



## **Budget Preparation for 2017-18**

**TRAINING:** Training sessions on the online e-req system will be provided. The training will take place on **February 16<sup>th</sup>, 2017** and will be on the schedule of activities for that day. If you are responsible for submitting your grade level or department budget OR even if you submit ereqs throughout the year, this will be a mandatory training.

### **2017-18 Budget**

The process for budgeting has now begun. I will continue efforts to keep the process/procedure very consistent with past years. The budgeting information is included in this instruction booklet. Please review this booklet closely as it provides the information necessary to successfully submit your budget information.

### **Who is Responsible?**

One staff member from each grade/department and/or organization is responsible for submitting a budget form by working with the other members of his or her department to complete a budget summary form. Please review *Staff with Summary Form (located on page 5)* to determine who is responsible for your grade/department and/or organization.

### **Budget Calendar**

February 27<sup>th</sup>, 2017: Submit Major (exceeds \$500) Equipment Requests to Supervisor/Building Principal

March 7<sup>th</sup>, 2017: Submit Supply Budget to Supervisor/Building Principal for Grade/Department

March 20<sup>th</sup>, 2017: Approval by Board of Major Equipment Requests

April 21<sup>st</sup>, 2017: Club/Organizations Activity Fund Budgets Submitted to Superintendent's Office

May 1<sup>st</sup>, 2017: All budget summaries due to superintendent office: including Admin. instructional and administrative budgets.

### **Budget Outlook for 2017-18**

I am very pleased to share that I believe that Ashland-Greenwood is positioned to have another fiscally strong year. It is exciting to report that our district continues to grow fiscally stronger. This is a blessing for our district and students. As you may know, many districts have seen huge decreases in funding the past few years. The state aid formula is once again currently under debate as I write this message. We can rest assured that Ashland-Greenwood is positioned well moving forward into the foreseeable future.

Each year we have attempted to make our operations more efficient while not cutting budgets and actually investing more into staff and resources. The plan is to continue to maximize operations while investing necessary dollars into our staff, students, services, equipment and facilities.

## **Completing the General Fund Budget Summary Form**

All anticipated expenses for your grade or department for 2017-18 should be included on the general fund summary form. A general fund summary form is being distributed to one person from each grade and/or department.

### **Types of Requisitions**

Planned expenses for 2017-18 should be of two types. These are **Requisitioned** items and **Non-Requisitioned** items.

**Requisitioned Items.** These are items that will be ordered for your department or grade by the Superintendent's Office prior to start of the next school year. Each item on the list of requisitioned items must have an electronic requisition (e-req) submitted for it.

A line on the summary form should represent only one vendor and only one budget code (i.e. 1-1100-410-1-01). Refer to the on-line list of budget purpose codes located on the staff web page to provide the proper budget code (*also can be located on page 6 of this document*). Each item on the Requisition list on the Summary Form should include an e-req number, a vendor name, a budget code and a total dollar amount. The budget code should contain 11 numbers – 1 for the fund, 4 for the program, 3 for the object and 3 for the level and school.

**Non-requisitioned Items.** These are items that you plan to prepare a requisition for at a later time during the 2017-18 school term. Do not submit an e-req for these items at this time.

Each line on the list for Non-Requisitioned items should have the name of the vendor (if known), the budget code and the amount. An e-requisition should NOT be prepared and not included for non-requisitioned items.

### **Limitations and Special issues regarding certain object codes**

An object code represents the type of item being purchased. Your department has limitations on its budget for object code 410 and 440 items. That limitation appears on the Summary Form. **There are no other dollar limitations on other budget code items but the following rules will apply:**

410: SUPPLIES: Total budget must be less than the limitation established on the General Fund Summary Form (less periodicals 440 that are purchased). The limitation includes requisitioned and non-requisitioned items.

**School Specialty.** Please note that if you utilize School Specialty as a vendor for consumable supplies you can use the School Specialty AEPA Form pricer or the 2017 catalog price. The catalog price contains teacher pricing. School Specialty sister companies include Sax Arts & Crafts, Sporttime, Abilitations, Integrations, Speech Bin, Frey Scientific, ABC School Supply and Hammond and Stephens.

**Other Vendors.** Items from all other vendors should have shipping and handling calculated at 15% of the cost of the item and a minimum charge of \$15. Shipping and handling should be included as a line item on the E-Req order.

**General School Supplies.** Finally keep in mind that general school supplies will be ordered for your building and stored in a central supply area in the office area. These supplies are replenished as the needs arise. Do not include general supplies on your grade or department budget. These supplies include such items as pens, pencils, paper (copy, writing and construction), markers, tape, clips, etc. Check with your building office about the availability of other supplies. General school supplies ordered through a department budget will be deleted from your order.

420: TEXTBOOKS: All textbooks including consumable workbooks will be budgeted by Jill Finkey in her Curriculum & Instruction budget. She will be working with you on ordering the appropriate materials. This will include replacement and additional textbooks needed. Please be sure to let Jill know about any textbooks needs.

430: LIBRARY BOOKS: This code is to be used only by the Media Center and should not be used by other departments. Submit requests for library books directly to Mr. Wendelin or Mr. Flynn.

440: PERIODICALS: This would include Weekly Readers, Scholastics etc. This is a classroom extra. The grade, subject or department supply (410) budget should be reduced by the cost of these items. Sharing periodicals is another way to save on department/grade level budgets.

450: AV MATERIALS: Only the media center has an AV budget. Submit any requests for AV materials to Mr. Wendelin or Mr. Flynn for consideration within the media center budget.

460: COMPUTER SOFTWARE: Software will be budgeted by Mr. Wendelin, Mr. Flynn and Mr. Tonjes in the instructional technology department. Please visit with Jerry, Matt or Nate if you have a software application that you want for your classroom.

480: FURNITURE & EQUIPMENT: Please submit any major (> \$500) furniture or equipment requests on a separate form provided by your Principal/Supervisor.

Computer hardware for use in classroom instruction by teachers should be submitted to Mr. Wendelin, Mr. Flynn or Mr. Tonjes for review by the technology department and consideration for inclusion in the technology budget. Do not include computer or technology hardware on your grade, subject or department budget. Non-instructional departments should submit their requests directly on the equipment request form.

630: DUES & FEES: Field Trip fees or registration fees should be budgeted in this category. Generally classrooms should limit themselves to one field trip per year where the district is charged a fee for participation. Field Trip fees should be included as non-requisitioned items.

670: TRAVEL: Travel does not need to be budgeted.

## Placing Orders On-line - E-Req System

Items that you wish to request for delivery for the start of the school year, are called requisitioned items. These items should be requisitioned through the E-req system. **Important:** You will need to submit the 2017-18 requisition items through the

### "2017-18 [your school building] Budget YR"

approval tree. You select an approval tree in the first box when completing an Ereq. If the approval tree does not contain the date 2017-18 then you are not submitting the 2017-18 requisition properly.

To complete an Ereq follow these steps:

- Click on the On-line Requisition link from the Staff Web Page.
- Log-in using your computer log-in ID and password.
- Select the Ashland-Greenwood Public Schools
- Click on the Procurement Tab.
- Click and select "Create a Purchase Requisition"
- Select the appropriate 2017-18 approval tree.
- The delivery date should be listed as July 1st, 2017 on the e-requisition.
- Search for your Vendor.
  - If the address is incorrect please e-mail [Jolene.Wagner@agps.org](mailto:Jolene.Wagner@agps.org) to provide her with the proper address. You may still complete the e-req even if the address has changed.
  - If your vendor is not on the list – request an IRS Form W-9 from the vendor. A form is available as a staff web page link. \*\*You should use existing vendors other than in exceptional circumstances.
- Enter the item number for the item you wish to purchase.
- Include the unit cost for one of the items and then select the quantity of the item.
- Briefly describe the item being purchased. (i.e. Happy Holiday Bulletin Board Display)
- Mfr# can be left blank.
- Enter the budget code in the budget purpose box for each item. See budget Purpose code sheet.
- Include shipping as your last item at 15% of total cost or \$15 whichever is greater. Enter Shipping as the description and the unit cost of 1.

*Do not include shipping on Ashland vendors and School Specialty and its sister companies. Sister companies include Sax Arts & Crafts, Sporttime, Abilitations, Integrations, Speech Bin, Frey Scientific, ABC School Supply and Hammond and Stephens.*
- Prior to submitting provide a brief description that should include your program area (i.e. Instruction:) and type of items ordered (i.e. supplies, fees, etc.). (Example- "Instruction: Supplies"
- All orders will be placed by Jolene as she is responsible for checking in materials and working with vendors on orders and billings.
- In the comments box include any special ordering information that you think will be important for Jolene to know about when placing the order. Please consider including additional information such as phone numbers or fax numbers. Sometimes changes in numbers can create delays in placing and receiving orders
- Submit the order if complete – Save draft if not completed.
- After submitting include the Ereq number, budget purpose code, vendor name and total cost on the General Fund Budget Summary Form.

## Staff member with the General Fund Summary Form.

The following staff members are responsible for preparing the summary form and organizing the department or grade level meeting for preparing the budget.

Department/Grade	Staff Member w/ Materials	Department/Grade	Staff Member w/ Materials
<b>Kindergarten</b>	Diane Starns	<b>Elem Sp Ed (non-Speech)</b>	Jody Gude-Rung
<b>1st Grade</b>	Barb Murphy	<b>K-12 Speech Therapy</b>	Erica LaVigne
<b>2nd Grade</b>	Jenny Washburn	<b>MS/HS Special Ed</b>	Brian Bennetzen
<b>3rd Grade</b>	Jan Gutierrez	<b>MS/HS Industrial Tech</b>	Tate Erbst
<b>4th Grade</b>	Teresa Luers	<b>Ag Education</b>	AnnaLisa Estrela
<b>5th Grade</b>	Colleen Lewin	<b>Business</b>	Amber Dutcher
<b>6th Grade</b>	Kristi Bundy	<b>Elem Guidance</b>	Christine Brady
<b>Elem PE</b>	Ryan Thompson	<b>MS/HS Guidance</b>	Jon Richards
<b>Preschool</b>	Janet Rolofson	<b>School Nurse</b>	Terri Maxon
<b>Preschool Administration</b>	Teresa Bray	<b>K-12 Media</b>	Jerry Wendelin/Matt Flynn
<b>Technology</b>	Matt Flynn	<b>Elementary General Supplies</b>	Teresa Bray
<b>MS/HS Spanish</b>	Celeste Heinz	<b>Elementary Administration</b>	Teresa Bray
<b>MS/HS Math</b>	Jim Mohrmann	<b>MS/HS General Supplies</b>	Brad Jacobsen
<b>MS/HS PE/Health</b>	Leisa Rogers	<b>MS/HS Administration</b>	Brad Jacobsen
<b>MS/HS English</b>	Janice Jacobs	<b>Custodial</b>	Rod Kissel
<b>MS/HS Science</b>	Laurie Duff	<b>Maintenance</b>	Bob Rist (MS/HS) Mark Hohensee (Elem)
<b>MS/HS Social Studies</b>	Brian Peterman	<b>Transportation</b>	Rod Kissel
<b>Elementary Art</b>	Cori Lightfoot	<b>Title I</b>	Jill Finkey
<b>MS/HS Art</b>	Julie Lade-Wills	<b>ASAP</b>	Julie Mink
<b>Elem Music</b>	Sharon Bebout	<b>High Ability Learners</b>	Julie Mink
<b>MS/HS Vocal Music</b>	Amy Krance-Wendt	<b>Curriculum Supervision</b>	Jill Finkey
<b>Instrumental Music</b>	Jon Jaworski	<b>ELL Special Education</b>	Jill Finkey Kristin Fangmeyer

## **Staff Member Responsible for Organization/Club Budget (Activity Fund)**

*A summary form will be distributed in April for Clubs and Organizations*

Organization/Club	Staff Member	Organization/Club	Staff Member
Athletics	Randy Wiese	M.S. Student Council	Matt Flynn
Band	Jon Jaworski		
Seniors	Brad Jacobsen	Skills USA	Tate Erbst
Prom	Vicki Washburn	Spanish Club	Celeste Heinz
Drama	Janice Jacobs	Speech	Kelsy Cooper
Elem Book Fair	Jerry Wendelin	Spirit Squad	Jen Smith
Elementary Staff	Roxane Kingston	Talented/Gifted	Julie Mink
Elem Student Council	Teresa Bray	MS/HS Staff	Kristin Fangmeyer
FBLA	Amber Dutcher	Vocal Music	Amy Krance-Wendt
FFA	AnnaLisa Estrela	Yearbook	Vicki Washburn
Honor Society	Laurie Duff	Interest	Jason Libal
H.S. Student Council	Brian Petermann		

**Budget Purpose Codes - Ashland-Greenwood Public Schools**

*Please use this chart for the budget purpose cost code on the e req system. All codes should have 11 numbers.*

F-PPPP-OOO-B-BB (Example: 1-1100-410-1-01) F = Fund P=Program Area O=Object B=Building

**Fund Codes (F):**

Fund	Code	Fund	Code	Fund	Code	Fund	Code
General Operating	1	Lunch	2	Activity/Athletics/Clubs	5	Student Fee	6

**General Fund Only Program Codes (P)**

[\(Activity Fund & Student Fee Program Codes Listed At Bottom\)](#)

Program	Code	Program	Code	Program	Code	Program	Code
Regular Instruction	1100	<i>Reach (Gifted Ed)</i>	1310	Board of Education	2310	GMC 91	2763
Instructional Tech	1100	<i>Industrial Tech</i>	1430	Superintendent	2320	04 Mid Bus	2766
TeamMates Stipend	1101	<i>Vocational Ag</i>	1450	Principals- Bldg Admin	2411	Bus 06	2767
Flex Spending	1125	<i>Vocational Business</i>	1480	Business Operations	2500		
ELL	1150	Guidance	2120	Custodial	2610	Circle of Friends	3571
Poverty - ASAP	1160	School Nurse	2130	Maintenance	2620		
Early Childhood	1190	Security	2150	Transportation	2750	Title I	4200
Art	1191	Pupil Support (Activities)	2190			Title II-Quality Teach Prog	4310
Vocal Music	1193	Curriculum Superv	2212	Sped Transportation	2760	IDEA Part B Preschool	4404
Instrumental Music	1194	Media/Library	2222	Ford Expedition 2010	2761	IDEA Enroll/Poverty	4410
Special Ed Instruction	1200			Ford Exped Extnd 2010	2762	Perkins ReVision	4730
Speech Therapy	1216						

**Object Codes (O):**

Object	Code	Object	Code	Object	Code	Object	Code
Certified Staff Salary	110	Professional Services	310	Vehicle Repairs	338	Library Books	430
Sub Teacher Wages	120	Legal Services	317	Liability Insurance	340	Periodicals	440
Certified Stipends	130	Contract Services	318	Advertising/Printing	350	AV Materials	450
Classified Wages	140	Staff Inservices	319	Tuition	363	Computer Hardware	460
FICA	210	Natural Gas	321	Sped Superv Contracts	370	Computer Software	465
Retirement Old	220	Electricity	322	Sped Diag Contracts	373	Furniture & Equipment	480
Retirement Increase	221	Water	323	Sped Therapy Contracts	375	Building Materials	520
Health Insurance	235	Rentals/Leases	327	Sped Consultant Services	377	Capitalized Equipment	530
Dental insurance	238	Property Insurance	328	Postage	381	Vehicle Acquisition	540
Workers Comp	240	Parent Mileage	332	Telecommunications	382	Dues & Fees	630
Life Insurance	260	Gas and Oil	336	<b>SUPPLIES</b>	410	Mileage	670
Unemploy/ELIP	280	Tires and Parts	337	Textbooks	420	Other Objects ( Misc.)	690

**Building Codes (B):**

Building	Code	Building	Code	Building	Code	Building	Code
District Wide	0-00	Middle School	2-02	Elementary	1-01	High School	2-03

**Program Codes for Activities/Athletics/Clubs/Student Fees:**

Program	Code	Program	Code	Program	Code	Program	Code
Athletics	5010	FFA	5070	HS Student Council	5120	Elem. Student Council	5310
Talented/Gifted	5020	Spirit Squad	5080	Yearbook/Annual	5130	TeamMates	5400
Band Club	5030	Drama	5090	Shop Club Activities	5140	BlueJay Bakcer	5450
Spanish Club	5040	Speech	5091	PROM Acct	5211	Elementary Staff	5540
Vocal Music Club (Musical)	5050	Honor Society	5100	Seniors	5213	MS/HS Staff	5545
FBLA	5060	Middle School Student Council	5110	Elementary Book Fair	5300	Interest	5600

Student Fee Program	Code
Student Fees	1100

Hot Lunch Program	Code
Hot Lunch Contract Serv	2-1100-318-0-00
Hot Lunch Supplies	2-1100-410-0-00
Hot Lunch Food	2-1100-470-0-00
Hot Lunch Equip & Furn.	2-1100-480-0-00