

BUDGET DEPARTMENT

~ BUDGET BASICS ~

2011-2012



799-5452



NOTE: The Budget Department makes every effort to assist you with the most up-to-date information. Please be aware that because of system procedure development, the information provided is effective as-of-this date and is subject to change at any time without notice.

Please check the revision date and keep the most current copy. Thank you.
Revised 10-2011

BUDGET TRAINING CLASSES

The Budget Department offers budget training classes~

1. **BUDGET DEPARTMENT ~BUDGET BASICS~** New to budget or need additional clarification.
2. **BUDGET DEPARTMENT ~BEYOND BASICS~** More in-depth budget training and clarification.
3. **BUDGET DEPARTMENT ~BUDGET TRACKING~** Getting organized –tracking the five areas that do not post to the budget immediately.

Please register for the above Budget Department training classes through Pathlore.

CCF FORMS

Points of Interest

~**Electronic CCF-359 (BUDGET APPROPRIATION TRANSFER FORM) for funds 1000000000 and 2500000000**

The paper CCF-359 is no longer accepted for funds 1000000000 and 2500000000. A short training video on how to complete the online process can be found at the ERP training website. Please go to <http://erp.ccsd.net/TRAINING/Pages/default.aspx> and select Budget Transfer under the Training Videos. Users are encouraged to visit the training website and view the training video. Once again, this only applies to funds 100 and 250. Transfers involving all other funds will continue to use the current process.

~**CCF-358 (EXPENSE ADJUSTMENT)** is used to move an expense that has been coded to the wrong Cost Center or G/L Account. The expense must have posted in your budget, under the EXPENSE column, before you can process the adjustment.

Send to: **ACCOUNTING DEPARTMENT** Attn: Nancy Allen

If you have questions regarding the CCF-358 please call Nancy, in the Accounting Department, @ 799-5338 ext. 5416

~**CCF-375 (TRANSMITTAL OF MONIES)** is used to send in a check to be deposited in the school's budget. Please do not add cents; round up to the nearest dollar. All checks sent to the Accounting Department for deposit, in to the units budget, will automatically be posted to the Cost Center, Internal Order, or Grant you designate along with the proper GL Account number.

Always use SAP coding when sending in a check to be deposited to the school's budget.

Send to: **ACCOUNTING DEPARTMENT** Attn: Denise Zimmardi

If you have questions regarding the CCF-375 please call Denise, in the Accounting Department, @ 799-5338 ext. 5406

~**CCF-5 (AUTHORIZATION FOR EXTRA PAY)** is used when paying employees extra duty. Always use BUDA coding when sending in a CCF-5. NEVER pay a CCSD employee from the school bank account for additional hours worked or services rendered. All CCSD employees MUST be paid on a CCF-5 when working additional hours over the regular allocated work day. Call the Budget Department @ 799-5452 to inquire if you have, or need, a fund 270-Special Revenue account. NEVER send a school check along with the CCF-5. All school checks must be sent to the **Accounting Department** along with a CCF-375 (Transmittal of Monies). The check should be coded to the cost center/internal order it will post to in SAP. Please call the Budget Department if you need help with coding.

Note: CCSD employees should never complete a W-9 form for additional hours worked. Any, and all, additional hours over the regular allocated work day are considered Extra Duty and must be paid on a CCF-5.

Points of Interest, continued



~**Cost Center renamed in FY12** – The Communication cost center has been renamed to **Admin**.

~**Fund 170-Internal Order, Facility Rental/Energy Rebate** was changed in FY11 to **Facility Rental/Utility Rebate “Fac Rntl/Utility Rbt.”** This IO will accommodate the facility rental reimbursements, energy rebates, and the district-wide recycling rebate program. Schools that agreed to participate in the District-Wide Recycling Program will receive a share of the savings by working with the school's custodian to recycle. The savings are generated by removing waste dumpsters and replacing them with recycling bins. If you are not currently participating and would like to, please contact Michael J. McGrath in the purchasing department, 799-5225 x5486 or Katie Duffy in the operations department, 799-5265 x5021.

~DO NOT code CUSTODIAL or FIELD TRIPS to any fund except fund 1000000000.

~DO NOT expense adjust CUSTODIAL or FIELD TRIPS out of fund 1000000000.

~**Items purchased for personal use, staff or student**, can not be purchased from District budgeted funds. (i.e. trophies, pins, shirts, jackets, cap & gowns, corsages, tux & formal rentals, tickets (example: Shark Reef, Lied Museum) staff/student incentives, office /holiday decorations, etc.)

~**Expenditures of Public Funds for Food, Beverage, and Related Costs**

In general, District funds should not be used for “hosting,” which is defined as expenditures for food, beverage, and related items. (i.e. staff in-service training, new teachers’ luncheon, student or employee recognition and appreciation, holiday or get well greetings, bereavement.)

~**Cost Centers and GL Accounts** do not appear in your budget until there is activity in them.

~**Negative Cost Centers and/or GL Accounts**

Negative Cost Centers and/or GL Accounts are acceptable. It is the Cost Center Group’s overall Available balance you must monitor closely. This balance should never be in the negative.

~ **Budget Inquiry Report**

A short training video can be found at the ERP training website. Please go to <http://erp.ccsd.net/TRAINING/Pages/default.aspx> and select Budget Inquiry Report under the Training Videos.

~**School Safety Funds - FUND 7000000000**

The Risk Management Department is funding each school site with \$1,000.00 to be used towards safety related items for your campus. In an effort to improve safety and control risks on school campuses the Risk Management Department developed a team of Senior Risk Control Analysts. As you identify items of need, please work with your Senior Risk Control Analyst and Facility Service Representative to ensure that we spend this money on the best possible solution available. The ending Available balance from FY11 will roll over in to FY12 in October.

Any questions can be referred to 799-6496 or you can contact Risk Management Mail on Interact.

START YOUR DAY BY LOGGING IN TO THE ERP WEB SITE. erp.ccsd.net

There is a wealth of information to be obtained here.

ERP's WEB SITE



CLARK COUNTY SCHOOL DISTRICT
ENTERPRISE **R**ESOURCE **P**LANNING

ERP Home Training Downloads Links

Search

Enter the CCSD Portal



Enter the CCSD Portal from this link.

System Alerts

There are currently no active announcements.

Employee Business Training



Visit the **Training Homepage** for announcements, class schedules, manuals, videos, the **Tip of the Day** and more!

Upcoming Classes

Name	Date	Seats Avail
Online Absence Reporting - OARS	9/6/2011 08:00 AM	9 enroll
Windows Server Administration	9/6/2011 08:00 AM	17 enroll
Windows Server Overview - Migration	9/7/2011 08:00 AM	8 enroll
SASI: Intro to SASI	9/9/2011 08:00 AM	3 enroll
SAP: Shopping & Budget Basics	9/13/2011 08:00 AM	10 enroll

Help Desk



CALL

(702) 799-3300
WAN 0099-3300

Current news for Finance and Purchasing can be found here.

Purchasing Department Directory
Listed is the buyer for each material group.

Finance

First Allocations

The *First Allocations* for fiscal year 2011-2012 have been calculated and posted in SAP.

The *School Allocation Detail Computations* report is available through Portal. To view your site's allocations:

Log-in to Portal > Budget > School Alloc Computations > type in your location's three digit location number > Execute.

Purchasing and Warehousing



- Purchasing and Warehousing Web site
- Shopping Cart Catalog
- Adopted Textbook Catalog
- Mountain State Textbook Catalog

Purchasing Department Directory

View the latest Purchasing Department Directory

ERP's WEB SITE

In the ERP website, **Training Tab**, you will find **SAP Training Manuals, Training Videos, Training Calendar, and Tip Of The Day**. Please take advantage of these valuable resources. The **"Understanding Budget & Reconciliation"** training is highly recommended and very helpful in tracking your budget.



ERP > Training

Welcome to the Employee Business Training page! Our team delivers business software training to CCSD employees in many areas, including SAP, Microsoft Office, Adobe Acrobat, Online Absence Reporting (OARS), Human Resources Management System (HRMS), Pathlore, InterAct, and Microsoft Windows XP. Please use [Pathlore](#) to register for classes.

Announcements

Microsoft Office 2010 released Microsoft Office 2010 has now been released and the Employee Business Training Department is offering classes on the *Essentials*. Go to the **Online Content** search in Pathlore and type "Office 2010" to view a prerequisite 20-minute video.

For an overview of the new features (as shown at the Educational Computer Strategists meetings), click [What's New](#) to view a brief presentation.

Online Manuals and Videos

SAP Training Manuals

- Shopping & Budget Basics **!Revised**
- Shopping Cart for Custodians **!Revised**
- Ordering Textbooks **!Revised**
- Understanding Budget & Reconciliation** **!Revised**
- SAP for Administrators **!Revised**
- SAP for Librarians **!Revised**
- SAP for Librarians Quick Reference **!Revised**
- Budget Transfer Quick Reference **!Revised**
- Fixed Assets Quick Reference
- Personnel Number Report
- Trackable Inventory Quick Reference **!New**

Training Videos

- Using the New Shopping Cart Catalog
- Budget Inquiry Report
- Buy on Behalf
- Invoice Approval
- Totaling Budget Detail
- Substitute Approval - Universal Worklist
- Fixed Assets (updated)
- SAP for Librarians Describe Requirement
- Budget Transfer

Training Calendar at a Glance

September 2011						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

Tip Of The Day

PRINT MULTIPLE INTERACT EMAILS
Select multiple email messages (hold the **CTRL** key as you click) then right-click and choose **Summarize Selected**.

Resources

- Training Calendar
- Training Lab Maps
- Course Offering Guide

ERP's WEB SITE

In the ERP website, **Links Tab**, you will find **links to various CCSD Departments**.
Drill in to **"Budget and Finance" – Publications** - to view **Budget and Statistical Reports (present and previous) or Training and Hints** to view **Training Manuals and Videos**.

The screenshot shows the ERP website interface with several callout boxes highlighting key sections:

- Navigation Menu:** The 'Links' tab is highlighted in the top navigation bar.
- Budget Department Information:** A callout box displays the department's address (51 West Sahara Avenue, 2nd Floor, Las Vegas, Nv 89146), phone number (702-799-5452), and email (ccsdbudget@interact.ccsd.net). It also features a 'Departmental Mission Statement' link.
- Budget Resources:** A callout box lists various resources, with 'Publications' and 'Training and Hints' highlighted.
- Related Links:** A callout box lists external links such as Nevada legislature, State of Nevada, Nevada Department of Education, Nevada Department of Taxation, Nevada Secretary of State, Clark County, Nevada, City of Henderson, City of North Las Vegas, City of Mesquite, and City of Boulder City.
- ERP Coordinated Training:** A callout box lists training materials and videos, with 'Budget Department Training Materials' highlighted.
- Budget Publications:** A callout box lists budget reports, with '2011-2012' highlighted.

BUDGET PUBLICATIONS

Comprehensive Annual Budget Report/Budget and Statistical Reports

2011-2012
2010-2011
2009-2010
2008-2009

BUDGET DEPARTMENT INFORMATION

51 West Sahara Avenue, 2nd Floor

Las Vegas, Nv 89146

702-799-5452 | Map | ccsdbudget@interact.ccsd.net

Departmental Mission Statement

BUDGET RESOURCES

Announcements
Contact Us
Budget Calendar
Publications
Training and Hints

RELATED LINKS

Nevada legislature
State of Nevada
Nevada Department of Education
Nevada Department of Taxation
Nevada Secretary of State
Clark County, Nevada
City of Henderson
City of North Las Vegas
City of Mesquite
City of Boulder City

ERP Coordinated Training

Training Manuals

- Understanding Budget and Reconc
- Shopping and Budget Basics
- Budget Transfer Quick Reference

Training Videos

- Totaling Budget Detail
- Printing the Budget Inquiry Report
- Budget Transfer

Budget Department Training Materials

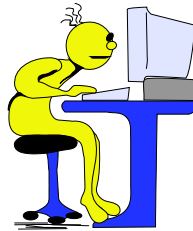
- * Budget Basics
- * Beyond Basics
- * Budget Tracking
 - *EXAMPLE-Outstanding Expenses Worksheet
 - *WORKSHEET-Outstanding Expenses-EOY-Carryover Worksheet
 - *WORKSHEET-Special Education Worksheet

Knowing the terminology and hierarchy of SAP will help you understand your budget.

LEGACY

ACCT OBJ PROG FUNC
INSTRUCTIONAL SUPPLIES
03535 0619 0100 1000

Cross Reference



SAP

COST CENTER GROUP = UNIT

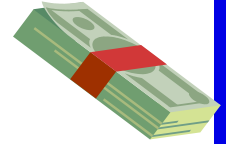
COST CENTER = PROGRAM/FUNCTION
(Functional Area)

G/L ACCOUNTS = OBJECT

Cost Centers and GL Accounts are used to track and describe the service or commodity obtained as the result of a specific expenditure.

COST CENTERS:

Fund 100 Regular Instruction
100 Gate Proceeds
100 Empowerment
250 Special Education



INTERNAL ORDERS:

Fund 170 District Project Fund (Special Revenue)
160 Public Education Foundation (PEF) (221-7429)
161, 179 & 180 Federal Grant (799-5224)

Cost Center Group Structure

Here is a list of all the Cost Centers at this location. You will receive a list of your Cost Centers when you attend the ERP Shopping and Budget Basics. If you do not have a list; call or email your Area's Budget Assistant, in the Budget Department, to request a list.

HS-0XXX XXXXXXXXXX HS

93100XXXXX	Regular Instruction
93100XXXXX	Library Services
93100XXXXX	Field Trips
93100XXXXX	CoCurricular Activities
93100XXXXX	Student Athletics
93100XXXXX	Medical Supply
93100XXXXX	Admin
93100XXXXX	Security Services
93100XXXXX	Custodial
93100XXXXX	Staff Development
93250XXXXX	Special Instruction

Cost Centers

Cost Center Group, Cost Centers, & GL Accounts

Group/Cost Center/GLaccount	Budget
ES-0XXX XXXXXX ES	--- Cost Center Group
91XXXXXXXXXX ES-Regular Instruction	--- Cost Center
5550000000 Printing & Binding	---
5610000000 General Supplies	---
5641000000 Textbooks	---
5650000000 Technology Supplies	---
6341000000 Equipment-Modified Accrual	---
91XXXXXXXXXX ES-Library Services	---
91XXXXXXXXXX ES-Field Trips	---
91XXXXXXXXXX ES-Medical Supply	---
91XXXXXXXXXX ES-Admin	---
91XXXXXXXXXX ES-Custodial	---
91XXXXXXXXXX ES-Staff Development	---

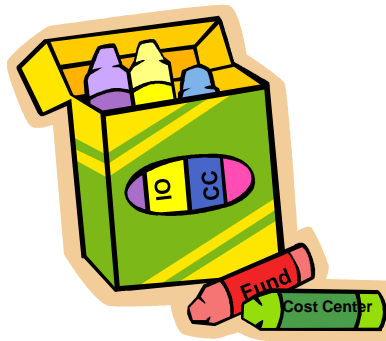
Cost Center Groups, Funds, Cost Centers, and Internal Orders.

The Clark County School District is required to report expenditures to the Nevada Department of Education in accordance with accounting classifications outlined in the Nevada Financial Accounting Handbook for Local Education Agencies. Reports are generated by FUNCTIONAL AREA. Each Cost Center has a specific FUNCTIONAL AREA.

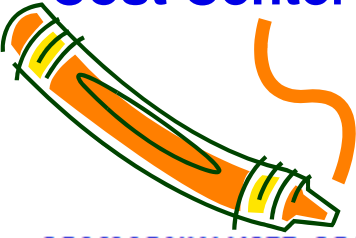
The majority of miscoded expenditures are with the Purchasing Card. You must recode expenditures in PaymentNet before authorization. The Purchasing Card defaults to your Regular Instruction Cost Center (CC). Example: If a transaction is for custodial supplies you must recode the expense in PaymentNet to the Custodial CC or it will post to the Regular Instruction CC (default CC). If these expenses are not recoded before authorization, you must complete a CCF-358 Expense Adjustment to adjust the expense(s) to the correct CC.

COMMONLY USED FUNDS IN SHCOOLS

	FUND	
Cost Centers	1000000000	- General Fund provides the instructional operating budget for the shcools.
	2500000000	- Special Education Fund provides for the instructional operating budgets for Special Education.
Internal Orders	1700000000	- District Project Funds used primarily to track Facility Rental/Utility Rebate funds. Also, to track non-categorical funds deposited from the school's bank account, typically to cover the salaries of additional substitutes or extra duty.
	1600000000	- Donations & Trust Fund used to track PEF (Public Education Foundation) and related expenses.
	1610000000	- Donations & Trust Fund (Empowerment-not restricted) used to track funds and related expenses.
	7000000000	- Safety expenditures for safety related items for each school campus. Risk Management funded.



Cost Center Groups, Funds, Cost Centers, and Internal Orders, continued



Grade Level

Elementary
MS/JHS
HS

Cost Centers

91XXXXXXXX
92XXXXXXXX
93XXXXXXXX

The last three digits are the school's location.

COMMONLY USED COST CENTERS IN SCHOOLS

FUND				FUNCTIONAL AREA NUMBER
1000000000	GENERAL BUDGET			NOTICE: Each Cost Center has a specific Functional Area. F01001000 F01002220 F01002710 F09101000 F09201000 F10002130 F10002410 F10002610 F01002213
	Regular Instruction	9X100XXXXX	Used to track most of the school's general instructional expenditures.	
	Library Services	9X100XXXXX	Used to track the library instructional expenditures.	
	Field Trips	9X100XXXXX	Used to track field trips expenditures.	
	CoCurricular Activities	9X100XXXXX	Used to track cocurricular activities expenditures.	
	Student Athletics	9X100XXXXX	Used to track student athletic activities expenditures.	
	Medical Supply	9X100XXXXX	Used to track the health office expenditures.	
	Admin	9X100XXXXX	Used to track school administrative expenditures.	
	Custodial	9X100XXXXX	Used to track custodial expenditures.	
	Staff Development	9X100XXXXX	Used to track instructional staff development expenditures.	
GATE PROCEEDS - Secondary Schools GXXX				
	CoCurricular Activities	9X100XXXXX	Used to track cocurricular activities expenditures.	F09101000
	Student Athletics	9X100XXXXX	Used to track student athletic activities expenditures.	F09201000
2500000000	SPECIAL EDUCATION			
	Special Instruction	9X250XXXXX	Used to track special education expenditures.	F02001000

COMMONLY USED INTERNAL ORDERS IN SCHOOLS

FUND	INTERNAL ORDER	Six Digit Number	Various FA#'s
1600000000	Donations & Trust Fund	XXXXXX	Used to track donations & trust funds e.g. Public Education Foundation Use the correct FA#
1610000000	Donations & Trust Fund	XXXXXX	Used to track donations & trust funds-Unrestricted Use the correct FA#
1700000000	District Projects Fund	XXXXXX	Used to track District Project expenditures. Use the correct FA#
7000000000	Risk Management	XXXXXX	Used to track the Risk Management safety expenditures. Use the correct FA#

CODING EXAMPLES

INCORRECT CODING

Group/Cost Center/GLaccount	
HS-0XXX XXXXXXXX HS	
931XXXXXXXX XXXXXX HS-Regular Instruction	
5519000000 Student Transportation-Other Sources	←
5530000001 Communications Svcs	←
5531000001 Postage	←
5534000000 Cell Phone	←
5550000000 Printing & Binding	
5580000000 Travel - Other Purch Svc	←
5610000000 General Supplies	
5610700000 Custodial Supplies	←
5641000000 Textbooks	
5642000000 Library Books	←
5650000000 Technology Supplies	
6341000000 Equipment - Modified Accrua	
931XXXXXXXX XXXXXX HS-Library Services	
5642000000 Library Books	
5641000000 Textbooks	←
931XXXXXXXX XXXXXX HS-Field Trips	
5513000000 Field Trips	
5519000000 Student Transportation-Other Sources	
931XXXXXXXX XXXXXX HS-CoCurricular	
931XXXXXXXX XXXXXX HS-Student Athletic	
5519000000 Student Transportation-Other Sources	
5580000000 Travel - Other Purch Svc	←
5610000000 General Supplies	
5810000000 Dues and Fees	
931XXXXXXXX XXXXXX HS-Medical Supply	
931XXXXXXXX XXXXXX HS-Admin	
5531000001 Postage	
5534000000 Cell Phone	
931XXXXXXXX XXXXXX HS-Custodial	
931XXXXXXXX XXXXXX HS-Staff Development	
5519000000 Student Transportation-Other Sources	←
5580000000 Travel - Other Purch Svc	
HS-GXXX Gate Proceeds-XXXXXXX HS	
931XXXXXXXX XXXXXX HS-CoCurricular	
931XXXXXXXX XXXXXX HS-Student Athletic	
5519000000 Student Transportation-Other Sources	
5580000000 Travel - Other Purch Svc	←



Please refer to the
GL Account cheat
sheet on page 29.

CORRECT CODING

Group/Cost Center/GLaccount	
HS-0XXX XXXXXXXX HS	
931XXXXXXXX XXXXXX HS-Regular Instruction	
5550000000 Printing & Binding	
5610000000 General Supplies	
5641000000 Textbooks	
5650000000 Technology Supplies	
6341000000 Equipment - Modified Accrua	
931XXXXXXXX XXXXXX HS-Library Services	
5610000000 General Supplies	
5642000000 Library Books	
931XXXXXXXX XXXXXX HS-Field Trips	
5513000000 Field Trips	
5519000000 Student Transportation-Other Sources	
931XXXXXXXX XXXXXX HS-CoCurricular	
931XXXXXXXX XXXXXX HS-Student Athletic	
5519000000 Student Transportation-Other Sources	
5610000000 General Supplies	
5810000000 Dues and Fees	
931XXXXXXXX XXXXXX HS-Medical Supply	
5610000000 General Supplies	
931XXXXXXXX XXXXXX HS-Admin	
5530000001 Communications Svcs	
5531000001 Postage	
5534000000 Cell Phone	
931XXXXXXXX XXXXXX HS-Custodial	
5610700000 Custodial Supplies	
931XXXXXXXX XXXXXX HS-Staff Development	
5580000000 Travel - Other Purch Svc	
HS-GXXX Gate Proceeds-XXXXXXX HS	
931XXXXXXXX XXXXXX HS-CoCurricular	
931XXXXXXXX XXXXXX HS-Student Athletic	
5519000000 Student Transportation-Other Sources	

PURCHASING CARD

Most Purchasing Cards default to the Regular Instruction Cost Center within a school. This means that all transactions will post to the Regular Instruction CC unless recoded. The majority of miscoded expenditures are with the Purchasing Card.

You must recode expenditures in PaymentNet before authorization.

Example: If a transaction is for custodial supplies you must recode the expense(s) in PaymentNet to the Custodial CC or it will post to the Regular Instruction CC (default CC). If these expenses are not recoded before authorization, you must complete a CCF-358, Expense Adjustment to adjust the expense(s) to the correct CC. It is easier, and less time consuming, to recode the transactions in PaymentNet than to complete a CCF-358, Expense Adjustment.



Please refer to Section 4.11.3 in the **CCSD Purchasing Card Policy and Procedures Manual**.

Also, there have been many coding errors with the following G/L Accounts:

G/L Account 558000000-Travel-Other Purch Svc (Out-of-District Travel-Staff members ONLY) is specific to the Staff Development Cost Center and must be a staff development function. The G/L Account 558000000 should never be coded to any Cost Center except the Staff Development Cost Center.

G/L Account 551900000-Student Transportation-Other Sources (Student Travel NOT on CCSD buses; includes appropriate staff personnel). This G/L Account may be coded to the following Cost Centers: Cocurricular Activities, Student Athletics, or Field Trips. This G/L Account should never be coded to the Staff Development Cost Center.

Clark County School District PURCHASING CARD LOG																
9998-500377															CF-377 rev. 8/07	
Period: August xxxx		School/Department: xxxxxxxxxxxxxxxxxxxxxx										Card Number: xxxxxxxx				
Employee Name	Initial	Check Out		Supplier	Items Purchased	Amount	Check In		Initial	GL Account	Enter one of the following: Cost Center Internal Order WBS Element	Fund	Functional Area	Receipt	STMT	
		Date	Time				Date	Time								
XXXXXXXXXXXXXXXXXXXX		08/11	2pm	IDCSERVCO	Technology	495.09	08/01	3pm		5650000000	xxxxxxxxxx	0100	F01001000			
XXXXXXXXXXXXXXXXXXXX		08/04	1pm	IDCSERVCO	Technology	948.24	08/04	2pm		5650000000	xxxxxxxxxx	0100	F01001000			
XXXXXXXXXXXXXXXXXXXX		08/04	10am	LATON'S GRA	Printing Flyers	545.00	08/05	11am		5550000000	xxxxxxxxxx	0100	F01001000			
XXXXXXXXXXXXXXXXXXXX		08/05	9am	OFFICEMAX	Neon Paper	115.45	08/05	10AM		5610000000	xxxxxxxxxx	0100	F01001000			
XXXXXXXXXXXXXXXXXXXX			11AM	BORDERS BK	1 book @ \$45.50	545.50	08/11	12PM		5641000000	xxxxxxxxxx	0100	F01001000			

*For ease of coding in PaymentNet;
enter the correct CC/IO/GL number on
the Purchasing Card Log.*

Group/Cost Center/Glaccount	Budget	Shop Cart	Encumbered	Pcard	Expensed	Available
▶ ES-0XXX XXXXXXXXXXXXXXX ES	96,931.00	1,579.78	3,391.61	549.11	13,613.13	77,797.37

Expenditures in the PCard column can be recoded. Once authorization is completed, and the expenses move from the PCard Column to the Expensed column, you will not have the ability to recode expenses. A CCF-358, Expense Adjustment must be completed to adjust the expenses to the correct Cost Center, G/L Account, and/or Internal Order number.

LOG ON

Welcome

User ID *

Password *

Checked

When checking the "One day delay Shopping Cart data" box, all shopping cart transactions, implemented after 2 a.m., will not display. However, the system runs much faster.

Budget Inquiry

Menu | Save As Variant... | Back | Exit | Cancel | System | **Execute** | Get Variant...

Selection Criteria

Fiscal Year: 2012

Fund:

G/L Account: to

One day delayed Shopping Cart data (faster)

Account Assignments

Cost center group: ES-0XXX

Internal order group

WBS group

Cost center

Internal order

WBS

Execute or F8 key

Input Cost Center Group...Execute or F8

Budget Inquiry

Menu | Save As Variant... | Back | Exit | Cancel | System | **Execute**

Selection Criteria

Fiscal Year: 2010

Fund:

G/L Account:

One day delayed Shopping Cart data (faster)

Account Assignments

Cost center group: ES-0XXX

Internal order group

WBS group

Cost center

Internal order

WBS

OPTIONS

The year can be changed to previous years.

No need to input Fund or G/L Account, but it is an option.

No need to input Internal Order Group, Cost Center, or Internal Order, but it is an option.



BUDGET INQUIRY SUMMARY REPORT with ALL FUNDS DISPLAYED

“One Day Delayed Shopping Cart data” box is NOT checked

Drill in to the Fund **number** to open all CC's & GL's within the **fund**

Drill in to the CCG number to open all CC's & GL's within that **CCG**

Drill in to the CC number to open all GL's within that **CC**

Drill in to the IO number to open all GL's within that **IO**

Drill in to the GL number to open information regarding this GL within this **CC**

When the “**One Day Delayed**” box is **not** checked, the Budget column is displayed, which reflects only Budget not Balances.

Fund	Fund Description	CC Grp	Cost Center Grp Desc	Cost Ctr	Cost Center Desc	Order	Order Description	G/L Account	G/L Account Description	Budget
10000000000	General Fund	HS-0XXX	XXXXXXXXXXXX HS	931XXXXXX	XXHS-Reg Instruction			5350000000	Prof/Tech Svcs-Technical Service	2,778.00
								5550000000	Other Purch Svcs-Printing&Binding	3,788.00
								5610000000	Ge	
								5641000000	Bo	
								5650000000	Su	
								6341000000	Eq	
				931XXXXXX				5350000000	Prof/Tech Svcs-Technical Service	
								5610000000	General Supplies	
								5642000000	Library Books	
								5650000000	Supplies-Technology-Related	
				931XXXXXX	XXHS-Field Trips			5511000000	Other Purch svcs-Transp fr LEA	440.00
				931XXXXXX	XXHS-CoCurricular			5610000000	General Supplies	133.00
				931XXXXXX	XXHS-Athletics				General Supplies	37,499.00
				931XXXXXX	XXHS-Medical Supply				General Supplies	985.00
				931XXXXXX	XXHS-Communication			5530000000	Postage	15,579.00
				931XXXXXX	XXHS-Custodial			5610700000	General Supplies-Custodial	19,013.00
										504,165.00
		HS-0XXX								
		HS-0XXX	Gate Proceeds-XXXXH	931XXXXXX	XXHS-CoCurr-Gate			5610000000	General Supplies	52,761.00
				931XXXXXX	XXHS-Athletics-Gate				General Supplies	2,970.00
		HS-0XXX								55,731.00
1000000000										559,896.00
2500000000	Special Education	HS-0XXX	XXXXXXXXXXXX HS	931250XXXX	XXHS-Spec Instruc			5610000000	General Supplies	10,919.00
		HS-0XXX								10,919.00
2500000000										10,919.00
2600000000	Donation & Trust F	HS-0XXX	XXXXXXXXXXXX HS			500XXX	PEF-IT (XXXX) 08	5610000000	General Supplies	300.00
2600000000	Donation & Trust F	HS-0XXX	XXXXXXXXXXXX HS			500XXX	PEF-IT (XXXX) 08	5580000000	Travel-Other Purch Svc	300.00
2600000000	Donation & Trust F	HS-0XXX								600.00
2600000000										600.00
2700000000	Other Special Reve	HS-0XXX	XXXXXXXXXXXX HS			500XXX	XXXX Facility Rnt/Eng	5610000000	General Supplies	40,866.00
2700000000	Other Special Reve	HS-0XXX	XXXXXXXXXXXX HS			500XXX	Non-Categorical	5126540000	Extra Duty-Licensed	5,790.00
	Other Special Reve	HS-0XXX								46,656.00
2700000000										46,656.00
										-----00

BUDGET INQUIRY SUMMARY REPORT with ALL FUNDS DISPLAYED

Budget Inquiry Summary Report “One Day Delayed Shopping Cart data” box is checked

System PSS 400
 As of XX/XX/XXXX
 Fiscal Year 20XX
 Cost Center Group HS-0XXX
 One day delayed Shopping Cart data (faster)

Remember, when checking the “One day delay Shopping Cart data” box, all shopping cart transactions, implemented after 2 a.m., will not display. However, the system runs much faster.

Budget, Expenses, & Available

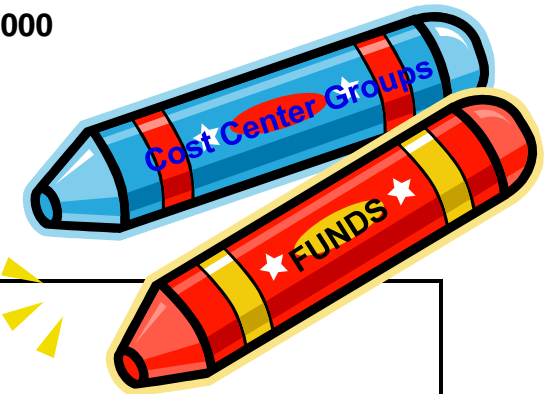
Fund	Fund Description	CC Grp	Cost Center	Cost Ctr	Cost Center Desc	Order	Order Descr	G/L Account	G/L Account Description	Budget	Shop Car	Encumb	Pcard	Expensed	Available
1000000000	General Fund	HS-0XXX	XXXXXXXX HS	931XXXXX	XXHS-Reg Instruction			5340000000	Other Professional Services	1,912.00	XXXX	XXXX	XXXX	XXXX	XXXX
								5350000000	Prof/Tech Svcs-Technical Ser	0.00	XXXX	XXXX	XXXX	XXXX	XXXX
								5550000000	Other Purch Svcs-Printing&B	2,607.00	XXXX	XXXX	XXXX	XXXX	XXXX
								5610000000	General Supplies	112,336.00	XXXX	XXXX	XXXX	XXXX	XXXX
								5641000000	Books and Periodicals-Txtbk	160,951.00	XXXX	XXXX	XXXX	XXXX	XXXX
								5650000000	Supplies-Technology-Relate	8,255.00	XXXX	XXXX	XXXX	XXXX	XXXX
								6341000000	Equipment-Modified Accrua	25,547.00	XXXX	XXXX	XXXX	XXXX	XXXX
										311,608.00	XXXX	XXXX	XXXX	XXXX	XXXX
				931XXXXX	XXHS-Library Svcs			5340000000	Prof/Tech Svcs-Technical Ser	1,651.00	XXXX	XXXX	XXXX	XXXX	XXXX
								5350000000	Prof/Tech Svcs-Technical Ser	0.00	XXXX	XXXX	XXXX	XXXX	XXXX
								5610000000	General Supplies	1,147.00	XXXX	XXXX	XXXX	XXXX	XXXX
								5642000000	Library Books	8,419.00	XXXX	XXXX	XXXX	XXXX	XXXX
								5650000000	Supplies-Technology-Relate	1,912.00	XXXX	XXXX	XXXX	XXXX	XXXX
										13,129.00	XXXX	XXXX	XXXX	XXXX	XXXX
				931XXXXX	XXHS-CoCurricular			5610000000	General Supplies	100.00	XXXX	XXXX	XXXX	XXXX	XXXX
										100.00	XXXX	XXXX	XXXX	XXXX	XXXX
				931XXXXX	XXHS-Athletics				General Supplies	28,125.00	XXXX	XXXX	XXXX	XXXX	XXXX
										28,125.00	XXXX	XXXX	XXXX	XXXX	XXXX
				931XXXXX	XXHS-Medical Supply				General Supplies	678.00	XXXX	XXXX	XXXX	XXXX	XXXX
										648.00	XXXX	XXXX	XXXX	XXXX	XXXX
				931XXXXX	XXHS-School Administration			5531000000	Postage	10,722.00	XXXX	XXXX	XXXX	XXXX	XXXX
										10,722.00	XXXX	XXXX	XXXX	XXXX	XXXX
				931XXXXX	XXHS-Custodial			5610700000	General Supplies-Custodial	13,085.00	XXXX	XXXX	XXXX	XXXX	XXXX
										13,085.00	XXXX	XXXX	XXXX	XXXX	XXXX
		HS-0XXX								377,417.00	XXXX	XXXX	XXXX	XXXX	XXXX
		HS-EXXX	Empowerme	931XXXXX						9,361.00	XXXX	XXXX	XXXX	XXXX	XXXX
										0.00	XXXX	XXXX	XXXX	XXXX	XXXX
										9,361.00	XXXX	XXXX	XXXX	XXXX	XXXX
		HS-EXXX								9,361.00					
		HS-GXXX	Gate Proc-X	931XXXXX	XXHS-CoCurr-Gate			5610000000	General Supplies	26,006.00	XXXX	XXXX	XXXX	XXXX	XXXX
										26,006.00	XXXX	XXXX	XXXX	XXXX	XXXX
				931XXXXX	XXHS-Athletics-Gate				General Supplies	2,715.00	XXXX	XXXX	XXXX	XXXX	XXXX
										2,715.00	XXXX	XXXX	XXXX	XXXX	XXXX
										28,721.00	XXXX	XXXX	XXXX	XXXX	XXXX
1000000000		HS-GXXX													
2500000000	Special Educat	HS-0XXX	XXXXXXXX HS	93250XXX	XXHS-Spec Instruc			5610000000	General Supplies	8,189.00	XXXX	XXXX	XXXX	XXXX	XXXX
		HS-0XXX								8,189.00	XXXX	XXXX	XXXX	XXXX	XXXX
2500000000										8,189.00	XXXX	XXXX	XXXX	XXXX	XXXX
2700000000	Other Special P	HS-0XXX	XXXXXXXX HS					500XX XXXFacility	5610000000	General Supplies	40,866.00	XXXX	XXXX	XXXX	XXXX
								500XX XXXNON-CA	5610000000	General Supplies	845.00	XXXX	XXXX	XXXX	XXXX
		HS-0XXX								41,711.00	XXXX	XXXX	XXXX	XXXX	XXXX
2700000000										41,711.00	XXXX	XXXX	XXXX	XXXX	XXXX

Drill in to the Fund **number** to open all CC's & GL's within the **fund**

To open just one Cost Center Group at a time drill into the **individual Cost Center Group**.

Multiple Cost Center Groups within a Fund

At the BUDGET INQUIRY SUMMARY REPORT screen, drill in to FUND 1000000000



Drill in to the fund **number** to open all CC's & GL's. within the **fund**.

Fund	Fund Description	CC Grp	Cost Center Grp Desc	Cost Ctr
1000000000	General Fund	HS-0XXX	Xxxxxxxxxx HS	931000X

Budget Inquiry Detail Report

System PSS 400
 As of XX/XX/XXXX
 Fiscal Year 20XX
 Fund 1000000000
 Cost Center Group HS-0XXX



Group/Cost Center/GLaccount	Budget	Shop Cart	Encumbered	PCard	Expensed	Available
HS-0XXX XXXXXX HS	-----	-----	-----	-----	-----	128,631.18

Click the arrow to open all Cost Center Groups within the Fund.

All Cost Center Groups in fund 100 will be listed.

Group/Cost Center/GLaccount	Budget	Shop Cart	Encumbered	PCard	Expensed	Available
HS-0XXX XXXXXXXXXXXXXXXX HS	Total of all Cost Center Groups within the Fund.					128,631.18
CCG #1 <input type="checkbox"/> HS-0XXX XXXXXXXXXXXXXXXX HS						25,761.48
CCG #2 <input type="checkbox"/> HS-EXXX Empowerment Sch-Xxxxxx HS						74,148.70
CCG #3 <input type="checkbox"/> HS-GXXX Gate Proceeds-Xxxxxx HS						28,721.00

The **Available** balance, in each Cost Center Group, is divided per group.

To open one Cost Center Group at a time, in the **Budget Inquiry Summary Report** screen, drill in to the individual Cost Center Group, not the fund number.

Fund	Fund Description	CC Grp	Cost Center Grp Desc	Cost Ctr
1000000000	General Fund	HS-0XXX	Xxxxxxxxxx HS	931000X
		HS-EXXX	Empowerment Scho	931000X
		HS-GXXX	Gate Proc-XxxxxxHS	931000X

The system budget checks at the individual Cost Center Group. When ordering or adjusting, please, remember to look at the individual Cost Center Group's Available balance.

It is recommended that you take the Budget Department's **BUDGET TRACKING** class. In the Budget Tracking class you will learn the procedure to track these five areas and shopping/encumbered columns.

DATE	DESCRIPTION	ENCUMBERED	PCARD	EXPENSED
01/01/12	Graphic Arts	20.00	1000.00	0000.00
01/01/12	Field Trips	2000.00		
01/01/12	Postage			
01/01/12	Substitutes			
01/01/12	Purchasing Card Transactions			
TOTAL		2020.00	1000.00	0000.00

Category	Outstanding Expenses
Field Trips	2000.00
Graphic	20.00
Postage	
Substitutes	
Purchasing Card Transactions	
TOTAL	2020.00

TRACKING OUTSTANDING EXPENSES

These are considered outstanding expenses until you see them post in your budget. You must keep track of these expenses and manually deduct them from your Available balance until they post in your budget.

>Field Trips

> **FIELD TRIPS** - Just because a field trip has been taken does not mean it has been posted and deducted from your budget. Therefore, it is important that you keep track of field trips so you can manually deduct them from your budget until they post.

>Graphic

> **GRAPHIC** - Keep track of all orders sent in to the Graphics Department. Until the expense posts in your budget it is considered outstanding.

>Postage

> **POSTAGE** - Postage will be posted in your budget on a monthly basis. It is suggested that you look back on last year's postage expenses to judge postage.

>Substitutes

> **SALARY** - Substitute salaries are reflected in the Staff Development Cost Center in SAP. Until the expense posts to your budget you must keep track of the outstanding expenses.

>Purchasing Card Transactions

> **PURCHASING CARD** - With the new PCard column in the Budget Inquiry screen, most purchasing card transactions post, in the PCard column, within 24 to 48 hours after the transaction. You can then code the transaction to the correct Cost Center and/or GL Account. This column is updated daily. Therefore, any budget coding changes on PaymentNet will be reflected in the next day's update. This will significantly cut down your outstanding purchasing card transactions. Once the purchasing card transactions are authorized, by the administrator and then the Accounting Department, they will convert from the PCard column in to the Expensed column.



TRACKING SHOPPING CART/ENCUMBERED COLUMNS

>SHOPPING CART & ENCUMBRANCES -

Watch for expenses in the shopping cart and/or encumbered columns. These transactions must convert to the EXPENSE column before year end or the expense will post in the coming year and funds will be placed back into the current year's budget.

BUDGET BALANCE SHEET

It is recommended that you complete this budget balance sheet on a weekly basis. Place a copy on your administrator's desk every Monday morning so the administrator is always aware of the budget balance.

Keep in mind that the librarian, health office, and custodian will be spending their allocated funds and these funds are included in Fund 100000000.

1. Take the Available balance from Fund 1000000000 ---deduct the balance of the library, medical, and custodial cost centers (only if balance is in the positive).
2. Next, deduct all outstanding orders. This will give an approximate balance to spend school wide.

THIS DOES NOT INCLUDE FUND 250000000-SPECIAL EDUCATION. SPECIAL EDUCATION TYPICALLY SPENDS ALL OF THEIR ALLOCATION.

Budget Inquiry Detail Report

System PSS 400
 As of XX/XX/XXXX
 Fiscal Year 20XX
 Fund 1000000000
 Cost Center Group ES-0XXX
 One day delayed Shopping Cart data (faster) No



Group/Cost Center/Glaccount	Budget	ShopCart	Encumbered	PCard	Expensed	Available
XX XXXXXX ES	36,370.00	3,151.38	3,217.42	1,048.56	11,561.62	17,390.97
XXXXXXX ES-Regular Instruction	23,660.00	1,170.95	2,950.22	1,048.56	7,990.75	10,499.52
XXXXXXX ES-Library Services	5,556.00	0.00	118.36	0.00	0.00	5,437.64
XXXXXXX ES-Field Trips	1,253.00	0.00	0.00	0.00	0.00	1,253.00
XXXXXXX ES-Medical Supply	253.00	7.80	21.40	0.00	56.25	167.55
XXXXXXX ES-Admin	989.00	0.00	0.00	0.00	31.01	987.99
XXXXXXX ES-Custodial	4,659.00	1,972.63	127.44	0.00	2,734.02	175.09-
XXXXXXX ES-Staff Development	0.00	0.00	0.00	0.00	779.64	779.64-

NOTE: Secondary schools might deduct Cocurricular & Athletic Balances also.

17,390.97 AVAILABLE BALANCE

5,437.64 LIBRARY

167.55 MEDICAL

----- CUSTODIAL

7,455.58 OUTSTANDING

4,330.20

APPROXIMATE BALANCE TO SPEND SCHOOL WIDE

Please remember, the following accounts have time delays before expenditures are posted to the budget.

You must manually deduct these expenditures, from the SAP Budget Inquiry Report balance, in order to obtain the correct balance.

*Field Trips

*Graphics

*Postage

*Substitutes

*Purchasing Card Transactions

It is recommended that you take the Budget Department's **BUDGET TRACKING** class. In the Budget Tracking class you will learn the procedure to track these five areas. 18

BUDGET INQUIRY DETAIL REPORT

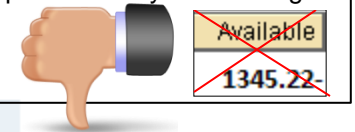
#1. Fund 1000000000

Budget Inquiry Detail Report	
System	PSS 400
As of	XX/XX/XXXX
Fiscal Year	20XX
Fund	1000000000
Cost Center Group	HS-0XXX
One day delayed Shopping Cart data (faster)	No
Group/Cost Center/GLaccount	
HS-0XXX XXXXXXXXXXXXXXXX HS	

#2. EXPAND all Cost Center Groups

Group/Cost Center/GLaccount	
<input checked="" type="checkbox"/>	HS-0XXX XXXXXXXXXXXXXXXX HS
<input type="checkbox"/>	HS-0XXX XXXXXXXXXXXXXXXX HS
<input type="checkbox"/>	HS-EXXX Empowerment Sch
<input type="checkbox"/>	HS-GXXX Gate Proceeds-Xxxxxx HS

The Available balance from the Cost Center Group MAY show as a negative! BUT...orders will not be processed by Purchasing.

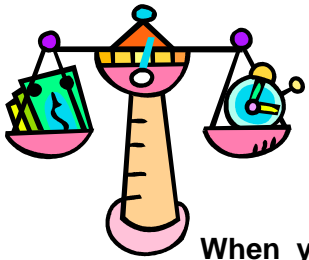


#3. EXPAND Cost Center Groups and GL Accounts

Group/Cost Center/GLaccount	Budget	Shop Cart	Encumbered	PCard	Expensed	Available	
Grand CCG Total of all CCG's in Fund						218,644.47	
CCG Overall Available Balance						129,708.77	
HS-0XXX XXXXXXXXXXXXXXXX HS	482,930.00					129,708.77	
931XXXXXXXX XXXXXX HS-Regular Instr	394,489.00					94,758.96	
5550000000 Printing & Binding	3,000.00				3,929.29	929.29-	
5610000000 General Supplies						26,425.03	
5641000000 Textbooks						92,138.34	
5650000000 Technology Supplies	7,000.00				21,853.00	14,853.00-	
6341000000 Equipment - Modified						34,584.00	
931XXXXXXXX XXXXXX HS-Library Servic						6,111.88	
5340000000 Other Professional Ser						2,235.00	
5610000000 General Supplies	52,637.00				52,891.18	254.18-	
5642000000 Library Books						5,589.70	
5650000000 Technology Supplies						2,349.00	
931XXXXXXXX XXXXXX HS-Field Trips					2,870.00	2870.00-	
931XXXXXXXX XXXXXX HS-CoCurricula						133.00	
931XXXXXXXX XXXXXX HS-Student At						20,205.92	
931XXXXXXXX XXXXXX HS-Medical Su						918.00	
931XXXXXXXX XXXXXX HS-Admin						2,349.55	
931XXXXXXXX XXXXXX HS-Custodial						8,991.12	
931XXXXXXXX XXXXXX HS-Staff Devel						889.66-	
CCG Overall Available Balance						74,148.70	
HS-EXXX Empowerment School Fundin	78,040.00			1,000.00	2,891.30	74,148.70	
CCG Overall Available Balance						14,787.00	
HS-GXXX Gate Proceeds-XxxxxxHS	51,922.00	5,000.00	2,000.00	3,000.00	27,135.00	14,787.00	

Negative GL

Negative Cost Center



END-OF-YEAR CARRYOVER

The Funds that pertain to the calculated carryover are:

All Cost Centers under these Funds pertain to the end-of-year carryover.

When you are in the BUDGET INQUIRY screen, the AVAILABLE amount of Fund-1000000000 (Regular Budget) and Fund-2500000000 (Special Education) added together will give you the total carryover balance.

Fund 1000000000 and Fund 2500000000

Budget Inquiry Detail Report						
System	PSS 400					
As of	XX/XX/XXXX					
Fiscal Year	20XX					
Fund	1000000000					
Cost Center Group	ES-0XXX					
One day delayed Shopping Cart data (faster)	YES					
<div style="display: flex; justify-content: space-between;"> ⏪ ⏩ 🏠 📄 🖨️ 📊 </div>						
Group/Cost Center/Glaccount	Budget	ShopCart	Encumbered	Pcard	Expensed	Available
ES-0XXX Xxxxxxxxxxxxxx ES	-----	-----	-----	-----	-----	17,390.97

Maximum carryover amounts
 Elementary - \$5,000
 Middle Schools - \$6,500
 High Schools - \$10,000
 Special Ed Schools - \$10,000

17,390.97	Fund 100-General Budget
+ 80.57	Fund 250-Special Ed Budget
17,471.54	End-of-Year Balance
- 7,500.58	All outstanding orders (includes Regular & Special Ed.)
\$9,970.96	End-of-Year Carryover to date (As an elementary school, this school is over the maximum carryover amount and must get below the maximum \$5,000. total before June 30.)
	The end-of-year carryover must be below your maximum carryover amount by June 30 or the school will lose anything over and above.

Budget Inquiry Detail Report						
System	PSS 400					
As of	XX/XX/XXXX					
Fiscal Year	20XX					
Fund	2500000000					
Cost Center Group	ES-0XXX					
One day delayed Shopping Cart data (faster)	YES					
<div style="display: flex; justify-content: space-between;"> ⏪ ⏩ 🏠 📄 🖨️ 📊 </div>						
Group/Cost Center/Glaccount	Budget	ShopCart	Encumbered	Pcard	Expensed	Available
ES-0XXX Xxxxxxxxxxxxxx ES	-----	-----	-----	-----	-----	80.57

Keep in mind that your librarian, custodian, and health office will be spending their allocated funds and these funds are included in your Fund 1000000000 AVAILABLE amount. **Also, cocurricular & athletic funds are included for secondary schools.**

END-OF-YEAR ROLLOVER

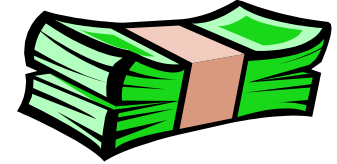
The balance of the following will automatically rollover in August:

Fund 100 – Cost Center Group -Athletic Gate Proceeds for Secondary

Fund 160 – Internal Order -Public Education Foundation - PEF

Fund 161 – Internal Order -Empowerment

Fund 170 – Internal Order -Facility Rental/Utility Rebate
-Other District Project Funds

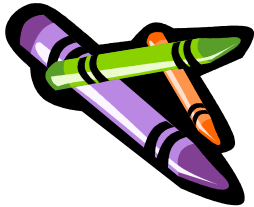


The balance of the following will automatically rollover in October:

Fund 700 – Internal Order -Insurance and Risk Management Fund

Please keep in mind –

You will not be able to view the balance, or code purchases, to these funds until they roll into the current fiscal year.



Risk Management (799-2967)

Property Loss

<http://riskmanagement.ccsd.net/> - Liability Section > CCSD Property Loss

Risk Management has revised their procedures for Property Loss. Please check the above website to obtain updated Property Loss procedures. It is imperative that you follow these procedures in order for your claim to be processed. With the new procedure, Property Loss will not show in your unit's budget at all.

If you have any questions regarding the coverage of your loss contact the Risk Management Department.

ALLOCATIONS

First Allocation

- Based on *projected* enrollment
- Seventy-five percent (75%) of the allocation is posted in the school's budget in **June**
- Also includes growth allocation



First Growth Allocation

- Growth for each student enrolled in excess of the enrollment on the last day of December of the prior school year.

Growth Allocation in:	<u>Textbooks</u>	<u>General Supplies</u>
Elementary –	\$ 66.32	\$17.81
Middle Schools –	\$ 90.37	\$26.33
High Schools –	\$121.25	\$39.45

December Growth Allocation

- Growth from count day through the last day in December.
- Allocations will be posted in the school's budget in January.

All schools that experience growth of ten (10) students or more from September (count day) through the end of December will receive \$59 per student for established schools and \$136 per student for new schools.

Roll Over

- Fund 160, 161, & 170 will roll in **August**
- Fund 100-Secondary Gate Proceeds will roll in **August**



You will not be able to view the balance, or code purchases, to these funds until they roll into the current fiscal year.

Second Allocation

- Based on actual fourth week enrollment (Official count day)
- The remaining 25% of the total allocation is posted in the school's budget in **late October**. Adjustments are made according to official count day (plus or minus).

Special Education

1st allocation, 75% 2nd allocation,
(Speech receives 100% at 2nd allocation in late October)

- Resource Rooms
- Self-Contained
- GATE
- Speech



Carryover – Fund 100 & 250

- Carryover will post in **September** (No negative carryover balances allowed)
- Allowable carryover amounts
 - Elementary - \$5,000
 - Middle Schools - \$6,500
 - High Schools - \$10,000
 - Special Ed Schools - \$10,000

- Fund 700-Risk Management (safety items) will roll in **October**



CCF-5 AUTHORIZATION FOR EXTRA PAY

When completing a CCF-005 (Authorization for Extra Pay) you MUST use BUDA coding!

FUND	PROJ/PH	GRANT/PH	BALANCE	DESCRIPTION
0100	000001/01		00	NON-CATEGORICAL
0100	000110/01		00	ATHLETIC GATE RECEIPT PROCEEDS
0100	000145/01		70	SCHOOL STAFF DEVELOPMENT
0250	000001/01		00	NON-CATEGORICAL
0270	000001/01		00	NON-CATEGORICAL
0270	010053/01		00	ENERGY MGT REBATE/FACILITY USE

BUD1

AY: 10 FUND: 0270
 PROJ: 000001 PH: 01

ACCT	OBJ	PROG	FUNC	AF
XXXXX	6540	0100	1000	
XXXXX	7952	1000		

CCF-5 (AUTHORIZATION FOR EXTRA PAY) is used when paying extra duty. Always use BUDA coding when sending in a CCF-5. NEVER pay a CCSD employee from the school bank account for additional hours worked or services rendered. All CCSD employees MUST be paid on a CCF-5 when working additional hours over the regular allocated work day. Call the Budget Department @ 799-5452 to inquire if you have, or need, a fund 170-Special Revenue account. NEVER send a school check along with the CCF-5. All school checks must be sent to the Accounting Department along with a CCF-375 (Transmittal of Monies). The check should be coded to the cost center/internal order it will post to in SAP. Please call the Budget Department if you need help with coding.



9998-500005 Clark County School District

AUTHORIZATION FOR EXTRA PAY

(Page _____)

Date Received In Personnel: _____

DATE SUBMITTED: _____

This will be your authorization for _____ rate of pay.

for: _____

PROGRAM, IF APPLICABLE)

\$20.00 per hour (Support Staff)

\$22.00 per hour

Overtime (support staff) Other _____ \$ _____

(Replacing: _____)

is for responsibility pay for a support staff employee, and if assignment is for less than 5 days, please provide copies of prior responsibility request/s to verify the 5 day eligibility rule. (See Article 5 of the Agreement between ESEA and the CCSD.)

BUDGET	UNIT	FISCAL Yr.	ACCOUNT	OBJECT	GRANT	PROJECT	FUND	%
1	_____	_____	_____	_____	_____	_____	_____	_____
CODING	2	_____	_____	_____	_____	_____	_____	_____
	3	_____	_____	_____	_____	_____	_____	_____

Input coding to be charged to. Must be coding from BUDA, not SAP!

ALL PERSONS LISTED BELOW MUST HAVE SAME BUDGET CODING

NAME	SS#	DATE/S	(PER DAY) MINUTES (OR) HOURS	(FOR TOTAL OF-) MINUTES (OR) HOURS (OR) DAYS	PERSONNEL USE ONLY

Clark County School District EXPENSE ADJUSTMENT FORM

CCF-358

TO: General Accounting

FROM: _____
(Preparer) (Phone #) (Unit#)

AUTHORIZED BY: _____
(Principal's or Department Head's Signature)

DATE: _____

Attach proper documentation, such as a printout of the budget inquiry screen, indicating the coding where the expense has been charged. Provide an explanation for moving the expense and authorization from the administrator whose budget will be charged with the expense.

- NOTE:
- This is not an appropriation transfer. Moving an expense "FROM" a budget account in effect places cash back into that budget coding.
 - If the adjustment is for a Purchase Order that has not yet been paid, contact the Purchasing Department. Adjustments cannot be made for expenses that have not yet been charged to a budget account.

The following expense(s) are to be adjusted:

FROM: _____ (Select One)
 Cost Center
 Internal Order
 Grant

Date	Fund	G/L Account	Grant	Document	Amount

TO: _____ (Select One)
 Cost Center
 Internal Order
 Grant

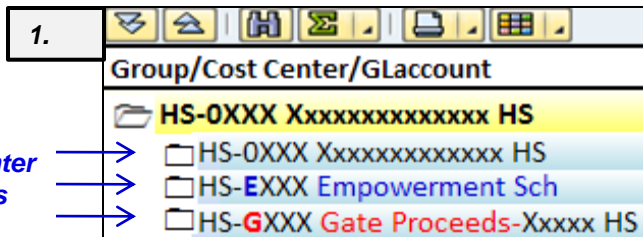
G/L Account	Grant	Functional Area*	Document	Amount

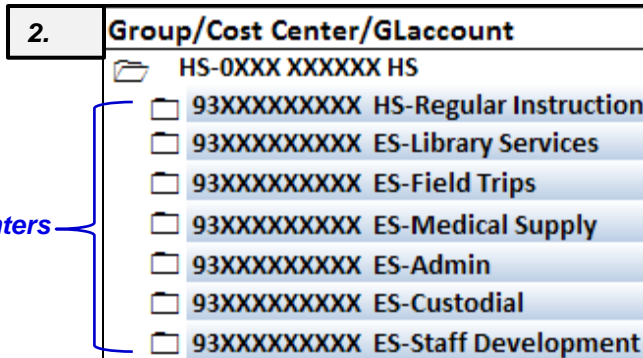
-CCF-358 (EXPENSE ADJUSTMENT) is used to move an expense that has been coded to the wrong Cost Center or G/L Account. The expense must post in your budget, under the EXPENSE column, before you can complete the transaction.
 Send to: **ACCOUNTING DEPARTMENT** Attn: Nancy Allen
 If you have questions regarding the CCF-358 please call Nancy@ 799-5338 ext. 5416

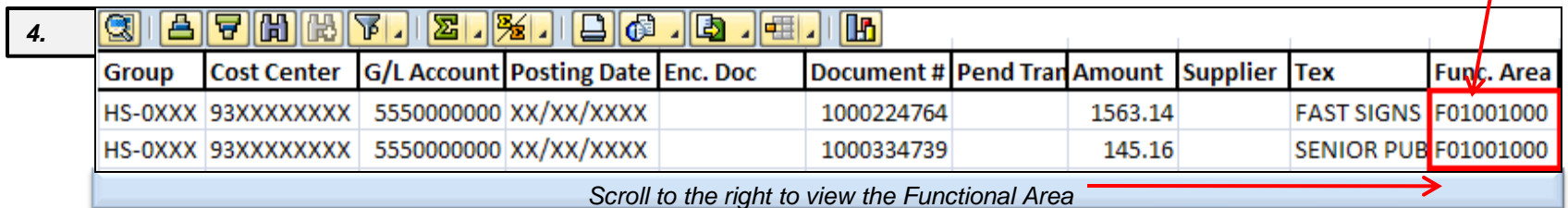
Explanation:

* Functional Area is required only when referencing a Grant, Internal Order or salary-related Cost Centers or G/L Accounts.

Obtain SAP coding to complete CCF forms

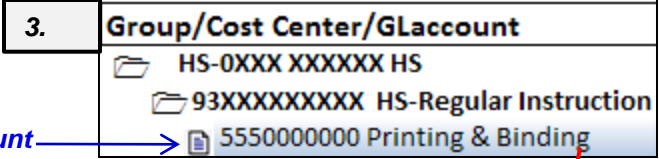
1. 

2. 

4. 

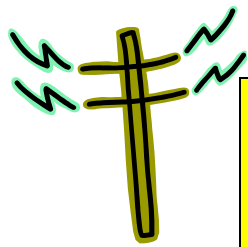
Group	Cost Center	G/L Account	Posting Date	Enc. Doc	Document #	Pend Tran	Amount	Supplier	Tex	Func. Area
HS-0XXX	93XXXXXXXXXX	5550000000	XX/XX/XXXX		1000224764		1563.14		FAST SIGNS	F01001000
HS-0XXX	93XXXXXXXXXX	5550000000	XX/XX/XXXX		1000334739		145.16		SENIOR PUB	F01001000

1. Log-in to the **Budget Inquiry Screen**; then to the appropriate **Cost Center Group**.
Click the arrow next to the Cost Center Group to open all Cost Centers.
2. Next, click the arrow next to the **Cost Center** you are adjusting expenses **FROM** or **TO**.
3. Locate the **GL Account** you are adjusting expenses **FROM** or **TO** and double click on the **GL Account** number.
4. Scroll to the right until you locate the **Functional Area**.

3. 

COMMON FUNCTIONAL AREA NUMBERS

Fund	Cost Center	Functional Number	Fund	Cost Center	Functional Number
100	Regular Instruction	F01001000	100	Staff Development	F01002213
100	Library Services	F01002220	100	CoCurricular Activities	F09101000
100	Field Trips	F01002710	100	Student Athletics	F09201000
100	Medical Supply	F10002130	100	Security Services	F10002660
100	Communications	F10002410	250	Special Education Instruction	F02001000
100	Custodial	F10002610			



HELPFUL TELEPHONE NUMBERS



BUDGET DEPARTMENT 799-5452 EXT.

Director	Bill Sampson	5226
Assistant Director	Jason Franklin	5229
Coordinator III	Maria Pillar Muana	5230
Coordinator III	Steven Osburn	5235
Coordinator III	Cindy Walters	5232
Coordinator I	Kim Dauterive	5234
Coordinator I	Grace Mortel	5428
Organizational Mgmt Business Specialist	Brenda Ralston	5228

Area Service Center-Budget Assistant

ASC 1	Tere Clemmer	5226
ASC 2	Tram (Chum) Pham	5225
ASC 3	Jeannie Verchick	5231

ACCOUNTING DEPARTMENT 799-5338

Expense Adjustments (CCF-358)	Nancy Allen	5416
Transmittal of Monies (CCF-375)	Denise Zimmardi	5405
Purchasing Card	Shellon Skeete	5416
	Carrie Hasler	5410
Banking	Tracy Love (acting)	5330
	Carmela May	5412
Facilities Usage-Invoice Concerns	Tracy Love	5330
	Jan Giles	5429

PURCHASING DEPARTMENT 799-5225

Purchasing Help Desk-Front Desk	Denise Bodet	5429
Shopping	Kris Blake	5483
Enterprise Resource Planning (ERP)	Michael Thrower	5487

AREA SERVICE CENTER- BUSINESS SERVICE SPECIALIST (BSS)

ASC 1	Jim Kelley	799-1719	5336
ASC 2	Gayla Allison-Murray	799-0880	5325
ASC 3	LaDawn Wyatt	799-6620	5344

SPORTS & FIELD TRIP DEPARTMENT

Field Trips	Natalie Flanagan	799-1260	5342
Billing Discrepancies	Sunnie Yang	799-8110	5356

SAP HELP DESK 799-3300 Option 1