

PLUM BOROUGH SCHOOL DISTRICT

BUDGET PROCEDURE MANUAL

2017 – 2018



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Introduction

The school district budget is one of the planning tools used by the district to introduce, discuss and fund program initiatives throughout the district. The budget process allows decisions to be made for the continuation and implementation of various district programs, which best utilize the districts limited resources.

The budget is developed by a combination of site based (schools), departmental and district wide basis. All of these components are considered prior to the adoption of a preliminary budget. Refinements are made to this preliminary budget and incorporated into the final school board approved budget. Multi year budgets for both the operational and capital needs are considered in conjunction with prudent fund balance management to determine the final budget amount and tax structure for the school district. Budget management is practiced throughout the year and adjustments are made through school board approved budget transfers. Prior year spending and revenues are also considered in the budget development process.

This budget manual is designed to enhance the total understanding of the budget process and provide useful information as the budget is developed.

The budget process entails a number of steps and includes staff, school board and public review. The budget calendar provides a time line for this process.

Budget Calendar 2017/18 PBSB Budget Calendar

November 2016

- Estimate Retirements / Update staff lists, salary lists and assignments
- Complete First Draft Revenues
- Rough Draft of Building and Department Expenditures
- Meeting and Distribution of 2017-18 Budget Manual to Administrators (November 21)

December 2016

- 5-year model review with Finance committee
- Facility and Technology Meeting to review to Capital Budget
- Farmstead/Homestead Notification to Residents who are Currently Not Approved
- All Building/Department budgets due on December 23rd

January 2017

- Initial Presentation on the Budget at Finance committee and 5 year model update
- County locks in assessed value
- **School board will adopt preliminary budget for the 2017-18 fiscal year (January 26, 2017)**

February/March 2017

- Board Review of Department budgets
- Referendum exemption request- Notice of intent to apply Feb. 23rd 2017
- Deadline to request referendum exceptions March 2, 2017
- Review Budget with Administrative Team
- Department/Building finalize budgets (March 31, 2017)
- Deadline for Homeowners to File Homestead Application

April 2017

- Budget Workshop

MAY 2017

- PDE Notifies School District of Funds Available for Property Tax Relief
- County Assessor Provides a Certified Report on the Number of Farmstead/Homestead Properties in the District
- Appoint tax collector
- Deadline to report LTEA taxes to DCED
- **School board will adopt proposed final budget for the 2017-18 fiscal year May 23, 2017**

June 2017

- Publish notice of intent to adopt final budget
- **School board will adopt final budget for the 2017-18 fiscal year (June 30, Homestead/Farmstead exclusions for the fiscal year and installment resolution for small business (Board Action**

1. Budget Account Structure

The Accounting structure used in the budgeting system is outlined below. The Account code is an expanded version of the budget units used in the requisition system. * See tables below

Fund	XX	In all cases this will be "10"
Function	XXXX	Is the functional area of expense
Object	XXX	Account code, type of expense
Funding Source	XXX	Is always 000 unless assigned by Bus. Office
Level	XX	Elementary or secondary grade level
Location	XX	Building or Responsible Unit
Designation	XX	Special Designations

Budget Unit Structure – Example

Fund	10
Function	1110
Object	330
Funding Source	000
Level	10
Location	18
Designation	00

FUNCTION TABLES

Function Code	Function Title
1110	Regular Program – Elementary / Secondary
1210	Life Skills Support
1211	Life Skills Support – Public
1212	Life Skills Support – Private
1221	Hearing Impaired Support
1224	Visually Impaired Support
1225	Speech & Language Support
1231	Emotional Support – Public
1232	Emotional Support – Private
1233	Autistic Support
1241	Learning Support – Public
1242	Learning Support – Private
1243	Gifted Support
1250	Detention Support
1260	Physical Support
1270	Multi-Handicapped Support
1281	Developmental Delay Support
1290	Other Support
1390	Other Vocational Education Program
1420	Summer School
1430	Homebound Instruction
1441	Adj. / Court Placed Program
1442	Alternative Education Program

Function Code	Function Title
1490	Additional Other Instructional Programs
2110	Supervision of Pupil Personnel Services
2120	Guidance Services
2130	Attendance Services
2140	Psychological Services
2160	Social Work Services
2170	Student Accounting Services
2220	Technology Support Services
2250	School Library Services
2271	Certified Instructional Staff Developer
2272	Non-Certified Instructional Staff Developer
2310	Board Services
2320	Board Treasurer Services
2330	Tax Assessment & Collection Services
2340	Staff Relations & Negotiations Services
2350	Legal Services
2360	Office of the Superintendent Services
2380	Office of Principal Services
2440	Nursing Services – Public
2450	Nursing Services – Non-Public
2500	Support Services – Business
2610	Supervision Operations & Maintenance – Plant Supervisor
2620	Operation of Building Services
2630	Care & Upkeep – Grounds
2640	Care & Upkeep – Equipment Services
2660	Security Services
2690	Other Operations & Maintenance – Plant Supervisor
2710	Supervision of Student Transportation Services
2720	Vehicle Operation Services
2730	Monitoring Services
2740	Vehicle Servicing & Maintenance
2750	Non-Public Transportation
2750	Non-Public Transportation
2790	Other Student Transportation Services
2818	System – Wide Technology Services
2841	Supervision Data Professional Services
2900	Other Support Services
3100	Food Service
3210	School Sponsored Student Activities
3250	School Sponsored Athletics
3310	Community Recreation
3320	Civic Services
3330	Public Library Services
3390	Other Community Services

LEVEL TABLE

Level Code	Level Title
00	District Wide
10	Elementary
30	Secondary

RESPONSIBILITY TABLE

Location Code	Location Title (Budget Chair)
00	District (John Zahorchak)
16	School Board (John Zahorchak)
15	Superintendent/Asst. Super. (Tim Glasspool)
17	Maintenance (Bob Holloran)*Michael Brewer
11	Transportation (Scott Mergen)
18	Business Office (John Zahorchak)
19	Technology (Chris Burkey)
21	Special Education (Ashlea Rineer)
01	PHS (Justin Stevens)
03	Oblock (Joe Fishell)
08	Regency Park (Jeff Hadley)
02	Pivik (Gail Yamnitzky)
06	Holiday Park (Fran Sciallo)
04	Center (Jason Knisley)
23	Student Services (Jeff Wolfe)
22	Athletics (Bob Alpino)

2. Frequently Used Account Codes

Account Codes	Description
330	Professional Services
432	Repair Maintenance Services – Equipment
442	Rental of Equipment
530	Postage
538	Telecommunications
540	Advertising
550	Printing and Binding
581	Travel / Mileage
582	Conference Travel
610	General Supplies
640	Books and Periodicals
648	Education Software / Licensing Fee
751	Non-Capitalized Equipment < \$4,000 - Original & Additional
752	Capitalized Equipment ≥ \$4,000 - Original & Additional
810	Dues & Fees

3. Budget Requests

Any staff member can initiate a budget request, prior to the new school year. All building requests must be submitted through the principal. Budget requests can be:

Routine - to maintain, replenish, or enhance a program; the budget chair approves and forwards to the materials and resource committee and funds come out of the building budget

Major Impact - requests are approved by the budget chair and forwarded to the materials and resource committee. There is a separate one-time allocation for these items, (including text books and

uniforms) and must have committee chair, Business Manager and Superintendent signatures, over \$5,000

Facilities - requests are approved by the principals who in turn will discuss the merits with the Maintenance department. Requests will then be discussed at the central office. Projects which merit further discussion will be included in the draft general fund or 5-year capital budget.

Staffing - requests for staff increases must be made in writing to the Superintendent.

4. Bidding

1. Public bidding required for purchases of furniture, equipment, school supplies and other appliances costing \$19,100 or more.
2. Requires three quotations for amounts more than \$10,000 and less than \$19,100.

It is important that bid specifications are very descriptive in order to ensure that the quality of the items received meet the program needs.

5. Major Impact Items

Major impact items are special funding requests (usually one year) for items over \$5,000 that cannot be accommodated in the normal budgets.

Major impact items must be submitted with the following information:

1. Person making request
2. Supervisor(s) approval
3. Total cost of the request (including staffing)
4. Description of the major impact item(s)
5. Justification / need for the major impact item

6. Technology

The technology department will be involved in the determination of items to be included in the budget. For a technology item to be included in the budget (hardware and/or software), it must be consistent with the curriculum and the technology plan. Requests for technology items, upon approval by the budget chair, should be forwarded to Chris Berkey. Individual buildings should not enter any technology hardware and/or software as part of their building budgets. This includes on-going software licenses (i.e. library software).

The district will provide funding in accordance with the school district technology plan. The technology department will budget, order and maintain an inventory listing.

7. Field Trip Costs and Conference Requests

Scheduling field trips and conferences is to be included as part of the budget process prior to the start of the school year. A staff member that wishes to sponsor a field trip or conference should submit a completed preliminary request to the budget chair in accordance with the building level budget developmental timeline.

8. Facilities Needs / 5 Year Capital Plan

The Facilities Needs are funded either by an allocation in the general fund or by inclusion in the district *5 year Capital Plan*.

All principals should meet with the Bob Holleran to discuss the needs of each facility. It is important that all needs are identified. Once this is completed, the school board will determine the funding mechanism for accomplishing these projects.

9. Budget Transfers (After Final Budget Adoption Occurs)

Two types of budget transfers can be requested; an internal transfer or board approved budget transfer. A description of each type is shown below.

Internal Transfers – transfers can occur any time during the year if they meet the following criteria: transfer must be within the same function code and the same account (object) group.

For example:

Transfer from: 1110-610 Regular Ed Supplies
Transfer to: 1110-640 Regular Ed Books

This is a permissible internal transfer

Transfer from: 1110-610 Regular Ed Supplies
Transfer to: 1110-761 Regular Ed Non-Capital
Replacement Equipment

This is not a permissible internal transfer

Board Approved Budget Transfers – transfers cannot occur during the first 90 days of the fiscal year. From October 1 on, these transfers can occur with the approval of the school board. Board approved transfers are from one major function to another or from one major account (object) code to another.

For Example: Transfer from:	1110-610	Regular Ed Supplies
Transfer to:	1110-761	Regular Ed Non-Capital Replacement Equipment

A reason justifying the transfer must be submitted with each request. Generally, if the account is overspent then a transfer will not occur.

11. Budget Submission

Each administrator will submit electronically their budget requests to the Director of Business Affairs no later than December 23rd, 2017, on the **required budget form**. Please list the desired item and the approximate cost per item. The Director of Business Affairs will review, approve and assign account numbers.

After the budget has been completed, each budget chair and responsible party will schedule a meeting with the Budget Review Committee (Superintendent, Assistant Superintendent, and Director of Business Affairs) to review and justify the budget requests. Upon approval of this budget review committee, the budget requests will be included in the budget presented to the Board.

12. Purchasing Process During The Year

- 1) Principal receives and approves Requisition Form
- 2) Submit Requisition Form to building clerk for input into ProSoft
- 3) Purchase Order get generated
- 4) Request gets approved in Prosoft by John Zahorchak and Michael Brewer for items under \$5,000. Items over \$5,000 must be signed off and approved by Dr. Tim Glasspool
- 5) Once approved, The PO's are emailed back to the building clerk
- 6) Building clerk places the order by sending the PO to the vendor. A copy of the PO is kept to match against the delivery.
- 7) Once the purchase order has been released, the expense account will reflect the charge in the system
- 8) The building clerk will have access to review the budget in ProSoft on an ongoing basis