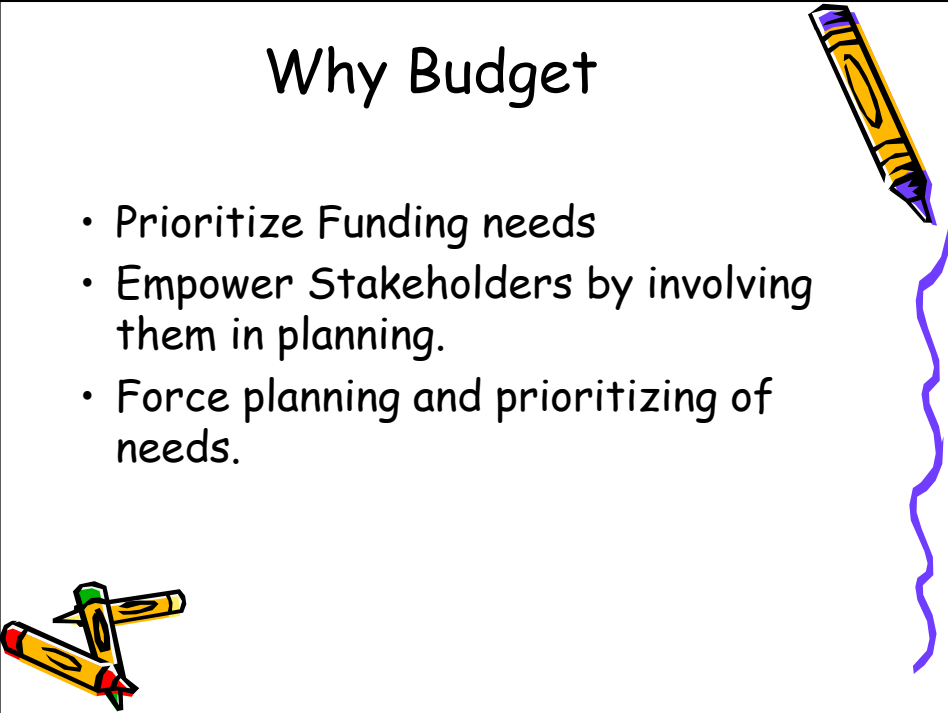




Why Budget

- Prioritize Funding needs
- Empower Stakeholders by involving them in planning.
- Force planning and prioritizing of needs.



Decorative elements include a purple crayon on the right side drawing a purple squiggly line, and a cluster of three crayons (yellow, green, and red) at the bottom left corner.

Before you Start

- Plan, Plan, Plan
- Two Choices:
 - We make the hard decisions and develop accountable systems
- Or
- The legislators will develop their own system based on business models.



Our experience

1. Convert you accounts to activity based.
2. Operate for a year to develop experience data.
3. Train Principals, Dept Heads, Teachers
4. Implement Budgets where it is sensible.



A Word of Caution

- We have learned that it is never easy for folks who have operated without planning to start the process.
- We also have learned that "Old Dogs Learn New Tricks"



Computer Process Print Budget Reports

HAPPYDALE MIDDLE SCHOOL 05-06
Budget Planning Sheet

Run: 6/11/06 6:58PM

DRAMA	Two Years Ago		Last Year		Current Year		Proposed Budget
	Budget	Actual	Budget	Actual	Budget	Actual	
10-3000-003-000-0675 DRAMA Fund Balance MOREY							Eq.
10-5630-099-000-0675 DRAMA Adm Allocation MOREY							Inc.
10-5630-030-000-0675 DRAMA Donations MOREY					1,000.00		Inc.
10-5630-075-000-0675 DRAMA Fines MOREY							Inc.
10-5630-035-000-0675 DRAMA Fundraisers MOREY					500.00		Inc.
10-5630-010-000-0675 DRAMA Gate Receipts MOREY					3,000.00	150.00	Inc.
10-5630-060-000-0675 DRAMA Rental Income MOREY					200.00	298.83	Inc.
10-5630-050-000-0675 DRAMA Trips Revenue MOREY					3,000.00	2,090.00	Inc.
10-5630-331-000-0675 DRAMA Contract Sics MOREY							Exp.
10-5630-700-000-0675 DRAMA Equipment Expenditures MOREY							Exp.
10-9530-000-000-0675 DRAMA Supplies MOREY					4,700.00	3,664.67	Exp.
10-5630-500-000-0675 DRAMA Trips Expense MOREY					3,000.00	2,672.00	Exp.
Total: DRAMA	Budgeted Beg Balance	Budgeted Income	Budgeted Expenditure	Budgeted Expenditure	Budgeted End of Year Balance		
	Current Year	7,700.00	7,700.00				
	Next Year						



Enter Requests

Enter Next Year Budget

Activity File Activity Activity No	Description	2 Years Ago		Last Year		This Year		Net Budget	FF	Account
		Budget	Actual	Budget	Actual	Budget	Actual			
COMPUTER OGDG 0785	FUND BALANCE							-1,500.00	10	1000-001-000
COMPUTER REVC 0185	ADM ALLOCATION								10	5530-099-000
COUNSELING 0870	DONATIONS					1,000.00			10	5530-070-000
CTE ADM 30 0555	FINES					500.00			10	5530-075-000
CTE AG 30 0510	FUNDRAISERS								10	5530-076-000
CTE BUS 30 0535	GATE RECEIPTS					3,000.00	150.00	200.00	10	5530-078-000
CTE FACS 30 0515	RESALE INCOME					200.00	298.83	200.00	10	5530-060-000
CTE IND 30 0540	TRIPS REVENUE					3,000.00	2,090.00	2,100.00	10	5530-050-000
CTE SKILLS 30 0685	CONTRACT SVCS								10	5530-331-000
CTE TLC AG 0795	EQUIPMENT EXPENDITURES								10	5530-700-000
CTE TLC FACS 0520	OUTRITS					1,887.00		1,000.00	10	5530-088-000
CTE TLC IND 0545	SUPPLIES					4,700.00	3,654.67		10	5530-410-000
CTE TLC OGDG 0530	TRIPS EXPENSE					3,000.00	1,813.00		10	5530-100-000
CTE TLC REVOR 0800										
CURRICULUM 0730										
CUSTODIAL 0770										
CUSTODIAL 30 0815										
DEBATE 0810										
DEPOSIT 0220										
DIST REIMB 30 0690										
DISTRICT 0500 0635										
ENGLISH 0740										
F F A CLUB 0455										
FACS CLOTH 0780										

Fund Balance: -1,500.00
Income: 2,500.00
Expenditure: 1,000.00
Net Budget: 0.00

Print Budget Worksheet

HAPPYDALE MIDDLE SCHOOL 05-06
Budget Planning Sheet

Run: 6/11/06 7:10PM

DRAMA	Two Years Ago		Last Year		Current Year		Proposed Budget
	Budget	Actual	Budget	Actual	Budget	Actual	
10-3000-003-000-0675 DRAMA Fund Balance MOREY							-1,500.00 Eq
10-5530-099-000-0675 DRAMA Adm Allocation MOREY							Inc
10-5530-030-000-0675 DRAMA Donations MOREY					1,000.00		Inc
10-5530-075-000-0675 DRAMA Fines MOREY							Inc
10-5530-035-000-0675 DRAMA Fundraisers MOREY					500.00		Inc
10-5530-010-000-0675 DRAMA Gate Receipts MOREY					3,000.00	150.00	200.00 Inc
10-5530-060-000-0675 DRAMA Resale Income MOREY					200.00	298.83	200.00 Inc
10-5530-050-000-0675 DRAMA Trips Revenue MOREY					3,000.00	2,090.00	2,100.00 Inc
10-5530-331-000-0675 DRAMA Contract Svcs MOREY							Exp
10-5530-700-000-0675 DRAMA Equipment Expenditures MOREY							Exp
10-5530-888-000-0675 DRAMA Outfits MOREY						1,887.00	1,000.00 Exp
10-5530-410-000-0675 DRAMA Supplies MOREY					4,700.00	3,654.67	Exp
10-5530-800-000-0675 DRAMA Trips Expense MOREY					3,000.00	2,672.00	Exp
Totals: DRAMA	Budgeted Beg Balance:	Budgeted Income:	Budgeted Expenditure:	Budgeted End of Year Balance:			
	Current Year:	7,700.00	7,700.00				
	Next Year:	-1,500.00	2,500.00	1,000.00			

Administrative Review of Budget

- Principal's Review
 - Make notes on budget worksheet
 - Use budget worksheet in Department Meetings
 - Review with Teachers



Enter Approved Budget

Activity/ File		Description	2 Years Ago		Last Year		This Year		Next Budget	FF	Account
Activity	Activity No		Budget	Actual	Budget	Actual	Budget	Actual			
CTE IND 30	0540	FUNDO BALANCE							-1,500.00	10	5630-001-000
CTE SKILLS 30	0685	ADM ALLOCATION								10	5630-099-000
CTE TLC AG	0795	DONATIONS					1,000.00			10	5630-030-000
CTE TLC FACIS	0520	FINES					500.00			10	5630-075-000
CTE TLC IND	0545	FUNDRAISERS								10	5630-035-000
CTE TLC OGDEN	0530	GATE RECEIPTS					3,000.00	150.00	200.00	10	5630-010-000
CTE TLC REVOR	0800	RESALE INCOME					200.00	298.83	200.00	10	5630-060-000
CURRICULUM	0730	TRIPS REVENUE					3,000.00	2,090.00	2,100.00	10	5630-050-000
CUSTODIAL	0770	CONTRACT SVCS								10	5630-331-000
CUSTODIAL 30	0815	EQUIPMENT EXPENDITURES								10	5630-700-000
DEBATE	0810	OUTRITS						1,887.00	1,000.00	10	5630-608-000
DEPOSIT	0220	SUPPLIES					4,700.00	3,664.67		10	5630-610-000
DIST FUND 30	0680	TRIPS EXPENSE					3,000.00	2,672.00		10	5630-000-000
DISTRICT 0500	0635										
DRAMA	0675										
ENGLISH	0740										
FF FACILIB	0465										
FACS CLOTH	0760										
FACS FOODS	0625										
FACULTY FUND	0215										
FOREIGN LANG	0735										
FOUNDACTION	0100										
FTE 30	0600										
GEN PAY	0025										
GIFT & TAL 30	0620										

Fund Balance: -1,500.00
 Income: 2,500.00
 Expenditure: 1,000.00
 Net Budget: 0.00

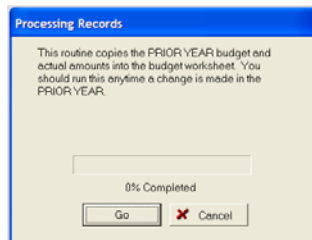


Print Budget Worksheet

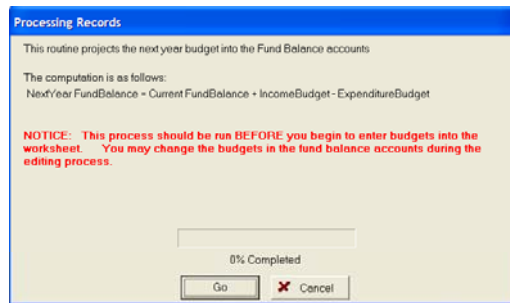
- Distribute to Dept Heads, Teachers, and Others
- These documents become working documents.



Other Tools Copy Prior Year Balances



Compute Budgeted Fund Balance



Compute Budgeted Fund Balance

Beginning Fund Balance
+ Income Budget
- Expenditure Budget
= Fund Balance for Budget



Amend a Budget

Browse the Budget General Ledger File

Searching For:

Activity	Name	Teacher	Description	T	Cash		Budget			BGL Number	
					Beginning	Balance	Original	Amended	Balance		End
ADM			ACTIVITY FEES	4		15,886.55	7,700.00	7,700.00	(8,186.55)	10	4100-015-000
ADM	SALMANS		ALPINE DAY	5		0.00	500.00	500.00	500.00	10	4100-610-002
ADM			ASSEMBLIES	5		0.00	500.00	500.00	500.00	10	4100-610-003
ADM			BUILDING RENTAL-DISTRIC	4		0.00				10	4100-020-000
ADM			CLASS CHANGE REVENUE	4		1,410.00	1,200.00	1,200.00	(210.00)	10	4100-015-001
ADM			CONTRACT SERVICES	5		-230.00	600.00	600.00	370.00	10	4100-331-000
ADM			CONV & CONF	5		-3,536.00	600.00	600.00	(2,936.00)	10	4100-331-001
ADM			DANCES BUDGET	5		-750.00	600.00	600.00	(150.00)	10	4100-610-004
ADM			DISTRICT TRANS INCOME	4		3,868.51			(3,868.51)	10	4100-000-020
ADM			DONATIONS	4		91.31			(91.31)	10	4100-030-001
ADM			EPN RECEIPTS	4		370.96			(370.96)	10	4100-020-005

Buttons: Insert, Change, Delete, Amend Budget, Close, Help

Amend Budget

Amend Budget

BGL Key: 442

Account: **10-4100-322-000-0065**

Description: **ADM General Inservice**

Original Budget: 3,000.00

Prior Budget Amendments (YTD): 0.00

Current Amended Budget: 3,000.00

This Budget Amendment:

Reason for Amendment: **ADDED ONE DAY INSERVICE**

Buttons: Post, Cancel