



Budget Preparation for 2019-20

TRAINING: Training sessions on the online e-req system will be provided. The training will take place on **February 14th, 2019** 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.

2019-20 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 25th, 2019: Submit Major (exceeds \$500) Equipment Requests to Supervisor/Building Principal

March 1st, 2019: Submit Supply Budget to Supervisor/Building Principal for Grade/Department

March 18th, 2019: Approval by Board of Major Equipment Requests

April 22nd, 2019: Club/Organizations Activity Fund Budgets Submitted to Superintendent's Office

April 29th, 2019: All budget summaries due to superintendent office: including Admin. instructional and administrative budgets.

Budget Outlook for 2019-20

I am very pleased to share 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. State aid and overall school funding and their impact on school funding will be items that we will continue to monitor and watch closely. In addition, the burden of property owners related to the current state-wide property tax system will continue to a point of debate/emphasis as well. It is important that we continue to operate and position our district fiscally in anticipation the current system changes, and funding for public education decreases.

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 2019-20 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 2019-20 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. 01-2-01100-151-000-01). Refer to the on-line list of budget purpose codes located on the staff web page to provide the proper budget code. 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 16 numbers – 2 for the fund, 1 for the disbursement, 5 for the program (1st digit will be 0), 3 for the object, 3 for the level and school, and 2 for informational.

Non-requisitioned Items. These are items that you plan to prepare a requisition for at a later time during the 2019-20 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 610 and 640 items. That limitation appears on the budgeting form that will be shared in the near future. **There are no other dollar limitations on other budget code items but the following rules will apply:**

610: SUPPLIES: Total budget must be less than the limitation established on the General Fund Summary Form (less periodicals 640 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 2019 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.

640: TEXTBOOKS, LIBRARY BOOKS & PERIODICALS: (AT THIS TIME THERE IS NO LONGER SEPARATE CODING FOR THESE ITEMS) 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. This would ALSO include Weekly Readers, Scholastics etc. This is a classroom extra. The grade, subject or department supply (610) budget should be reduced by the cost of these items. Sharing periodicals is another way to save on department/grade level budgets.

640: 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.

642: 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.

643: WEB BASE 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.

735: 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.

733: 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.

810: 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.

580: 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 2019-20 requisition items through the

"2019-20 [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 2019-20 then you are not submitting the 2019-20 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 2019-20 approval tree.
- The delivery date should be listed as July 1st, 2019 on the e-requisition.
- Search for your Vendor.
 - If the address is incorrect please e-mail 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
Kindergarten	Diane Starns	Elem Sp Ed (non-Speech)	Andrea King
1st Grade	Barb Murphy	K-12 Speech Therapy	Erica LaVigne
2nd Grade	Jessica Manion	MS/HS Special Ed	Stacy Johnson
3rd Grade	Jan Gutierrez	MS/HS Industrial Tech	Tate Erbst
4th Grade	Teresa Luers	Ag Education	AnnaLisa Estrela
5th Grade	Colleen Lewin	Business	Amber Dutcher
6th Grade	Kristi Bundy	Elem Guidance	Christine Brady
Elem PE	Ryan Thompson	MS/HS Guidance	Jon Richards
Preschool	Erin Rathe	School Nurse	Lindsay Wellman
Preschool Administration	Teresa Bray	K-12 Media	Jerry Wendelin/Matt Flynn
Technology	Matt Flynn	Elementary General Supplies	Teresa Bray
MS/HS Spanish	Celeste Heinz	Elementary Administration	Teresa Bray
MS/HS Math	Jim Mohrmann	MS/HS General Supplies	Brad Jacobsen
MS/HS PE/Health	Leisa Rogers	MS/HS Administration	Brad Jacobsen
MS/HS English	Janice Jacobs	Custodial	Rod Kissel
MS/HS Science	Laurie Duff	Maintenance	Bob Rist (MS/HS) Mark Hohensee (Elem)
MS/HS Social Studies	Brian Peterman	Transportation	Rod Kissel
Elementary Art	Cori Lightfoot	Title I	Jill Finkey
MS/HS Art	Julie Lade-Wills	ASAP	Julie Mink
Elem Music	Sharon Bebout	Academic Support	Jenny Washburn
MS/HS Vocal Music	Amy Krance-Wendt	Curriculum Supervision	Jill Finkey
Instrumental Music	Jonathan Jaworski	ELL	Jill Finkey
School Psychology	Alysha Collins	Special Education	Kristin Fangmeyer
		Pre-School SPED	Janet Rolofson

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 Jaworksi		
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	Julie Casper
Honor Society	Laurie Duff	Interest	Jason Libal
H.S. Student Council	Brian Petermann		