



Budget Preparation for 2012-13

2012-13 Budget

The process for budgeting for 2012-13 has now begun. You will notice that I tried to keep the process/procedures as similar to the past years budget timeline as possible. 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 working with the other members of his or her department to complete a budget summary form. Please review *Staff with Summary Form* to determine who is responsible for your grade/department and/or organization.

Budget Calendar

March 5, 2012: Submit Major (exceeds \$500) Equipment Requests to Supervisor/Building Principal

March 16, 2012: Submit Supply Budget to Supervisor/Building Principal for Grade/Department

March 19, 2012: Approval by Board of Major Equipment Requests

April 20, 2012: Supply Requests Submitted by Principals to Superintendent's office

April 27, 2012: Club/Organizations Activity Fund Budgets Submitted to Superintendent's Office

April 30-May 4, 2012: Supply orders for 2012-13 are placed

Budget Outlook for 2012-13

Last year Mr. Pease warned you about what he referred to as the "cliff effect." He was referring to the concern that the state of Nebraska would continue to freeze school funding at \$810 million dollars, and he expressed the need to budget conservatively. This need continues to exist with additional cuts to school funding. Many "pockets" of money that were available over the past few years no longer exist or are not being funded. The state proposed a need of 880 million dollars to fund schools properly, 864 million of which would come from the state's general fund. LB 968 lowers the general fund appropriation to \$814 million, which represents a \$50 million dollar decrease in funds. Our state aid projections (estimations) for 12-13 are slightly less than the total staid aid we received in 11-12 but better than originally estimated. In a nutshell, we will need to budget conservatively and wisely once again.

Our school district remains financially healthy, but we too are taking hits. Continuing a conservative approach in both budgeting and spending will allow our district to invest necessary monies in our staff, students, and facilities while not having to endure significant cuts that are facing many schools.

Also, on a positive note, we were blessed with the opportunity to refund our 2009 series bonds. Due to the board's action at the February 6th board meeting our district will realize \$829,000.00 worth of savings throughout the life of the bonds.

Budgetary goals will reflect a conservative approach for the 2012-2013 budget.

Completing the General Fund Budget Summary Form

All anticipated expenses for your grade or department for 2012-13 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 2012-13 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. 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 2012-13 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 limitation 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.

Printer cartridges. Inkjet printer cartridges for any computer printer(s) in your room should be requisitioned. You can requisition from GovConnection. For pricing you can visit the GovConnection website at www.govconnection.com. You may discount your pricing by 10% from that which is listed on the website in preparing your e-requisition.

Toner for laser printers and copiers will continue to be purchased through the technology budget. Using the laser printers or building copier for printing whenever possible is an excellent way to reduce the amount of money your grade or department must spend on inkjet printing.

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 2012 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.

ESU Coop Annual Buy. If you order from the ESU coop order form, the annual buy catalog is will be available Thursday, March 1st. The ESU Catalog can be found at <http://www.neesucoop.org/>. Please add 15% to the ESU coop order for shipping and handling.

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. Brokaw in the instructional technology department. Please visit with Jerry, Matt or Dan 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. Brokaw 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 Ereq system. **Important:** You will need to submit the 2012-13 requisition items through the

"2012-13 [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 2012-13 then you are not submitting the 2012-13 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 2012-13 approval tree.
- The delivery date should be listed as July 2nd, 2012 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.

Training sessions on the online e-req system will be provided. The training will take place on **Tuesday, February 21st, 2012 at 3:35 PM at the HS conference Rm.** It may be helpful to bring your laptop. If you are responsible for submitting your grade level or department budget you are asked to attend the training session.

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)	Jody Gude-Rung
1st Grade	Barb Murphy	K-12 Speech Therapy	Jean Bernth
2nd Grade	Trisha Nichelson	MS/HS Special Ed	Brian Bennetzen
3rd Grade	Patti Schofield	MS/HS Industrial Tech	Cody Schweitzer
4th Grade	Connie Willadsen	Ag Education	AnnaLisa Estrela
5th Grade	Brian Smith	Business	Amber Remmers
6th Grade	Stu Essman	Elem Guidance	Christine Caswell
Elem PE	Ryan Thompson	MS/HS Guidance	Jon Richards
Technology	Jill Finkey	School Nurse	Terri Maxon
MS/HS PE/Health	Leisa Rogers	K-12 Media	Jerry Wendelin/Matt Flynn
Elementary Spanish	Sarah Pearson	Elementary General Supplies	Teresa Bray
MS/HS Spanish	Vicki Washburn	Elementary Administration	Teresa Bray
MS/HS Math	Jim Mohrmann	MS/HS General Supplies	Brad Jacobsen
MS/HS Speech	Randy Wiese	MS/HS Administration	Brad Jacobsen
MS/HS English	Janice Jacobs	Custodial	Rod Kissel
MS/HS Science	Laurie Duff	Maintenance	Bob Rist (MS/HS) Markl Hohensee (Elem)
MS/HS Social Studies	Reed Schwartz	Transportation	Eric Beranek
Elementary Art	Cori Lightfoot	Title I	Jill Finkey
MS/HS Art	Kim Evans	ASAP	Alice West
Elem Music	Sharon Bebout	High Ability Learners	Alice West
MS/HS Vocal Music	Amy Krance-Wendt	Curriculum Supervision	Jill Finkey
Instrumental Music	Jon Jaworski	ELL	Jill Finkey

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	School Store	Kent Rung
Class of 2012	Brad Jacobsen	Shop Club	Cody Schweitzer
Class of 2013	Vicki Washburn	Spanish Club	Vicki Washburn
Drama	Janice Jacobs	Speech	Kelsy Cooper
Elem Book Fair	Jerry Wendelin	Spirit Squad	Janice Jacobs
Elementary Staff	Connie Willadsen	Talented/Gifted	Alice West
Elem Student Council	Teresa Bray	Drama	Janice Jacobs
FBLA	Amber Remmers	Vocal Music	Amy Krance-Wendt
FFA	AnnaLisa Estrela	Yearbook	Vicki Washburn
Honor Society	Laurie Duff	Interest	Zach Kassebaum
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
General Operating	1

Fund	Code
Lunch	2

Fund	Code
Activity/Athletics/Clubs	5

Fund	Code
Student Fee	6

General Fund Only Program Codes (P)

(Activity Fund & Student Fee Program Codes Listed At Bottom)

Program	Code
Regular Instruction	1100
Instructional Tech	1100
Instructional Teeh	1122
ELL	1150
Poverty - ASAP	1160
Early Childhood	1190
Art	1191
Vocal Music	1193
Instrumental Music	1194
Special Ed Instruction	1200
Speech Therapy	1216

Program	Code
<i>Reach (Gifted Ed)</i>	<i>1310</i>
<i>Industrial Tech</i>	<i>1430</i>
<i>Vocational Ag</i>	<i>1450</i>
<i>Vocational Business</i>	<i>1480</i>
Guidance	2120
School Nurse	2130
Security	2150
Pupil Support (Activities)	2190
Curriculum Superv	2212
Media/Library	2222

Program	Code
Board of Education	2310
Superintendent	2320
Principals- Bldg Admin	2411
Business Operations	2500
Custodial	2610
Maintenance	2620
Transportation	2750
Bus 97	2757
Sped Transportation	2760
Ford Expedition 2010	2761
Ford Exped Extnd 2010	2762

Program	Code
GMC 91	2763
04 Mid Bus	2766
Bus 06	2767
Title I	4200
Title II-A	4310
IDEA Part B Preschool	4404
IDEA Enroll/Povert	4410
Title II-Quality Teach Prog	4310
-	-

Object Codes (O):

Object	Code
Certified Staff Salary	110
Sub Teacher Wages	120
<i>Certified Stipends</i>	<i>130</i>
Classified Wages	140
FICA	210
Retirement Old	220
Retirement Increase	221
Health Insurance	235
Dental insurance	238
Workers Comp	240
Life Insurance	260
Unemploy/ELIP	280

Object	Code
Professional Services	310
Legal Services	317
Contract Services	318
Natural Gas	321
Electricity	322
Water	323
Rentals/Leases	327
Property Insurance	328
Parent Mileage	332
Gas and Oil	336
Tires and Parts	337
Vehicle Repairs	338

Object	Code
<i>Liability Insurance</i>	<i>340</i>
Advertising/Printing	350
Sped Tuition	363
Sped Superv Contracts	370
Sped Diag Contracts	373
Sped Therapy Contracts	375
Sped Consultant Services	377
<i>Postage</i>	<i>381</i>
Telecommunications	382
SUPPLIES	410
-	-
Textbooks	420

Object	Code
Library Books	430
Periodicals	440
AV Materials	450
<i>Computer Hardware</i>	<i>460</i>
<i>Computer Software</i>	<i>465</i>
Furniture & Equipment	480
Building Materials	520
<i>Capitalized Equipment</i>	<i>530</i>
Vehicle Acquisition	540
Dues & Fees	630
<i>Mileage/Staff Wkshp Fees</i>	<i>670</i>
Other Objects (Misc.)	690

Building Codes (B):

Building	Code
District Wide	0-00

Building	Code
Middle School	2-02

Building	Code
Elementary	1-01

Building	Code
High School	2-03

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

Program	Code
Athletics	5010
Talented/Gifted	5020
Band Club	5030
Spanish Club	5040
Vocal Music Club	5050
FBLA	5060

Program	Code
FFA	5070
Spirit Squad	5080
Drama	5090
Speech	5091
Honor Society	5100
MS Student Council	5110

Program	Code
HS Student Council	5120
Yearbook/Annual	5130
Shop Club Activities	5140
Class of 2012	5212
Class of 2013	5213

Program	Code
Elementary Book Fair	5300
Elem. Student Council	5310
Elementary Staff	5540
MS/HS Staff	5545
Interest	5600
School Store	5650