BUDGETING

BUDGET REVISIONS

PURPOSE
To manage and monitor revisions to the District’s adopted budget, ensuring that revision requests comply with Board of Education policies, District funds management, and Federal Grant requirements.

The Board of Education adopts the budget prior to the end of October, following the Annual Meeting. Any revisions to budget line items after the adopted budget has been approved shall be submitted following this process. Budget entry/changes that occur prior to the adoption of the initial budget shall follow 1.1 Beginning of Year Budget Procedures/Internal Controls.

MANAGED BY
- Budgetary Administrative Assistant
- Employment and Benefits Specialist
- Building/Department Administrator
- Grant Administrator
- Accounting Specialist
- Business Manager
- Superintendent

APPLICABLE DISTRICT POLICIES
- Budget Development – Policy No. 621
- Budget Implementation – Policy No. 622
- Line Item Transfer Authority – Policy No 622.1
- Grants from Private Resources – Policy No. 653

PROCEDURES

Requests for revisions to budget lines may be submitted for the following reasons:
- Grant revisions approved by DPI
- New grant funds approved from DPI or other sources
- Annual salary/benefit adjustments approved by the Board of Education
- Board of Education approved expenditures that are not included in the adopted budget, including additional staffing
- Revisions based on spending patterns which improve budget management for a building or department. These revisions requests may be submitted to the Accounting Specialist between November 1 and April 30 of the fiscal year.
- Other adjustments as approved by the Business Manager.
► REVISION SUBMISSION PROCESS: GRANTS

The **Grant Administrator** shall:
- Provide the **Budgetary Administrative Assistant** with a copy of the grant accounting details upon approval by the DPI.

The **Budgetary Administrative Assistant** shall:
- Notify the **Accounting Specialist** of any new accounts that must be created in Skyward
- Enter the budget revision into the Skyward Financial System following instructions for Budget Revision Data Entry.
- Attach the following documentation to the Budget Revision in Skyward:
  - Copy of the DPI approved Grant (Form PI-1086)
  - Summary Budgetary Data Mining Report showing accounts as currently entered in Skyward.
  - Excel spreadsheet with columns showing each account number, current budget, updated budget (matching approved DPI grant), calculated difference between the current Skyward budget amount and revised budget amount. Totals for columns of Current Budget, new Revised Budget and Difference must be calculated to document that the requested adjustments balance with the approved grant.
- Email the **Accounting Specialist** when the Budget Revision is entered into Skyward

The **Accounting Specialist** shall:
- Confirm that the Budget Revision entry matches the accounting details of the approved grant
- Confirm that required documents are electronically attached to the Budget Revision request
- Process the Budget Revision Request
- Process a Summary Budgetary Data Mining Report to confirm the new budget matches the approved grant
- Notify the **Grant Administrator** and **Budgetary Administrative Assistant** that the Budget Revision has been processed, including a copy of the current Summary Budgetary Data Mining Report
  - The **Grant Manager** shall notify the **Accounting Specialist** of any discrepancies so that, if necessary, the **Accounting Specialist** may reverse the Budget Revision. In that instance, the **Budgetary Administrative Assistant** shall re-enter the Budget Revision, following the Budget Entry process.
- Provide a copy of the current Summary Budgetary Data Mining Report and PI-1086 form to the **Business Manager**

The **Business Manager** shall:
- Review the documentation provided and sign the Budget Revision report to document review and approval.
- The signed Budget Revision report, and all other documentation shall be maintained in the Business Office for a period of seven (7) years.

► REVISION SUBMISSION PROCESS: BUILDING/DEPARTMENT BUDGETS

To assist with budget management, building/department budgets may be revised between November 1 and April 30, if requested by the **Building/Department Administrator**.
The Building/Department Administrator shall:
- Provide the Budgetary Administrative Assistant with approval of proposed updated budget

The Budgetary Administrative Assistant shall:
- Review proposed budget changes with Building/Department Administrator, and obtain signature of approval.
- Notify the Accounting Specialist of any new accounts that must be created in Skyward.
- Enter the budget revision into the Skyward Financial System following instructions for Budget Revision Data Entry.
- Attach the following documentation to the Budget Revision in Skyward:
  - Documentation of Building/Department Administrator’s approval of budget change(s).
  - Summary Budgetary Data Mining Report showing accounts as currently entered in Skyward.
  - Excel spreadsheet with columns showing each account number, current budget, updated budget, calculated difference between the current Skyward budget amount and revised budget amount. Totals for columns of Current Budget, new Revised Budget and Difference must be calculated to document that the adjustments maintain a $0 change in the overall building/department budget approved by the Board of Education.
- Email the Accounting Specialist when the Budget Revision is entered into Skyward

The Accounting Specialist shall:
- Confirm that the Budget Revision request maintains a $0 change in the original budget.
- Confirm that required documents are electronically attached to the Budget Revision request.
- Process the Budget Revision Request.
- Process a Summary Budgetary Data Mining Report to confirm the new budget matches the BOE approved budget.
- Notify the Administrator and Budgetary Administrative Assistant that the Budget Revision has been processed, including a copy of the current Summary Budgetary Data Mining Report.
  - The Budgetary Administrative Assistant shall notify the Accounting Specialist of any discrepancies so that, if necessary, the Accounting Specialist may reverse the Budget Revision. In that instance, the Budgetary Administrative Assistant shall re-enter the Budget Revision, following the Budget Entry process.
- Provide a copy of the current Summary Budgetary Data Mining Report to the Business Manager.

The Business Manager shall:
- Review the documentation provided and sign the Budget Revision report to document review and approval.
- The signed Budget Revision report, and all other documentation shall be maintained in the Business Office for a period of seven (7) years.

► REVISION SUBMISSION PROCESS: BOARD OF EDUCATION
Budget Revisions approved by the Board of Education shall be processed as follows:

The Business Manager shall:
- Provide the following documentation the Business Office Budgetary Administrative Assistant:
  - Documentation of the Board of Education approved expenditure.
  - Summary Budgetary Data Mining Report indicating what account numbers are changed and the amounts.
The **Budgetary Administrative Assistant** shall:

- Notify the **Accounting Specialist** of any new accounts that must be created in Skyward.
- Enter the budget revision into the Skyward Financial System following instructions for Budget Revision Data Entry.
- Attach the following documentation to the Budget Revision in Skyward:
  - Documentation of **Board of Education**’s approval of budget change(s).
  - Summary Budgetary Data Mining Report with changes noted by the **Business Manager**.
  - Excel spreadsheet with columns showing each account number, current budget, updated budget, calculated difference between the current Skyward budget amount and revised budget amount. Totals for columns of Current Budget, new Revised Budget and Difference must be calculated to document that the adjustments reflect the overall building/department budget approved by the Board of Education.
- Email the **Accounting Specialist** when the Budget Revision is entered into Skyward

The **Accounting Specialist** shall:

- Confirm that the Budget Revision request reflects the budget approved by the Board of Education.
- Confirm that required documents are electronically attached to the Budget Revision request
- Process the Budget Revision Request
- Process a Summary Budgetary Data Mining Report to confirm the new budget matches the BOE approved budget.
- Notify the **Business Manager** and **Budgetary Administrative Assistant** that the Budget Revision has been processed, including a copy of the current Summary Budgetary Data Mining Report
  - The **Budgetary Administrative Assistant** shall notify the **Accounting Specialist** of any discrepancies so that, if necessary, the **Accounting Specialist** may reverse the Budget Revision. In that instance, the **Budgetary Administrative Assistant** shall re-enter the Budget Revision, following the Budget Entry process.
- Provide a copy of the current Summary Budgetary Data Mining Report to the **Superintendent**.

The **Superintendent** shall:

- Review the documentation provided and sign the Budget Revision report to document review and approval.
- The signed Budget Revision report, and all other documentation shall be maintained in the Business Office for a period of seven (7) years.

**► REVISION SUBMISSION PROCESS: OTHER ADJUSTMENTS APPROVED BY BUSINESS MANAGER**

The **Business Manager** may approve budget adjustments throughout the fiscal year. These requests shall be processed as follows:

The **Business Manager** shall:

- Provide the following documentation the **Business Office Budgetary Administrative Assistant**:
  - Documentation of the purpose for the budget adjustment.
  - Summary Budgetary Data Mining Report indicating what account numbers are changed and the amounts.

The **Budgetary Administrative Assistant** shall:

- Notify the **Accounting Specialist** of any new accounts that must be created in Skyward.
- Enter the budget revision into the Skyward Financial System following instructions for Budget Revision Data Entry.
- Attach the following documentation to the Budget Revision in Skyward:
o Documentation from the **Business Manager** with purpose of budget adjustment.

- Summary Budgetary Data Mining Report with changes noted by the **Business Manager**.
- Excel spreadsheet with columns showing each account number, current budget, updated budget, calculated difference between the current Skyward budget amount and revised budget amount. Totals for columns of Current Budget, new Revised Budget and Difference must be calculated to document that the adjustments reflect the overall building/department budget approved by the **Business Manager**.
- Email the **Accounting Specialist** when the Budget Revision is entered into Skyward

The **Accounting Specialist** shall:

- Confirm that the Budget Revision request reflects the budget approved by the **Business Manager**.
- Confirm that required documents are electronically attached to the Budget Revision request.
- Process the Budget Revision Request.
- Process a Summary Budgetary Data Mining Report to confirm the new budget matches the budget adjustment requested by the **Business Manager**.
- Notify the **Business Manager** and **Budgetary Administrative Assistant** that the Budget Revision has been processed, including a copy of the current Summary Budgetary Data Mining Report.
  
- The **Budgetary Administrative Assistant** shall notify the **Accounting Specialist** of any discrepancies so that, if necessary, the **Accounting Specialist** may reverse the Budget Revision. In that instance, the **Budgetary Administrative Assistant** shall re-enter the Budget Revision, following the Budget Entry process.

The **Superintendent** shall:

- Review the documentation provided and sign the Budget Revision report to document review and approval.
- The signed Budget Revision report, and all other documentation shall be maintained in the Business Office for a period of seven (7) years.

**▶ REVISION SUBMISSION PROCESS: ANNUAL SALARY/BENEFIT ADJUSTMENTS APPROVED BY THE BOARD OF EDUCATION**

The **Board of Education** approves annual salary/benefit adjustments for the fiscal year. These requests shall be processed as follows:

The **Employment and Benefits Specialist** shall provide the following documentation to the **Business Manager**:

- Employee Management Plan data for each employment group
- Staff wage spreadsheet for each employment group
- Confirmation of plans that have or have not changed between September 1 and November Board of Education approval date

The **Accounting Specialist** shall:

- Import all applicable employee management groups into the Skyward Salary Negotiations module
- Apply the Board of Education approved salary/benefit adjustments to each group
- Run the Salary Negotiation Budget Revision process
- Print Budget Revision report through Salary Negotiations
- Run a report of all affected accounts
- Provide a copy of the above documents to the **Business Manager**
o Provide confirmation to the Employment and Benefits Specialist that the process has been completed

The Business Manager shall

• Notify the Accounting Specialist of any discrepancies so that, if necessary, the Accounting Specialist may reverse the Salary Negotiations Budget Revision and/or enter corrections following the Salary Negotiations Budget Revision process.
• The Business Manager shall review the documentation provided and sign the Budget Revision report to document review and approval.
• The signed Salary Negotiations Budget Revision report, and all other documentation shall be maintained in the Business Office for a period of seven (7) years.

► AUDIT OF BUDGET REVISIONS

• The Accounting Specialist shall review all Budget Revision requests for compliance with District policy. Discrepancies, including any reported by the Grant or Building/Department Administrator, shall be recorded on a monthly Budget Revision Report and sent to the Business Manager.
• The Accounting Specialist may reverse the Budget Revision and/or enter corrections following the Budget Revision process.
• The Business Manager shall review all discrepancies that are reported to determine if corrective action is necessary. Corrective action may include additional procedures, training, and/or communication with Building/Department Administrator. Repeated corrective actions will be reported to the Human Resources Director and Superintendent.

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