



Local School Budgeting

Moriah Earnest

Accountant, Auburn City Schools

Local School Training, March 2021



Budget Process

- Bookkeeper overview
- Communication
- Bookkeeper-Principal discussion
- Prepare budget changes
- Principal and/or Bookkeeper presentation to CFO
- Approved budgets entered

Budgeting

- Beginning balances
- Ending balances
- Utilization of funds for the upcoming year
- New Fiscal Year Budget
- Amendments

Budgets

- Local Checkbook
 - Public
 - Non-Public
- Athletics
- Site-Based Budget
- After School
- State Funds

Local Accounts- Public Funds

- Class Accounts
- Discuss with teachers & principal
- Changes

Local Accounts- Non-Public Funds

- Booster Accounts
- Club Accounts
- Discuss with booster members or budget committee
- Changes

Athletics

- Team Accounts
- Booster Accounts
- Discuss with coaches and booster members
- Changes

Site-Based

- Discuss with principal
- Substitutes
- Copier Expenditures
- Changes

After School

- Discuss with principal
- Changes

State/CIS Funds

- Library Enhancement
- Technology
- Classroom Instructional Supplies
- Professional Development
- Budget committee
- Voting

Budget Forms

Technology
Proposed Budget - FY 2021

Name of School

1. Total amount allocated for Technology:

$$\begin{array}{c} \text{_____} \\ \text{No. of units} \end{array} \times \begin{array}{c} \text{_____} \\ \text{Amount per unit} \end{array} = \$ \text{_____}$$

Technology
Common Purchases - FY 2021

Certification to local superintendent:

We certify that we have developed the proposed budget presented above in accordance with procedures outlined in Section 16-1-8.1 of the Code of Alabama.

Budget Committee

1. _____
Signature of Teacher

2. _____
Signature of Teacher

3. _____
Signature of Teacher

4. _____
Signature of Teacher

5. _____
Signature of Principal
or
Principal's designee

Description of Item	Unit Cost	No. of Items	Total Cost

Budget Analysis Report

RUN DATE: 02/23/2021
 RUN TIME: 08:53AM

MCAI BUDGETARY ACCOUNTING SYSTEM
 NEXT YEAR BUDGET WORKSHEET
 AUBURN CITY BOARD OF EDUCATION
 THRU FISCAL YEAR-PERIOD-MONTH: 2021-5-February

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 GLBARPWORK

ASN	Description		2019	2020	2021	2021	2021	2022
<u>Fd-C-Func-Obj-CCtr-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>
*** EXPENDITURES ***								
526564	INSTRUCTION, SUBSTITUTES							
11-5-1100-335-0005-6001-0-1200-6000	D		30,575.18	30,995.20	5,096.83	0.00	19,270.65	-----
522772	INSTRUCTION, SUBSTITUTES							
11-5-1100-335-0005-6001-0-2200-6000	D		2,820.76	869.40	96.60	0.00	2,000.00	-----
526568	INSTRUCTION, STUDENT CLASSROOM SU							
11-5-1100-411-0005-6001-0-1200-6000	D		0.00	0.00	0.00	0.00	3,123.39	-----
523650	INSTRUCTION, OTHER INSTRUCTIONAL							
11-5-1100-419-0005-6001-0-8100-6000	D		0.00	0.00	0.00	0.00	2,555.00	-----
505509	OTHER STUDENT SUPPOR, SUPPLEMENTS							
11-5-2190-191-0005-6001-0-8210-6000	D		3,263.60	0.00	0.00	0.00	1,680.00	-----
505510	OTHER STUDENT SUPPOR, STATE RETIREMENT							
11-5-2190-220-0005-6001-0-8210-6000	D		394.10	0.00	0.00	0.00	207.65	-----
505511	OTHER STUDENT SUPPOR, SOCIAL SECURITY							
11-5-2190-230-0005-6001-0-8210-6000	D		201.00	0.00	0.00	0.00	104.16	-----
505512	OTHER STUDENT SUPPOR, FEDERAL MEDICARE							
11-5-2190-240-0005-6001-0-8210-6000	D		47.01	0.00	0.00	0.00	24.36	-----
520551	OTHER STUDENT SUPPOR, STATE UNEMPLOYMENT C							

Importance of Communication