Budget Overview

10-22-15

New sheet-Has actual for FY 14-15

Need a dues and fees line under Co-Curricular

8825 3000 Student Assessment/Curriculum-PS “Professional Services”

 If someone comes in for PD or training they are paid from this

8800 7301 Not chairs, desks--anything $500 or more is really equipment--see flow chart

MS Process:

* Sally goes through all worksheets Team leader go through andd tweak it
* Sally is getting those ready for them now
* Occasionally will repopulate the list and ask them to review-mathc product numbers
* World Language is very strong at the process
* Cathy-would it be easier to have a set amount, like $200 for supplies?
	+ Has been that way in the past
	+ Sally prefers if we do the work now not end of the year
	+ Will need to spend more time this yer as Sally’s computer died and data was lost
* As long as we have supporting documentation Cathy is good

People moving from one building to another

We give materials to Cathy-she will put into her system

Starts with a 3-professional services-hiring a professional to come in a do trainings

8820 3300--has $1,000 we typically do not spend it take out and move to 8825 1500

8800 4300 starts with a 4-any blue collar--when you hire a plumber for example, lights, copier, should be a 4--MS does this for equipment repair and athletic repairs

Supplies 800 6100-

Need 4300 line in 8830 Health services for calibration of health equipment

School Physician-Cathy is curious

8825-5800 is for all travel, miles, restaurants for conferences

8825-8100 Will be for the cost of conference

 Special education-general supplies would come from school budget

Teachers can take the district credit card if they have a PO, amount not to exceed a certain amount, PO is made out to credit card company, they make the purchase, amount is charged off PO

Bank of America is the Payee for credit card

Check requests-anything less than 50 with pre-approval

Anything less than 20, do not bother with PO process

Around 50 or more, do the PO process

Packing slips--we have not been sending them over-that’s ok

From DLT Notes Below:

* Budget Process (5 min)
	+ Kathy will email budget spreadsheets, hopefully by Friday. She will put numbers for this year within the column for next year as a starting point.
	+ Deadline is to get worksheets to Kathy by **Wednesday, November 25**.
	+ There will be new accounts added, including things like a travel line related to PD. Dues and Fees is for paying for PD. Paying for somebody to come to deliver PD is the PD line.
	+ Discussion of equipment versus supplies. Supplies is consumed within one year. She distributed to us a handout for distinguishing equipment and supplies.
	+ If it costs less than $250, it’s a supply.
	+ Trying to get right this year on equipment and travel will be areas of particular attention this year.
* Check Request and PO process refresher (10 min)
* Check request form--by handbook, there is supposed to be pre-approval
* Cathy encourages us to use P.O. process rather than check requests, particularly for purchases over $50
* P.O. can be written in format “not to exceed”
* Gift Cards - treat like cash (5 min)
* Gift cards are cash. If you are going to use, there must be a sign-off sheet for recipients
* For employees they are taxable income.