

Alden Central School District



**2019 - 2020
Budget Guidelines**

ALDEN CENTRAL SCHOOL DISTRICT



2019-2020 SCHOOL BUDGET

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ALDEN CENTRAL SCHOOL DISTRICT

2019-2020 Budget Development Calendar

October 18, 2018	(R) Board of Education adopts Budget Calendar and Budget Development Guidelines
October 24, 2018	Distribute Budget Guidelines and Budget Forms to Administrative Team
November 1, 2018	(R) Board discussion of the Budget process
November 7, 2018	Administrative Team discusses Budget Guidelines and Budget Forms
January 3, 2019	(R) Board reviews Long Range Revenue and Expenditure Projection Plan
January 11, 2019	Supervisors, Directors and Principals submit BOCES & building/department budget requests to Business Administrator & Superintendent (Note: BOCES budget due date may be adjusted if Participation Forms are not available in a timely manner)
January 14-18, 2019	Members of Administrative Team review budget requests with the School Business Administrator and Superintendent
February 7, 2019	(R) Board of Education reviews staffing requests and preliminary budget forecast of revenues and expenditures. Board establishes parameters for the budget development
February 11-15, 2019	Administrative Team meets to collectively review budget proposals for possible adjustments
March 1, 2019	Submit calculation of tax levy limit to the Office of Comptroller
March 7, 2019	(R) Board of Education budget discussion and review of tax levy limit calculation
March 7, 2019	Teachers receive budget guidelines and requisition instructions
March 14, 2019	(W) Board of Education budget discussion
March 21, 2019	(R) Board of Education budget discussion
March 28, 2019	(W) Board of Education budget discussion
April 4, 2019	(R) Board of Education budget discussion
April 4, 2019	Legal notice of school budget hearing and vote (Must advertise four times within seven weeks of the vote with first publication 45 days before date of budget vote)
April 11, 2019	(W) Board of Education budget discussion/possible adoption of proposed budget
April 16, 2019	(R) Possible Board of Education adoption of proposed budget
April 17, 2019	Property Tax Report Card must be submitted to NYSED within 24 hours of adoption of budget, but no later than April 29, 2019
April 20, 2019	Administrators submit requisition packets to the Business Office
April 22, 2019	Petitions for Board of Education candidates due to District Clerk
April 27, 2019	Budget document available to public upon request at each school building
May 9, 2019	Budget Hearing
May 21, 2019	Annual Meeting Uniform Statewide Budget Vote and Board of Education election
	(R) Regular Board meeting (W) Work Session

**ALDEN CENTRAL SCHOOL DISTRICT
2019-2020 BUDGET DEVELOPMENT GUIDELINES**

The development of the 2019-2020 Alden Central School District budget shall be guided by the following:

- A. Maintenance of Educational Programs and Services
The District will continue to provide high-quality educational programs and services for all students.
- B. Instructional Materials Allocations
Textbook allocations shall be based on available inventory in each school, or on the District-wide textbook adoption process for new textbooks. State-aided textbook allotments are to be used for the purchase of new and replacement textbooks. Additionally, textbook allotments may be used to purchase computer software and/or hardware. Library allotments cannot be used to purchase textbooks, computer hardware or software.
- C. Staffing Ratios
Elementary staffing shall be based on grade level enrollment and maintenance of reasonable ratios. Secondary staffing shall be based on the total enrollment in individual class sections.
- D. Program
Within the targeted budget and tax levy increases, the preliminary budget prepared by the Administration for review and deliberation by the Board of Education shall include, to the extent possible, funding for the maintenance of the following programs at current year levels:
 - Curriculum
 - Instruction
 - Special Education
 - Athletics
 - Pupil Services
- E. Multi-Year Budget Plan
 - 1. The development and ultimate approval of the 2019-2020 budget shall be based on a multi-year budget plan, in which any single year budget shall not stand alone as a traditional school budget, but shall be treated as a component of a five-year budget plan.
 - 2. Accordingly, the Administration shall develop and demonstrate, wherever possible, the interdependence of specific budget decisions relative to the 2019-2020 budget as such decisions relate to subsequent budgets in the five-year budget plan.

3. In its deliberations, the Board will give particular attention to reviewing the implications of all decisions as they impact budgets covered by the five-year plan. This plan will include a review of such items as facilities maintenance; capital improvement bond issues; and existing and projected fund balances including reserve funds.
 4. All budgetary decisions will be guided by the goals of long-term stability and the maintenance of quality educational programs.
- F. Maintenance of Fund Balance
The 2019-2020 budget shall include the maintenance of a projected unappropriated fund balance within the State limit of 4%, and reserved and appropriated fund balances sufficient to offset the tax increase impact on future budgets. The multi-year budget analysis shall include a multi-year projection for maintenance of such funds.
- G. Review, Establish and Use of Capital Reserve Funds
The 2019-2020 budget shall consider the use of Reserve Funds for the purchase of school buses, buildings and grounds equipment, building projects and other relevant capital reserves. Bus Reserve Funds will continue to be funded with Transportation Aid received on annual bus purchases and other surplus funds as available at the end of each budget year. The multi-year budget analysis shall include a multi-year projection for the use and maintenance of such funds. The District should consider establishing new reserve funds as part of its long-range plans.
- H. Zero-Based Budgeting
Concepts of zero-based budgeting will be applied relative to increases wherever possible. Each building/department shall submit budget detail indicating specific plans for the utilization of allotted funds.
- I. Transportation
The 2019-2020 budget process should address a bus replacement expenditure.
- J. Public Input and Review of Budget
Program goals and budget proposals will be reviewed at regularly scheduled Board of Education meetings and work sessions, beginning March 2019.
- K. Expenditure and Tax Levy Target
Administration shall prepare for review and deliberation by the Board of Education, a preliminary 2019-2020 budget proposal. The total expenditure of this preliminary proposal shall reflect the Board's goal to maintain our programs and teaching staff and the District's goal to develop budgets that exhibit fiscal responsibility to the community.
- L. Responsibility for Tax Increase
This is the seventh year that the Property Tax Cap Legislation has been in effect. Per the legislation, the amount of taxes that may be levied shall not exceed the tax levy limit, which is either (a) no more than a 2% increase in the previous year's tax levy, or (2) the

inflation factor, whichever is less. Certain items could impact the tax levy limit calculation such as the tax base growth factor, as well as the capital, pension, and court order exclusions. This would require a simple majority of the voters to pass. If the District proposes a budget that results in a tax levy that exceeds the tax levy limit, the budget must be approved by 60% or more of the voters. If the budget is voted down twice or a contingency budget is adopted, the tax levy increase would be zero.

M. Public Hearing – May 9, 2019

N. Budget Revote/Contingency Budget

1. The purpose of the District's multi-year budget process is to ensure the most responsible budget possible for the District. Accordingly, all budget deliberations will assume that the budget will secure voter approval on the first vote.
2. In order to provide voters with all the information necessary to make informed decisions relative to their budget vote, a general contingency budget will be developed and published in conjunction with the District's proposed budget.
3. Failure to secure voter approval of the proposed budget on the first vote would not change the integrity of the proposed budget. In the event that the budget does not pass on the first vote, the Board may elect to resubmit the defeated budget, submit a revised budget or adopt a contingency budget. The revote, if necessary, would occur on the 3rd Tuesday in June (June 18, 2019).

O. State Aid

State aid accounted for approximately 40.8% of the current year's general fund revenue. However, revenue projections issued by either the Governor's office or the State Legislature during the State's budget development process are unreliable. Both the perennial lateness of the State's budget and the fact that the District's projections of state aid have historically been more accurate than amounts promised by the state, force the District to rely on its own projections rather than those provided by State officials. Accordingly, revenue projections in the proposed budget shall include only the District's projections for state aid.

ALDEN CENTRAL SCHOOL DISTRICT

BUDGET PREPARATION PROCESS

The Administrative Team will complete the following forms:

1. Budget Planning Forms:

- a. Complete all budget lines included on your budget forms (last two columns on the spreadsheet need to be completed).
- b. Three (3) years of budget history are included on the budget forms. When you are done, your total building budget should be in-line with the prior year. Provide explanations on the bottom of the forms for any budget lines that contain significant increases over the prior year.
- c. Budget allotments for textbooks (2110.480) and library books (2610.460) are fixed based on your building's current year enrollment, consistent with past practice. Computer hardware (2630.220) and computer software (2630.460) will be completed at the District level. Please forward your building's computer hardware and software requests to the Director of Instructional and Information Technology. Building Administrators will be allowed to redistribute textbook allotments to purchase additional computer software and hardware. Library allotments cannot be used to purchase textbooks, computer hardware or software.

2. Equipment Request Form

3. Instructional and Support Staffing Request Forms

4. Building Maintenance Request Form

5. BOCES Service Request Form

Submit completed Budget Forms to the District Office by no later than January 11, 2019.

Completed Requisition Packets are due by April 20, 2019. See the instructions for the instructional requisition process on the next page.

INSTRUCTIONAL REQUISITION PROCESS
(March 7, 2019 to April 20, 2019)

1. Administrators distribute requisition packets to teachers and staff and explain building level budget guidelines.
2. Teachers and staff prepare their budget requisitions and submit to their Administrator.
3. Administrators review requisitions and complete Department/Grade Level Summary Page.
4. Administrators review requisition packets to ensure they do not exceed the budgeted allotments.
5. Administrators make adjustments as necessary, and notify the staff of any changes.
6. Administrators must approve all requisitions.
7. Administrators submit requisitions and packets to the District Office.

SECTION I

BUDGET DEVELOPMENT

I. General Budget Guidelines

The guidelines set forth in this document are designed to provide specific instructions to assist you when developing your budget. Our goal is to appropriate public funds in a well thought-out, effective and fiscally responsible manner, which reflects the educational philosophy of the Board of Education. To accomplish this task, the following guidelines have been provided:

- A. Each Building Administrator, Supervisor, and Director shall receive budget guidelines. It is imperative that budget limits are adhered to, which includes maintaining your budget at similar amounts to last year.
- B. It is the responsibility of the individuals identified above to develop their budget in the method prescribed within this document.
- C. It is the responsibility of the individuals mentioned above to identify the **most cost effective means** to provide the supplies and services necessary to effectively support their program. Where appropriate and upon request, the District Office will develop bid specifications and solicit quotations.

Note: It is the Administrator's responsibility to ensure that the purchasing procedures are properly executed by their staff. This includes accurate coding and shipping charges. A purchase order is required prior to ordering supplies or services.

- D. It is imperative that the staff involved in the budgeting process clearly understands:
 - 1. Their expenditure parameters, and
 - 2. Their role and responsibility in completing budget materials as per the established schedule.
- E. Budget coding uniformity must be maintained at all times. (*Refer to pages 16 to 18 for uniform budget codes.*)

II. Budget Preparation Procedure

- A. Budget Information. Each Building Administrator, Supervisor, and Director shall receive budget information that includes the following materials:
 - 1. Budget Guidelines for 2019-2020 (this document).
 - 2. Requisition packets will be made available via email and located on Jostle. All packets will include instructions on the process.
 - 3. A list of approved vendors will be available, as well as instructions on how to add a new vendor to the list.

4. An approved New York State Contract office supply list will be available on Jostle with links to the websites and instructions and passwords on how to use and attach to the requisitions.
 5. Supply catalogs are available in each building office as well as in the District Office. Be sure to use the current catalog, as prices change.
- B. Materials for Your Staff. Where appropriate, each Building Administrator, Supervisor, and Director shall provide their staff with the materials identified below:
1. Budget Guidelines for 2019-2020 (this document)
 2. Expenditure Parameters
 3. Instructions on the requisition process
 4. Budget Terminology Sheets

Budget requests should be completed on a Requisition Form.

- C. Fund Distribution within Your Department or Building. There are two common methods for you to use to distribute funds. The first method, commonly called “Historical Budgeting,” is used when a “historical” amount of money is appropriated to an individual or department. Your staff must be instructed that purchasing requisitions, when totaled, **must not exceed** the dollar amount provided in your proposed budget. The term “historical” generally implies that the individual/department generally receives the same dollar amount they received during previous years.

The second method of distributing funds is referred to as “Zero-Based Budgeting.” Using this method, no dollars are distributed without having a justification or need. This method enables you to prioritize program needs and determine what monies need to go where.

Regardless of the method of distribution you choose, a tentative list of supplies and services, including cost estimates, will be required. This is accomplished by having your staff complete requisition forms. Once you have selected the method by which you will distribute the funds made available to you, you will need to review and approve all requests to ensure they reflect program needs and do not exceed budget allocations.

- D. Budget Summary. All individual requisitions will have to be totaled and included on your building budget summary. It is very important that you review the section on purchasing located in this booklet. **Keep in mind, shipping and set-up costs come out of your budget appropriations and they should be included in your calculations.**

SECTION II

PURCHASING PROCEDURES

RESPONSIBILITY

ACTION

- | | |
|----------------------|--|
| Requisitioner | 1. Completes purchasing requisition (the process may be revised by March, 2019).
A. Vendor Information - <u>Full name and address of preferred vendor</u> . Be sure to include vendor phone and fax number.
B. Develop specifications complete with all of the following information where applicable: <ul style="list-style-type: none">- complete description- item information- color choice- size- quantity (per unit packaging)- current price- Add the greater of \$15 or 15% to total for shipping |
| | 2. Submits to administrator for approval. |
| Administrator | 3. Reviews and approves requisition to forward to the District Office.
A. Checks requisition for accuracy.
B. Verifies vendor is on approved vendor list. Any new vendors must be requested by the administrator and approved by the Purchasing Agent. |
| District Treasurer | 4. Reviews requisition for proper budget codes and backup. |
| Purchasing Agent | 5. Finalizes Requisition. |
| Purchasing Clerk | 6. Processes Purchase Orders.
A. Checks all information for detail and accuracy.
B. Returns to administrator any requisitions that are not complete/accurate.
C. Enters, prints, and distributes purchase orders.
D. Sends vendor copy of purchase order to vendor, requestor copy requisitioner and accounts payable copy to accounts payable clerk.
E. Retains Business Office copy of purchase order and original copy of requisition for permanent District Office records. |
| Building Secretaries | 7. Processes Authorizations for Payments.
A. Maintains building/department records of requisitions and purchase orders.
B. Distributes requestor copy of purchase order to the requisitioner to approve when the order is received. |

- C. Receives the requestor copy of purchase order with the signed and dated packing slip attached. The requisitioner confirms, by initialing the purchase order, that the order was received. *(When only partial payment is authorized, make a copy of the requestor copy, have principal authorize payment, and return original requestor copy to requisitioner to hold for full payment.)*
- D. Gives to administrator for authorization to make payment.
- E. Sends approved requestor copy (or photocopy) with signed packing slips attached to Accounts Payable for processing of payments.

Accounts Payable
Clerk

- 8. Processes Payments.
 - A. Maintains permanent check register file for District.
 - B. Generates check to vendor for partial or full payments.

Claims
Auditor

- 9. Reviews all claims for payment and verifies that:
 - A. Purchasing agent's signature is on purchase order.
 - B. Packing slip/receiving copy is signed and dated by receiver.
 - C. Charges are not duplicates of items already paid.
 - D. Payment is for a valid and legal purpose.
 - E. Unit price billed does not exceed bid or contract authorization.
 - F. Extensions are correct, no unauthorized taxes are paid, discounts are taken, and transportation charges are accurate.
 - G. Signs authorization to process warrant.

Board of Education

- 10. Gives final approval of warrant.

SECTION III

BIDDING POLICY AND PROCEDURES

This section has been prepared to explain the District's procedures related to the purchase of equipment, supplies, and contracted services. In order to succeed at fulfilling our obligation of spending every tax dollar wisely, the full cooperation of each member of the staff is required. It is anticipated that the following procedures will assist us in fulfilling this obligation. The Superintendent shall have overall administrative responsibility for all purchasing of equipment, materials, supplies, and services. This responsibility is delegated to the School Business Administrator.

PROCEDURES FOR PURCHASING OF COMMODITIES, EQUIPMENT, AND GOODS

Dollar Limit	Procedure/Requirement
Less than \$1,000	Procedures at the discretion of the District Office. If placing an order between \$500 and \$1,000, two (2) written quotes are recommended.
\$1,001 - \$5,000	Three (3) verbal or written quotes with approval by the School Business Administrator.
\$5,001 - \$19,999	Documented written quotes from at least three (3) vendors (<i>if available</i>) obtained by the School Business Administrator.
\$20,000 and up	Sealed bids in conformance with Municipal Law, Section 103.

Proper written documentation is required when the quote is not awarded to the vendor giving the lowest price. Quotes will be awarded to the lowest responsible and responsive vendor, as determined by the School Business Administrator.

PUBLIC WORKS PROJECTS/CONTRACTS

Dollar Limit	Procedure/Requirement
Less than \$3,500	Procedures at the discretion of the District Office.
\$3,501 - \$7,000	Three (3) verbal or written quotes with approval by the School Business Administrator.
\$7,001 - \$34,999	Documented written quotes from at least three (3) vendors (<i>if available</i>) obtained by the School Business Administrator.
\$35,000 and up	Sealed bids in conformance with Municipal Law, Section 103.

Whenever other than the lowest quote is awarded, there must be written documentation of the reason for the award. Under no circumstances can a quote that exceeds the bid limit be awarded.

PROFESSIONAL SERVICES AND CONSULTANTS

Any professional services (*pursuant to Section 104-B of the General Municipal Law*) are at the discretion of the Superintendent or his/her designee.

WRITTEN QUOTATION

The written quotation is a more formal method of securing the best price for unforeseen items not purchased through the bidding process, or items not required to be bid.

Three or more quotations shall be required (*if available*) for expenditures of \$1,001 to \$19,999 for the purchase of commodities, equipment, or goods and expenditures of \$3,501 to \$34,999 for Public Works Projects/Contracts, with the approval of the School Business Administrator.

PROCEDURE:

1. Quotation request are to be completed by the person requesting the material.
2. Complete, clear, and concise specifications should be provided for each item. This should include dimensions, material, unit packaging, color, etc.
3. To ensure the quality standard for an item, the manufacturer's name or model number shall be used. It should be understood that all items bid are on an "or equal" basis.
4. Recommended vendors should be indicated on the quotation request form.
5. Forward written quotation form to Administrator for approval, coding, and forwarding to the District Office.
6. The District Office may prepare a Request for Quotation to be mailed to vendors after determination of availability through other means (*i.e. State Contract, etc*). If three or more written quotations are provided, the School Business Administrator may make a decision to use the lowest quotation presented meeting the requirements.
7. Quotations received from vendors will be tabulated and any alternate items indicated will be discussed with requestor for determination of acceptability.
8. Purchase order(s) shall be issued to lowest responsible vendor meeting specifications.

BID REQUEST

District policy requires competitive bidding of all District requirements if the aggregate purchase involves an expenditure of more than \$35,000 for public work contracts and more than \$20,000 for commodities, equipment, and goods (*written in a fiscal year on a district-wide basis*).

AUTHORIZED AGENCY BIDS/CONTRACTS

When procurement can be accomplished through the following sources, competitive bidding or procedure requirements listed above are not required:

- Under State Contract;
- Under a County Contract;
- From State agencies for the blind and severely disabled (State Finance Law, Section 162);
- From State Correctional Institutions (Corrections Law Sections 184 and 186) such as Corcraft;
- Sole source, professional services, true leases and insurance;
- Second-hand equipment from another government agency; or
- By “piggybacking” on contracts let by the United States or any agent thereof, any state, and any county, political subdivision or district of any state (General Municipal Law, Section 103[16]).

SECTION IV

GLOSSARY OF BUDGET TERMINOLOGY

Appropriation - Dollars assigned to a particular budget code that will be used to purchase particular goods and/or services.

Budget Transfer Form - This form advises the School Business Administrator that you desire to transfer funds from one budget code to another. This form must be completed prior to funds being expended from a budget code with insufficient funds.

Encumbrance - Funds earmarked for a particular expenditure. After the item(s) is/are received, encumbered funds are liquidated (expended).

Equipment - An equipment item meets all the following criteria:

- Fixed or movable;
- It retains its original shape and appearance after use;
- It is nonexpendable, that is, if it becomes damaged or a part is lost, it is usually more feasible to repair it than to replace it;
- Item cost exceeds \$500; and/or
- It does not lose its identity through incorporation into a different or more complex unit.

Purchase Order - A formal document that establishes a record for the expenditure of funds from the general fund. A Purchase Order, signed by the Purchasing Agent, is required for all District purchases of goods or services.

Purchasing Agent - The only individual (School Business Administrator) authorized to expend District funds from the General Fund Budget.

Requisition Form - A form that identifies the goods and/or services that you anticipate purchasing. This form is used to generate a purchase order at a later date.

Supply - A supply item meets all the following criteria:

- It is consumed when used;
- It loses its original shape or appearance with use;
- It is expendable, that is, if it becomes damaged or part is lost, it is usually more feasible to replace it rather than repair it;
- Item cost is typically less than \$500; and/or
- It loses its identity through incorporation into a different or more complex unit.

SECTION V

BUDGET CODING

Every item budgeted and expended by a school district must have an identification code as follows:

- | | | |
|-------------|------------|---|
| 1. Fund | (4 digits) | |
| 2. Function | (4 digits) | Main budget area |
| 3. Object | (3 digits) | Object of expense |
| 4. Location | (2 digits) | Building |
| 5. Program | (4 digits) | Used to indicate specific cost / program area |

1. Fund Code

A000	General Fund
C000	Cafeteria
F900	EPE
F901	Title I, Part A
F902	Title I, Part D
F903	IDEA Section 611
F904	Universal Pre-K
F906	Title IV
F907	Summer School
F908	IDEA Section 619
F911	Title II
F912	Mentor
F915	Teacher Center
F941	Incarcerated Youth

2. Function Code (Assigned by the State Education Department)

1010	Board of Education	2280	Occupational Education
1040	District Clerk	2330	Teaching-Special Schools
1060	District Meeting	2610	School Library and Audiovisual
1240	Chief School Administrator	2630	Computer Assisted Instruction
1310	Business Administrator	2805	Attendance
1320	Auditing	2810	Guidance
1325	Treasurer	2815	Health Services
1330	Tax Collector	2820	Psychological Services
1345	Purchasing	2825	Social Worker Services
1380	Fiscal Agent	2850	Co-Curricular Activities
1420	Legal	2855	Interscholastic Athletics
1430	Personnel	5510	District Transportation Services
1460	Records Management Officer	5530	Garage Building
1480	Public Information	8070	Census
1620	Operation of Plant	9010	Employees' Retirement
1621	Maintenance of Plant	9020	Teachers' Retirement
1670	Central Printing	9030	Social Security
1680	Central Data	9040	Workers Compensation
1910	Unallocated Insurance	9045	Life Insurance
1920	School Association Dues	9050	Unemployment Insurance
1930	Judgments and Claims	9055	Disability Insurance
1950	Assessments on School Property	9060	Health Insurance

1964	Refund on Real Property Taxes	9070	Union Welfare Benefits
1981	BOCES Administrative Costs	9089	Other Benefits
1983	BOCES Rental	9711	Serial Bonds-School Construction
1989	Unclassified	9731	Bond Anticipation Notes-School Construction
2010	Curriculum and Supervision	9732	Bond Anticipation Notes-Bus Purchase
2020	Supervision-Regular School	9760	Tax Anticipation Notes
2060	Research, Planning, Evaluation	9770	Revenue Anticipation Notes
2070	In-service Training	9789	Municipal Lease
2110	Instruction-Teaching	9901	Transfer to Other Funds
2250	Program for Students w Disabilities	9950	Transfer to Capital Projects

3. Object Code (Assigned by the State Education Department)

120	Salaries, Grades K-6	426	Maintenance Projects
130	Salaries, Grades 7-12	450	Supplies
150	Salaries, Instructional	460	State Aidable Library Books, Computer Software & Travel (Federal & State grants only)
160	Salaries, Support Staff	471	Tuition-Public District
200	Equipment	472	Tuition-Private School
210	Bus Purchase	480	State Aidable Textbooks
220	State Aidable Computer Equipment	490	BOCES
400	Contractual		
410	Cafeteria Food		

4. Location Code (Assigned by District)

00	District
01	Alden High School
02	Alden Middle School
03	Alden Intermediate School
04	Brick House
06	Primary School
07	Transportation Department
08	St. John the Baptist

5. Program Code (Assigned by District)

Instruction / Program

4000	AIS
4001	Art
4055	Audio Visual
4003	Building Improvement Team
4005	Business
4007	Computer Supplies
4011	Foreign Language
4015	Health Services
4016	Home & Career
4018	Language Arts
4028	Math
4030	Music
4035	Physical Education
4037	Project Lead the Way
4041	Science
4043	Social Studies
4045	Technology

Buildings & Grounds

4020	Maint Project-Athletics
4021	Maint Project-B&G
4026	Maint Project-Special Ed
4027	Maint Project-Transportation
4039	Capital Reserve-Equipment
4009	Electric
4032	Natural Gas
4038	Refuse Disposal
4040	Safety & Health
4046	Telephone

Transportation

4012	Fuel
4017	Insurance
4034	Oil & Grease
4047	Tires
4039	Capital Reserve-Equipment

4006 Community Education
 4019 Library
 4032 Non-Aidable
 4033 Officials (Athletics)
 4042 Security (Athletics)
 4044 Summer School
 4051 Tuition-Retro Rate

Food Service

4052 Food
 4049 Government Food
 4053 Milk

Grants

1819 Federal Funds 2018-2019

General

4029 Mileage
 4002 Assemblies
 4008 Conferences
 4010 Field Trips
 4036 Presenters

Example A - Mileage for the High School:

	A.000	2110	400	01	4029
Fund: General.....	↑				
Function: Instruction		↑	↑	↑	↑
Object: Equipment.....			↑	↑	↑
Location: High School				↑	↑
Program: Art					↑

Example B – Purchase of fuel for the Transportation Department:

	A.000	5510	450	07	4012
Fund: General.....	↑				
Function: Transportation		↑	↑	↑	↑
Object: Supplies			↑	↑	↑
Location: Transportation				↑	↑
Program: Fuel					↑

Example C – Non-instructional salary for High School extra hours:

	A.000	2110	160	01	1026
Fund: General.....	↑				
Function: Instruction		↑	↑	↑	↑
Object: Salary, Support Staff			↑	↑	↑
Location: High School				↑	↑
Program: Extra Hours.....					↑

SECTION VI

PURCHASE REQUEST FORMS

Includes Requisition Forms, Conference Request Forms, Field Trip Transportation Forms, and Maintenance and/or Repair Project Requisition Forms.

Please complete and sign each form used. If the request is not made, there will be no funding. The following forms are provided.

Requisition Form - Has all the necessary information to complete a purchase order. Please make sure each requisition form is approved.

Equipment Requests – Please add the greater of \$15 or 15% for shipping increases. For each item ordered, indicate whether the item is new or a replacement, and give a rationale for the need.

Contractual Requests – This form is to be used for repairs, student activities, assemblies, dues, and maintenance agreements. All maintenance agreements require the School Business Administrator's prior approval.

Textbook Requests – Please add the greater of \$15 or 15% for shipping increases, and complete a requisition. Note: All new textbooks MUST be approved by the Board of Education.

Supplies and Materials – Non-Bid Items – These non-bid items need to be listed on the requisition form. Please add the greater of \$15 or 15% for shipping.

Blanket purchase orders are to be issued only for special situations.

Field Trips:

- Admission Fees – Complete a request form.
- Field Trip Transportation – Complete a field trip transportation request form for transportation costs. Attach it to your admission request. Field trip transportation forms will be forwarded to the District Office along with admission requests.

Computer and AV Requisitions – All requisitions for computer supplies, equipment, software, and AV supplies and equipment will be processed at the District level and be reviewed with the Director of Instructional & Information Technology for inclusion in the budget.

Teacher Conference Procedure – If you are interested in attending a conference, follow the directions on the attached conference request form and attach it to the requisition form.

Maintenance and/or Repair Project Form – Use this form to request maintenance and/or repair projects that you need in your area. Forms are due to the School Business Administrator by January 11, 2019.

ALDEN CENTRAL SCHOOL DISTRICT

2019-2020 Instructional Staffing Change Request

Complete one form for each staffing change.

Building: _____

Title of position to be added or deleted: _____

Subject Area or Grade Level: _____

Reason (Change in program or enrollment): _____

Rationale:

Requested by: _____

Budget Information:

Description of Request	Cost per 1.0 FTE	Budget Code	FTE Requested	Total Cost
Teaching Position (K – 5) Salary + Ben.	\$66,564			
Teaching Position (6 – 12) Salary + Ben.	\$66,564			
Teacher Assistant Position (Salary + Benefits)	\$46,834			
Teacher Aide Position (Salary + Benefits)	\$45,063			
Supplies & Materials				
Classroom Furniture				
Textbooks				
Total Budget Request				

District Response: Teaching Position Teaching Position Salary: \$36,874 FICA (7.65%) 2,056 TRS (11%) 4,056 Health Insurance 23,578* *\$1,931 per month x 12 month x 10% increase x 92.5% District contribution	Teaching Assistant Position Salary: \$ 19,600 FICA (7.65%) 1,500 TRS (11%) 2,156 Health Insurance 23,578* *\$1,931 per month x 12 month x 10% increase x 92.5% District contribution	Teacher Aide Position Salary: \$20,280 (\$13.00 x 7.5 hours x 208 days) FICA (7.65%) 1,552 ERS (14%) 2,840 Health Insurance 20,391* *\$1,931 per month x 12 month x 10% increase x 80% District contribution
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ALDEN CENTRAL SCHOOL DISTRICT

2019-2020 Support Staffing Change Request

Complete one form for each staffing change

Building or Department: _____

Title of position to be added or deleted: _____

Location: _____

Rationale:

Requested by: _____

Budget Information

Description of Request	Cost per 1.0 FTE	Budget Code	FTE Requested	Total Cost
Salary		___-160		
Social Security @ 7.65%		A-9030-800		
Retirement @ 14%		A-9010-800		
Health Insurance as per Contract		A-9060-800		
Workers' Comp. Trans. @ 7.5% B & G @ 5.2% All Other @ 0.76%		A-9040-800		
Total Budget Request				

District Response:

ALDEN CENTRAL SCHOOL DISTRICT

2019-2020 Chaperone Request

Please provide a projection of the total number of hours required for Chaperones by your program

Building: _____

Name of Requestor: _____

Budget Code: _____

Instructional & Extra-Class Programs: A-2850-150-00-1012

Athletic Events: A-2855-150-00-1012

Requested by: _____

Budget Information

Event Description	Number of Events / Year	Hours per Event	Total Hours	Total Cost @ \$45.00 per event

District Response:

ALDEN CENTRAL SCHOOL DISTRICT

Request for Maintenance and/or Repair Project Form

Include only major projects requested for consideration as part of the budget planning process.

Request originated by: _____

Request approved by: _____

Administrator

Return to School Business Administrator

Priority ☐ ☐ ☐ ☐ ☐ ☐

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Use only for the following: Repair and upkeep of grounds; improvement of grounds; repair and upkeep of buildings and or building equipment; alterations to buildings; exterior and interior painting; repair of heating equipment; repair or replacement of lighting or electrical equipment; repair of or additional plumbing equipment; repair and refinish of furniture (not replacement); additional built-in objects; repair, replacement and additional custodial or maintenance work.

Request only one (1) item on this form.

1. Check item that applies: _____ **Repair or replacement**
_____ **Improvement or addition**
2. Enter pertinent data in space provided. If possible, include estimated cost. If applicable, include trade name, model color dimensions, etc., and source of description to include catalog name, year, and page number.

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Description	Cost
	FOR OFFICE USE Approved Not Approved

3. Reason for Request:

4. Building: _____ Room Number _____

When Needed: _____