

SBB Checklist from Budget

The following is a partial check list for your workbooks to use as a reminder of various areas to review in the budgeting process:

1. Make sure all classified staff and certificated monthly staff are accounted for correctly.
2. Do you need hourly time for certificated and classified, (testing, federal survey cards, enrollment, special projects, extended day, tutoring, etc). (account code, program code and class code)
 - a. OTBS hrly - 2451 2700 0000 (account, program, class)
 - b. Para hrly – varies with position
 - c. Teacher hrly classroom tutoring and extra help – 1157
 - d. Teacher hrly non-classroom – 1957
 - e. Retired classroom teacher hrly – 1189 Program depends upon what they are doing
 - f. Testing – Program 3160
 - g. Sub costs for purchased positions – codes depend on the purchased position
3. IKON copier costs, administrative and classroom (account 5614)
4. Postage expense – 5920 2700
5. Instructional supplies, LCD projector light bulbs, toner, ink, paper, pens, pencils, etc. - 4301
6. Nursing Supplies – 4301 3140
7. Professional development visiting teachers – 1192 1000 1110
8. Conferences - 5207 or 5209 1000 1110 (typically, unless it is an administrator)
9. Field Trips –bus fees – 5735 1000 1110
10. Extended Day Units – non athletic (program 4100 class 1110) and athletic (high school program 4200 and class 1110)
11. Funding for equipment and supplies, 4301 and 4491
12. Office Supplies - 4301 2700
13. In-Service Supplies – 4304 2495 (Parent Involvement)
14. Contract services, Consultants - 5801
15. Professional memberships, (IB),– must be for the entire site, no individual - 5302
16. Duplication services, district print shop Acct 5721
17. Graduation Equipment Rental - 5619
18. Pool and other facility rental fees - 5621
19. Voicemail payments - 5915
20. Cell Phones, if your site has a cell phone - 5917
21. On-line software license - 5841
22. Childcare for Parent Meeting, translation hourly pay, Child Care Hourly (depends upon who is doing the childcare)
23. Water/coffee/food for parent meetings – inservice supplies, 4304
24. **Vacation Pay Charges.** Please make sure your classified employees who have accumulated more than 328 hours of vacation time have taken their vacation days before the August (current calendar year) deadline, or set aside funds in your discretionary funds for this expense. This includes special education employees. You can run a Leave Information Report from PeopleSoft to get the totals.
25. Set aside for actual salary and benefits that could be higher than the average salary
26. Athletics 00020/00021 budget so that account strings are accurately setup
27. Ensure hourly budgets setup to support opening in new fiscal year
28. VAPA 1192 with extended code 1313
29. CTE teachers – ensure teachers (or portion of teachers) supporting CTE courses are assigned the appropriate program 1000 class 3800