



Budget Preparation for 2022-23

TRAINING: Training sessions on the online e-req system will be provided. The training will take place on **February 17th, 2022** 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.

2022-23 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 11th, 2022: Submit Major (exceeds \$500) Equipment Requests to Supervisor/Building Principal
March 4th, 2022: Submit Supply Budget to District Office By Completing Google Budget Sheet
March 21st, 2022: Approval by Board of Major Equipment Requests
April 15th, 2022: Club/Organizations Activity Fund Budgets Submitted to Superintendent's Office
April 29th, 2022: All budget summaries due to the superintendent office: including Admin. instructional and administrative budgets.

Completing the General Fund Budget Summary Form

All anticipated expenses for your grade or department for **2022-23** 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 **2022-23** 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 **2022-23** 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 2022 catalog price. The catalog price contains teacher pricing. School Specialty sister companies include Sax Arts & Crafts, Sporttime, Abilitations, Integrations, Speech Bin, Frey Scientific..

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. Kaiser or Mrs. Stewart.

642: AV MATERIALS: Only the media center has an AV budget. Submit any requests for AV materials to Mr. Kaiser or Mrs. Stewart for consideration within the media center budget.

643: WEB BASE SOFTWARE: Software will be budgeted by Mr. Kaiser, Mrs. Stewart, and Mr. Tonjes in the instructional technology department. Please visit with Nick, Melissa, or Nate if you have a software application that you want for your classroom.

735: COMPUTER SOFTWARE: Software will be budgeted by Mr. Kaiser, Mrs. Stewart, and Mr. Tonjes in the instructional technology department. Please visit with Nick, Melissa, 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. Kaiser, Mrs. Stewart, 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 2022-23 requisition items through the

"2022-23 [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 2022-23 then you are not submitting the 2022-23 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 2022-23 approval tree.
- The delivery date should be listed as July 1st, 2022 on the e-requisition.
- Search for your Vendor.
 - If the address is incorrect please e-mail tom.walsh@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 Tom 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 Tom 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	Kelsy Cooper	MS/HS Special Ed	Stacy Johnson
3rd Grade	Jody Gude-Rung	MS/HS Industrial Tech	Ryan Keller
4th Grade	Patrick Mencke	Ag Education	Mariah Row
5th Grade	Colleen Lewin	Business	Amber Dutcher
6th Grade	Kristi Bundy	Elem Guidance	Jessica Manion
Elem PE	Ryan Thompson	MS/HS Guidance	Jon Richards
Preschool	Erin Rathe	School Nurse	Lindsay Wellman
Preschool Administration	Teresa Bray	K-12 Media	Nick Kaiser/Melissa Stewart
Technology	Nate Tonjes	Elementary General Supplies	Teresa Bray
MS/HS Spanish	Celeste Heinz	Elementary Administration	Teresa Bray
MS/HS Math	Dan Beranek	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 & Robotics	Laurie Duff/Jordan Scheil	Maintenance	Bob Rist (MS/HS) Mark Hohensee (Elem)
MS/HS Social Studies	Brian Peterman	Transportation	Tom Walsh/Rod Kissel
Elementary Art	Cori Lightfoot	Title I	TBD
MS/HS Art	Julie Lade-Wills	REACH	Jessica Manion
Elem Music	Sharon Bebout	Academic Support	Jenny Washburn
MS/HS Vocal Music	Taylor Grandstaff	Curriculum Supervision	Jill Finkey
Instrumental Music	Shelby Burr	ELL Special Education	Jill Finkey Kristin Fangmeyer
School Psychology	Alicia Olson	Pre-School SPED	Darcy Carey

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	Matt Flynn	M.S. Student Council	Lona Pinkall
Band	Shelby Burr		
Seniors	Brad Jacobsen	Skills USA	Ryan Keller
Prom	Jacob Jensen		
Drama	Janice Jacobs	Speech	Kelsy Cooper
Elem Book Fair	Melissa Stewart	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	Taylor Grandstaff
FFA	Mariah Row	Yearbook	Megan Wehling
Honor Society	Laurie Duff	Interest	Jason Libal
H.S. Student Council	Brian Petermann		