



Welcome to the 15-16 Budget Workshop

Agenda

Introductions

Chart of Account Book

Tentative Budget 2015-2016

Budget Development

Special Request/Small Engine Shop Repairs

Stipends

Questions and Answers

Introductions

- ▶ Joanne Millovitsch – Director of Finance
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- ▶ Dominick Cristofaro – Senior Finance Manager - Treasury
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Introductions – Bookkeeping Resource Assistants

▶ DeEtte Parrish

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▶ Linda Small

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▶ Randi Moran

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Introductions – Budget/Capital

- ▶ Jayne Haire, Finance Accounting Analyst - Budget
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- ▶ Christine Higgins, Senior Finance Assistant
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- ▶ Casey Cannott, Finance Accounting Analyst – Capital Projects
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2015 – 2016 Budget Information Chart of Accounts Book

Book is available on the website @ <http://www.pasco.k12.fl.us/finance/>
at the bottom of the page labeled 2016.

Components of the Budget

- ▶ Discretionary Funds (project 01000)
- ▶ Comparability Funds (project 01080)
- ▶ School Media Allocations (project 01020)
- ▶ Principal's Travel (project 01050)
- ▶ Data Entry Supplies (project 01060)



Discretionary Funds

\$494 per instructional allocation

- Comparability funds =

Total Discretionary Budget

Comparability Funds

▶ Funding is based on Average Daily Membership (ADM)

▶ \$4 for Elementary Schools

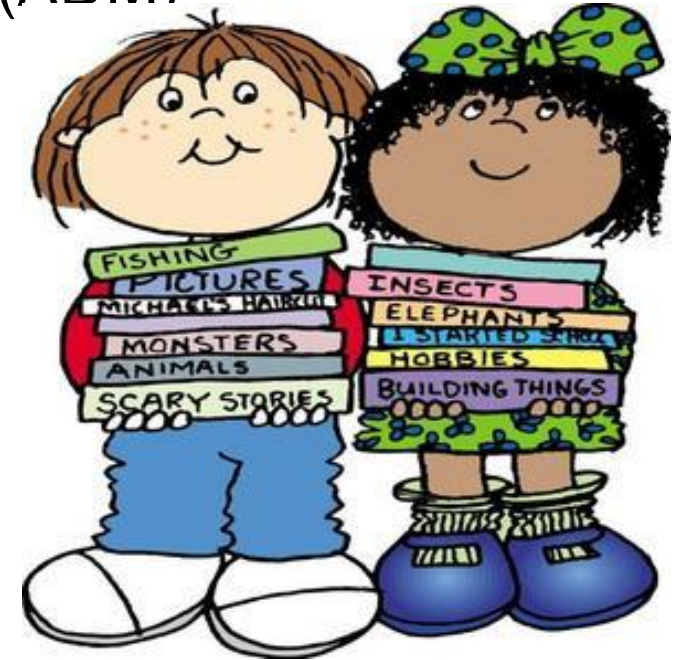
▶ \$2 for Middle and High Schools

▶ Only for purchase of consumable supplies
1100.XXXX.XX.01080.551000.5100.0000



Media Funds

- ▶ Funding is based on Average Daily Membership (ADM)
 - \$14 for Elementary Schools
 - \$17 for Middle and High Schools
 - Restricted to Function 6200
1100.XXXX.XX.01020.XXXXX.6200.0000



Principal's Travel

- ▶ \$990 Principal's Travel for Secondary Schools
 - **1100.XXXX.XX.01050.XXXXX.7300.0000**
 - (objects 533000,533001 and 533002 available)
 - FICA is charged on Class "C" meals, object 533001
 - Submit travel on a monthly basis

Data Entry Supplies

- ▶ \$180 per school
 - Only for purchase of consumable supplies
1100.XXXX.XX.01060.551000.5100.0000

Sample Secondary School Budget

Basic May Hire Instructional Allocations	50.29
Average Daily Membership (ADM)	844
<hr/>	
Discretionary Budget	\$24,844
(\$494 x Instructional Allocation)	
Less Comparability Funds (\$2 x ADM)	(\$1,688)
Total Discretionary Funds Available	\$23,156
<hr/>	
Media Funds (\$17 x ADM)	\$14,348
Principal's Travel	\$990
Data Entry Supplies	\$180

Budget Packet Information

- ▶ Tentative Budget Worksheet
- ▶ Pre/Post Budget Capital Requests Quick Start Guides (QSG)
- ▶ Budget Entry QSG

Budget Development



[Link](#)

Group numbers not needed

- ▶ Group numbers are not needed if there is a specific function assigned to a department such as:
 - **6120 Guidance**
 - **6130 Health Services**
 - **6200 Media**
 - **6500 School Technology Support**
 - **7300 Administration**
 - **7900 Custodial**

Budget Entry Information

- ▶ Allocation worksheets will be provided to Principal's and Bookkeepers on May 27th
 - Excel spreadsheets to help with budget development will be sent with your allocation worksheets
- ▶ Budget entry is scheduled **June 8th -12th** in the Finance Lab, please sign up
 - Title 1 schools will enter the budget for Title 1 during scheduled time
- ▶ Will have access to budget amendments on **July 1**

Running Budget Reports

- ▶ Instructions are on Page 2 of the Budget Input Quick Start Guide.
- ▶ **Next Year Budget Reports**– This report allows you to see 2014 actual, 2015 actual, 2015 revised and original budget by project.
- ▶ If you need assistance running your reports, please call us and we will walk you through it.

05/18/2015 15:17
jhaire

DISTRICT SCHOOL BOARD OF PASCO COUNTY
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1
bgnyrpts

PROJECTION: 16100 SCHOOLS

FOR PERIOD 99

ACCOUNTS FOR:

General Operating	2014 ACTUAL	2015 ORIG BUD	2015 REVISED BUD	2015 ACTUAL	2015 PROJECTION	2016 Schl/Dept	COMMENT
01000 Basic Discretionary							
11000206 519000 01000 Overtime	.00	.00	.00	.00	.00	.00	_____
1100.0032.11.01000.519000.9800.0000							
11000206 521000 01000 Retirement	.00	.00	.00	.00	.00	.00	_____
1100.0032.11.01000.521000.9800.0000							
11000206 522000 01000 Soc Sec	.00	.00	.00	.00	.00	.00	_____
1100.0032.11.01000.522000.9800.0000							
11000197 533000 01000 Travel	.00	.00	.00	.00	.00	.00	_____
1100.0032.11.01000.533000.7300.0000							
11000197 533001 01000 Cls C Meal	.00	.00	.00	.00	.00	.00	_____
1100.0032.11.01000.533001.7300.0000							
11000197 533002 01000 Mileage	.00	.00	.00	.00	.00	.00	_____
1100.0032.11.01000.533002.7300.0000							
11000201 535000 01000 Mtn Summry	600.00	750.00	.00	.00	.00	.00	_____
1100.0032.11.01000.535000.7900.0000							
11000197 536000 01000 Rentals	480.00	600.00	158.29	158.29	.00	.00	_____
1100.0032.11.01000.536000.7300.0000							
11000197 539000 01000 Ot Pur Srv	42.00	.00	.00	.00	.00	.00	_____
1100.0032.11.01000.539000.7300.0000							
11000197 539001 01000 Dist Graph	300.76	500.00	500.00	122.60	.00	.00	_____
1100.0032.11.01000.539001.7300.0000							
11000163 551000 01000 Supplies	.00	.00	.00	.00	.00	.00	_____
1100.0032.11.01000.551000.5100.0000							
11000164 551000 01000 Supplies	100.00	75.00	100.00	100.00	.00	.00	_____
1100.0032.11.01000.551000.5100.0001							
11000165 551000 01000 Supplies	100.00	75.00	100.00	100.00	.00	.00	_____
1100.0032.11.01000.551000.5100.0002							
11000166 551000 01000 Supplies	100.00	75.00	100.00	99.77	.00	.00	_____
1100.0032.11.01000.551000.5100.0003							
11000167 551000 01000 Supplies	93.47	75.00	100.00	99.88	.00	.00	_____
1100.0032.11.01000.551000.5100.0004							
11000168 551000 01000 Supplies	100.00	75.00	100.00	100.00	.00	.00	_____
1100.0032.11.01000.551000.5100.0005							
11000169 551000 01000 Supplies	100.00	75.00	100.00	98.79	.00	.00	_____
1100.0032.11.01000.551000.5100.0006							
11000170 551000 01000 Supplies	.00	.00	.00	.00	.00	.00	_____
1100.0032.11.01000.551000.5100.0007							
11000171 551000 01000 Supplies	.00	.00	.00	.00	.00	.00	_____
1100.0032.11.01000.551000.5100.0008							
11000173 551000 01000 Supplies	100.00	75.00	74.97	74.97	.00	.00	_____
1100.0032.11.01000.551000.5100.2103							
11000174 551000 01000 Supplies	98.24	75.00	100.03	100.03	.00	.00	_____
1100.0032.11.01000.551000.5100.2108							

Pre/Post Capital Requests

▶ Quick Start Guides - Handout

▶ Projection 16380

- ▶ Pre-capital request due June 19th
- ▶ User Defined: Priority Level (1-3)
- ▶ Describe items with estimated cost
- ▶ Notifications will be sent out last week of June

▶ Projection 39999

- ▶ Post-capital request
- ▶ User Defined: Funding Source (2001-2003)
- ▶ Capital requests submitted after July 1, 2015
- ▶ Describe item and justification

Small Engine Shop

- ▶ Repair/replace parts for lawn equipment & golf carts
 - Don't request routine maintenance (completed by schools)
 - Service Request entered by Plant Manager
 - School is responsible for purchased golf carts that do not meet District Standards
 - (Recommendation: do not purchase with internal funds)
 - Small Engine Shop Coordinator will assist in determining which equipment is due for replacement

Small Engine Shop (cont.)

- ▶ Equipment breaks down/needs replacement
 - Contact Custodial Area Specialist to see if used equipment is available
 - If not, submit a Special Request in MUNIS
 - Special Request is sent to Superintendent's staff for review
 - If you have any questions about the Small Engine Shop contact **David Johns ext. 45561**

Employee Stipend Payment Forms

- ▶ Please submit all **original** Employee Stipend Payment forms
- ▶ Stipend forms for training between now and June 30th are due by **July 7th** for timely year-end processing by payroll.
- ▶ **2014-2015** budget stipend reimbursement rate is **\$14.75 per hour**. Starting **July 1, 2015**, stipends are increasing to **\$15.00 per hour**.



**DISTRICT SCHOOL BOARD OF PASCO COUNTY
EMPLOYEE STIPEND PAYMENT**

MIS Form #524
Rev. 5/14

Please provide specific activity detail

Purpose of Payment _____ Date(s) _____

(e.g., working with students after hours, after hours curriculum development, LFS Training, faculty retreat, orientations, noninstructional after hours training) Instructional and noninstructional employees should be listed on different forms.

1	PRINT CLEARLY Legal Name of Employee	Cost Center	Employee ID Number	Employee Signature	Position <i>(check one)</i>			Payroll Use Only Pay Code	Hourly Rate	Total Hours	Total Amount
					Adm	Instr	SRP/NIB				
1								\$14.75	.	.	
2								.	.	.	
3								.	.	.	
4								.	.	.	
5								.	.	.	
6								.	.	.	
7								.	.	.	
8								.	.	.	
9								.	.	.	
10								.	.	.	
									Total	.	.

*Function coding: 5100-Instructional work with students; 6300-Instructional planning; 6400-Instructional training/meetings; 7730-SRP training

Distribution % <i>(Total= 100%)</i>	Fund	Cost Center	Level	Project	Object/GL	*Function	Group	Cost Center Approval Signature _____	For Payroll Use Only C14 Y Y N 1 Run # _____ Batch # _____
Distribution % <i>(Total= 100%)</i>	Fund	Cost Center	Level	Project	Object/GL	*Function	Group		

Employee Stipend Payment Forms

Function 5100

- ▶ This function pertains to **instructional staff** only.
- ▶ Function 5100 should be used in the coding of the Employee Stipend Payment form **when instructional staff are working with students in learning communities outside regular school hours**. These learning communities will have been previously approved by the board pursuant to a school's request (i.e. Opportunity Hall Program, After School Detention Program, etc.).
- ▶ When budgeting for Function 5100, please include Retirement (7.37%) rate TBD for 2015-2016 budget, FICA (7.65%), Workers' Compensation (.90%) and Unemployment Compensation (.10%).

Employee Stipend Payment Forms

Function 6300

- ▶ This function pertains to **instructional staff**.
- ▶ Function 6300 should be used in the coding of the Employee Stipend Payment form when the activity is for **after hours curriculum planning and/or development as provided by DSBPC instructional staff**.
- ▶ When budgeting for Function 6300, please include Retirement (7.37%) rate TBD for 2015-2016 budget, FICA (7.65%), Workers' Compensation (.90%) and Unemployment Compensation (.10%).

Employee Stipend Payment Forms

Function 6400

- ▶ This function pertains to **instructional staff**.
- ▶ Function 6400 should be used in the coding of the Employee Stipend Payment form when the activity includes **any type of training/workshop that benefits/promotes the growth of any DSBPC instructional staff**, including Learning-Focused Strategies training, orientations, etc.
- ▶ When budgeting for Function 6400, please include FICA (7.65%), Workers' Compensation (.90%), and Unemployment Compensation (.10%).

Employee Stipend Payment Forms

Function 7730

- ▶ This function pertains to **non-instructional staff and/or school-related personnel only.**
- ▶ Function 7730 should be used in the coding of the Employee Stipend Payment form when activities include **any type of after hours training/workshop that promotes the growth/competency of non-instructional staff and/or school related personnel.** The reimbursement rate is \$8.05 per hour.
- ▶ When budgeting for Function 7730, please include FICA (7.65%), Workers' Compensation (.90%) and Unemployment Compensation (.10%).

Running YTD Reports

- ▶ Set year to 2015 and period to 99.
- ▶ This allows items that have not posted (i.e. p-card charges) to still show up on your report.

Report Sequence

Execute this report

	Field #	Total	Page Break
Sequence 1	<input type="text" value="12 - Project"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sequence 2	<input type="text" value="11 - Object"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sequence 3	<input type="text" value="0"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sequence 4	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

Report title

Print Options

Report Options

Include only accounts that used % or greater of budget

Order accounts by	<input type="text" value="Full Account"/>	Year/period	<input type="text" value="Within year/period"/>	<input type="text" value="2015"/>	/	<input type="text" value="99"/>
Totals only	<input type="checkbox"/>	Carry forward	<input type="text" value="Totals (GAAP)"/>			
Account description	<input type="text" value="Full"/>	Print MTD version	<input checked="" type="checkbox"/>			
Print full GL account	<input type="checkbox"/>	Format type	<input type="text" value="Cents in budget amounts"/>			
Roll projects to object	<input type="checkbox"/>	Double space	<input type="checkbox"/>			
Print report options	<input checked="" type="checkbox"/>	Suppress zero bal accts	<input checked="" type="checkbox"/>			

Questions & Answers