

# Tyler Independent School District

## General Operating Budget Guidelines for Campuses

### I. Budget Allocations

The annual budget allocation for your campus is based on the approved allocation per pupil multiplied by the estimated per pupil enrollment of each individual school. The budget for each school will be adjusted (increased or decreased), based on the actual enrollment figures at the snapshot date, by the accounting department. The per pupil allocation can be found in the District's annual Budget Book posted to the Financial Transparency website.

**Note regarding dues and cell phone stipends:** Principals are eligible for up to \$95 monthly for cell phone stipends. The only stipulation is that your phone bill must be presented to Financial Services showing the dollar amount paid on a monthly basis. Assistant Principals are limited to \$35 per month. As far as dues are concerned, Principals are allowed two organizations and Assistant Principals are allowed one organization. However, these expenses must be paid from your general operating fund budget.

### II. Coding

All monies must be allocated and spent according to STATE-DEFINED codes, including program intent codes and local option codes. These state-defined codes may have changes occasionally, but Financial Services will be correcting any object codes that need to be changed.

### III. Submission of Budget Document

- A. The documents to be submitted must include the Campus Budget Allocation Summary Form with a CPOC Member's signature. You will enter and submit your budgets using the Allocate Budget Owner Allocation menu in TEAMS. If you wish to adjust your allocation downward, reflect that on the Campus Budget Allocation Summary and enter the correct amount in your budgets. Financial Services will adjust the budget upon receipt.
- B. All regular budget documents must be submitted through TEAMS. Once initial review and approval of the budget document is completed, the Assistant Superintendent of Finance & Operations will complete a final review and approve the Budgets in TEAMS.
- C. School and central office budgets will be reviewed and compiled into a comprehensive district budget and presented to the Board of Education for review in June and July.