Attachment #2

ALLEGHENY INTERMEDIATE UNIT

Program of Services Budget
2012/2013

February, 2012

aiu3
Allegheny Intermediate Unit

Allegheny Intermediate Unit

2012/2013 Program of Services Budget

February 2012

Some assumptions utilized in the development of the proposed budget include:

- PSERS rate set at 12.36%
- Projected 5.5% increase in hospitalization benefit rates
- No increase in revenue for intermediate units from PDE
- District support for Instructional Media Services remains at $195,000 for the 15th consecutive year

Staffing

Unless noted below staffing remains essentially unchanged from the current year.

- Staff Development Services – removed .35 FTE Administrative Support
- State and Federal Liaison Services - removed .35 FTE Administrative Support

Outcome

- Total anticipated expenditure decrease of (.21%) or ($7,972) (from $3,815,375 to $3,807,403)
- No increase in district allocation

Program of Services Staffing

2012/2013 - Budgeted

	FTE
Administrative Services	
Executive Director	0.95
Executive Assistant	1.00
Management Services	
Assistant Executive Director	1.00
Executive Secretary	1.00
Pupil Personnel Services	
Senior Program Director	0.50
Administrative Support	1.00
Staff Development Services	
Assistant Executive Director	1.00
Curriculum Specialists	9.05
Administrative Support	1.50
Instructional Media Services	
Senior Program Director	1.00
Coordinator Media Services	1.00
Fiscal Specialist	0.50
Administrative Support	3.75
State and Federal Liaison	
Executive Staff	0.05
Legislative Liaison	0.50
Total	23.80

Allegheny Intermediate Unit
2012/2013 District Allocation Projection

District	Projected Allocation 2012/2013	
Allegheny Valley	22,221.69	
Avonworth	27,307.03	
Baldwin-Whitehall	50,827.33	
Bethel Park	73,447.97	
Brentwood Borough	10,730.18	
Carlynton	19,981.56	
Chartiers Valley	59,101.09	
Clairton City	3,424.84	
Cornell	10,149.60	
Deer Lakes	34,356.24	
Duquesne City	2,478.16	
East Allegheny	16,092.47	
Elizabeth Forward	23,471.46	
Fox Chapel	101,343.39	
Gateway	78,673.45	
Hampton Township	47,194.80	
Highlands	22,182.60	
Keystone Oaks	36,546.36	
McKeesport Area	24,750.15	
Montour	72,790.39	
Moon Area	64,875.22	
Mount Lebanon	81,828.01	
North Allegheny	147,021.41	
North Hills	80,501.41	
Northgate	13,343.76	
Penn Hills	49,773.68	
Pine-Richland	68,118.57	
Plum Borough	41,353.74	• 2.34%
Quaker Valley	54,302.65	
Riverview	16,529.28	
Shaler	57,613.01	
South Allegheny	9,099.10	
South Fayette Township	31,072.59	
South Park	20,092.39	
Steel Valley	23,192.81	
Sto-Rox	10,030.90	
Upper Saint Clair	62,186.35	
West Allegheny	51,386.95	
West Jefferson Hills	37,766.85	
West Mifflin Area	36,737.00	
Wilkinsburg Borough	11,852.73	
Woodland Hills	58,400.84	
	1,764,150.00	100.0%

• Represents District's share - Pass Thru Amount

Allegheny Intermediate Unit
Program of Services
Summary of Revenue and Expenditures

	Description	Actual 2010/2011	Approved Budget 2011/2012	Proposed Budget 2012/2013
Revenue				
	District Allocation (Withholding from State Subsidy)	1,833,238	1,764,150	1,764,150
	Over Allocation Returned to Districts	(69,088)		
	Retirement and Social Security - State Share	88,034	144,865	187,488
	IU Core Funding - (formerly Operating & Capital)	349,955	356,424	356,424
	Shared Costs for Instructional Media Services	195,000	195,000	195,000
	Interest, Indirect Costs, and Prior Years Balance	965,482	1,354,936	1,304,341
	Total Revenue	**3,362,622**	**3,815,375**	**3,807,403**
Expenditures				
	Administrative Services	507,098	558,380	574,722
	Management Services	261,244	318,390	355,310
	Pupil Personnel Services	313,442	334,865	325,548
	Staff Development Services	1,076,305	1,480,415	1,437,631
	Instructional Media Services	1,172,809	1,015,780	1,024,070
	State and Federal Liaison	31,724	107,545	90,122
	Total Expenditures - By Program	**3,362,622**	**3,815,375**	**3,807,403**

Administrative Services

Budget Detail and Program Objectives:

- To provide leadership, coordination, and consulting services on educational and management service matters to the Allegheny County school districts;
- To generate savings and cost effectiveness for districts through consortium activities that take advantage of economies of scale;
- To manage nearly 140 programs of the AIU, employing more than 2,000 full and part-time staff members and the management of over $179 million of revenue;
- To serve as a resource to other educational agencies and associations in the region and Commonwealth; and
- To promote public education in the region through interagency sharing, cooperation, and collaboration.

Expenditures - Administrative Services

Accounting Code			Actual	Budget	Proposed Budget
Function	Object	Object Description	2010/2011	2011/2012	2012/2013
		Board Services			
2310	151	Salaries - Clerical	23,934	25,625	26,405
2310	211	Medical Insurance	7,460	7,925	8,440
2310	213	Life Insurance	424	565	582
2310	220	Social Security	1,815	1,960	2,020
2310	230	Retirement	1,350	2,220	3,264
2310	250	Unemployment Compensation	40	45	45
2310	260	Workers' Compensation	202	215	225
2310	290	Other Employee Benefits	330	600	600
2310	580	Travel	20,347	21,000	21,000
2310	610	General Supplies	10,116	12,200	12,200
		Total - Board Services	66,018	72,355	74,781
		Office of the Executive Director			
2360	110	Salaries - Administrative	142,063	165,275	170,561
2360	150	Salaries - Clerical	24,251	24,625	25,405
2360	211	Medical Insurance	20,561	22,825	23,777
2360	213	Life Insurance	2,938	3,865	3,949
2360	220	Social Security	9,702	14,525	14,991
2360	230	Retirement	9,380	16,425	24,222
2360	240	Tuition Reimbursement	0	500	500
2360	250	Unemployment Compensation	108	120	120
2360	260	Workers' Compensation	1,413	1,615	1,666
2360	290	Other Employee Benefits	7,455	3,100	8,000

Expenditures - Administrative Services, continued

Accounting Code			Actual	Budget	Proposed Budget
Function	Object	Object Description	2010/2011	2011/2012	2012/2013
2360	330	Other Professional Services	5,584	20,000	20,000
2360	390	Other Contracted Services	25,890	25,000	25,000
2360	391	Internal Operations	51,148	40,900	41,000
2360	396	Staff Development Services			0
2360	397	Community Relations Services	26,400	27,200	27,200
2360	430	Repairs and Maintenance Services	242	500	500
2360	530	Communications	7,361	6,900	6,900
2360	540	Advertising	424	1,000	500
2360	550	Printing and Binding	40,423	35,000	35,000
2360	580	Travel	13,391	18,000	18,000
2360	610	General Supplies	10,736	9,600	9,600
2360	640	Books and Periodicals	2,326	2,000	2,000
2360	758	End User Equipment	752	2,500	2,500
2360	760	Equipment - Replacement	4,607	2,500	2,500
2360	810	Dues and Fees	8,590	16,000	10,000
		Total - Office of the Executive Director	415,745	459,975	473,891
		Operation and Maintenance of Plant			
2600	443	Rent	25,036	25,100	25,100
2600	520	Insurance	300	350	350
2600	530	Communications	0	600	600
		Total - Operation and Maintenance of Plant	25,336	26,050	26,050
		Grand Total - Administrative Services	507,099	558,380	574,722

Management Services

Budget Detail and Program Objectives:

- To provide districts with information and data to be used in the development and preparation of district budgets and compensation programs;
- To provide workshops and seminars in management skills for administrators;
- To provide seminars and meetings for local board members on school and program management;
- To provide technology support for management;
- To serve as a liaison with educational organizations; and
- To provide districts with information about emerging trends.

Expenditures - Management Services

Accounting Code					
Function	Object	Object Description	Actual 2010/2011	Budget 2011/2012	Proposed Budget 2012/2013
		Operation and Maintenance of Plant Services			
2600	441	Rent	12,295	12,300	12,300
2600	520	Insurance	400	400	400
2600	530	Communications	2,594	3,500	3,500
		Total Operation and Maintenance of Plant	15,289	16,200	16,200
		Management Services			
2860	110	Salaries - Administrative	125,093	129,130	132,350
2860	150	Salaries - Clerical	18,746	38,620	41,200
2860	211	Medical Insurance	22,950	23,670	32,285
2860	213	Life Insurance	2,449	2,570	2,835
2860	220	Social Security	9,972	12,850	13,280
2860	230	Retirement	8,113	14,510	21,450
2860	240	Tuition Reimbursement	0	3,000	1,000
2860	250	Unemployment Compensation	120	160	160
2860	260	Workers' Compensation	1,214	1,550	1,550
2860	290	Other Employee Benefits	2,750	3,000	3,000
2860	320	Purchased Professional Educational Services	10,022	20,500	35,000
2860	330	Other Professional Services	250	0	0
2860	390	Other Contracted Services	0	2,000	0
2860	391	Internal Operations	24,577	20,000	26,000

Expenditures - Management Services, continued

Accounting Code					
Function	Object	Object Description	Actual 2010/2011	Budget 2011/2012	Proposed Budget 2012/2013
2860	397	Community Relations Services	3,300	3,300	3,300
2860	430	Repairs and Maintenance Services	0	500	500
2860	530	Communications	82	0	0
2860	540	Advertising	0	500	0
2860	550	Printing and Binding	3,842	5,400	5,400
2860	580	Travel	987	6,130	5,000
2860	610	General Supplies	8,894	8,000	8,000
2860	640	Books and Periodicals	1,565	2,100	2,100
2860	750	Equipment - Original	14	1,600	1,600
2860	758	End User Equipment	500	1,600	1,600
2860	810	Dues and Fees	515	1,500	1,500
		Total Management Services	245,955	302,190	339,110
		Grand Total - Management Services	261,244	318,390	355,310

Pupil Personnel Services

Budget Detail and Program Objectives:

- To provide the 42 school districts in Allegheny County with leadership and services in the area of pupil personnel services;
- To provide psycho-educational assessments, parent conferences, and teacher consultation for referrals from school districts;
- To provide social work intervention by means of counseling students and connecting families with community agencies;
- To provide workshops and consultation in areas of educational interventions, students at risk, compliance with state and Federal regulations, child abuse, and child neglect; and
- To provide services, information and trainings that promote mentally healthy schools as well as networking opportunities for students, parents, school districts, and community agencies.

Expenditures - Pupil Personnel Services

Accounting Code			Actual	Budget	Proposed Budget
Function	Object	Object Description	2010/2011	2011/2012	2012/2013
		Psychological Services			
2140	131	Salaries - Professional and Other	61,050	55,485	57,000
2140	150	Salaries - Clerical	36,963	40,508	41,700
2140	211	Medical Insurance	24,234	23,702	25,203
2140	213	Life Insurance	1,506	1,920	2,200
2140	220	Social Security	7,439	7,343	7,550
2140	230	Retirement	5,464	8,303	12,200
2140	240	Tuition Reimbursement	2,450	1,000	0
2140	250	Unemployment Compensation	115	120	120
2140	260	Workers' Compensation	825	959	1,250
2140	290	Other Employee Benefits	0	5,000	1,000
2140	330	Other Professional Services	2,100	1,000	2,500
2140	391	Internal Operations	28,467	22,775	22,775
2140	397	Community Relations Services	1,100	1,100	1,100
2140	430	Repairs and Maintenance Services	0	500	500
2140	550	Printing and Binding	8,375	8,000	8,000
2140	580	Travel	544	2,000	1,000
2140	610	General Supplies	13,678	17,000	15,000
2140	640	Books and Periodicals	757	500	500

Expenditures - Pupil Personnel Services, continued

Accounting Code					
Function	Object	Object Description	Actual 2010/2011	Budget 2011/2012	Proposed Budget 2012/2013
2140	750	Equipment - Original	690	4,000	2,000
2140	810	Dues and Fees	0	300	300
		Total - Psychological Services	195,758	201,515	201,898
		Psychological Testing Services			
2142	330	Contracted Professional Services	83,000	87,150	87,150
		Total Psychological Testing Services	83,000	87,150	87,150
		Operation and Maintenance of Plant			
2600	441	Rent	29,891	36,700	31,000
2600	520	Insurance	1,000	2,000	1,500
2600	530	Communications	3,793	7,000	4,000
2600	540	Advertising	0	500	0
		Total - Operation and Maintenance of Plant	34,684	46,200	36,500
		Grand Total - Pupil Personnel Services	313,442	334,865	325,548

Staff Development Services

Budget Detail and Program Objectives:

- To develop, facilitate, and provide ongoing professional development as a means to promote increased learning;
- To build individual and organizational capacity to implement high quality practices in teaching and learning;
- To create and set standards for successful collaborative relationships by providing services and resources to educators; and
- To develop high quality, cost-effective, solution-oriented processes and services to serve the needs of students and teachers.

Expenditures - Staff Development Services

Accounting Code			Actual	Budget	Proposed Budget
Function	Object	Object Description	2010/2011	2011/2012	2012/2013
		Instruction and Curriculum Development			
2260	111	Salaries - Administrative	112,413	115,851	120,112
2260	121	Salaries - Professional Educational	422,392	737,957	676,904
2260	150	Salaries - Clerical	69,769	58,672	57,666
2260	211	Medical Insurance	126,058	160,552	157,817
2260	213	Life Insurance	10,591	22,812	21,367
2260	220	Social Security	45,757	69,805	65,383
2260	230	Retirement	34,098	78,930	105,638
2260	240	Tuition Reimbursement	(2,010)	10,000	10,000
2260	250	Unemployment Compensation	741	1,014	924
2260	260	Workers' Compensation	5,128	14,322	12,820
2260	290	Other Employee Benefits	11,923	15,000	15,000
		Total Instruction and Curriculum Development	**836,860**	**1,284,915**	**1,243,631**
		Instructional Staff Development			
2270	121	Salaries - Professional Educational	0	0	0
2270	211	Medical Insurance	0	0	0
2270	213	Life Insurance	0	0	0
2270	220	Social Security	0	0	0
2270	230	Retirement	0	0	0
2270	240	Tuition Reimbursement	0	0	0

Expenditures - Staff Development Services, continued

Accounting Code					
Function	Object	Object Description	Actual 2010/2011	Budget 2011/2012	Proposed Budget 2012/2013
2270	250	Unemployment Compensation	0	0	0
2270	260	Workers' Compensation	0	0	0
2270	290	Other Employee Benefits	0	0	0
2270	320	Purchased Professional Educational Services	15,390	5,000	5,000
2270	348	Purchased Technical Services	149	0	0
2270	391	Internal Operations	114,470	91,500	91,500
2270	396	Staff Development	845	0	0
2270	397	Community Relations Services	5,000	5,000	5,000
2270	430	Maintenance	0	500	500
2270	540	Advertising	854	500	500
2270	550	Printing and Binding	13,713	10,000	10,000
2270	580	Travel	22,185	18,000	15,000
2270	610	Supplies	9,235	7,000	7,000
2270	640	Books and Periodicals	1,400	2,000	2,000
2270	648	Education Software	0	500	0
2270	758	End User Equipment	1,072	2,500	2,500
2270	768	End User Equipment - Replacement	2,185	0	0
2270	810	Dues and Fees	522	1,000	1,000
		Total - Instructional Staff Development	**187,020**	**143,500**	**140,000**
		Operation and Maintenance of Plant			
2600	441	Rent	49,606	49,500	51,000
2600	520	Insurance	400	500	500
2600	530	Communications	2,420	2,000	2,500
		Total - Operation and Maintenance of Plant	**52,426**	**52,000**	**54,000**
		Grand Total - Staff Development Services	**1,076,306**	**1,480,415**	**1,437,631**

Instructional Media Services

Budget Detail and Program Objectives:

- To provide instructional materials for AIU schools and for those schools and organizations with a service contract;
- To continually improve on-line access to relevant and current materials;
- To provide a system for users to access media-on-demand for use in the classroom;
- To facilitate the integration of video conferencing resources in the teaching and learning process;
- To increase knowledge of integrating media and technology across the curriculum.

Expenditures - Instructional Media Services

Accounting Code			Actual	Budget	Proposed Budget
Function	Object	Object Description	2010/2011	2011/2012	2012/2013
		Supervision of Educational Media			
2210	110	Salaries - Administrative	101,487	103,950	98,800
2210	130	Salaries - Professional Other	21,337	22,109	23,109
2210	211	Medical Insurance	20,068	21,600	22,719
2210	213	Life Insurance	2,174	3,345	6,467
2210	220	Social Security	9,310	9,644	11,093
2210	230	Retirement	6,927	10,905	15,068
2210	250	Unemployment Compensation	120	120	120
2210	260	Workers' Compensation	1,036	969	1,113
2210	290	Other Employee Benefits	2,981	3,153	3,048
2210	580	Travel	1,866	6,000	4,500
		Total - Supervision of Educational Media	167,306	181,795	186,037
		Technology Support Services			
2220	130	Salaries - Professional Other	74,704	76,405	79,002
2220	170	Salaries - Operative	111,325	124,536	121,346
2220	173	Salaries - Operative Overtime	500	500	0
2220	211	Medical Insurance	49,647	61,800	68,040
2220	213	Life Insurance	2,710	4,677	4,693
2220	220	Social Security	14,123	15,410	15,334
2220	230	Retirement	10,079	17,425	24,764
2220	240	Tuition Reimbursement	0	3,000	2,000
2220	250	Unemployment Compensation	298	380	380

Expenditures - Instructional Media Services, continued

Accounting Code					
Function	Object	Object Description	Actual 2010/2011	Budget 2011/2012	Proposed Budget 2012/2013
2220	260	Workers' Compensation	1,567	1,539	1,534
2220	290	Other Employee Benefits	0	1,912	1,977
2220	340	Purchased Professional & Technical Services	10,000	10,000	10,000
2220	390	Other Purchased Services	22,509	6,500	6,500
2220	391	Internal Operations	175,819	167,000	170,000
2220	397	Community Relations Services	7,300	7,300	7,300
2220	430	Repairs & Maintenance Services	5,000	5,000	4,500
2220	438	Maintenance of Info Systems Equipment	9,000	9,000	9,000
2220	540	Advertising	0	0	0
2220	550	Printing and Binding	7,500	7,500	5,000
2220	580	Travel	10,059	4,500	3,000
2220	591	Other Services Purchased Locally	2,000	2,000	1,913
2220	610	General Supplies	3,813	7,500	6,000
2220	618	Administrative Software	15,000	15,000	12,500
2220	640	Books and Periodicals	2,000	2,000	1,000
2220	648	Educational Software	229,566	174,000	180,000
2220	750	Equipment - Original	4,000	4,000	3,750
2220	758	End User Equipment	4,911	10,000	7,500
2220	760	Equipment - Replacement	5,000	5,000	4,000
2220	768	End User Equipment - Replacement	1,740	10,000	7,500
2220	810	Dues and Fees	2,540	2,000	2,000
		Total - Technology Support Services	782,710	755,884	760,533
		Operation & Maintenance of Plant			
2600	441	Rent - Land and Buildings	66,892	70,581	70,000
2600	520	Insurance	1,000	2,000	2,000
2600	530	Communications	1,520	1,520	1,500
2600	538	Transport / Telecommunications Services	638	4,000	4,000
		Total - Operation & Maintenance of Plant	70,050	78,101	77,500
5200					
		Grand Total - Instructional Media Services	1,020,066	1,015,780	1,024,070

State and Federal Liaison Services

Budget Detail and Program Objectives:

- To plan, organize, and direct activities relative to legislation that is advantageous to the educational program of the 42 school districts and the intermediate unit;
- To inform school superintendents, board members, IU personnel, and others about current and proposed legislation and regulatory matters affecting education so that they may take appropriate action with their legislators; and
- To inform Pennsylvania Department of Education staff and area state and Federal legislators of the impact of proposed legislation and regulations on school districts in Allegheny County.

Expenditures - State and Federal Liaison Services

Accounting Code			Actual	Budget	Proposed Budget
Function	Object	Object Description	2010/2011	2011/2012	2012/2013
		Operation and Maintenance of Plant			
2600	520	Insurance	100	125	125
2600	530	Communications	0	125	125
		Total - Operation and Maintenance of Plant	**100**	**250**	**250**
		State and Federal Agency Liaison Services			
2850	111	Salaries - Administrative	21,311	58,065	59,000
2850	211	Medical Insurance	2,197	11,025	6,350
2850	213	Life Insurance	377	1,235	1,235
2850	220	Social Security	1,385	4,445	4,514
2850	230	Retirement	1,199	5,025	7,292
2850	250	Unemployment Compensation	12	15	20
2850	260	Workers' Compensation	180	485	515
2850	290	Other Employee Benefits	375	1,250	500
2850	390	Other Contracted Services	200	15,000	2,000
2850	391	Internal Operations	4,388	3,500	3,500
2850	550	Printing and Binding	0	1,000	1,000
2850	580	Travel	0	5,000	2,696

Expenditures - State and Federal Liaison Services, continued

Accounting Code					
Function	Object	Object Description	Actual 2010/2011	Proposed Budget 2012/2013	Proposed Budget 2012/2013
2850	610	General Supplies	0	500	500
2850	640	Books and Periodicals	0	500	500
2850	810	Dues and Fees	0	250	250
		Total - State and Federal Liaison Services	31,624	107,295	89,872
		Grand Total - State and Federal Liaison Services	31,724	107,545	90,122