



Budgeting from a Local School Accounting Perspective

AASBO

November 2018

Lois Stephenson

Homewood City Schools

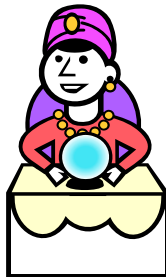
Overview

- ▶ Review Current and Prior Year Budgets
- ▶ Research Variances
- ▶ Meet/Review with Key Players
- ▶ Principal's Review/Input
- ▶ Entry
- ▶ Review, Review, Review

A Budget is a Budget



When working on Next Year Budget remember:
This is not etched in stone.
("Budget Amendment")



You are not a fortune teller.
This is your "best guess estimate" based on the
information you have at this point in time.



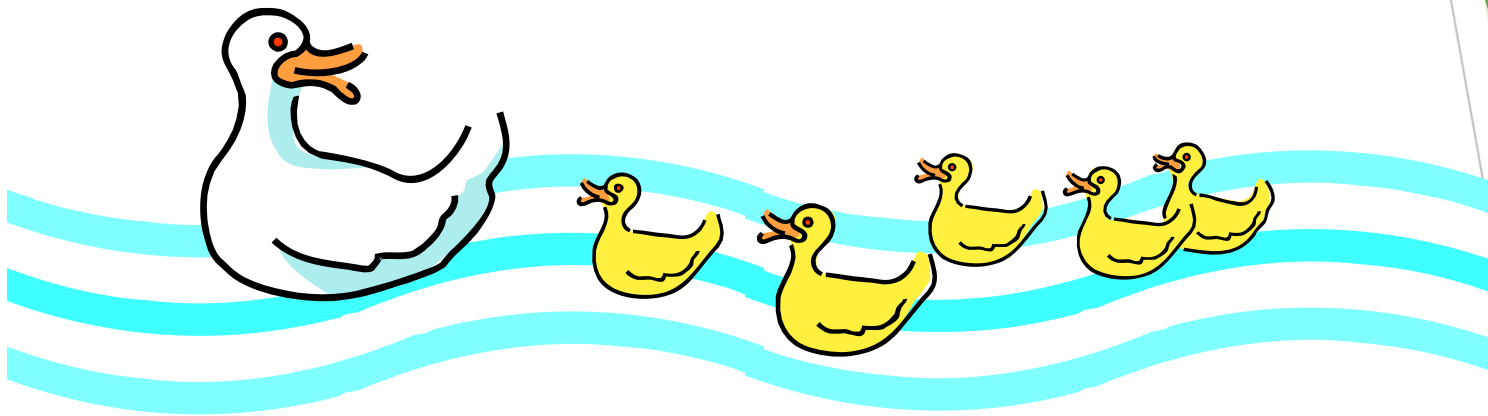
Don't stress out.

What is your budget submission schedule?

LSA Monthly Calendar for Financial Package Submission, Budget Submissions and Bookkeeper Meetings For 2012/2013 Fiscal Year

	Financials due to the board on:	Monthly Bookkeepers' Meeting Date/Time
October 2012	Tuesday, November 6, 2012	Thursday, Nov 8, 2012 - 8:30am - 11:30am (Cougar Room)
November 2012	Thursday, December 6, 2012	Thursday, Dec 13, 2012 - 10:30am - 2:00pm* (Spartan Room - Holiday Luncheon)
1st BUDGET AMENDMENT due by 10:00 am Friday, December 14, 2012		
December 2012	Tuesday, January 8, 2013	Thursday, Jan 10, 2013 - 8:30am - 11:30am (Cougar Room)
January 2013	Tuesday, February 5, 2013	Thursday, Feb 7, 2013 - 8:30am - 11:30am (Cougar Room)
February 2013	Tuesday, March 5, 2013	Thursday, March 7, 2013 - 8:30am - 11:30am (Cougar Room)
March 2013	Thursday, April 4, 2013	Thursday, Apr 11, 2013 - 10:30am-2:00pm (Cougar Room)
FINAL BUDGET AMENDMENT due by 10:00 am Friday, April 12, 2013		
April 2013	Monday, May 6, 2013	Thursday, May 9, 2013 - 8:30am - 11:30am (Cougar Room)
NEXT YEAR BUDGET due by 10:00 am Friday, May 10, 2013		
May 2013	Thursday, June 6, 2013	Thursday, June 13, 2013 - 8:30am - 11:30am (Cougar Room)
June 2013	Monday, July 8, 2013	Thursday, July 11, 2013 - 10:00am - 3:00pm (Spartan Room) Summer NextGen/Computer Training
July 2013	Tuesday, August 6, 2013	No August meeting due to start of school.
August 2013	Friday, September 6, 2013	Thursday, Sept 12, 2013 - 8:30am - 11:30am (Cougar Room) Special fiscal year end topics at September meeting.
September 2013	Tuesday, October 8, 2013	

Get your “Ducks In A Row”



You have to know
where you've been
before you can think about
where you're going.



- ▶ You have a choice at this point as to how you want to proceed when beginning your prep work.
- ▶ #A - Detail Budget Variance Report
- ▶ #B - Next Year Budget Worksheet

Detail Budget Variance Report

[illegible]

RUN DATE: 03/08/2017

RUN TIME: 01:21PM

MCAI BUDGETARY ACCOUNTING SYSTEM
 DETAIL BUDGET VARIANCE REPORT
 MOUNTAIN BROOK HIGH SCHOOL
 FISCAL YEAR-PERIOD-MONTH: 2017-6-M arch

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GLDBVR

Description

<u>Acty-Fd-C-Func-Obj-C-Ctr-SFnd-Y-Prog-Spec</u>	<u>ASN</u>	<u>TOTAL BUDGET</u>	<u>YTD ACTUAL</u>	<u>YTD ENC</u>	<u>TOTAL REQ</u>	<u>VAR W/OUT REQ</u>
2016-32-4-7710-000-0050-7501-0-0000-0000	401316					
TRANSFORMATIONS 2017, FUND RAISER		425.00	200.00	0.00	0.00	225.00
2016-32-4-7810-000-0050-7501-0-0000-0000	401219					
TRANSFORMATIONS 2017,DONATIONS		3,000.00	77,455.04	0.00	0.00	-74,455.04
2016-32-5-1100-494-0050-7501-0-1500-0000	502386					
TRANSFORMATIONS 2017, INSTR-A/V EQUIP<\$500		0.00	8,399.94	0.00	0.00	-8,399.94
2016-32-5-2190-399-0050-7501-0-1500-0000	502194					
TRANSFORMATIONS 2017, OSS-OTH PURCH SERVICES		3,000.00	2,197.48	0.00	0.00	802.52
2016-32-5-2190-489-0050-7501-0-1500-0000	502340					
TRANSFORMATIONS 2017, OSS-OTH NONINSTR SUPPLII		0.00	3,880.00	2,836.00	0.00	-6,716.00
2016-32-5-2190-492-0050-7501-0-1500-0000	502175					
TRANSFORMATIONS 2017,OSS-FURN&EQUIP<\$500		0.00	50,153.65	4,437.44	0.00	-54,591.09
2016-32-5-9800-478-0050-7501-0-9600-0000	502384					
TRANSFORMATIONS 2017, OE-ITEMS FOR RESALE		0.00	45.00	0.00	0.00	-45.00
Activity 2016 SUBTOTAL:		6,429.00	142,335.12	7,273.44	0.00	-143,179.56
2020-12-3-0350-000-0050-7101-0-0000-0000	300414					
LOCKER FEES,UNRESERVED FUND BALANCE		11,855.00	11,855.08	0.00	0.00	-0.08
2020-12-4-7260-000-0050-7101-0-0000-0000	400689					
LOCKER FEES,DUES & FEES (REQUIRED)		3.00	0.00	0.00	0.00	3.00
2020-12-4-7260-000-0050-7101-0-0000-4001	400894					
SENIOR FEE		410.00	0.00	0.00	0.00	410.00
2020-12-4-7260-000-0050-7101-0-0000-4002	400905					
SOPHOMORE FEE		425.00	1.00	0.00	0.00	424.00
2020-12-4-7260-000-0050-7101-0-0000-4003	400898					
JUNIOR FEE		400.00	0.00	0.00	0.00	400.00
2020-12-5-2190-329-0050-7101-0-1500-0000	501659					
LOCKER FEES,OSS-OTH PROF SERVICES		950.00	0.00	1,200.00	0.00	-250.00
Activity 2020 SUBTOTAL:		14,043.00	11,856.08	1,200.00	0.00	986.92

Print a next year budget worksheet

GL/BARP: Budget Analysis Report (v3.03)

Select By GL Component

Account Description

- ☒ Internal Description
- ☐ State/Auditor Description

☐ Double Space Report

☒ Page Break After Primary Component

☐ Select by Group

Print Budget

- ☐ Variance
- ☐ Year to Date
- ☐ Next Year
- ☒ Next Year Worksheet

☐ Next Year Comparision

☐ Show Equities

☐ Run GL Summary Report

☐ Run Fund Function Summary Report

☒ Display only GL Accounts with Budget Info

☐ Include Contra Accounts

Account Status: **Active**

Select Components to Summarize (Sort Order Must Be Zero)

<input type="checkbox"/> Activity	<input type="checkbox"/> Function	<input type="checkbox"/> SFund	<input type="checkbox"/> SpecUse
<input type="checkbox"/> Fund	<input type="checkbox"/> Object	<input type="checkbox"/> Year	
<input type="checkbox"/> Class	<input type="checkbox"/> CCTR	<input type="checkbox"/> Program	

Report Destination

- ☐ To Printer BOE_ACCCOPIER_CANONC5045 on BOE-SERV (from B
- ☒ To Report Viewer
- ☐ To File

Setup

Enter Account Selection Criteria

Accept Selection Criteria

Fiscal Year: 2013 Fiscal Period: October

Ending Fiscal Year: 2013 Ending Fiscal Period: October

Component Name: Activity Sort Order: 1 Beginning Value: Ending Value: zzzz

Component Contains: Acty

Sort Order Must Be Major to Minor (0 Sort Order = Selection Criteria only - Do Not Sort

Component Name	Sort Order	From Value	To Value
Activity	1		zzzz

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

MOUNTAIN BROOK HIGH SCHOOL
THRU FISCAL YEAR-PERIOD-M ONTH: 2017-6-M arch

ASN	Description		2015	2016	2017	2017	2017	2018
<u>Acty-Fd-C-Func-Obj-C Ctr-SFnd-Y-Prog-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 2016								
*** EQUITY ***								
300489	TRANSFORMATIONS 2017, UNRESERVED FUND BALANCE							
2016-32-3-0350-000-0050-7501-0-0000-0000	C		0.00	6,613.02	4.01	0.00	4.00	-----
*** TOTAL EQUITY:			0.00	6,613.02	4.01	0.00	4.00	0.00
*** REVENUES ***								
401316	TRANSFORMATIONS 2017, FUND RAISER							
2016-32-4-7710-000-0050-7501-0-0000-0000	C		0.00	389.50	200.00	0.00	425.00	-----
401219	TRANSFORMATIONS 2017, DONATIONS							
2016-32-4-7810-000-0050-7501-0-0000-0000	C		61,974.00	58,911.51	77,455.04	0.00	78,000.00	
401222	TRANSFORMATIONS 2017-10K							
2016-32-4-7810-000-0050-7501-0-0000-8101	C		10,000.00	0.00	0.00	0.00	0.00	
401225	TRANSFORMATIONS 2017-\$1000							
2016-32-4-7810-000-0050-7501-0-0000-8104	C		1,000.00	0.00	0.00	0.00	0.00	
401226	TRANSFORMATIONS 2017-\$500							
2016-32-4-7810-000-0050-7501-0-0000-8105	C		500.00	0.00	0.00	0.00	0.00	
401227	TRANSFORMATIONS 2017-\$200							
2016-32-4-7810-000-0050-7501-0-0000-8106	C		-1.00	0.00	0.00	0.00	0.00	
401228	TRANSFORMATIONS 2017-OTHER							
2016-32-4-7810-000-0050-7501-0-0000-8107	C		1.00	100.00	0.00	0.00	0.00	
401220	TRANSFORMATIONS 2017, TRANSFERS IN - NON-PUBLIC							
2016-32-4-9210-000-0050-7501-0-0000-0000	C		0.00	1,000.00	0.00	0.00	0.00	
*** TOTAL REVENUES:			73,474.00	60,401.01	77,655.04	0.00	78,425.00	
*** EXPENDITURES ***								
502386	TRANSFORMATIONS 2017, INSTR-A/V EQUIP <\$500							
2016-32-5-1100-494-0050-7501-0-1500-0000	D		0.00	0.00	8,399.94	0.00	8,400.00	
502194	TRANSFORMATIONS 2017, OSS-OTH PURCH SERVICES							
2016-32-5-2190-399-0050-7501-0-1500-0000	D		80.00	30.00	2,197.48	0.00	3,000.00	
502340	TRANSFORMATIONS 2017, OSS-OTH NONINSTR SUPPLIES							
2016-32-5-2190-489-0050-7501-0-1500-0000	D		0.00	962.00	4,547.21	2,236.00	7,000.00	-----
502175	TRANSFORMATIONS 2017, OSS-FURN&EQUIP <\$500							
2016-32-5-2190-492-0050-7501-0-1500-0000	D		51,786.00	66,018.02	50,153.65	4,437.44	55,000.00	-----
502193	TRANSFORMATIONS 2017, OSS-NON-INST.EQUIP <\$500							
2016-32-5-2190-493-0050-7501-0-1500-0000	D		4,994.98	0.00	0.00	0.00	0.00	-----
502384	TRANSFORMATIONS 2017, OE-ITEMS FOR RESALE							
2016-32-5-9800-478-0050-7501-0-9600-0000	D		0.00	0.00	45.00	0.00	100.00	-----

YTD Actual is thru month used when generating report.

Be sure to estimate what additional revenues may be received April thru September, as well as any existing encumbrance s, when calculating total budget needed

Review Current and Prior Year Actuals

Research Variances

► Current Year

- Review variances keeping in mind expenditures for remaining months of the fiscal year.
- Research large variances.

► Prior Year

- Review differences between prior year and current year.
- Are there expenditures that may be cyclical that were not budgeted in the current fiscal year?

RUN DATE: 10/11/2012
RUN TIME: 04:21PM

MCAI BUDGETARY ACCOUNTING SYSTEM
NEXT YEAR BUDGET WORKSHEET

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GLBAPWORK

THRU FISCAL YEAR-PERIOD-MONTH: 2013-1-October

ASN	DESCRIPTION	TYPE	2011 ACTUAL	2012 ACTUAL	2013 YTD ACTUAL	2013 ENCUMBERED	2013 TOTAL BUDGET	2014 BUDGET
Activity 2020			Prior 2 Years of History		Current Year's Information			
*** EQUITY ***								
300013	GENERAL,UNRESERVED FUND BALANCE							
2020-12-3-0350-000-0040-7101-0-0000-0000		C	1,887.19	1,300.07	1,129.82	0.00	1,887.00
300014	GENERAL,ADJUSTMENTS TO BEGINNING BAL							
2020-12-3-0360-000-0040-7101-0-0000-0000		C	0.00	0.00	0.00	0.00	0.00
*** TOTAL EQUITY:			1,887.19	1,300.07	1,129.82	0.00	1,887.00	0.00
*** REVENUES ***								
400002	GENERAL, TEXTBOOKS							
2020-12-4-7300-000-0040-7101-0-0000-4043		C	17.49	149.50	0.00	0.00	300.00
400003	GENERAL,DONATIONS							
2020-12-4-7430-000-0040-7101-0-0000-4045	Misc Parent Donations		4,645.56	17,180.95	0.00	0.00	7,000.00
400004	GENERAL,ACCOMMODATIONS							
2020-12-4-7440-000-0040-7101-0-0000-4068		C	150.00	627.62	0.00	0.00	0.00
400005	GENERAL, LOCAL TRANSFERS IN							
2020-12-4-9210-000-0040-7101-0-0000-0000		C	13,500.00	10,000.00	0.00	0.00	14,636.00
400006	GENERAL, BOARD TRANSFERS IN							
2020-12-4-9210-000-0040-7101-0-0000-8911	Downloaded Funds from BOE		0.00	0.00	0.00	0.00	0.00
*** TOTAL REVENUES:			18,313.05	27,958.07	0.00	0.00	21,936.00	0.00
*** EXPENDITURES ***								
500004	GENERAL, MATERIALS AND SUPPLIES							
2020-12-5-1100-411-0040-7101-0-1200-0000		D	1,276.12	2,032.99	0.00	158.95	2,000.00
500005	GENERAL, INSTRUCTION-SOFTWARE							
2020-12-5-1100-414-0040-7101-0-1200-0003		D	0.00	0.00	0.00	0.00	0.00
500006	GENERAL, OTHER INSTRUCTIONAL MATERIALS							
2020-12-5-1100-419-0040-7101-0-1200-4047		D	0.00	0.00	0.00	0.00	0.00
500007	GENERAL,INSTRUC-TEXTBOOK/REIMBURSE/BOARD							
2020-12-5-1100-421-0040-7101-0-1200-0002		D	17.49	149.50	0.00	0.00	300.00
500011	GENERAL, INSTRUCTION NONCAP FURN/FIX <500							
2020-12-5-1100-492-0040-7101-0-1200-0000	New desk for Asst Prin		0.00	2,040.00	0.00	0.00	1,000.00
500012	GENERAL, INSTRUCTION-NONCAP FURN/FIX <500							
2020-12-5-1100-498-0040-7101-0-1200-0000		D	0.00	0.00	0.00	0.00	0.00
500014	GENERAL, INSTRUC IMPROVE - REGISTRATION							
2020-12-5-2210-623-0040-7101-0-1200-0000		D	1,119.25	325.61	0.00	0.00	0.00
500015	GENERAL, WORKSHOPS/STAFF (PURCH SERV)							
2020-12-5-2215-312-0040-7101-0-1200-0004		D	1,369.65	0.00	0.00	0.00	3,500.00

Meet/Review with Key Players



- ▶ Teachers/Field Trips/Club Sponsors/Fund Raisers - what are the anticipated plans for the new budget year?
- ▶ Athletics - Are there big changes in playing schedules? More home games? Less home games?
- ▶ Professional Development
- ▶ Major equipment/furniture replacement plans on the horizon?
- ▶ Will there be new activity accounts?
- ▶ Any other budget items that are specific to your unique situation. Copier on it's last leg? (could mean higher monthly payments)
- ▶ Principal promised new furniture to someone?



Ready to Input

New Year Budget Has To Be “Initialized”

- ▶ Initializing the new year budget may be done by your Central Office.
- ▶ There are multiple options in this process, so if you are doing this step, please be careful. Get help if you are not 100% confident on this step.

Change Approved Budget For Fiscal Year 2017Select By GL Component

Select Budget Action

☐ Initialize ☐ Initialize To Zero ☐ Update ☒ Projected Budget Report Only ☒ Zero Suppress

Dollars

☐ Budget \$\$ ☒ Actual \$\$ ☐ Include Encumbrance \$\$ w/Actuals ☒ Round to Whole Dollar

☒ No Change, ☐ Increase or ☐ Decrease by % ☐ Include Budget For Closing Equity Accounts

From Fiscal Year Last Period Completed

20174☐ Estimate Remaining Periods

Spread

From Thru

If Negative Budget

☒ Ignore, Load Zero ☐ Load Value, Don't Adjust ☐ Load Values and Adjust ☐ Include Inactive Accounts

Requested by Department

Attachments(0)

Comment

Report Destination

☐ To Printer BOE_ACCCOPIER_XEROX7845 (redirected)
☒ To Report Viewer
☐ To File

Selection Options and Click Enter

First Step - Lock the door!



MCAI

Local School Accounting

Accounts Payable

System Control

Allocation Tracking

General Ledger

GL Table Maintenance

Budget Maintenance

Application or Transaction Name

Create New GL Year Tabl...

Initialize Budget

Budget Input

Budget Maintenance

Budget Approval Process

Budget Report

Budget Analysis Report

GL/MBUD: Budget Maintenance (v3.01)

Fiscal Year

2017

Acty-Fd-C-Func-Obj-CCtr-SFnd-Y-Prog-Spec

Account #

2010-12-4-7430-000-0020-7101-0-0000-0000

GENERAL FUND,DONATIONS

Original Budget

4,000.00

Approved Budget

4,000.00

Budget Adjustments

0.00

Current Budget

4,000.00

Peri...	Dollars	Perc...	A ^
Oct	4,000.00	100.00	
Nov	0.00	0.00	
Dec	0.00	0.00	
Jan	0.00	0.00	
Feb	0.00	0.00	
Mar	0.00	0.00	
Apr	0.00	0.00	
May	0.00	0.00	
Jun	0.00	0.00	
Jul	0.00	0.00	
Aug	0.00	0.00	

☐ Update Approved Budget

Fiscal Period

FP Amounts

FP Adjust

Update FP

P.	Amount	Submitted

Don't forget to click on Save at top of screen.

Select the Fiscal Year and Account to Change
Click Save to Update Any Changes Made

Report auto generated when inputting changes

RUN DATE: 01/28/2014
RUN TIME: 09:05AM

MCAI BUDGETARY ACCOUNTING SYSTEM
DETAIL BUDGET ENTRY LISTING - BUDGET STATUS IS APPROVED
CHEROKEE BEND ELEMENTARY

Page 1 of 1
UPBDER

TX#: 40 FISCAL YEAR: 2014
STATUS: Posted

ORIGINATOR: Lois Stephenson
ENTERED BY: loiss

DEPT: COMMENT:
DATE/TIME: 1/28/2014 9:05:10AM

<u>ACCOUNT NUMBER</u>	<u>DESCRIPTION</u>	<u>FP</u>	<u>ACTION</u>	<u>AMOUNT</u>
2016-12-5-1100-479-0020-7101-0-1200-0000	COPIER & PAPER EXPEN	3	Decrease	5,000.00
	*** UPDATED CURRENT BUDGET AMOUNT FOR 2016-12-5-1100-479-0020-7101-0-1200-0000:			0.00

TOTALS ==>

INCREASES:
DECREASES: 5,000.00
DIFF:

*** END OF REPORT ***

RUN DATE: 01/17/2014
RUN TIME: 11:14AM

MCAI BUDGETARY ACCOUNTING SYSTEM
DETAIL BUDGET ENTRY LISTING - BUDGET STATUS IS APPROVED
Mountain Brook City School System

Page
UPB

TX#: 80 FISCAL YEAR: 2014
STATUS: Posted

ORIGINATOR: Lois Stephenson
ENTERED BY: loiss

DEPT:
DATE/TIME: 1/17/2014 11:14:26AM

COMMENT:

Ad Text Object UMBER

	DESCRIPTION	EP	ACTION	AMOUNT
12-3-0350-000-0010-7101-0-0000-0000	UNRESERVED FUND BALANCE	3	Increase	31,779.00
	*** UPDATED CURRENT BUDGET AMOUNT FOR 12-3-0350-000-0010-7101-0-0000-0000:			174,192.00
12-3-0350-000-0020-7101-0-0000-0000	UNRESERVED FUND BALANCE	3	Decrease	23,654.00
	*** UPDATED CURRENT BUDGET AMOUNT FOR 12-3-0350-000-0020-7101-0-0000-0000:			72,914.00
12-3-0350-000-0030-7101-0-0000-0000	UNRESERVED FUND BALANCE	3	Decrease	11,819.00
	*** UPDATED CURRENT BUDGET AMOUNT FOR 12-3-0350-000-0030-7101-0-0000-0000:			31,747.00
12-3-0350-000-0040-7101-0-0000-0000	UNRESERVED FUND BALANCE	3	Increase	26,032.00
	*** UPDATED CURRENT BUDGET AMOUNT FOR 12-3-0350-000-0040-7101-0-0000-0000:			100,785.00
12-3-0350-000-0050-7101-0-0000-0000	UNRESERVED FUND BALANCE	3	Increase	137,294.00
	*** UPDATED CURRENT BUDGET AMOUNT FOR 12-3-0350-000-0050-7101-0-0000-0000:			754,375.00
12-3-0350-000-0060-7101-0-0000-0000	UNRESERVED FUND BALANCE	3	Increase	66,424.00
	*** UPDATED CURRENT BUDGET AMOUNT FOR 12-3-0350-000-0060-7101-0-0000-0000:			490,732.00
32-3-0350-000-0010-7501-0-0000-0000	UNRESERVED FUND BALANCE	3	Decrease	550.00
	*** UPDATED CURRENT BUDGET AMOUNT FOR 32-3-0350-000-0010-7501-0-0000-0000:			404.00
32-3-0350-000-0020-7501-0-0000-0000	UNRESERVED FUND BALANCE	3	Decrease	21,249.00
	*** UPDATED CURRENT BUDGET AMOUNT FOR 32-3-0350-000-0020-7501-0-0000-0000:			28,166.00
32-3-0350-000-0030-7501-0-0000-0000	UNRESERVED FUND BALANCE	3	Decrease	29,683.00
	*** UPDATED CURRENT BUDGET AMOUNT FOR 32-3-0350-000-0030-7501-0-0000-0000:			107,179.00
32-3-0350-000-0040-7501-0-0000-0000	UNRESERVED FUND BALANCE	3	Decrease	9,495.00
	*** UPDATED CURRENT BUDGET AMOUNT FOR 32-3-0350-000-0040-7501-0-0000-0000:			36,158.00
32-3-0350-000-0050-7501-0-0000-0000	UNRESERVED FUND BALANCE	3	Decrease	34,091.00
	*** UPDATED CURRENT BUDGET AMOUNT FOR 32-3-0350-000-0050-7501-0-0000-0000:			771,533.00
32-3-0350-000-0060-7501-0-0000-0000	UNRESERVED FUND BALANCE	3	Decrease	83,370.00
	*** UPDATED CURRENT BUDGET AMOUNT FOR 32-3-0350-000-0060-7501-0-0000-0000:			40,175.00

TOTALS ==>

INCREASES: 261,529.00
DECREASES: 213,911.00
DIFF: 47,618.00



Checking After Input

Review, Review, Review

- ▶ Re-print (or view on the screen) the report you chose to work with.
- ▶ Review entries made to ensure they have been keyed to the correct GL distribution
 - ▶ (does the final product look like you anticipated?)



4 Major areas that should be reviewed for “in balance”

What to watch for

► 4 Major Areas Reviewed For “In Balance”

1. Total Overall Budget Amendment
2. Individual Activities
3. Internal Transfers In/Out
4. Accommodations In/Out

► Line Items with Actuals

- Should contain a budgeted amount unless under threshold set by Central Office.

► Unreserved Fund Balances

- Budgeted for in amendment, if not included in original budget.
- Total budgeted for Unreserved Fund Balances must balance with actuals (allowing for rounding).

Total Overall Budget

Expenditures less (or equal to) revenues

DESCRIPTION	2010	2010	2011	2011
<u>Actv-Fd-C-Func-Obj-CC-Tr-Sfd-Y-Prq-Spec</u>	<u>TOTAL BUDGET</u>	<u>ACTUAL</u>	<u>TOTAL BUDGET</u>	<u>YTD BUDGET</u>
*** Activity 9400 TOTAL ***				
TOTAL EQUITY:				
TOTAL REVENUES:	9,500.00	34,500.00	30,000.00	30,000.00
TOTAL EXPENDITURES:	0.00	34,500.00	30,000.00	30,000.00
DIFFERENCE:	9,500.00	0.00	0.00	0.00
Activity: 9500 CUSTODIAN FUNDS DL				
*** REVENUES ***				
CUSTODIAN FUNDS DL, TRANSFERS IN-BOARD OF ED				
9500-12-4-9210-000-0050-7 101-0-0000-8911	32,000.00	32,000.00	32,000.00	32,000.00
*** TOTAL REVENUES:	32,000.00	32,000.00	32,000.00	32,000.00
*** EXPENDITURES ***				
CUSTODIAN FUNDS DL, BLDG SERV-JANITORIALS UPPL				
9500-12-6-3200-441-0050-7 101-0-1500-0000	32,000.00	31,992.81	32,000.00	32,000.00
CUSTODIAN FUNDS DL, GEN-FEES-CUSTODIAL ALLOCATD				
9500-12-6-3200-441-0050-7 101-0-8300-0000	0.00	7.19	0.00	0.00
*** TOTAL EXPENDITURES:	32,000.00	32,000.00	32,000.00	32,000.00
*** Activity 9500 TOTAL ***				
TOTAL EQUITY:				
TOTAL REVENUES:	32,000.00	32,000.00	32,000.00	32,000.00
TOTAL EXPENDITURES:	32,000.00	32,000.00	32,000.00	32,000.00
DIFFERENCE:	0.00	0.00	0.00	0.00
*** GRAND TOTALS ***				
TOTAL EQUITY:	1,179,713.00	1,179,713.54	1,179,673.00	1,179,673.00
TOTAL REVENUES:	2,856,545.00	2,506,063.23	2,844,320.00	2,844,320.00
TOTAL EXPENDITURES:	2,741,875.00	2,532,407.62	2,783,158.00	2,783,158.00
DIFFERENCE:	1,294,383.00	1,153,369.15	1,240,835.00	1,240,835.00

Individual Activities

Expenditures less (or equal to) revenues

DESCRIPTION <u>Acty-Fd-C-Func-Obj-CContr-SFnd-Y-Prog-Spec</u>	2010 <u>TOTAL BUDGET</u>	2010 <u>ACTUAL</u>	2011 <u>TOTAL BUDGET</u>	2011 <u>YTD BUDGET</u>
Activity: 2200 LIBRARY P				
*** EXPENDITURES ***				
LIBRARY,ED MED-ASSOC DUES				
2200-12-5-2220-621-0050-7101-0-1500-0000	110.00	0.00	110.00	110.00
LIBRARY,TRANSFERS OUT - PUBLIC				
2200-12-5-9910-920-0050-7101-0-9700-0000	156.00	0.00	156.00	156.00
*** TOTAL EXPENDITURES:	4,860.00	3,279.66	4,860.00	4,860.00
*** Activity 2200 TOTAL ***				
TOTAL EQUITY:	2,959.00	2,958.86	2,959.00	2,959.00
TOTAL REVENUES:	4,150.00	3,780.60	4,150.00	4,150.00
TOTAL EXPENDITURES:	4,860.00	3,279.66	4,860.00	4,860.00
DIFFERENCE:	2,249.00	3,459.80	2,249.00	2,249.00

Internal Transfers In/Out

DESCRIPTION	2010	2010	2011	2011	
<u>Acty-Fd-C-Func-Obj-C Ctr-S Fnd-Y- Prog-Spec</u>	<u>TOTAL BUDGET</u>	<u>ACTUAL</u>	<u>TOTAL BUDGET</u>	<u>YTD BUDGET</u>	<u>YTI</u>
*** Function 9910 TOTAL ***					
TOTAL EQUITY:					
TOTAL REVENUES:					
TOTAL EXPENDITURES:	21,030.00	7,497.67	21,030.00	21,030.00	
DIFFERENCE:	-21,030.00	-7,497.67	-21,030.00	-21,030.00	
*** GRAND TOTALS ***					
TOTAL EQUITY:					
TOTAL REVENUES:	21,030.00	7,497.67	21,030.00	21,030.00	
TOTAL EXPENDITURES:	21,030.00	7,497.67	21,030.00	21,030.00	
DIFFERENCE:	0.00	0.00	0.00	0.00	
*** END OF REPORT ***					

Accommodations In/Out

Enter Account Selection Criteria

Accept Selection Criteria

Fiscal Year: 2011 Fiscal Period: January

Component Name: Activity Sort Order: 2 Beginning Value: Ending Value: zzzz Add Item

Component Contains: Acty

Sort Order Must Be Major to Minor (0 Sort Order = Selection Criteria only - Do Not Sort or Total)

Component Name	Sort Order	From Value	To Value
Function	1	7440	7440
Function	1	7850	7850

Enter Account Selection Criteria

Accept Selection Criteria

Fiscal Year: 2011 Fiscal Period: January

Component Name: Activity Sort Order: 2 Beginning Value: Ending Value: zzzz Add Item

Component Contains: Acty

Sort Order Must Be Major to Minor (0 Sort Order = Selection Criteria only - Do Not Sort or Total)

Component Name	Sort Order	From Value	To Value
Object	1	699	699

*** GRAND TOTALS ***

TOTAL REVENUES:

TOTAL EXPENDITURES:	13,527.00	8,760.75	13,527.00
DIFFERENCE:	-13,527.00	-8,760.75	-13,527.00

*** END OF REPORT ***

*** GRAND TOTALS ***

TOTAL REVENUES:	13,527.00	8,955.62	13,527.00
TOTAL EXPENDITURES:			
DIFFERENCE:	13,527.00	8,955.62	13,527.00

*** END OF REPORT ***



Next Up - Budget Amendments

First Budget Amendment usually due to State Department
in January

Second Budget Amendment usually sent to State
Department in early summer.

Current Year Budget - Approved?

- ▶ Do not input any budget amendments/changes to the current year budget before that budget has been “approved” in the software.
- ▶ Usually done by Central Office.
- ▶ State Department approval of overall budget has to be received before this can be completed.
- ▶ “Ask” - don’t “Assume”.

Suggestions to Ease Budget Amendment Stress

- ▶ Keep a working copy of Next Year Budget Worksheet (this gives you room to make notes)
- ▶ Fund Raiser Added - note on worksheet
- ▶ Field Trip Added/Cancelled - note on worksheet
- ▶ Unexpected large expenditures - put copies of disbursement with worksheet

Putting notes on working copy will save you valuable time when you get ready to work on the amendment.

Don't have time for this - set up an amendment folder that you can drop notes and/or documentation in for future reference.

Budget Amendments

► 4 Major Areas Reviewed For “In Balance”

1. Total Overall Budget Amendment
2. Individual Activities
3. Internal Transfers In/Out
4. Accommodations In/Out

► Line Items with Actuals

- Should contain a budgeted amount unless under threshold set by Central Office.

► Unreserved Fund Balances

- Budgeted for in amendment, if not included in original budget.
- Total budgeted for Unreserved Fund Balances must balance with actuals (allowing for rounding).

The slide features two large, abstract green geometric shapes. On the left is a solid green triangle pointing downwards. On the right is a complex, multi-layered green shape composed of several overlapping triangles and polygons in various shades of green, creating a dynamic, layered effect.

Questions

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