

## 2018-19 Budget Worksheet Preparation

### Things to know before you begin

Budget worksheets have been shared in Google Drive with Principals, secretaries and bookkeepers at each school, as well as with HR and learning community directors. Please contact the Budget Office if you wish to share the sheet with staff not included above.

Worksheets consist of six visible tabs; you will be required to enter data on three of the tabs (bolded below):

- **Funding Summary** - total funding by funding source (*info only*)
  - **Funding Details** - detailed information by funding source (*info only*)
  - **Staffing** - contracted employees for which your site pays (prepopulated with current staff positions and names only from HR Data Center)
    - Does NOT include vacancies
    - Does NOT include FTE - you will update staff names and positions and enter FTE
  - **AFS and Overtime** - non-contracted salaries and overtime (blank)
  - **Non-Personnel** - non salary related expenses (blank)
- Staff Lookup - prepopulated with current HR Data Center information for your school; includes position, EID, employee name, FTE and budget code/costing information (*does not include vacancies - info only*)

**Funding Summary** - for information only; however, page does contain a notes section for use as desired.

<b>Name:</b>	School Name	<b>S</b>	
Configuration:	Middle		
Total enrollment:	821		<a href="#">Details</a>
Total funding:	\$4,724,837		

**Status:** \$414,225 still needs to be budgeted.

Funding Source	Allocated	Remaining	
<i>District-funded Personnel</i>	\$412,502	\$412,502	<a href="#">Details</a>
<i>Discretionary</i>	\$4,151,940	\$4,151,940	<a href="#">Details</a>
<i>CLDE Translation</i>	\$13,989	\$13,989	<a href="#">Details</a>
<i>READ Act</i>	\$0	\$0	<a href="#">Details</a>
<i>OTI</i>	\$42,905	\$42,905	<a href="#">Details</a>
<i>Community Corp</i>	\$0	\$0	<a href="#">Details</a>
<i>UCD</i>	\$0	\$0	<a href="#">Details</a>
<i>IB</i>	\$103,501	\$103,501	<a href="#">Details</a>
<i>Zone Schools</i>	\$0	\$0	<a href="#">Details</a>
<i>Other</i>	\$0	\$0	<a href="#">Details</a>

**Notes**

Funding Details - for information only

NAME:	School Name	Funding Factor	Funding Sources		
CONFIGURATION	Middle		District-funded Personnel	Discretionary	CLDE Transla
TYPE	Traditional	Totals =>	\$412,502	\$4,151,940	\$13
		9-12 adjusted enrollment: 0	\$3,657		
		6-8 adjusted enrollment: 821	\$3,826	\$3,140,911	
		K-5 adjusted enrollment: 0	\$3,134		
		Total adjusted enrollment: 821			
STUDENT CLASSIFICATIONS		Classification	Count		
		At-Risk (Free lunch):	586	\$751	\$439,799
		NEP & LEP:	270	\$51.81	-\$13,989
		Significant Reading	0		\$13

Staffing - update information for contracted staff here

School Name	DISTRICT	SOURCES	STILL TO BE SOURCED	TOTAL	
<b>FUNDING:</b>	\$412,502	\$4,312,335		\$4,724,837	
<b>BUDGETED:</b>	\$0	\$0	\$4,310,612	\$4,310,612	
<b>REMAINING:</b>	\$412,502	\$4,312,335		\$414,225	
DISTRICT FUNDED POSITIONS	PRINCIPAL	ASSISTANT PRINCIPAL	TOSA	KINDER PARA	
<b>FUNDED:</b>	\$139,103	\$112,596	\$0	\$0	
<b>REMAINING:</b>	\$139,103	\$112,596	\$0	\$0	
FUNDING SOURCES	DISCRETIONARY	CLDE TRANSLATION	READ ACT	OTI	CO
<b>FUNDED:</b>	\$4,151,940	\$13,989	\$0	\$42,905	
<b>REMAINING:</b>	\$4,151,940	\$13,989	\$0	\$42,905	
POSITION NAME - DISTRICT	POSITION NAME - SITE	SALARY FOR POSITION	EMPLOYEE ID	EMPLOYEE NAME	FTE
Teacher/Regular (201): MS Teacher; English Lang Arts		\$59,563	EID #	Name	
Dean (213): Dean of Students;		\$68,969	EID #	Name	
Teacher/Regular (201):					

AFS and Overtime

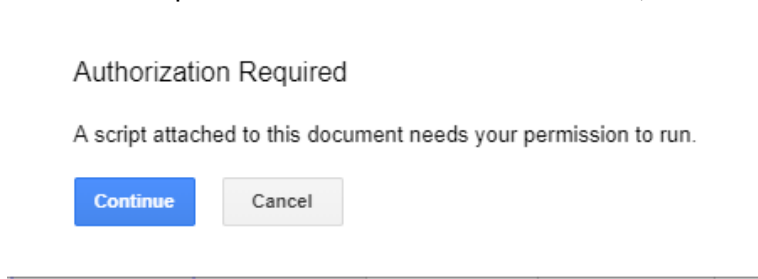
School Name	<i>DISTRICT</i>	<i>SOURCES</i>	<i>STILL TO BE SOURCED</i>	<i>TOTAL</i>
<b>FUNDING:</b>	\$412,502	\$4,312,335		\$4,724,837
<b>BUDGETED:</b>	\$0	\$0	<b>\$4,310,612</b>	\$4,310,612
<b>REMAINING:</b>	<b>\$412,502</b>	<b>\$4,312,335</b>		<b>\$414,225</b>
<i>DISTRICT FUNDED POSITIONS</i>	PRINCIPAL	ASSISTANT PRINCIPAL	TOSA	KINDER PARA
FUNDED:	\$139,103	\$112,596	\$0	\$0
REMAINING:	\$139,103	\$112,596	\$0	\$0
<i>FUNDING SOURCES</i>	CLDE			
	DISCRETIONARY	TRANSLATION	READ ACT	OTI
FUNDED:	\$4,151,940	\$13,989	\$0	\$42,905
REMAINING:	\$4,151,940	\$13,989	\$0	\$42,905
DESCRIPTION OF WORK	EMPLOYEE ID (if known)	EMPLOYEE NAME (if known)	BUDGETED AMOUNT	TOTAL (includes PERA+Medicare)

Non-Personnel

School Name	<i>DISTRICT</i>	<i>SOURCES</i>	<i>STILL TO BE SOURCED</i>	<i>TOTAL</i>
<b>FUNDING:</b>	\$412,502	\$4,312,335		\$4,724,837
<b>BUDGETED:</b>	\$0	\$0	<b>\$4,310,612</b>	\$4,310,612
<b>REMAINING:</b>	<b>\$412,502</b>	<b>\$4,312,335</b>		<b>\$414,225</b>
<i>DISTRICT FUNDED POSITIONS</i>	PRINCIPAL	ASSISTANT PRINCIPAL	TOSA	KINDER PARA
FUNDED:	\$139,103	\$112,596	\$0	\$0
REMAINING:	\$139,103	\$112,596	\$0	\$0
<i>FUNDING SOURCES</i>	CLDE			
	DISCRETIONARY	TRANSLATION	READ ACT	OTI
FUNDED:	\$4,151,940	\$13,989	\$0	\$42,905
REMAINING:	\$4,151,940	\$13,989	\$0	\$42,905
DESCRIPTION	BUDGETED AMOUNT	FUNDING SOURCE		PROGRAM

## Helpful Tips:

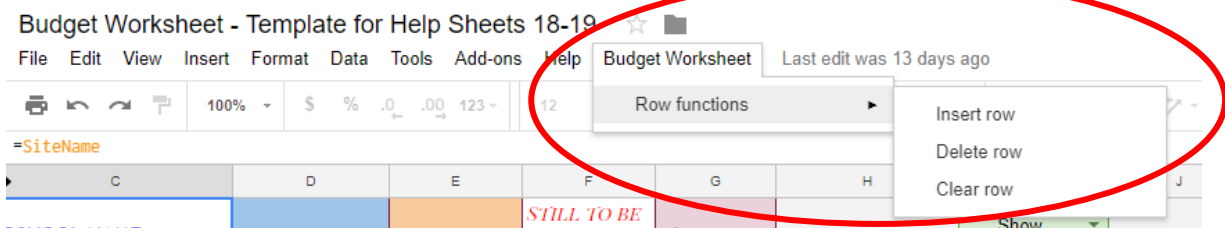
- Authorization required to use special features of the worksheet - (first time access only)



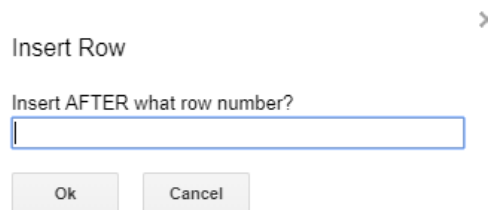
- Click continue and select and choose account from auroak12.org and allow access.

- Insert, delete or clear a row:

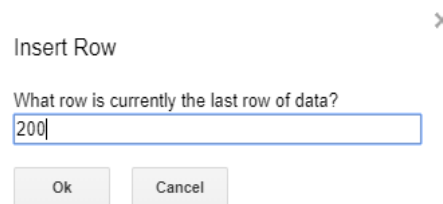
- Select Budget Worksheet from the menu bar
- Select Row Functions and Insert row, Delete row or Clear row from list



- Enter row information at prompt:



- Enter last row information at prompt (for insert and delete rows only). If you don't know the last row enter a row you believe to be well past the last row of information (i.e. 200).



- Collapse or expand the detailed headers to allow more of the rows within the body of the worksheet to be viewed:

- Select Show (or Hide) in cell I2

F	G	H	I	J
STILL TO BE SOURCED	TOTAL	Detailed Headers:	Show	
	\$2,902,830			
\$211,889	\$211,889			
	\$2,690,941			
TOSA	KINDER PARA	COUNSELOR	NURSE	SCHOO SECRETA
\$0	\$32,674	\$0	\$0	\$6

- Use rows two through five to monitor your progress as you build your budget:

SCHOOL NAME	DISTRICT	SOURCES	STILL TO BE SOURCED	TOTAL
FUNDING:	\$507,842	\$2,394,988		\$2,902,830
BUDGETED:	\$189,460	\$22,429	\$0	\$211,889
REMAINING:	\$318,382	\$2,372,559		\$2,690,941

- Column D - DISTRICT provides information for District funded positions. We recommend budgeted these positions first.
- Column E - SOURCES provides information for other funding Sources. We recommend budgeted these funds second.
- Column F - STILL TO BE SOURCED provides total dollars for rows where a budget has been entered but a funding source has not yet been selected. *NOTE: You must select a Funding Source for every line/amount entered.*
- Column G - TOTALS provides totals for:
  - How much was funded (\$2,902,830 in this example)
  - How much has been budgeted (\$211,889 in this example)
  - How much is left to budget (\$2,690,941 in this example)

Step 1 STAFFING TAB

POSITION NAME - DISTRICT	POSITION NAME - SITE	SALARY POSITB
Principal (105): Principal; Elementary@210 Day	Principal	\$1
Teacher/Regular (201): Elem Teacher;	Teacher 1st Grade #1	\$
Teacher/Regular (201): Elem Teacher;	Teacher 1st Grade #2	\$
sec		
General Office/Secretary (506): Clerk; Department @177 Da		
General Office/Secretary (506): Secretary; Principal @12 Mc		
General Office/Secretary (506): Secretary; Principal @210 D		
General Office/Secretary (506): Secretary; Principal@215 D		
Teacher/Regular (201): TH Pickens Secondary; Health		

Verify Position Name - District\* (column c)

This position name was created by combining information form the HR Data Center and is unique to this worksheet.

To change or add a position, select from the dropdown. You may enter part of the position to narrow down results.

Note: if you do not see the position you're looking for in the dropdown list contact the Budget Office.

\* Reminder - the worksheet was populated with current 2017-18 staff from HR Data Center and DOES NOT include any vacancies currently at your site.

Step 2

POSITION NAME - DISTRICT	POSITION NAME - SITE	SALARY FOR POSITION
Principal (105): Principal; Elementary@210 Day	Principal	\$109,283
Teacher/Regular (201): Elem Teacher;	Teacher 1st Grade #1	\$59,563

The **Position Name - District** drives the **Salary for Position** amount (column E); this amount is the average salary for the position without benefits and is FOR INFORMATION ONLY. You will be charged salary and benefits for every position budgeted.

*NOTE: Licensed staff average salary for 2018-19 is \$59,563.*

Step 3

POSITION NAME - DISTRICT	POSITION NAME - SITE	SALARY FOR POSITION
Principal (105): Principal; Elementary@210 Day	Principal	\$109,283
Teacher/Regular (201): Elem Teacher;	Teacher 1st Grade #1	\$59,563
Teacher/Regular (201): Elem Teacher;		\$59,563

**REQUIRED:** Enter a unique **Position Name - Site** for each position on your worksheet (e.g., Principal, Teacher 1<sup>st</sup> Grade #1, Teacher 1<sup>st</sup> Grade #2).

The **Position Name - Site** will be used to populate your Salary Status Report.

Step 4

EMPLOYEE ID	EMPLOYEE NAME	FTE
123	Last name, First name	1.000
	Vacancy	1.000

Review **Employee ID**, **Employee Name** and **FTE** fields.

Remember, while the list has been prepopulated with current year staff to help expedite planning, your final list should reflect the staff for NEXT year.

Verify the **Employee ID** and **Employee Name** matches the **Position - Name District** assigned to the line.

Enter the **FTE** for each position.

You may update the employee ID, name and FTE as necessary by typing over the data (i.e. when entering a vacancy).

If desired, you may also insert, delete or clear rows as needed (see directions above in Things to Know Before You Begin).

Step 5

	SALARY + BENEFITS	This ben
1.000	\$139,460	
1.000	\$72,429	
	\$0	

The Salary - Benefits column will auto populate with the total of average salary plus benefits based on the Position Name - District column and the FTE.

Step 6

SALARY + BENEFITS	DISTRIBUTION AMOUNT 1	FUNDING SOURCE 1	DI
\$139,460	\$139,460	Principal	
\$72,429	\$72,429		
\$0	\$0		

Each position's salary will default at the full salary/benefits amount in the Distribution Amount 1 column.

You must identify a Funding Source from the drop-down list for each line entered on every tab.

Step 7

You may distribute (split cost) a single position to more than one account if desired.

To split cost an employee, begin by populating the distribution and funding source amounts to the right and work your way left.

*NOTE: The headers are color coded and indicate the amount and source that go together for each distribution.*

For example, to split cost an employee to two accounts:

FIRST, select the Funding Source 2 from the dropdown list.

NEXT, populate the Distribution Amount 2 field with the amount desired.

*NOTE: the balance remaining will automatically populate the Distribution Amount 1 field.*

LAST, select the desired Funding Source 1 from the dropdown list.

FTE	SALARY + BENEFITS	DISTRIBUTION AMOUNT 1	FUNDING SOURCE 1	DISTRIBUTION AMOUNT 2	FUNDING SOURCE 2	DI
1.000	\$139,460	\$139,460	Principal			
1.000	\$72,429	\$22,429	Discretionary	\$50,000	CLDE Teacher	

**Step 8 AFS & OVERTIME TAB**

Enter information for all known Agreements for Services and Overtime.

The Description of work is helpful to verify coding is correct (column B).

Employee ID and Name are not required but may be entered if helpful (columns C and D).

DESCRIPTION OF WORK	EMPLOYEE ID (if known)	EMPLOYEE NAME (if known)	BUDGETED AMOUNT	TOTAL (includes PERA+Medicare)	DISTRIBUTION AMOUNT 1	FUNDING SOURCE 1
Athletic supervision - Appendix C			\$400	\$486	\$486	Discretionary
Overtime			\$1,000	\$1,216	\$1,216	Discretionary

REQUIRED: Enter the Budgeted Amount (column E); this will in turn populate the Total which includes benefits - PERA + Medicare (column F).

*NOTE: Similar to the Staffing Tab, you may also split cost rows/budgets here.*

**Step 9**

OBJECT	JOB CLASS
OBJ0150 - Ex	J407 - Extra
OBJ0130 - Ov	J506 - Gene

REQUIRED: You must fill out the Object and Job Class fields in columns N and O for each row entered on the AFS and Overtime Tab.

**Step 10 NON-PERSONNEL TAB**

Enter budget information for non-personnel expenses.

*NOTE: You will notice the Non-Personnel tab has NOT been prepopulated with account codes or current or prior year information. Please reference a current APS GL School Funds Available Summary report for information needed to complete this tab. The School Funds Available Summary report is a valuable tool to help determine how to budget next year's funds.)*

DESCRIPTION	BUDGET AMOUNT
Classroom supplies	
10.LOC.2213.0325.000.000 0.0000.63.BRO.00	
OTI supplies	

The Description of work is helpful to verify coding is correct (column B). You may enter a generic description or the account code in this field. If you choose to enter a generic description here you may enter the budget code in the Notes field to the right (see Step 12).



### Step 11

DESCRIPTION	BUDGETED AMOUNT	FUNDING SOURCE
Classroom supplies	\$8,000	Discretionary
10.LOC.2213.0325.000.000 0.0000.63.BRO.00	\$5,000	Discretionary
OTI supplies	\$2,000	OTI

Enter the Budgeted Amount and the Funding Source for each row of information added to the tab.

### Step 12

PROGRAM	OBJECT	GRADE	Notes
P0010 - Elementary	OBJ0610 - Supplies		10.LOC.00.0010.0610.000.0000.0000.00.BRO.00
P2213 - Professional Learning - Instruction	OBJ0325 - Certified Substitutes	GRD63 - Professional Learning	Tchr PL subs
P0010 - Elementary	OBJ0610 - Supplies		

Enter the Program, Object and Grade for each row of information added to the tab.

*NOTE: If you choose to do so, you may choose to enter the account code in the notes field rather than the description field.*

### Step 13 FINALIZING YOUR BUDGET WORKSHEET

DISTRICT FUNDED POSITIONS	PRINCIPAL	ASSISTANT PRINCIPAL	TOSA	KINDER PARA	COUNSELOR
FUNDED:	\$139,460	\$105,693	\$0	\$32,674	\$0
REMAINING:	\$0	\$0	\$0	\$0	\$0

FUNDING SOURCES	CLDE				
	DISCRETIONARY	TRANSLATION	READ ACT	OTI	COMMUNITY CORP.
FUNDED:	\$2,155,811	\$15,802	\$126,738	\$22,652	\$0
REMAINING:	\$0	\$0	\$0	\$0	\$0

Once you've identified the funding source for all positions, Agreements and OT and non-personnel your District Funded Positions and Funding Sources should show zero remaining.

### Step 14

	DISTRICT	SOURCES	STILL TO BE SOURCED	TOTAL
FUNDING:	\$507,842	\$2,395,464		\$2,903,306
BUDGETED:	\$507,842	\$2,395,464	\$0	\$2,903,306
REMAINING:	\$0	\$0		\$0

Your Funding, Budgeted and Remaining should also show zero remaining.

*NOTE: If approved you may choose to over budget in some areas and under budget in others. THE TOTAL REMAINING MUST BE ZERO in any case.*

### Step 15

E-mail your LCD and copy BudgetOffice once your budget worksheet is complete. Your LCD will reply all with the approval. Once that has taken place, the Budget Office will indicate the approval date in the Notes section of the Funding Summary tab, update the file name to include the word FINAL and lock the file from further editing. A view only copy will remain available.

A Salary Status Report (SSR) report will be made available prior to year-end; changes in staff for 2018-19 should be recorded on this file. No changes will be made to the budget worksheets once finalized.

If you find you need to make changes to your finalized budget, please contact the Budget Office.