

BUDGET PREPARATION

Communicating with the Right People

AASBO Local School Conference

April 17, 2024



Budgeting for Local School Funds

- What is a budget?
 - A means of measuring fiscal performance
- What is the purpose of a budget at the local school level?
 - Aides in determining the needs and goals of the activity, including the General activity
 - Provides a tool to monitor the goals or objectives

Budget Process Mission

- The mission of the budget process is to help decision makers make informed choices about the services and needs of a particular activity or local school function as well as overall planning for general operations.

Roles and Responsibilities

Activity Budgets

- Teacher/Sponsor – Directs the educational decisions and expenditures of the approved budget
- Bookkeeper & Principal – Assist with organization and administration of the budget as well as monitor and track spending within the approved guidelines

Establish Budget Timeline

As bookkeeper, you kickstart the process!

Coordinate with your CSFO to determine an appropriate timeline

- April – Account code clean up completed, Create new FY in NextGen
- May – Begin preparations, meetings, discussions, NextGen input
- June – Review and upload to CO, Make necessary corrections per CSFO

Proper Coding is Critical

- CSFO can provide coding error report
- Generated from ALSDE website
- Critical errors – must be corrected
- Warnings – need to be reviewed for accuracy, could be correct
- Try to do this throughout the year
- Definitely clean up prior to budget prep

Basic Budget Prep Steps

- Create New Fiscal Year in NextGen
- Generate & Review Budget Worksheets by Activity
- Meet with key members of each Activity
 - Includes one on one with Principal to determine General Activity budget
- Have discussions, Provide feedback, Take notes, Input/Create budget
- Review with Principal and Teacher/Sponsors for accuracy
- Upload to CO

CREATE NEW GL YEAR TABLES

GL/NEWY: Create New GL Year Tables (v3.11)

New Fiscal Year : 2025

Run Options

- Create New Year
- Skip Beginning Balance Rebuild
- Rerun the Last Created Year
- Recompute Opening Balances Only (For the Selected Year)

Fiscal Year 2024

Click Save To Process This New Year

- GL/NEWY
- Take note of the year, don't get ahead of yourself
- Skip Beginning Balance Rebuild
 - Use Recompute option later to bring in accurate balances
 - Sept and definitely after closing your Sept books You'll Know!!!

Budget Analysis Report Next Year Worksheet GL/BARP

GL/BARP: Budget Analysis Report (v3.06)

Select By GL Component

Account Description

Internal Description

State/Auditor Description

Double Space Report

Page Break After Primary Component

Print Budget

Variance

Year to Date

Next Year

Next Year Worksheet

Next Year Comparison

Month to Date

Show Equities

Run GL Summary Report

Run Fund Function Summary Report

Include Contra Accounts

Display Only Negative Values

Display only GL Accounts with Budget Info

Select Components to Summarize (Sort Order Must Be Zero) All

Activity

Fund

Class

Func

Object

CCTR

SFund

Y...

Program

Report Destination

To Report Viewer

To Grid

To File

To Printer

Microsoft Print to PDF (redirected)

Setup

Select by Group

Group ...	Description
<input type="checkbox"/> CNP	Child Nutrition
<input type="checkbox"/> CO	Central Office
<input type="checkbox"/> IS	Information Systems
<input type="checkbox"/> LSA	Local School

Enter Selection Criteria, Click Enter(F1) To Generate Report

- ✓ Select by GL Component: Activity
- ✓ Page Break After Primary Component
- ✓ Next Year Worksheet
 - Current Year Budget & Actual
 - 2 Prior Years Actual
 - Blank column for next year's noted amounts
- ✓ Display only GL Accounts with Budget Info
 - Budget item with no actual dollars
 - Accounts with actual dollars & No budget

Budget Analysis Report Next Year Worksheet GL/BARP

GL/BARP: Budget Analysis Report (v3.06)

Select By GL Component

Account Description
 Internal Description
 State/Auditor Description

Double Space Report
 Page Break After Primary Component

Print Budget
 Variance Year to Date Next Year Next Year Worksheet
 Next Year Comparison Month to Date Show Equities

Run GL Summary Report Include Contra Accounts
 Run Fund Function Summary Report Display Only Negative Values
 Display only GL Accounts with Budget Info

Select Components to Summarize (Sort Order Must Be Zero) All

Activity Fund Class Func Object CCTR SFund Y... Program SpecUse

Report Destination
 To Report Viewer To Grid To File
 To Printer Microsoft Print to PDF (redirected)

Group ...	Description
<input type="checkbox"/> CNP	Child Nutrition
<input type="checkbox"/> CO	Central Office
<input type="checkbox"/> IS	Information Systems
<input type="checkbox"/> LSA	Local School

Enter Selection Criteria, Click Enter(F1) To Generate Report

School year vs Fiscal year
Fiscal Year: Oct - Sept
School Year: August – May
July – June for reporting purposes
Run two reports:
FY 2023 use July – Sept
FY 2024 use Oct - June

RUN DATE :
 RUN TIME :

MCAI BUDGETARY ACCOUNTING SYSTEM
 NEXT YEAR BUDGET WORKSHEET

THRU FISCAL YEAR-PERIOD-MONTH: 2024-12-September

ASN	Description	2022	2023	2024	2024	2024	2025
<u>Acty-Fd-C-Func-Obj-Cctr-SFnd-Y-Prp-Spec</u>	<u>TYPE</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>YTD ACTUAL</u>	<u>ENCUMBERED</u>	<u>TOTAL BUDGET</u>	<u>BUDGET</u>
Activity 2060							
*** EQUITY ***							
300011	GENERAL FUND, UNRESERVED FUND BALANCE						
2060-12-3-0350-000-0050-7101-0-0000-0000	C	9,178.40	10,065.52	4,047.54	0.00	0.00	-----
*** TOTAL EQUITY:		9,178.40	10,065.52	4,047.54	0.00	0.00	0.00
*** REVENUES ***							
400199	GENERAL FUND P						
2060-12-4-7140-000-0050-7101-0-0000-0000	C	7,700.00	0.00	10,000.00	0.00	3,244.00	-----
400204	GENERAL FUND, CONCESSIONS						
2060-12-4-7180-000-0050-7101-0-0000-0000	C	12,638.80	13,024.89	6,584.60	0.00	15,304.00	-----
400206	GENERAL FUND, COMMISSIONS						
2060-12-4-7220-000-0050-7101-0-0000-0000	C	3,526.85	4,192.95	298.24	0.00	5,100.00	-----
400013	GENERAL FUND, DUES & FEES (REQUIRED)						
2060-12-4-7260-000-0050-7101-0-0000-0000	C	5,912.03	5,754.75	5,370.13	0.00	3,059.00	-----
400014	GENERAL FUND, GLBARP.GLACCTDISPLAY (String)						
2060-12-4-7340-000-0050-7101-0-0000-0000	C	30.00	6,902.25	1,958.00	0.00	12,243.00	-----
400239	GENERAL FUND, DONATIONS						
2060-12-4-7430-000-0050-7101-0-0000-0000	C	30.00	340.00	0.00	0.00	0.00	-----
*** TOTAL REVENUES:		38,939.23	30,214.84	24,210.97	0.00	38,950.00	0.00
*** EXPENDITURES ***							
500565	GENERAL FUND P, SCH. ENH. P						
2060-12-5-1100-399-0050-7101-0-1200-0000	D	200.00	0.00	0.00	0.00	0.00	-----
500016	GENERAL INSTRUCTION-STUDENT CLASS						
2060-12-5-1100-411-0050-7101-0-1200-0000	D	5,677.31	4,684.86	3,250.17	0.00	4,593.00	-----
500622	GENERAL FUND, INSTRUCTION-BOOKS						
2060-12-5-1100-423-0050-7101-0-1200-0000	D	195.00	0.00	159.24	0.00	0.00	-----
500629	GENERAL FUND, INSTRUCTIONAL-DATA PROCESSING SUPPLY						
2060-12-5-1100-472-0050-7101-0-1100-0000	D	0.00	0.00	0.00	0.00	253.00	-----
500646	GENERAL FUND, DATA PROCESSING SUPPLIES						
2060-12-5-1100-472-0050-7101-0-1200-0000	D	651.24	630.70	81.72	0.00	1,227.00	-----
500628	GENERAL FUND, STUDENT SUPPORT-GENERAL SUPPLIES						
2060-12-5-2190-479-0050-7101-0-1200-0000	D	2,928.83	3,578.63	3,736.70	0.00	4,084.00	-----
500633	GENERAL FUND, INSTRUCTIONAL SUPPORT-STAFF SERV						
2060-12-5-2215-312-0050-7101-0-8220-0000	D	320.55	0.00	0.00	0.00	0.00	-----
500650	GENERAL FUND, OTHER TRAVEL AND TRAINING						
2060-12-5-2215-389-0050-7101-0-1100-0004	D	166.04	108.12	200.32	0.00	0.00	-----

Budget Prep – Key Team Members

- Administrators – Principal, Assistant Principal
- Faculty Sponsor Teachers, Counselors, Librarian
- If athletic – Include Athletic Director
- Support Staff – Bookkeeper
- Parents, Community Members – Support Groups (PTO, Boosters, etc)

Gather at the Table

- Must have key players involved
- Communication
- Clear Goals
- Coordination
- Cooperation

Budget Discussions/Meetings

- Budget Analysis Report Worksheet for each activity
- Discuss objectives of activity: What do they want to accomplish?
- How much will it cost?
- How do they plan to pay for it?
- Timeline for fundraisers and expenditures
- Approval of fundraisers and expenditures

**State Classroom
Instructional Support
(CIS) Funds**

Classroom Instructional Support Funds

State CIS

Classroom Materials and Supplies

Technology

Professional Development

Library Enhancement

Common Purchases *

Classroom Instructional Supply Funds

Special Use Coding

- 0001 Classroom Materials & Supplies
- 0002 Textbooks
- 0003 Technology
- 0004 Professional Development
- 0005 Library Enhancement

State CIS - Classroom Materials & Supplies Funds (Teacher Funds)

- 2024-2025 proposed allocation is \$1,000.00 (Oct 1, 2024)
- Not subject to vote of faculty
- Funds spent under direction of teacher/certified employee
- 100% of funds allocated for classroom M&S shall be used for in-classroom expenses.
- Does NOT transfer schools but does move to new class within same school
- Does transfer to new teacher

State CIS - Technology Funds

- 2024-2025 proposed allocation is \$500.00
- Requires majority vote of faculty
- Technology specialists should be consulted
- Should be consistent with the latest plans for system-wide technology plan

State CIS - Professional Development Funds

- 2024-2025 allocation is \$100.00
- Requires majority vote of faculty
- Should be consistent with the latest system-wide plans for professional development
- Registration fees permissible
- Professional memberships permissible
- Professional Development Presenters/Speakers permissible

State CIS - Library Enhancement Funds

- 2024-2025 allocation is \$157.72
- Requires majority vote of faculty
- Media specialists should be consulted

Budget Committee

- Each school must have a budget committee
- The budget committee must be comprised of 5 members
 - Principal (or designee) (NOT the Bookkeeper)
 - 4 Teachers
 - Elected Annually
 - Voting by Secret Ballot
- A list of elected committee members shall be provided to the CSFO
- A sign-in sheet shall be maintained to document faculty members attending the budget committee meeting

Proposed Budget Approval by Teachers

- The committee must elect:
 - Chairperson
 - Secretary
- Responsible for keeping minutes and actions taken to approve the budgets during the secret balloting process
- The committee may form advisory committees
- The committee must propose a budget for CIS, excluding student materials and supply funds that the teachers and other certified staff receive

Approval of Budgets

- Proposed budgets must be submitted to teachers at an annual meeting, several meetings to follow
- A sign-in sheet shall be maintained to document faculty members attending the annual meeting at which the budget is presented
- Teachers must be given at least two workdays to review the proposed budget prior to taking a vote
- Voting must be by secret ballot, ballots are retained for audit purposes
- Budget must be approved by majority vote

Proposed Budget Approval (cont'd)

- If not approved, returned to committee for reformulation, taking into consideration the teachers' recommendations
- Revised budget proposed by committee is resubmitted to teachers for another vote by secret ballot
- If the revised proposed budget is not approved by a majority vote of the teachers, the process will continue until a budget is approved

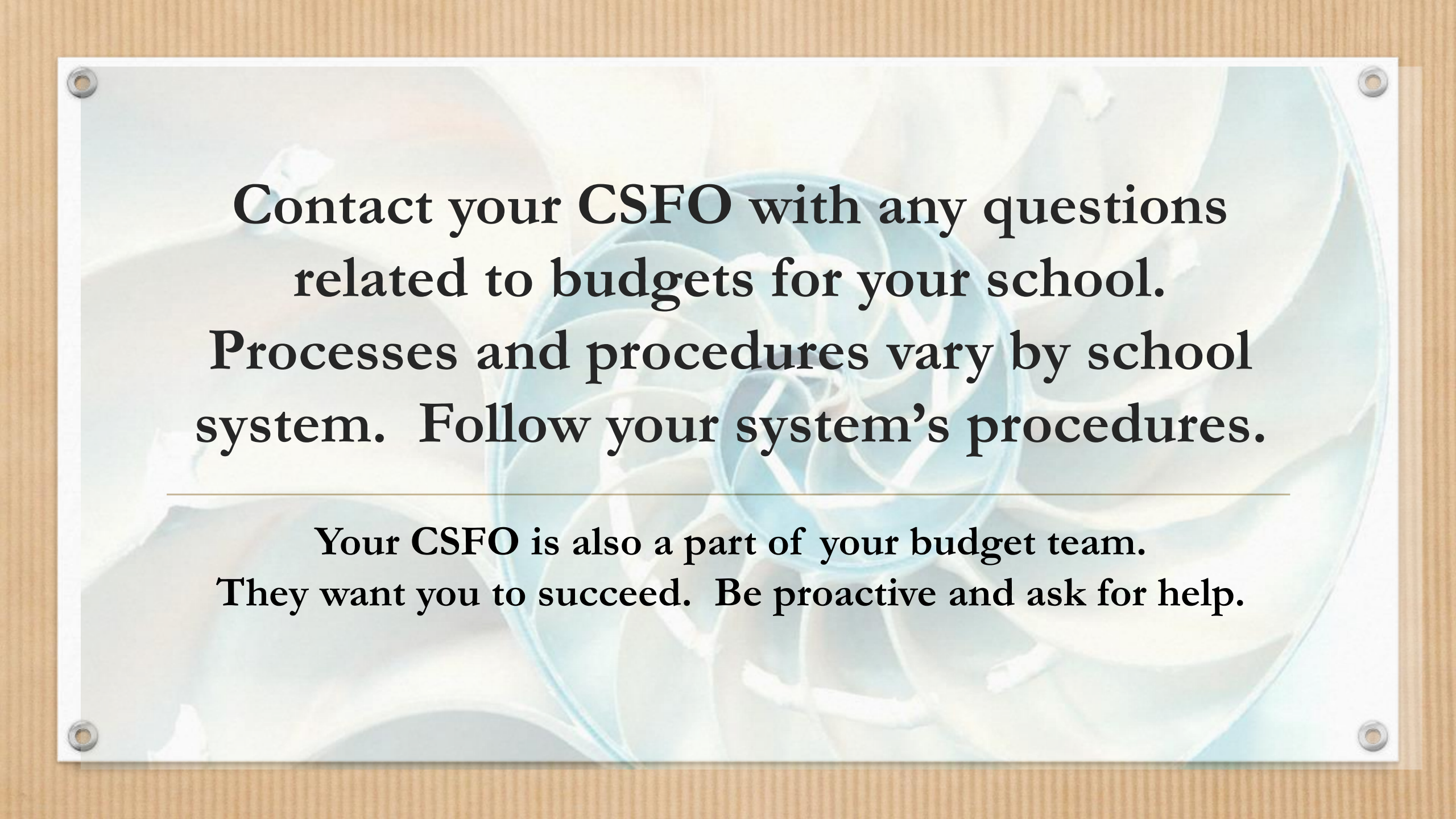
Proposed Budget Approval (cont'd)

- A report on the approved budget will be submitted to the local Superintendent on forms provided by the State Department of Education. These forms shall be signed by all committee members
- The following must be maintained for audit
 - Faculty meeting sign-in sheets
 - Budget committee minutes
 - Proposed budgets
 - Revised proposed budgets
 - All secret ballots for every vote
- All expenditures for CIS and related documents are subject to audit by the State Examiners of Public Accounts

Unspent Funds

Any funds appropriated for classroom instructional support not expended by the end of each fiscal year shall revert to the State Education Trust Fund.

Contact your CSFO with any questions related to budgets for your school. Processes and procedures vary by school system. Follow your system's procedures. Your CSFO is also a part of your budget team. They want you to succeed. Ask for help.



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Thank you!

Information: aasbo.com

Jennifer Hornsby