 15th</b>	Deadline for principals to notify overstaffed employees	Schools
<b>August 2021</b>	Carryover	Budget