

BUDGET DEPARTMENT

Fiscal Year 2011-2012 Expenditure Deadline
January 31, 2012

ALLOCATION DETAIL COMPUTATIONS

CLARK COUNTY SCHOOL DISTRICT 2011-2012 ALLOCATION DETAIL COMPUTATIONS				FORMULA reflects 40% of the total formula due to the Textbook & Supply Budget Reduction for each school site that was approved by the Board of Trustees on 6-6-11. ONLY HIGHLIGHTED AREAS IN FORMULA COLUMN WERE AFFECTED.						
Cost Center Group: ES-0344 Tanaka ES		ALLOT PERIOD: 2 (1=First Alloc / 2=Second Alloc)	SMALL SCHOOL: No							
ALLOT DESCRIPTION	ALLOT	FUND AREA	ALLOT DESCRIPTION	GRADE	ENROLL	RATE	FORMULA	ALLOT1	ALLOT2	
INDIVIDUAL SUPPLIES	561000000	F00001000	General Supplies	ES	992	Base 0.30	175	118	55	
LIBRARY SUPPLIES	561000000	F00001000	General Supplies	ES	992	400	Base 7.44	7,260	5,022	2,258
FIELD TRIPS	561000000	F00007200	Field Trips	ES	992	Base 2.00	1,354	1,350	1,354	1,354
NETS COMPUTER SUPPLIES	565000000	F00001000	Techno-net Supplies	ES	992	Base 1.00	406	311	145	
INSTRUCTIONAL EQUIP	634100000	F00001000	Equip - Modified Annual	SP ED	147	Base 9.71	4,825	3,380	1,545	
INSTRUCTIONAL SUPPLIES	561000000	F00001000	General Supplies	ES	992	Base 27.70	12,867	8,620	4,047	
LIBRARY BOOKS & MAGAZINES	564200000	F00002200	Library Books	ES	992	Growth 27.81	348	-	348	
LIBRARY COMPUTER SUPPLIES	565000000	F00002200	Techno-net Supplies	ES	992	Base 0.25	248	169	79	
LIBRARY OTHER EXPENSES	561000000	F00002200	General Supplies	ES	992	Base 0.05	645	439	206	
LIBRARY PROFESSIONAL SERVICES	564000000	F00002200	Other Professional Svc	ES	992	Base 0.25	248	169	79	
MEDICAL SUPPLIES	561000000	F00003100	General Supplies	ES	992	Base 0.39	387	263	124	
POSTAGE	561000000	F00003400	Postage	ES	992	Base 1.58	1,067	1,067	500	
PRINTING/BINDING SERVICES	565000000	F00003000	Printing and Binding	ES	992	Base 2.50	2,480	1,658	792	
PROFESSIONAL SERVICES	564000000	F00001000	Other Professional Svc	ES	992	Base	-	-	-	
TEXTBOOKS	564100000	F00001000	Textbooks	ES	992	Base 82.61	37,788	25,712	12,076	
ATHLETIC SUPPLIES-BOYS	561000000	F00001000	General Supplies	ES	992	AAA	-	-	-	
ATHLETIC SUPPLIES-GIRLS	561000000	F00001000	General Supplies	ES	992	AAA	-	-	-	
COLLATERAL EXPENSES	561000000	F00001000	General Supplies	ES	992	AAA	-	-	-	
SP ED INSTRUCTIONAL SUPPLIES	561000000	F00001000	General Supplies				5,833	4,375	1,458	
		CONTINUING			UNITS	RATE	DOLLARS			
Restroom Maintenance	3.0	631	1,892	-	1,048	-				
Office and Teacher Sal/Contract	0.8	631	509	-	1,048	-				
Speech Therapy	-	631	3,344	-	631	-				
		3.8	5,745		1.8	1,048				
TOTAL ALLOCATION							\$ 8,833	\$ 40,246	\$ 29,077	

BUDGET INQUIRY DETAIL REPORT

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					
Group/Cost Center/GLaccount	Budget	Shop Cart	Encumbered	PCard	Expensed	Available
ES-0XXX XXXXXX ES	95,404.00	0.00	3,217.42	1,048.56	11,561.62	17,390.97

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					
Group/Cost Center/GLaccount	Budget	Shop Cart	Encumbered	PCard	Expensed	Available
ES-0XXX XXXXXXXXXXXX ES	5,833.00	0.00	1,200.00	52.00	952.00	3,629.00

FY 2011 Carry Over to FY 2012

ES-0XXX	911XXXXXXXXX	5610000000	09/01/2011	100001XXXX	11,806.00	FY11 Carry Over to FY 12	F01001000
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Fiscal Year 2011 Carry Over and Fifty Percent of Fiscal Year 2012 First and Second Allocations Expenditure Deadline



January 31, 2012

Fiscal Year 2011 MAXIMUM CARRYOVER AMOUNT for Fund 1000000000 & 2500000000 was eliminated due to the anticipated reductions in Fiscal Year 2012 supply budgets. On September 1, 2011, available funds from fiscal year 2011 carried over into the fiscal year 2012 budget and is available for schools to spend until January 31, 2012. If by January 31, 2012, carryover funds have not been spent, then those funds will be eliminated and revert back to the District's general fund.

In addition, schools will be required to spend at least 50% of their allocated general fund budget (1st & 2nd Allocations—Funds 100 & 250) by January 31, 2012. Budget amounts exceeding 50% on February 1, 2012 will be eliminated and returned back to the District's general fund.

The change is being made to offer schools an additional six months to spend excess funds and also reduce the volume of spending and workloads experienced at year end. This change pertains to school budgets only. Department budgets do not have a carryover amount and funds will not be extended for departments.



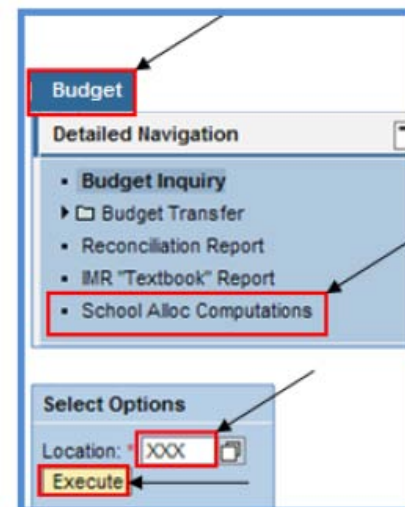
To calculate the amount the school must spend, and the balance left to spend by January 31, 2012, please follow these guidelines:

2011-2012 ALLOCATION DETAIL COMPUTATIONS

The *Second 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



Fund 100, General Budget and Fund 250, Special Education

CLARK COUNTY SCHOOL DISTRICT 2011-2012 ALLOCATION DETAIL COMPUTATIONS

Cost Center Group: **-0XXX XXXXXXXXXXXX ES**

FY12 FORMULA reflects 46% of the total formula due to the Textbook & Supply Budget Reduction for each school site that ties back to the total Schoolwide reduction of \$24.8ml that was approved by the Board of Trustees on 4-6-11. ONLY HIGHLIGHTED AREAS IN FORMULA COLUMN WERE AFFECTED.

ALLOC PERIOD: **2** (1=First Alloc / 2=Second Alloc)

SMALL SCHOOL: **No**

SMALL SCHL

Print this page.

ALLOC DESCRIPTION	GL ACCT	FUNC AREA	GL ACCT DESCRIPTION	GRADE	ENROLL	MIN ALLOC	RATE	FORMULA	ALLOC 1	ALLOC 2
AUDIOVISUAL SUPPLIES	561000000	F01001000	General Supplies	ES	992		Base 0.38	173	118	55
CUSTODIAL SUPPLIES	561070000	F10002610	Custodial Supplies	ES	992	400	Base 7.44	7,380	5,022	2,358
FIELD TRIPS	551100000	F01002710	Field Trips	ES	992		Base 2.00	1,984	1,350	634
INSTR COMPUTER SUPPLIES	565000000	F01001000	Tech-related Supplies	ES	992		Base 1.00	456	311	145
INSTRUCTIONAL EQUIP	634100000	F01001000	Equip - Modified Accrual	ES	845	1455	Base 5.71	4,825	3,280	1,545
				SP ED	147		Sp Ed 19.50	2,867	1,960	907
INSTRUCTIONAL SUPPLIES	561000000	F01001000	General Supplies	ES	992		Base 27.76	12,667	8,620	4,047
					42		Growth 17.81	344	-	344
LIBRARY BOOKS & MAGAZINES	564200000	F01002220	Library Books	ES	992	1774	Base 7.72	7,658	5,211	2,447
LIBRARY COMPUTER SUPPLIES	565000000	F01002220	Tech-related Supplies	ES	992		Base 0.25	248	169	79
LIBRARY OTHER EXPENSES	561000000	F01002220	General Supplies	ES	992	104	Base 0.65	645	439	206
LIBRARY PROFESSIONAL SERVICES	534000000	F01002220	Other Professional Svcs	ES	992		Base 0.25	248	169	79
MEDICAL SUPPLIES	561000000	F10002310	General Supplies	ES	992	39	Base 0.39	387	263	124
POSTAGE	553100000	F10002410	Postage	ES	992	400	Base 1.58	1,567	1,067	500
PRINTING/BINDING SERVICES	555000000	F01001000	Printing and Binding	ES	992		Base 2.50	2,480	1,688	792
PROFESSIONAL SERVICES	534000000	F01001000	Other Professional Svcs	ES	992		Base -	-	-	-
TEXTBOOKS	564100000	F01001000	Textbooks	ES	992		Base 82.81	37,788	25,712	12,076
					42		Growth 66.32	1,281	-	1,281
ATHLETIC SUPPLIES-BOYS	561000000	F09201000	General Supplies	ES	992		AAA -	-	-	-
ATHLETIC SUPPLIES-GIRLS	561000000	F09201000	General Supplies	ES	992		AAA -	-	-	-
COCURRICULAR EXPENSES	561000000	F09101000	General Supplies	ES	992		AAA -	-	-	-

SP ED INSTRUCTIONAL SUPPLIES 561000000 F02001000 General Supplies 5,833 4,375 1,458

CONTINUING

NEW

	UNITS	RATE	DOLLARS
Resource Mainstreamed	2.0	631	1,262
Gifted and Talented	0.6	631	379
Self-Contained	3.0	1,048	3,144
Speech Therapy	-	631	-
	<u>5.6</u>		<u>\$ 4,785</u>

	UNITS	RATE	DOLLARS
	-	1,048	-
	-	1,048	-
	1.0	1,048	1,048
	-	631	-
	<u>1.0</u>		<u>\$ 1,048</u>

TOTAL ALLOCATION \$ **88,831** \$ 59,754 \$ 29,077

Fund 100, General Budget

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

Print this page.

Drill in to the Budget Column to obtain the FY 2011 Carry Over amount.

Group/Cost Center/GLaccount	Budget	Shop Cart	Encumbered	PCard	Expensed	Available
ES-0XXX XXXXXX ES	95,404.00	0.00	3,217.42	1,048.56	11,561.62	17,390.97

If you have more than one Cost Center Group, you must open all the Cost Center Groups. Only print the General Cost Center Group. Do not include Empowerment, Gate Proceeds, etc.

Highlight the **TEXT** column; click the **Subtotal** icon.

Group	Cost Center	G/L Account	Date	Document #	Amount	Text	Func. Area
ES-0XXX	911XXXXXXXX	555000000	06/16/2011	100001XXXX	-----	1st Allocation	F01001000
ES-0XXX	911XXXXXXXX	561000000	06/16/2011	100001XXXX	-----		F01001000
ES-0XXX	911XXXXXXXX	561000000	06/16/2011	100001XXXX	-----		F01001000
ES-0XXX	911XXXXXXXX	564100000	06/16/2011	100001XXXX	-----		F01001000
					55,379.00	1st Allocation	
ES-0XXX	911XXXXXXXX	555000000	11/10/2011	100001XXXX	-----	2nd Allocatin	F01001000
ES-0XXX	911XXXXXXXX	561000000	11/10/2011	100001XXXX	-----		
ES-0XXX	911XXXXXXXX	561000000	11/10/2011	100001XXXX	-----		
ES-0XXX	911XXXXXXXX	564100000	11/10/2011	100001XXXX	-----		
					27,619.00	2nd Allocatin	
ES-0XXX	911XXXXXXXX	561000000	09/01/2011	100001XXXX	11,806.00	FY11 Carry Over to FY 12	F01001000
					11,806.00	FY11 Carry Over to FY 12	
ES-0XXX	911XXXXXXXX	561000000	10/20/2011	100001XXXX	400.00	Revenue Recongnized Appro	F01002220
ES-0XXX	911XXXXXXXX	561000000	11/11/2011	100001XXXX	200.00	Revenue Recongnized Appro	F01001000
					600.00	Revenue Recongnized Approps	
					95,404.00		

Mark down the Carry Over amount

DO NOT include checks sent in, off-ratio allocations, etc.

Fund 250, Special Education

Budget Inquiry Detail Report

System PSS 400
 As of XX/XX/XXXX
 Fiscal Year 20XX
Fund 2500000000
 Cost Center Group ES-OXXX
 One day delayed Shopping Cart data (faster) Yes

Print this page.

Group/Cost Center/GLaccount	Budget	Shop Cart	Encumbered	PCard	Expensed	Available
<input type="checkbox"/> ES-OXXX XXXXXXXXXXXX ES	5,833.00	0.00	1,200.00	52.00	952.00	3,629.00

It is not necessary to drill into Fund 250, Budget column, as you did in Fund 100.

In Fund 100, only include the General Budget, not Gate Proceeds (Empowerment ?)

Budget Inquiry Detail Report

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

Group/Cost Center/GLaccount	Budget	Shop Cart	Encumbered	PCard	Expensed	Available
<input type="checkbox"/> HS-OXXX XXXXXXXXXXXXXXXX HS	474,153.00	Total of all Cost Center Groups within the Fund.				128,631.18
CCG # 1 <input type="checkbox"/> HS-OXXX XXXXXXXXXXXXXXXX HS	432,609.00	← General Budget →				25,761.48
CCG # 2 <input type="checkbox"/> HS-EXXX Empowerment Sch-Xxxxx HS	24,729.00					74,148.70
CCG # 3 <input type="checkbox"/> HS-GXXX Gate Proceeds-Xxxxx HS	16,815.00					28,721.00

A final decision has not been determined for Empowerment. As soon as a decision is made the Budget Department will contact you.

When drilling in from the Summary screen, do not drill into the fund 1000000000 number; drill in to the **General Budget Cost Center Group.**

Fund	Fund Description	CC Grp	Cost Center G	Cost Ctr	Cost Center Desc
1000000000	General Fund	HS-OXXX	XXXXXXXX HS	931XXXXXX	XXHS-Reg Instruction

This will ONLY open the General Budget Cost Center Group; not the Empowerment and/or Gate Proceeds.

You should have a printed copy of :

1. The Allocation Detail Computation
2. Fund 100
3. Fund 250

AND

The FY2011 Carry Over amount written down.

CLARK COUNTY SCHOOL DISTRICT
FY12 ALLOCATION DETAIL COMPUTATIONS

1 **Header Group: ES-0344 Tanaka ES**

FY12 FORMULA reflects 40% of the total formula due to the Textbook & Supply Budget Reduction for each school site that tie back to the total Schoolwide reduction of \$24.8M that was approved by the Board of Trustees on 4-6-11. ONLY HIGHLIGHTED AREAS IN FORMULA COLUMN WERE AFFECTED.

ALLOC PERIOD: 2 (1=First Alloc / 2=Second Alloc)

SMALL SCHOOL: No

ALLOT DESCRIPTION	GLACCT	FUNC AREA	GLACCT DESCRIPTION	GRADE	EMBLI	MIN ALLOC	RATE	FORMULA	ALLOC 1	ALLOC 2	
INDIVIDUAL SUPPLIES	561000000	F01001000	General Supplies	ES	992		Base 0.38	173	118	55	
CUSTODIAL SUPPLIES	561070000	F10002610	Custodial Supplies	ES	992	400	Base 7.44	7,380	5,022	2,358	
FIELD TRIPS	551300000	F01002710	Field Trips	ES	992		Base 2.00	1,584	1,350	634	
INSTR COMPUTER SUPPLIES	565000000	F01001000	Tech-related Supplies	ES	992		Base 1.00	456	311	145	
INSTRUCTIONAL EQUIP	634300000	F01001000	Equip - Modified Accrual	ES	945	1455	Base 5.71	4,825	3,280	1,545	
			SP ED		147		Sp Ed 19.50	2,607	1,960	607	
INSTRUCTIONAL SUPPLIES	561000000	F01001000	General Supplies	ES	992		Base 27.76	12,667	8,620	4,047	
					42		Growth 17.81	344	-	344	
LIBRARY BOOKS & MAGAZINES	564200000	F01002220	Library Books	ES	992	1774	Base 7.72	7,058	5,211	2,447	
LIBRARY COMPUTER SUPPLIES	565000000	F01002220	Tech-related Supplies	ES	992		Base 0.25	248	169	79	
LIBRARY OTHER EXPENSES	561000000	F01002220	General Supplies	ES	992	104	Base 0.65	645	439	206	
LIBRARY PROFESSIONAL SERVICES	534000000	F01002220	Other Professional Svcs	ES	992		Base 0.25	248	169	79	
MEDICAL SUPPLIES	561000000	F10002310	General Supplies	ES	992	39	Base 0.39	307	263	124	
POSTAGE	553300001	F10002410	Postage	ES	992	400	Base 1.58	1,567	1,067	500	
PRINTING/BINDING SERVICES	555000000	F01001000	Printing and Binding	ES	992		Base 2.50	2,480	1,688	792	
PROFESSIONAL SERVICES	534000000	F01001000	Other Professional Svcs	ES	992		Base -	-	-	-	
TEXTBOOKS	564300000	F01001000	Textbooks	ES	992		Base 82.81	37,788	25,712	12,076	
					42		Growth 66.32	1,281	-	1,281	
ATHLETIC SUPPLIES-BOYS	561000000	F08201000	General Supplies	ES	992		AAA -	-	-	-	
ATHLETIC SUPPLIES-GIRLS	561000000	F08201000	General Supplies	ES	992		AAA -	-	-	-	
									5,833	4,375	1,458
TOTAL ALLOCATION								\$ 88,831	\$ 59,754	\$ 29,077	

Budget Inquiry Detail Report

2

PSS 400
 XX/XX/XXXX
 Fiscal Year 20XX
 Fund 1000000000
 Cost Center Group ES-0XXX
 One day delayed Shopping Cart data (faster) Yes

Group/Cost Center/GLaccount	Budget	Shop Cart	Encumbered	PCard	Expensed	Available
ES-0XXX XXXXXX ES	95,404.00	0.00	3,217.42	1,048.56	11,561.62	17,390.97

Budget Inquiry Detail Report

3

PSS 400
 XX/XX/XXXX
 Fiscal Year 20XX
 Fund 2500000000
 Cost Center Group ES-0XXX
 One day delayed Shopping Cart data (faster) Yes

Group/Cost Center/GLaccount	Budget	Shop Cart	Encumbered	PCard	Expensed	Available
ES-0XXX XXXXXXXXXX ES	5,833.00	0.00	1,200.00	52.00	952.00	3,629.00

WORKSHEET

To obtain the amount the school must spend, and the balance left to spend by January 31, 2012, complete the worksheet below.

ALL non-shaded areas must be completed to obtain the correct figures.

Total 1st & 2nd Allocation - Fund 100 & 250 (From Allocation Computation Worksheet)		
Divided by 2 (50%) - Fifty percent of 1st & 2nd Allocations - Fund 100 & 250		0.00
FY 11 Carry Over		
TOTAL school must spend by January 31, 2012		\$ -
	FUND	
	100	250
Shopping Cart		
Encumbered		
Pcard		
Expensed		
Outstanding Expenses		
Total SPENT to date	0.00	0.00
TOTAL REMAINING balance school must spend by January 31, 2012		\$ -

All Shopping Cart transactions must post in the Encumbered column as of January 31, 2011 to count.

All PCard transactions must post to the Expensed column, with a posted date of no later than January 31, 2011 to count.

Only transactions posted in the Encumbered or Expensed columns by January 31, 2011, will count.

Remember, these figures include the entire budget. e.g. Library, custodial, medical

WORKSHEET EXAMPLE

To obtain the amount the school must spend, and the balance left to spend by January 31, 2012, complete the worksheet below.

ALL non-shaded areas must be completed to obtain the correct figures.

From Allocation Detail Computation

TOTAL ALLOCATION	\$ 88,831
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Total 1st & 2nd Allocation - Fund 100 & 250 (From Allocation Computation Worksheet)	88,831.00	
Divided by 2 (50%) - Fifty percent of 1st & 2nd Allocations - Fund 100 & 250	44,415.50	
FY 11 Carry Over	11,806.00	
TOTAL school must spend by January 31, 2012		\$ 56,221.50

	FUND	
	100	250
Shopping Cart	0.00	0.00
Encumbered	3,217.42	1,200.00
Pcard	1,048.56	52.00
Expensed	11,561.62	952.00
Outstanding Expenses	0.00	0.00
Total SPENT to date	15,827.60	2,204.00

TOTAL REMAINING balance school must spend by January 31, 2012	\$ 38,189.90
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Obtain from Fund 100
General Budget
Budget Column

Expenses from
Fund 100 & 250
Budget Inquiry Screen

From Outstanding log

Directions:

- Input total 1st & 2nd Allocation from the Allocation Computation Worksheet.

	TOTAL	1st Alloc	2nd Alloc
TOTAL ALLOCATION	\$88,831.00	\$59,754.00	\$29,077.00

- Input FY11 Carry Over

ES-0XXX	911XXXXXX	5610000000	09/01/2011	100001XXXX	11,806.00	FY11 Carry Over to FY 12	F01001000
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- Input expenses from the Budget Inquiry screen from Fund 100 & 250.

FUND 100	Budget	Shop Cart	Encumbered	PCard	Expensed
ES-0XXX XxxxxxES		0.00	3,217.42	1,048.56	11,561.62

FUND 250	Budget	Shop Cart	Encumbered	PCard	Expensed
ES-0XXX XxxxxxES		0.00	1,200.00	52.00	952.00

The Outstanding is ONLY things you have ordered, but not posted to the budget. Do not include things you know you will order later in the year. e.g. field trips, substitutes