BUDGET DEPARTMENT

~TRACKING~

2011 - 2012

CCSD

BUDGET DEPARTMENT

~TRACKING~

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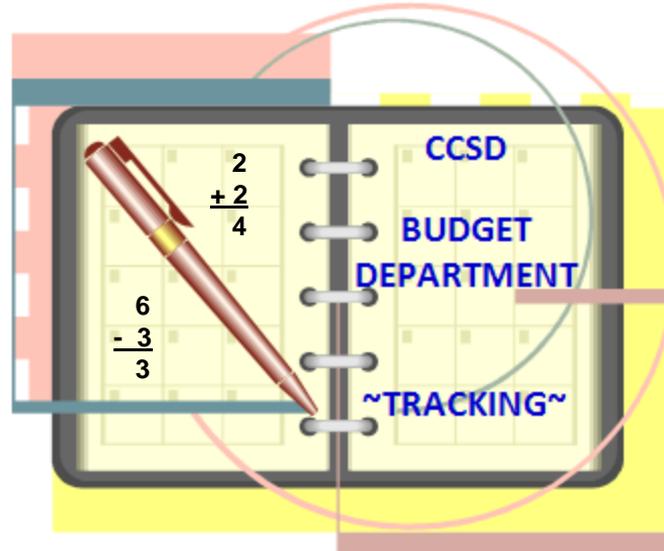
799-5452

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.

CCSD
CLARK COUNTY
SCHOOL DISTRICT

Table of Contents

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.

TRACKING OUTSTANDING EXPENSES

The following Cost Centers are **not** live time:

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 budget balance until they post in your budget.

❖**FIELD TRIPS – see page 8**

> 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.

❖**GRAPHICS – see page 9**

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

❖**POSTAGE – see page 10**

> 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.

❖**SUBSTITUTE SALARIES – see pages 11-12**

> 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 – see page 14**

> 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 – see page 15**

> 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.

GENERAL BUDGET OUTSTANDING WORKSHEET

BUDGET BALANCE SHEET

OUTSTANDING EXPENSES

All tabs link to the Outstanding tab which links to the Budget Balance Sheet and End-of-Year Carryover.

FIELD TRIPS

GRAPHICS

POSTAGE

SUBSTITUTES

PURCHASING CARD

END-OF-YEAR CARRYOVER

| Bal Sheet-EOY Cryovr | Outstanding Expenses | Field Trips | Graphic Arts | Postage | Substitutes | Purchasing Card |

SPECIAL EDUCATION WORKSHEET

MASTER   **WORKSHEETS**

All tabs link to the Master tab.

| Master | #1 | #2 | #3 | #4 | #5 | #6 | #7 | #8 | #9 |

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 1000000000.

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

THIS DOES NOT INCLUDE FUND 2500000000-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
▷ 🗀 CXXXXXXX ES-Regular Instruction	23,660.00	1,170.95	2,950.22	1,048.56	7,990.75	10,499.52
▷ 🗀 XXXXXXXX ES-Library Services	5,556.00	0.00	118.36	0.00	0.00	5,437.64
▷ 🗀 XXXXXXXX ES-Field Trips	1,253.00	0.00	0.00	0.00	0.00	1,253.00
▷ 🗀 XXXXXXXX ES-Medical Supply	253.00	7.80	21.40	0.00	56.25	167.55
▷ 🗀 XXXXXXXX ES-Admin	989.00	0.00	0.00	0.00	31.01	987.99
▷ 🗀 XXXXXXXX ES-Custodial	4,659.00	1,972.63	127.44	0.00	2,734.02	175.09-
▷ 🗀 XXXXXXXX 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

BUDGET BALANCE SHEET and END-OF-YEAR CARRYOVER

DATE TO ADMINISTRATOR	XX/XX/XX	You can ONLY type in the non-shaded cells within the chart.

BUDGET BALANCE SHEET

Attach a Budget Inquiry printout displaying all cost centers.

Fiscal Year	XX		As of date	XX/XX/XX
AVAILABLE BALANCE				17,390.97
Available balance for LIBRARY				5,437.64
Available balance for MEDICAL				167.55
Available balance for CUSTODIAL				0.00
Available balance for COCURRICULAR (Secondary ONLY)				0.00
Available balance for ATHLETICS (Secondary ONLY)				0.00
OUTSTANDING EXPENSES				7,455.58
		Approximate blance to spend school wide		4,330.20

NOTES to administrator for BUDGET BALANCE SHEET

SAMPLE NOTES

Please note the librarian still has $5400. left to spend .

The custodial allocation has been depleted. Additional orders will pull from the overall budget.

I have attached the memo pertaining to the end-of-year ordering cut-off dates.

END-OF-YEAR CARRYOVER

Fiscal Year	XX	As of date	03/15/10
AVAILABLE BALANCE (fund 1000000000)			17,390.97
AVAILABLE BALANCE (fund 2500000000)			80.57
OUTSTANDING EXPENSES			7,455.58
OUTSTANDING EXPENSES (fund 2500000000)			45.00
		REMAINING BALANCE	9,970.96

Maximum Carryover Amounts	
ES	- $5,000.
MS	- $6,500.
HS	- $10,000.

NOTES to administrator for END-OF-YEAR CARRYOVER

SAMPLE NOTES

We need to order appx. $5,000. to get under the elementary carryover of $5,000.

When the librarian places her orders we should be fine, but, remember the ordering cut-off dates. See memo attached.

The Special Ed department has done a great job this year getting all their orders in, in a timely manner. Kudos to them!

MISCELLANEOUS

SAMPLE NOTES

Mr. John, would it be possible next year to have all orders in no later than March 1. This should give ample time for the orders to come in and get posted to our budget. I don't want to worry about late orders coming in and not getting posted to the budget in time. Remember, if an order does not get posted before June 30 the money will be placed back in to the present years budget. If we exceed the maximum carryover amount because of this, we will lose any amount over the maximum carryover.

Bal Sheet-EOY Cryovr	Outstanding Expenses	Field Trips	Graphic Arts	Postage	Substitutes	Purchasing Card

MASTER
OUTSTANDING EXPENSES

OUTSTANDING EXPENSES

Cost Center &/or GL Description	Outstanding Expenses
Field Trips	770.00
Graphics	2,020.00
Postage	1,552.70
Substitutes	292.38
Purchasing Card	2,820.50
Adjustments	
Total Outstanding Expenses	**$7,455.58**

1. Input expenses on the appropriate worksheet. Once the expense has posted in SAP, move the expense from the outstanding column to the posted column.

2. All five accounts are linked to this **Outstanding Expenses** worksheet and will automatically obtain the total outstanding balance. If adjustments are necessary, a cell has been added for adjustments.

This workbook has been Protected (locked) but not password protected so you can Unprotect (unlock) and make changes as necessary (add/delete rows or columns). If you Unprotect a worksheet ,please, double check all formulas and once again Protect the worksheet when you are finished making changes.

Bal Sheet-EOY Cryovr | **Outstanding Expenses** | Field Trips | Graphic Arts | Postage | Substitutes | Purchasing Card

POSTING TIMELINE

For posting questions please call the Accounting Department @ 799-5338.

Graphics - **Monthly**   **Field Trips** - **Weekly**
Nancy Allen ext. 5416   **Payroll** (Substitutes & Extra Duty)
Postage - **Monthly**   Licensed - **Semimonthly**
Shellon Skeete ext. 5405   Support Staff - **Every other week**
                            Jackie Smith-Morrison - ext. 5430

FIELD TRIPS

If you have any questions regarding field trips please contact Natalie Flanagan, Sports & Field Trip Department @ 799-1260 ext. 5342.

Fieldtrips

	DATE			# of			Outstanding	Posted	Date
Class/Teacher	Date of Trip	Bus Requested	Confirmation #	Buses	Trip Taken	Destination	Expenses	Expenses	Posted
Mrs. Jones	12/12/XX	11/15/XX	XXXXX	1	X	LV Natural History		110.00	01/15/09
Mr. Brown	01/15/XX	12/15/XX	XXXXX	1	X	Anderson Dairy		110.00	02/28/09
Von/Kimp	02/20/XX	01/05/XX	XXXXX	1	X	Mirage		110.00	03/26/09
Mrs. Smith	04/15/XX	03/05/XX	XXXXX	3	X	Lied Museum	330.00		
Mr. Jack	04/16/XX	03/05/XX	XXXXX	1	X	Mirage	110.00		
5th Grade	05/01/XX	03/20/XX	XXXXX	3		UNLV	330.00		
							$770.00	**$330.00**	

Cost Center - Field Trips

Double click in to the Expensed column to view expenses.

Group/Cost Center/GLaccount	Budget	Shop Cart	Encumbered	PCard	Expensed	Available
📁 911000XXXXX XxxxxxxxxxxxES-Field Trips	4,240.00	0.00	0.00	0.00	330.00	

Detail Expense Information

Group	Cost Center	G/L Account	Posting Date	Enc Dc	Document #	Pend	Amount	Supp	Text	Func Area
ES-0XXX	911XXXXXXX	5513000000	xx/xx/xxxx		1000311395		110.00		0000513823/LIED DISCOVERY MUSEUM	F01002710
ES-0XXX	911XXXXXXX	5513000000	xx/xx/xxxx		1000311557		110.00		0000513811/LV SPRINGS PRESERVE	F01002710
ES-0XXX	911XXXXXXX	5513000000	xx/xx/xxxx		1400002441		110.00		0000513807/RAINFOREST	F01002710

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GRAPHICS

Graphic Arts

Class/Teacher	DATE Ordered	DATE Received	Description	Outstanding Expenses	Posted Expenses	Date Posted
Ms. Jones	12/01/XX	12/10/XX	Jan. Newletter		1,158.00	12/14/XX
Mr. Brown	01/01/XX	01/25/XX	Business Cards		15.00	01/31/XX
Mrs. Jones	01/20/XX	02/01/XX	Hall Passes	20.00		
Mrs. Jones	02/10/XX	02/26/XX	March Newsletter		1,062.00	02/28/XX
5th Grade	03/16/XX	03/31/XX	5th Grade Planners	2,000.00		
				$2,020.00	$2,235.00	

Double click in to the Expensed column, of Printing & Binding, to view expenses.

Cost Center - Regular Instruction

Group/Cost Center/GLaccount	Budget	Shop Cart	Encumbered	PCard	Expensed	Available
☐ 911000XXXXX XxxxxxxxxxxxES-Regular Ins	-------------	-------------	-------------	-------------	-------------	-------------
📄 5550000000 Printing & Binding	3,945.00	0.00	0.00	0.00	2,235.00	1,710.00

Detail Expense Information

Group	Cost Center	G/L Account	Posting Date	Enc Do	Document #	Pend	Amount	Supp	Text	Func Area
ES-0XXX	911XXXXXXX	5550000000	xx/xx/xxxx		1000311395		15.00		Buisness Cards-Jones, XXXXXXX	F01001000
ES-0XXX	911XXXXXXX	5550000000	xx/xx/xxxx		1000311557		1,062.00		Newsletter	F01001000
ES-0XXX	911XXXXXXX	5550000000	xx/xx/xxxx		1400002441		1,158.00		Newsletter	F01001000

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POSTAGE

Postage

DATE	Description	**Approximate Expenses** **Outstanding** FY10-(previous year)	**Actual Expenses** FY11-(current year)
7/31/XX	July		
8/31/XX	August		89.54
9/30/XX	September		200.50
10/31/XX	October		125.50
11/30/XX	November		100.30
	December	105.20	
	January	400.50	
	February	325.00	
	March	85.50	
	April	76.50	
	May	125.00	
	June	435.00	
	Adjustments		
		$1,552.70	**$515.84**

At the beginning of each appropriation year, you can move all expenses from the Actual Expenses column in to the approximate OUTSTANDING Expenses column. At the end of each month enter the actual expense for the month, posted in your budget, in the Actual Expenses column and delete the approximate amount, for that month, from the OUTSTANDING column.

Cost Center - Admin

Double click in to the Expensed column to view postage expenses.

Group/Cost Center/GLaccount	Budget	Shop Cart	Encumbered	PCard	Expensed	Available
☐911XXXXXXX XXXX ES-Admin	-------------	-------------	-------------	-----------	-------------	-------------
📄 5530000000 Postage	1,422.00	0.00	0.00	0.00	515.84	906.16

Detail Expense Information

Group	Cost Cent	G/L Account	Posting Date	Enc Do	Document #	Pend T	Amount	Supp	Text	Func Area
ES-0XXX	911XXXXX	5531000001	xx/xx/xxxx		1000311395		3.59		4 Piece(s) First Class Presort Flat	F10002410
ES-0XXX	911XXXXX	5531000001	xx/xx/xxxx		1000311557		2.36		6 Piece(s) First Class Auto Presort	F10002410
ES-0XXX	911XXXXX	5531000001	xx/xx/xxxx		1400002441		2.36		6 Piece(s) First Class Auto Presort	F10002410

SUBSTITUTES SALARIES
Substitute salaries in the Staff Development Cost Center in SAP!

BUDGET INQUIRY DETAIL REPORT

1. **Open the Staff Development Cost Center**

Group/Cost Center/Glaccount
ES-0XXX Xxxxxxxxxxxxxx ES
911XXXXXXX ES-Regular Instruct
911XXXXXXX ES-Library Services
911XXXXXXX ES-Field Trips
911XXXXXXX ES-Medical Supply
911XXXXXXX ES-Admin
911XXXXXXX ES-Custodial
911XXXXXXX ES-Staff Development

2. **Double click in to the Expensed column, GL Account - Teacher-Substitute Expenses row to view substitute expenses only, not fringes.**

Group/Cost Center/Glaccount	Budget	Shop Cart	Encum	Pcard	Expenses	Available
911XXXXXXX XxxxxxxxxES-Staff Development	0.00	0.00	0.00	0.00	1,044.94	1044.94-
5126647000 Teachers-Substitutes Expense	0.00	0.00	0.00	0.00	965.00	965-
5220100000 FICA - Benefits Expense	0.00	0.00	0.00	0.00	73.85	73.85-
5260100000 SUI -Benefits Expense	0.00	0.00	0.00	0.00	1.67	1.67-
5270100000 OIM - Benefits Expense	0.00	0.00	0.00	0.00	4.42	4.42-

Fringe Benefits

3. After drilling in, only one name and/or EARNINGS will appear under the Text column for each month.

To view a list of all names you must drill in to the Document Number, except if the text is EARNINGS. If the text is EARNINGS you must drill in to the G/L Account to obtain the list of names.

Group	Cost Center	G/L Account	Posting Dat	Enc.D	Document #	Pend	Amount	Sup	Text	Func.Area
ES-0XXX	911XXXXXXX	5216647000	01/31/XXXX		100004896		100.00		EARNINGS 20100728	F01002213
ES-0XXX	911XXXXXXX	5216647000	11/30/XXXX		1000005448		100.00		EARNINGS 20100210	F01002213
ES-0XXX	911XXXXXXX	5216647000	11/30/XXXX		1000108663		90.00		JOHNS, SALLY	F01002213
ES-0XXX	911XXXXXXX	5216647000	10/31/XXXX		1000098916		90.00		BROWN, JOE	F01002213
ES-0XXX	911XXXXXXX	5216647000	09/30/XXXX		1000053465		585.00		SMITH, LEA	F01002213
							965.00			

Detail Expense Information

Group	Cost Center	G/L Account	Posting Dat	Document #	Item#	Amount	Text	Func.Area
ES-0XXX	91100XXXXX	5126647000	09/30/20XX	100004896	33	180.00	JOHNS, SALLY	F01002213
ES-0XXX	91100XXXXX	5126647000	09/30/20XX	1000005448	35	90.00	BROWN, JOE	F01002213
ES-0XXX	91100XXXXX	5126647000	09/30/20XX	1000108663	34	180.00	JOHNSON, KAY	F01002213
ES-0XXX	91100XXXXX	5126647000	09/30/20XX	1000098916	32	90.00	BAILEY, JOHN	F01002213
ES-0XXX	91100XXXXX	5126647000	09/30/20XX	1000053465	31	45.00	SMITH, LEA	F01002213
						585.00		

All teachers, utilizing a substitute that your site has authorized to pay for, will be listed. If you find a name that is not one of your teachers you will need to do an Expense Adjustment (CCF-358) to move the expense from your site to the correct site.

SUBSTITUTES, continued

CURRENT SUBSTITUTE RATES

	(including Fringes)	(without Fringes)
Full Day	97.46	90.00
Half Day	48.73	45.00

Detail Expense Information

Group	Cost Center	G/L Account	Posting Date	Document #	Item#	Amount	Text	Func.Area
ES-0XXX	91100XXXXX	5126647000	0/20XX	100004896	33	180.00	JOHNS, SALLY	F01002213
ES-0XXX	91100XXXXX	512	/20XX	100		90.00	BROWN, JOE	F01002213
ES-0XXX	91100XXXXX		/20XX	100		180.00	JOHNSON, KAY	F01002213
ES-0XXX	91100XXXXX		09/30/20XX	100		90.00	BAILEY, JOHN	F01002213
ES-0XXX	91100XXXXX	5126647000	09/30/20XX	1000053465	31	45.00	SMITH, LEA	F01002213
						585.00		

September Detail Expense

Does not include Fringe

Substitues

Month	Teacher	DATE Substitute Used	Name of Activity	Total Days	Outstanding Expenses	Posted Expenses
July				0		
August				0		
September						
	JOHNS, SALLY	09/05 & 6	Reading	2		194.92
	BROWN, JOE	09/05/XX	Reading	1		97.46
	JOHNSON, KAY	09/14 & 15	Math	2		194.92
	BAILEY, JOHN	09/14/XX	Math	1		97.46
	SMITH, LEA	09/14/XX	Math	1/2		48.73
October						
	SMITH, LEA	10/04/XX	Special Ed	1		97.46
November						
	WILLIAMS, BRYAN (LT-Sub	11/20/XX	Staff Dev Day	1		108.28
January						
	BLACK, KEVIN (LT-Sub)	01/19/XX	Staff Dev Day	1		108.28
February						
	JOHNS, SALLY	02/08 & 09			194.92	
	BROWN, JOE	02/08/XX			97.46	
					$292.38	$947.51

Includes Fringe

OUTSTANDING

This procedure is also viable with all salary lines in fund 270.   i.e. Extra Duty
Make sure to keep track of all salary expenditures that have not posted in these funds also.

PURCHASING CARD

9998-500377

CCF-377
Rev. 8/07

Clark County School District
PURCHASING CARD LOG

PayNet

Period: August xxxx

School/Department: xxxxxxxxxxxxxxxxx

Card Number: XXXX

	Employee Name	Initial	Check Out Date	Check Out Time	Supplier	Items Purchased	Amount	Check In Date	Check In Time	Initial	GL Account	Cost Center Internal Order WBS Element	Fund	Functional Area	Receipt (1)	STMT (2)
1	XXXXXXXXXXXXXXXX		08/1	2pm	IDCSERVCO	Technology	485.09	08/01	3pm		5650000000	xxxxxxxxx	0100	F01001000	X	X
2	XXXXXXXXXXXXXXXX		08/04	1pm	IDCSERVCO	Technology	948.24	08/04	2pm		5650000000	xxxxxxxxx	0100	F01001000	X	X
3	XXXXXXXXXXXXXXXX		08/04	10am	LATONI'S GRA	Printing Flyers	545.00	08/05				xxxxxxxxx	0100	F01001000	X	X
4	XXXXXXXXXXXXXXXX		08/05	9am	OFFICEMAX	Neon Paper	115.48	08/05				xxxxxxxxx	0100	F01001000	X	X
5	XXXXXXXXXXXXXXXX			11AM	BORDERS BK	1 book @ $45.50	$45.50	08/1/	12PM		5641000000	xxxxxxxxx	0100	F01001000	X	

OUTSTANDING

Double click in to the PCard column

Group/Cost Center/GLaccount	Budget	Shop Cart	Encumbered	PCard	Expensed	Available
🗀 HS-0XXX Xxxxxxxxxxxxxx HS	------------	------------	------------	------------	------------	------------

On the Purchasing Card Log; highlight, or mark off, the expenses that have been posted. All expenses that are not posted in the PCard column are **OUTSTANDING.**

PCard Column

This column, which is similar to the Encumbered column, shows PaymentNet transactions that are not posted to the Expensed column of the Budget Inquiry Report . This column is updated daily. Therefore, any budget coding changes on PaymentNet will be reflected in the next day's update.

If you find a transaction in the PCard column that you cannot locate on PaymentNet, this transaction was probably charged to another department/school credit card. For example, most vehicle rentals are charged to the Accounting Department's card.

If you cannot find a transaction on the Budget Inquiry Report, look-up PaymentNet and verify that the transaction is coded and posted to PaymentNet.

Detail PCard Information

Account #	Charge Date	Merchant	Σ	Amount
xxxx	xx/xx/xxxx	IDCSERVCO		485.09
xxxx	xx/xx/xxxx	IDCSERVCO		948.24
xxxx	xx/xx/xxxx	LATONI'S GRAPHICS		545.00
xxxx	xx/xx/xxxx	OFFICE MAX		115.48

PURCHASING CARD

Purchasing Card

DATE	Month	Outstanding Expenses	Posted Expenses
07/31/XX	July		
08/31/XX	August	45.50	490.50
09/30/XX	September		2,504.50
10/31/XX	October		1,253.50
11/30/XX	November	275.00	3,458.90
	December	2,500.00	
	January		
	February		
	March		
	April		
	May		
	June		
	Adjustments		
		$2,820.50	**$7,707.40**

Due to the fact that you keep track of posted expenses on the Purchasing Card Log, there is no need to transfer data from the purchasing Card log to this worksheet. Simply input the total OUTSTANDING expenses from the purchasing Card Log for each month. As expenses post to your budget, move the expense from the Outstanding Expenses column in to the Posted Expenses column.

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SHOPPING CART/ENCUMBRANCES

All expenses in the Shop Cart and Encumbered columns MUST convert to the Expensed column before June 30. If not, the expenses will post in the coming year and the money will be placed back into the current year's budget. If you are at your carryover amount, including these expenses, and they do not get taken out, it will put you over your carryover amount and you will lose anything over and above.

EXAMPLE:

Maximum Elementary School Carryover	**$ 5,000.00**
Current Available Balance (This includes all Shop Cart, Encumbered &/or PCard expenses)	**17,390.97**
Outstanding Expenses (Purchasing Card Transactions, Field Trips, Postage, Graphics, and Substitutes) (Not posted in the PCard column)	**12,970.00**

Total Carryover Amount **$ 4,420.97**

At the end-of-the year if the expenses from the Shop Cart or Encumbered columns DO NOT convert to the Expensed column---this school would be over the maximum carryover amount and would lose money.

Group/Cost Center/Glaccount	Budget	Shop Cart	Encumbered	PCard	Expnesed	Available
ES-0XXX Xxxxxxxxxxx ES	------------	3,151.38	2,329.42	133.36	12,449.64	17,390.97
911XXXXXXX XxxxxxxES-Regular Instruction	------------	1,170.95	2,062.22	1,332.36	8,878.75	10,215.72
5550000000 Printing & Binding	------------	------------	------------	------------	------------	------------
5610000000 General Supplies	------------	------------	2,062.22	------------	------------	------------
5641000000 Textbooks	------------	1,170.95	------------	------------	------------	------------
5650000000 Technology Supplies	------------	------------	------------	------------	------------	------------
6341000000 /Equipment - Modified Accrual	------------	------------	------------	------------	-	------------
911XXXXXXX Xxxxxxxxx ES-Library Services	------------				------------	5,437.64
911XXXXXXX Xxxxxxxxx ES-Field Trips	------------				------------	1,253.00
911XXXXXXX Xxxxxxxxx ES-Medical Supply	------------				------------	167.55
911XXXXXXX Xxxxxxxxx ES-Admin	------------				------------	987.99
911XXXXXXX Xxxxxxxxx ES-Custodial	------------				------------	175.09-
911XXXXXXX Xxxxxxxxx ES-Staff Development	------------				------------	779.64-

ALLOCATION DETAIL COMPUTATIONS

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

Speech allocations are not disbursed until second allocations are processed in the fall. Special Education allocations are calculated by the Quality Assurance Department. If you feel the number of Special Education units shown for your school is not correct, please contact Kristine Minnich, Director, or Donna Durnen, Budget Asst., at 799-0237.

SPECIAL EDUCATION

Special Education Units

		FORMULA	75% ALLOC	ALLOC 1
		4,658	3,493	3,493

SP ED INSTRUCTIONAL SUPPLIES   5610000000   F02001000   General Supplies

1st Allocation

	CONTINUING				NEW		
	UNITS	RATE	DOLLARS		UNITS	RATE	DOLLARS
Resource Mainstreamed	2.0	631	1,262		-	1,048	-
Gifted and Talented	0.4	631	252		-	1,048	-
Self-Contained	3.0	1,048	3,144		-	1,048	-
Speech Therapy	-	631	-		-	631	-
	5.4		$ 4,658		-		$ -

100 % of projected enrollment

Speech Therapy - 100% at 2nd allocation, nothing at 1st allocation.

Budget Inquiry Detail Report

System	PSS 400
As of	XX/XX/XXXX
Fiscal Year	20XX
Fund	100000
Cost Center Group	ES-0XXX
One day delayed Shopping Cart data (faster)	No

1st Allocation

75% of projected enrollment is posted at 1st allocation.

Group/Cost Center/GLaccount	Budget
☐ ES-0XXX Xxxxxxxxxxx ES	3,493.00

Double click on the amount, in the Budget column to view Detail Budget Information.

Detail Budget Information

Group	Cost Center	G/L Account	Date	Document #	Amount	Text	Func. Area
ES-0XXX	91XXXXXXXX	5610000000	06/XX/XXXX	1000011384	3,493.00	1st Allocation	F02001000
ES-0XXX	91XXXXXXXX	5610000000	10/XX/XXXX	1000022534	1,796.00	2nd Allocation	F02001000

5,289.00

1st Alloc
75 % of projected enrollment   3,493.00
- -
2nd Alloc
remaining 25%, plus or minus, based on actual enrollment   1,165.00

plus Speech   631.00

        1,796.00
- -
TOTAL   5,289.00

2nd allocation is the additional 25%, plus or minus, based on actual enrollment, including speech.

MASTER
SPECIAL EDUCATION EXPENSES

SPECIAL EDUCATION - FUND 250

Fiscal Year	XX	As of date	11/01/XXXX			SpEd beginning balance			5,289.00
		#1	#2	#3	#4	#5	#6	#6	
Teacher Name		SMITH	JONES	WHITE	BLACK	JOHNSON	GREY	HALL	
Special Education Unit		SP ED-PRIMARY	SP ED-INTER	GATE	ECH	AUTISM-PRI	AUTISM-INTER	SPEECH	
Allocation Amount		$631.00	$631.00	$252.00	$1,048.00	$1,048.00	$1,048.00	$631.00	
TOTAL EXPENSES		455.05	0.00	0.00	0.00	0.00	0.00	0.00	
					FUND 250 TOTAL EXPENSES				455.05
OUTSTANDING EXPENSES		14.00	0.00	0.00	0.00	0.00	0.00	0.00	
					FUND 250 TOTAL OUTSTANDING EXPENSES				14.00
REMAINING BALANCE TO SPEND		161.95	631.00	252.00	1,048.00	1,048.00	1,048.00	631.00	
					FUND 250 REMAINING BALANCE TO SPEND				4,819.95
							☑ number		5,289.00

`◄ ◄ ► ►| Master / #1 / #2 / #3 / #4 / #5 / #6 / #7 / #8 / #9 \ SAMPLE Master / #1 SAMPL / ...`

MASTER WORKSHEET:
1. On this MASTER - Input 'Fiscal Year' and 'As of date' ONLY. Nothing else will be entered on this MASTER sheet.
2. Change the 'As of date' at the top of this MASTER worksheet each time you make entries on the Numbered worksheets.

NUMBERED WORKSHEETS:
1. Enter the unit's allocation, teacher's name, and unit's name on each of the worksheets. This information is linked to the MASTER worksheet and will automatically be entered there.
2. At first allocation, the beginning of each school year, input the allocation amount for each Special Education unit.
At second allocation remember to adjust units as needed (add new units or delete lost units). Always check the formula to make sure it is pulling correctly.
3. Enter expenses on the appropriate worksheet. Once the expense has posted in SAP, move the expense from the outstanding column to the posted column.
Each unit, on the MASTER worksheet, is linked to the appropriate worksheet and will automatically obtain the outstanding balance.

This workbook has been protected (locked) but not password protected so you can unprotect (unlock) and make changes as necessary (add/delete rows or columns).
If you unprotect a worksheet, please, double check all formulas and once again protect the worksheet when you are finished making changes.

SPECIAL EDUCATION, continued

Suggestion~

At the beginning of the school year, give each special education teacher a beginning balance sheet. At that time, also give them a deadline date, that has been approved by the administrator, to have all orders in by. Then periodically provide each teacher an updated balance sheet along with a reminder of the ordering deadline.

On each tab type in the TEACHER'S NAME, SPECIAL ED UNIT, and TOTAL ALLOCATION. This information will automatically be entered on the MASTER tab.

SPECIAL EDUCATION - FUND 250

EXAMPLE - WORKSHEET
You can ONLY type in the non-shaded cells within the chart.

FISCAL YEAR	XX		TEACHER NAME	SPECIAL ED UNIT		TOTAL ALLOCATION	
			SMITH	SP ED-PRIMARY		$631.00	
					Beginning Balance		$631.00

DATE	DATE Ordered	Method	VENDOR	DESCRIPTION (Items)	DATE Received	Date Posted to Budget	Outstanding Expenses	POSTED Expenses
08/01/XX	08/01/XX	PC	Beyond PlayLLC	manipulative	08/10/XX	08/12/XX		392.49
09/01/XX	09/01/XX	PC	Target	testing supplies	09/01/XX	09/02/XX		62.56
11/10/XX	11/10/XX	PC	Walmart	science suplies	11/10/XX		14.00	

Teacher Notified

08/25/XX		
10/15/XX		

TOTAL EXPENSES	455.05
OUTSTANDING	14.00
REMAINING BALANCE TO SPEND	$161.95

Master | #1 | #2 | #3 | #4 | #5 | #6 | #7 | #8 | #9 | SAMPLE Master | #1 SAMPL

Group	Cost Center	G/L Account	Posting Date	Enc Doc #	Document #	Amount	Suppl	Text		Func.Area
ES-0XXX	912XXXXXXX	5610000000	XX/XX/XXX		1900022094	392.49		BEYOND PLAYLLC XX		F02001000
ES-0XXX	912XXXXXXX	5610000000	XX/XX/XXX		1000026828	160.97		LAKESHORE LEARNING		F02001000
ES-0XXX	912XXXXXXX	5610000000	XX/XX/XXX		1000026829	62.56		TARGET 0001207 XXX		F02001000
ES-0XXX	912XXXXXXX	5610000000	XX/XX/XXX		1000058730	312.73		MINDWARE*BRAINYTOY		F02001000

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COMMON SAP GENERAL LEDGER (GL) ACCOUNTS with EXAMPLES and COST CENTERS

| REGULAR INSTRUCTION	Functional Area # F01001000	G/L Account				G/L Account
PROFESSIONAL EDUCATIONAL SERVICES		*5320000000*	**TEXTBOOKS**			*5641000000*
Services supporting instructional programs:			Textbooks	Handbooks	Workbooks	
Assessment Curriculum Improvement Out-of-District Consultant						
PROFESSIONAL SERVICES (services performed-not by CCSD)		*5340000000*	**SUPPLIES - TECHNOLOGY-Related**			*5650000000*
Services other than educational services:			(Includes computers with a per item cost of less than $4999)			
Band Instrument Repair Equipment Repair			Cables	Mouse	Site License	
TV Mounting			Internal Modems	CD-ROM	Memory Cards	
PRINTING AND BINDING		*5550000000*	Keyboards	Software	Printers	
Design & Printing of Forms or Posters Business Cards						
Copies Binding Publications						
GENERAL SUPPLIES		*5610000000*	**EQUIPMENT-MODIFIED ACCRUAL**			*6341000000*
(All equipment, except computers, with a per item cost of less than $4999)			**MAJOR EQUIPMENT**			
Instructional Supplies Toner Cartridges Audio-Visual Supplies			(Equipment with a per item cost of $5000 or more)			
Office Supplies Paper-including computer paper Kits						
BOOKS REFERENCE OTHER - Not used for Library or textbooks		*5640000000*	**COMPUTER HARDWARE-MODIFIED ACCRUAL**			*6391000000*
			MAJOR COMPUTER EQUIPMENT			
			(Computer hardware equipment with a per item cost of $5000 or more.)			

ADDITIONAL COST CENTERS within the COST CENTER GROUP

STAFF DEVELOPMENT	Functional Area # F01002213	G/L Account	SCHOOL ADMINISTRATION	Functional Area # F10002410	G/L Account
TEACHERS-SUBSTITUTES EXPENSE		*5126647000*	**REPAIRS & MAINTENANCE** (services performed by CCSD)		*5430000000*
PROFESSIONAL EDUCATIONAL SERVICES: Out-of-District Consultant		*5320000000*	**COMMUNICATIONS SRVS -** Radios, Batteries,		*5530000001*
OUT-OF-DISTRICT TRAVEL - Staff Development Activity ONLY		*5580000000*	**POSTAGE -** UPS, FedEx, Postage & Stamps		*5531000001*
Airfare Car Rental Registration Fees Hotel Accommodations			**CELL PHONE MONTHLY CHARGES**		*5534000000*
MILEAGE IN DISTRICT- Reimbursement for mileage		*5582000000*	**DATA COMMUNICATION** - Internet, Video, T-Lines, Web Based Programs		*5535000000*
DUES & FEES - Entry Fees Membership Fees		*5810000000*	**MILEAGE IN DISTRICT-** Reimbursement for mileage		*5582000000*
In-District Seminars (Clark County) In-District Classes (Clark County)			**DUES & FEES** - Notary Fees Royalties		*5810000000*
LIBRARY SERVICES	**F01002220**		**CUSTODIAL**	**F10002610**	
LIBRARY BOOKS - Periodicals, Newspapers, Magazines		*5642000000*	**REPAIRS & MAINTENANCE** (services performed by CCSD)		*5430000000*
TECHNOLOGY		*5650000000*	**CLEANING SUPPLIES**		*5610700000*
GENERAL SUPPLIES		*5610000000*			
FIELD TRIPS	**F01002710**		**MEDICAL**	**F10002130**	
STUDENT TRANSPORTATION - TRAVEL ON CCSD BUSES		*5511000000*	**GENERAL MEDICAL SUPPLIES**		*5610000000*
FIELD TRIP CLEARING		*5513000000*			
STUDENT ATHLETICS	**F09201000**		**COCURRICULAR ACTIVITIES**	**F09101000**	
			BAND CHOIR ART MATH etc.		
GENERAL SUPPLIES		*5610000000*	**GENERAL SUPPLIES**		*5610000000*
STUDENT TRANSPORTATION-OTHER SOURCES		*5519000000*	**STUDENT TRANSPORTATION-OTHER SOURCES**		*5519000000*
Student Travel NOT on CCSD buses; includes appropriate staff personnel			Student Travel NOT on CCSD buses; includes appropriate staff personnel		
Hotel Accommodations Car Rental Airfare Registration			Hotel Accommodations Car Rental Airfare Registration		
DUES & FEES - Entry Fees Membership Fees		*5810000000*	**DUES & FEES** - Entry Fees Membership Fees		*5810000000*

Cost Centers (CC) and General Ledger (GL) Accounts do not appear until there is activity in them. GL Accounts can appear under any CC, so, **it is very important to code to the corre**

GL Accounts default in the Shopping Cart; you can not change them. With the Purchasing Card you can change the GL Accounts and Cost Centers.

EXAMPLE of coding to the wrong Cost Center   Revised 03/24/11

If you order custodial supplies and code to your Regular Instruction CC; a custodial supply GL Account can appear in your Regular Instr CC instead of being processed in the Custodial CC

HELPFUL TELEPHONE NUMBERS
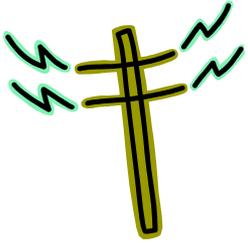
BUDGET DEPARTMENT	799-5452	EXT.
Director	Bill Sampson	5226
Assistant Director	Jason Franklin	5229
Coordinator III	Maria Pillar Muana	5230
Coordinator III	Steven Osburn	5235
Coordinator III	Cindy Walters	5232
Coordinator I	Kim Dauterive	5234
Coordinator I	Grace Mortel	5428
Organizational Mgmt Business 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**