Budget Development and Planning Manual

(Fiscal Year 2015- 2016)

SAINT LOUIS PUBLIC SCHOOLS

"We Change Lives"

#WeChooseSLPS

Budget Office
St. Louis Public Schools
801 N. 11th Street
St. Louis, MO 63101

Welcome to the Budget Office

The Budget office is comprised of a Budget Director and three Budget Analysts serving all district schools and central office. We are located on the second floor of 801 N. 11th street within the Finance department.

The following is a contact list of our employees:

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314 345-2259	314 345-4425	314 345-2319

SCHOOL LOCATIONS
SIG Schools are highlighed and underlined

117	Clyde Miller Career Acad.	**156**	Metro Academy Class High	**111**	Gateway Institute of Tech High
151	Collegiate - Med & Bio High	**168**	**Roosevelt High**	**114**	Nottingham CAJT High
194	Northwest Trans. & Law	**180**	**Sumner High**	**125**	Beaumont High
307	Carr Lane VPA Middle	**183**	Vashon High	**144**	Cleveland / NJROTC High
323	Gateway Middle	**186**	Central VPA High	**173**	Soldan Int'l Studies High
326	Long Middle	**305**	Busch AAA Middle	**193**	Carnahan School of the Future
339	Compton Drew ILC Elem.	**313**	McKinley CJA	**325**	AESM Middle
400	Adams Elem.	**314**	Fanning Middle	**440**	Bertha Gilkey Pamoja @ Cole
418	Bryan Hill Elem.	**324**	Langston Middle	**463**	Ford Elem.
420	Buder Elem.	**377**	**Yeatmann Lidell Junior High**	**489**	Hickey Elem.
425	Ames VPA Elem.	**406**	Ashland Elem.	**492**	Hodgen Elem.
436	Clay Elem.	**442**	Columbia Elem.	**496**	Humboldt Elementary
444	Cote Brillante Elem.	**447**	Dewey Int'l Study Elem.	**497**	New Americans Prep Academy
458	Farragut Elem.	**448**	**Dunbar Elem. School**	**499**	AESM @ Carver Elem.
466	Froebel Elem.	**478**	Hamilton Elem.	**510**	Lexington Elem.
473	Gateway Elem.	**502**	Jefferson Elem.	**518**	Lyon ABI Elem.
488	Henry Elem.	**506**	**Laclede Elem.**	**524**	Mallinckrodt ABI Elem.
490	Herzog Elem.	**526**	Mann Elem.	**562**	Peabody eMints Elem.
503	Kennard CJA Elem.	**534**	Mason Elem.	**578**	Shaw VPA Elem.
552	Gateway Michael Elem.	**550**	**Meramec Elem.**	**580**	Shenandoah Elem.
556	Monroe Elem.	**560**	**Oak Hill Elem.**	**601**	Washington Montessori Elem.
559	Mullanphy ILC Elem.	**561**	**Earl Nance Sr. Elem.**	**612**	Woodward Elem.
593	Stix Elem.	**586**	Sigel Elem.	**668**	Griscom School
603	Wilkinson Elem.	**596**	Walbridge Elem.	**671**	Alternative South @ Stevens
		597	Woerner Elem.	**679**	Innovative Concept School
				698	Fresh Start @ Sumner
				699	ETS @ Madison

801 CENTRAL OFFICE LOCATIONS

803	Chief Operating Officer	**22**	Adult Ed Instruction	**28**	Oak Hill Community Ed Center
819	Innovative Studies	**23**	Adult Ed Apprentice	**42**	Walbridge Community Ed Ctr
829	Special Services	**26**	Adult Ed Basic Ed Coord.	**45**	Yeatman Community Ed Ctr
905	Building Commissioner	**802**	Chief Academic Officer	**49**	Vashon Community Ed Center
906	Food & Nutrition Services	**814**	State and Federal Programs	**800**	Board of Education
915	Material Management	**816**	Education Officer - High Sch.	**804**	Chief of Schools
918	Transportation Supervision	**820**	Centralized Budget	**810**	Superintendent of Schools
919	Garage	**822**	Alt. Edu/Student Rights	**811**	Deputy Superintendent
927	Transportation Taxi Cabs	**824**	Professional Development	**812**	Public Info & Community Outreach
970	Treasurer	**825**	Leadership for Edu. Achieve.	**815**	Education Officer-Special Projects
972	Grants Management	**826**	Vocational / Tech Education	**827**	Community Education
975	Treasurer	**828**	Special Education	**831**	Deputy Superintendent of SSS
976	Budget Office	**833**	Athletics Coordinator	**837**	Volunteer Services
977	Fiscal Control Office	**835**	Career Education	**843**	Accountability Officer
978	Fiscal Control Officer	**838**	Bilingual / ESL Program	**849**	Recruitment / Counseling Ctr
979	Payroll Office	**840**	Early Childhood Education	**914**	Student Record
981	Information Technology	**844**	Library Services	**973**	Development Officer
990	Human Resources	**846**	Parent Infant Interaction	**984**	Research, Evaluation, Assessment
991	St. Louis Plan	**847**	Teaching & Learning Supp.		
		851	Springboard to Learning		
		880	Student Support Services		

Office of Academics-Network Superintendents Schools

Network 1- Ms. Jones
- Adams Elem.
- Clay Elem.
- Dewey Elem.
- Ford Elem.
- Herzog Elem.
- Hickey Elem.
- Hodgen Elem.
- Lexington Elem.
- Mallinckrodt Elem.
- Washington Montessori Elem.
- Woodward Elem.

Network 2- Anthony Ruby
- AESM @ Carver
- Ashland Elem.
- Bertha Gilkey Pamoja @ Cole
- Columbia Elem.
- Farragut Elem.
- Hamilton Elem.
- Jefferson Elem.
- Lyon @ Blow
- Patrick Henry Elem.
- Peabody Elem.
- Walbridge Elem.

Network 3- Dr. Zitta
- Ames VPA
- Buder Elem.
- Cote Brilliante Elem.
- Froebel Elem.
- Humboldt Elem.
- Mann Elem.
- Monroe Elem.
- Mullanphy Elem.
- Nahed Chapman Academy
- Shaw VPA
- Shenandoah Elem.
- Sigel Elem.

Network 4- Dr. Phillips
- AESM Middle
- Carr Lane VPA Middle
- Clyde C. Miller HS.
- Compton Drew Middle
- Gateway Middle
- Long Middle
- McKinley

Network 5- Dr. Roberts
- Carnahan HS.
- Central VPA HS.
- Fanning Middle
- Gateway STEM HS.
- Langston Middle
- Northwest HS.
- Vashon HS.

SIG Schools- Dr. Reimonenq
- Dunbar Elem.
- Laclede Elem.
- Meramec Elem.
- Nance Elem.
- Oak Hill Elem.
- Roosevelt Academy HS.
- Sumner HS.
- Yeatman Liddell Prep

Autonomous- Mr. Hardy
- Bryan Hill Elem.
- Gateway Elem.
- Metro HS.
- Woerner Elem.
- Busch AAA Middle
- Kennard CJA Elem.
- Nottingham HS.
- Cleveland HS.
- Mason Elem.
- Soldan HS.

FY 2015-2016 NEW CHANGES!

Fund / Commitment Item	CURRENT BUDGET
** 110 INCIDENTAL	
* Discretionary - General	
641101 GENERAL SUPPLIES	33,150.00
* Discretionary - General	33,150.00
** 110 INCIDENTAL	33,150.00

** 110 INCIDENTAL	
* Discretionary - General	
613103 EXTRA SERVICE - SECU	6,737.28
613107 SECR/CLERICAL SAL OT	500.00
633401 RENTALS-EQUIPMENT	1,000.00
634302 MEETING EXPENSES	500.00
634305 In-Town workshops	2,500.00
634904 FIELD TRIP ADMISSION	1,500.00
636301 PRINTING & BINDING	200.00
639801 POSTAGE	750.00
641101 GENERAL SUPPLIES	12,052.44
641104 TROPHIES/AWARDS	2,000.00
641105 UNIFORMS	2,000.00

- ◉ In order to complete any Purchase Order or Voucher request, there must be enough budget in the appropriate commitment item (G/L) line in SAP.
- ◉ If there is not enough budget to complete the transaction, a budget transfers will have to be completed.

- ◉ Limited need for budget transfers except for Travel commitment item

"Bucket Strategy" Last Year

"Line Item" Current Year

- ▪ **Budget Office:**
  - o Internal Orders are only used in GOB Funds (110, 111, 112, 120), if applicable (see page 7-8).
  - o Extra Service and Budget Transfer forms must be approved via Network Superintendent.
- ▪ **Grant Office:**
  - o Internal Orders are no longer used for Grants.
  - o **All** Grants now have a specific "Grant ID" number (see page 12). This grant number is required when ordering materials and on spreadsheets.
  - o Any employee requesting Extra Service on Federal funds (220, 230, 250, 270, 290, 510) must now have a signed contract in place prior to starting work. For more information on the Grant Office Extra Service/OT procedures please visit the Grant Office webpage: http://www.slps.org/Page/111.

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1.0 Chart of Accounts

A chart of accounts is a list of the accounts used by an organization to classify and track financial transactions. This list can be numerical, alphabetical or alpha numeric. Most of the financial transactions at the school/department level are **expenditures**.

Examples of the SLPS Chart of Account Changes Incudes:

CHART OF ACCOUNT TYPE	EXAMPLE
Fund	110
Fund Center (Cost Center)	10186-90
Internal Order (If applicable, only use for GOB)	600105 (incentive program)
Commitment Item (G/L)	641101
Grant Number (If applicable, only used for NON-GOB)	SIG-UG-1516

2.0 Fund

Funds are three digit numeric codes. There are two types of funds, General Operating Budget (GOB) and Non-General Operating Budget (Non-GOB). **GOB** funds are used to pay the general expenses of the District. **Non-GOB** funds hold and expend the financial resources associated with a particular funding source (i.e. the Federal Government). There are rules, regulations and reporting requirements regarding the use of these funds. They are separated from the District's General funds so that they may be more easily tracked and accounted for. All GOB, and some commonly used Non-GOB funds are listed below.

Table 1 Funds

GOB		NON-GOB	
110	Incidental	111	Deseg Expansion Incidental
120	Teachers	112	Deseg Expansion Teachers
140	Medicaid/ Student Health	113	Deseg Expansion Capital Equipment
360	Capital Equipment	220	Early Childhood Special Education
		230	Title I
		240	Adult Vocation/Academic Education
		250	Adult Basic Education
		260	Community Development Agency
		270	Special Education IDEA
		290	Mini Federal Grants
		510	Food Service- Lunchroom
		610	Debt Service
		620	Title III
		710	Health Trust Fund
		720	Trust, Agency & Enterprise
		730	Foundations & Contributions
		740	School Site Cash Subsidy
		914	Capital Projects- Prop S 2011B **(ending 10/2015)**

3.0 Fund Center

The Fund Center is comprised of eight digits. The first digit (1) is the DESE code which describes the type of location. In the example below, the code represents an elementary school. The second digit (0) is a placeholder for future expansion. The next three digits (436) represent the location. The last three characters (-90) is the extension used to track the nature of the expense. The example below is for Fund Center 40436-90 (Clay Elementary Office of the Principal).

4 – DESE Code Type of Location (Elementary School)
4*0*– Place Holder
40*436*– Location Code (Clay Elementary)
40436-*90* – Extension used to track the Function within the location (Office of the Principal)

DESE Code Type of Location

1ˢᵗ Digit	Description	1ˢᵗ Digit	Description	1ˢᵗ Digit	Description
1	High School	3	Middle School	4	Elementary School
8	Central Office	11	Vocational		

Table 2 – Fund Center Extensions

	Extension	Description
School Locations	-01	Art
	-02	Science
	-03	Vocal Music
	-04	Instrumental Music
	-05	Physical Education
	-06	Preschool Academy
	-09	Kindergarten
	-10	Media Services
	-11	ESOL/Bilingual
	-12	Counselors
	-13	Career & Technical Education
	-20	Nursing Services
	-21	Social Work Services
	-70	Special Education
	-71	Title I
	-72	Academic Instructional Coach
	-73	Family Community Specialist
	-90	Office of the Principal
	-91	Infant Care Center
	-92	Parents as Teachers
	-93	Professional Development (GOB)
	-94	Summer School
Central Office	-00	General Programs
	-51	CTE
	-52	CTE
	-53	CTE
	-54	CTE
	-55	CTE
	-57	Category 1- Adult ED & Literacy- Classroom
	-58	Category 1- Adult ED & Literacy- Admin
	-74	Title I- Administration

Location Descriptions

HIGH SCHOOLS	
111	Gateway Institute of Technology High School
114	Nottingham CAJT High School
117	Clyde J. Miller Career/Tech Academy
144	Cleveland / NJROTC High School
151	Collegiate School of Med & Bio High School
156	Metro Academy Class High School
168	Roosevelt High School
173	Soldan Int'l Studies High School
180	Sumner High School
183	Vashon High School
186	Central VPA High School
193	Carnahan School of the Future High School
194	Northwest Trans. and Law High School

MIDDLE SCHOOLS	
305	Busch AAA Middle
307	Carr Lane VPA Middle
313	McKinley CJA Middle
314	Fanning Middle
323	Gateway Middle
324	Langston Middle
325	AESM @ L'Ouverture Middle
326	Long Middle
339	Compton Drew ILC Middle
377	Yeatmann Lidell Junior High

ELEMENTARY SCHOOLS	
400	Adams Elem.
406	Ashland Elem.
418	Bryan Hill Elem.
420	Buder Elem.
425	Ames VPA Elem.
436	Clay Elem.
440	Bertha Gilkey Pamoja @ Cole Elem.
442	Columbia Elem.
444	Cote Brillante Elem.
447	Dewey Int'l Study Elem.

ALTERNATIVE SCHOOLS	
668	Griscom School
671	Alternative South @ Stevens
679	Innovative Concept School
698	Fresh Start @ Sumner
699	Educational Therapeutic School @Madison

ADULT EDUCATION	
022	Adult Ed Instruction
023	Adult Ed Apprentice
026	Adult Ed Basic Ed Coordinator

ELEMENTARY SCHOOLS- Cont.	
448	Dunbar Elem.
458	Farragut Elem.
463	Ford Elem.
466	Froebel Elem.
473	Gateway Elem.
478	Hamilton Elem.
488	Henry Elem.
489	Hickey Elem.
490	Herzog Elem.
492	Hodgen Elem.
496	Humboldt Elem.
497	Naheed Chapman Elem.
499	AESM @ Carver Elem.
502	Jefferson Elem.
503	Kennard CJA Elem.
506	Laclede Elem.
510	Lexington Elem.
518	Lyon ABI Elem.
524	Mallinckrodt ABI Elem.
526	Mann Elem.
534	Mason Elem.
550	Meramec Elem.
552	Gateway Michael Elem.
556	Monroe Elem.
559	Mullanphy ILC Elem.
560	Oak Hill Elem.
561	Earl Nance Sr. Elem.
562	Peabody eMints Elem.
578	Shaw VPA Elem.
580	Shenandoah Elem.
586	Sigel Elem.
593	Stix Elem.
596	Walbridge Elem.
597	Woerner Elem.
601	Washington Montessori Elem.
603	Wilkinson Elem.
612	Woodward Elem.

COMMUNITY EDUCATION CENTERS	
28	Oak Hill Family Support Center
42	Walbridge Family Support Center
45	Yeatman Family Support Center
49	Vashon Family Support Center

CENTRAL OFFICE LOCATIONS	
800	Board of Education
802	Chief Academic Officer
803	Chief Operating Officer
810	Superintendent of Schools
811	Deputy Superintendent
812	Public Info &Community Outreach
814	State and Federal Programs
815	Education Officer-Special Projects
816	Education Officer - High Schools
819	Innovative Studies
822	Alternative Edu/Student Rights
824	Professional Development
825	Leadership For Edu Achievement
826	Vocational / Tech Education
827	Community Education
828	Special Education
829	Special Services
833	Athletics
835	Career Education
837	Volunteer Services
838	Bilingual / ESL Program
840	Early Childhood Education
843	Accountability Officer
844	Library Services
846	Parent Infant Interaction
847	Teaching & Learning Support
849	Recruitment / Counseling Center
851	Springboard to Learning
880	Student Support Services
905	Building Commissioner
906	Food & Nutrition Services
914	Student Record
915	Material Management
918	Transportation Supervision
919	Garage
927	Transportation Taxi Cabs
970	Treasurer
972	Grants Management
973	Development Officer
975	Treasurer
976	Budget Office
977	Fiscal Control Office
978	Fiscal Control Officer
979	Payroll Office
981	Information Technology Division
984	Research, Evaluation, Assessment
990	Human Resources
991	St. Louis Plan

4.0 Internal Order List

INTERNAL ORDER	DESCRIPTION
600000	Payroll Retro
600005	Sap Financial System
600009	Simon Memorial Endowment
600015	Ranken Dual Enrollment
600016	E-Rate
600018	Voice Communications
600019	Early Childhood Educ Ctr
600020	English As A Second Lang
600022	Early Childhood Before & After School
600023	High Quality Principal Leadership Initia
600025	Parent Infant Interaction Program
600026	St. Louis Plan
600028	Technology Support
600033	Preschool Center
600034	Instrumental Music
600035	Medicaid Services
600036	Special Ed Photo Copy
600037	Partnership-Science Centr
600039	Computer Literacy
600040	New Curriculum
600061	Urban Debate
600062	Non-Public Special Education
600068	Family Community Specialist
600069	Gifted
600070	Agriculture Science
600071	Trades & Industrial Science
600072	Family & Consumer Science
600073	Health Occupational Science
600074	Business Education
600076	Acs-Hach High School Chemistry Grant
600077	Jag-Mo Dropout Prevention - Vashon
600080	Arts Program
600081	Schools As The Hub-Mo. Found. For Health
600100	Enhancement Grant - Gob Match
600101	Attendance Incentives
600102	Magnet Program
600103	Deseg Extended Day Activities
600104	Deseg Reading & Math Specialists
600105	Deseg Support Services
600107	Budget Amendment #1
600108	Budget Amendment #2
600109	Budget Amendment #3
600120	Military Science
600140	Risk Management Activities
600180	Unfunded Mandate
600181	Academic Network #1
600182	Academic Network #2
600183	Academic Network #3
600184	Academic Network #4
600185	Academic Network #5
600186	Before & After School Care Program
L138V5	Cec Tuition
L19043	Walton Family Foundation

L19060	Retirees Return To Work
L1906H	Personnel On Lv Abs Union
L190C6	Virtual School Program
L190DD	Foreign Language Exper
L190DG	Visual Performg Arts Cntr
L190DL	Montessori
L190N1	Home Visit Project
L190PJ	Public High League
L190PS	Corporate Support
L190R9	Student Records
L190RM	Homeless Child Educ Suprt
L190U4	Back To School Fair
L190UV	St Louis Plan
L190VQ	Roosevelt After School
L190WE	Deseg Early Childhood Classroom
L190WX	Cte Health Career Training
L190XW	Central Vpa Auditorium
L19801	Stl Community Development Agency
L198DC	Daughters Of Charity-Fresh Start
L198HF	Humanity First Usa-Walbridge Summer Prog
L198IM	Imsa Grant
L198IP	Slps Foundation Grant-Ipads
L198RC	Reading Certifications-Parsons Blewett
L198TM	Boeing Support-Office Of Talent Mgmt.
L198UK	Univ.Of Kansas-Post Secondary Success
L198VM	Donation-Vice Media
L198WF	Wells Fargo Grant
L198WN	Crime Prevention Grant
S31401	Early Childhood Special Education
F49703	Data Coaches

5.0 Commitment Item

The New GL Account Hierarchy – the District will strictly adhere to the DESE account hierarchy. Accounts will be created at the posting account level for DESE, the last two digits of the GL Account represents the SLPS detailed level. For example, 6343**01** (last two digits represent detail level). In most cases, schools and departments other than Finance, will only use transactions related to expenditures. All expenditure related commitment Items start with the number 6.

- ➢ Salary and Payroll begin with 61*
- ➢ Benefits and Fringes begin with 62*
- ➢ Operational Expenditures range from 63* to 69*– the highlighted rows below are of the Commitment Items that are most commonly used

DISCRETIONARY COMMITMENT ITEMS	
613101	Extra Service Pay
613102	Extra Service Pay- Professional Development
613103	Extra Service Pay- Security/Metal Detector
613104	Teach-Summer Certified
613105	Admin-Summer Certified
613106	OT Admin Sal Non-Certified
613107	Secr/Clerical Sal OT
613108	Prof & Tech Sal OT
613109	Teacher Aides OT
613110	Custodial Maintenance Salary OT
613111	Mech/Trade OT Cost
613112	Drivers OT
613113	Gard OT Job Cost
613114	Lab OT Job Cost
613115	Arch/Engineer OT Cost
613116	L/Room Worker OT
613117	Warehouseman OT
613118	Non-Certified Sal-Sum
616104	In-service Pay
616105	Temp Salaries
631101	Tuition Service
631201	Professional Ed Services
631301	Charter School Payments
631501	Audit &Account Services
631701	Legal Services
631902	Other Prof & Tech
633101	Cleaning Services
633201	Contracted Repair
633202	Repair Maintenance Other
633301	Rental Land & Building
633401	Rentals-Equipment
633501	Water Service
633502	Sewer Service
633901	Property Services
633902	Other Building Services
633903	Environmental Services
633904	Central Budget Maintenance
633905	Heating Service
633906	Electric Service
634101	Contract Transportation To-From School
634201	Other Contract Pupil Tran

634202	Contract Trans Sick Other
634203	Contract Transportation After School
634204	Other Transportation -Bus Pass
634205	Transportation -Mech-Job Cost
634301	Out Of Town Travel & Conferences
634302	Meeting Expenses, Food
634303	Vehicle Expense
634304	Mileage
634305	In-Town Workshops & Trainings
634901	Trnsp-Gardnr-Job Cst
634902	Transp-Arch-Job Cost
634903	Transportation
634904	Field Trip Admission
635101	Prop Incl Boiler
635102	Vehicle Insurance
635201	Athletic Insurance
635202	Empl Pers Liab Ins
635203	Worker's Comp Program
635301	Employee Fidelity In
635901	Legal Settlements
636101	T/Phone & Telegraph
636201	Adver-Recr/Announce
636301	Printing & Binding
636302	Printing-Central Bud
637101	Memberships & Dues
639101	License Fee & Permit
639102	Cash Pick-Up Service
639801	Postage
639803	Scrapping
639804	Subsidy To Other Fund
639805	Ret Grnt-Out Agen
639806	Other Unclassified
641101	General Supplies
641102	Standardized Tests
641103	Opr Supp Job Cost Ds
641104	Trophies/Awards
641105	Uniforms
641106	Printed Forms
641107	Bldg Dept Vendor Sup
643101	T/Books Direct Purchase
643102	W/Book-Direct Purchase
643103	Textbooks-W/House
644101	Library Books
644102	Encyclopedias
645101	Periodicals
648201	Gas And Oil
649101	Furniture Under $300
649102	Software-Microcomputer
649103	Software-Mainframe
649104	Computers (< $1,000)
649105	Instructional Supplemental
649106	Operational Supplemental
649107	Minor Raw Mat
649108	Hardware
649109	Plumbing
649110	Heating
649111	Electr & Electron

649112	Lamps
649113	Lumber
649114	Paint
649115	Glass
651101	Land Acquisition
653101	Bldg Impr Contract
654101	Equipment
654102	Computers
654103	Equip-Lease Purchase
654201	Classroom Equipment
654501	Av Equipment
654601	Computers
654602	Computer Software
654901	Equipment
661101	Redemp Of Principal
661102	Pmts To Refund Agent
662101	Interest
662301	Bldg Lease Pay
663101	Dbt Serv Agent Fee
663201	Issuance Costs
663202	Indirect Cost
PAYROLL EXPENDITURE COMMITMENT ITEMS	
611101	Admin Salaries Certified
611102	C/Room Teachers Sal
611103	Support Service
611104	Cert Admin-Non-Inst
612101	Sub Teachers-Distrib
612102	Reg Tch Perf Sub-Dst
612103	Teachers Cont Subs
612104	Sub-Teachers
615101	Admin Sal Non-Certif
615102	Secr & Clerical
615103	Prof & Technical Sal
615104	Teacher Aides
615105	Custodial & Mtn Sal
615106	Mech/Trade Cst Dist
615107	Drivers
615108	Garden Cost Distrb
615109	Lab Job Cost Distrb
615110	Arch/Engr Cst Dist
615111	Lunchroom Worker
615112	Warehouseman
615113	Maint Labor
616101	Sub-Clerk-Distr
616102	Sub-Clerk
616103	Food Serv Casuals
621101	Retirement Contr
621102	Social Security (7.65%)
624101	Group Med Insurance
624102	Group Dent Insurance
624103	Group Life Insurance
624104	Vision Insurance
624105	STD Insurance
624106	Ltd Insurance
626101	W/C & Unemployment Comp (2%)
627101	Unemployment Comp
629101	Empl Counseling Svc

6.0 Master Grant List

Master Grant List	
Grant	**Description**
21CENT-CL-1516	Monroe and Columbia
21CENT-V4-1516	21st Century - Gateways
21CENT-W5-1516	21st Century - Soldan and Washington Mont.
AEL-DM-1516	Academy Math & Science
AELMET-WM-1516	SLPS English Literacy/Civics
BOEING-TM-1415-2	SLPS Foundation Talent Management
CCR-00-1516	College and Career Readiness
COLLPATH-CP-1516	College Pathways to Careers in Medicine
CTECERT-00-1516	CTE Student Certification
EC365-00-1516	SLPS Foundation Fund 365, EC Classroom I
ECSE-00-1516	Early Childhood Special Education
EDMON-WX-1415	EDU Monitor Advisory
FOODSVC-FS-1516	Food and Nutrition Services
HSGRAD-VL-1415 **(ending 09/30/2015)**	High School Graduation Initiative (VL)
INHS-00-1516	Innovation Initiative High School Grant
JAG-77-1516	JAG Incentive Grant
MOHEATH-00-1516	Sch. As the Hub
MTHSCI-MS-1415	Math & Science Grant
MTHSCI-WT-1415	Math and Science After School
PAT-8S-1516	Parents As Teachers
PERK-KZ-1516	Perkins
PHL-PJ-1415	SLPS Public High League
PREVNTN-WN-1415	Truancy Prevention Grant
PRSNSREAD-RC-1415	Parsons Blewett Literacy Grant
RAMSLPS-00-1516	Rams to SLPS Football Program
RECORDS-R9-1415	Records Room Revenue
SIG-SC-1415	School Improvement Grant (SIG) Carryover
SIG-UG-1516	School Improvement Grant
SIMON-SF-1516	Simon Endowment Funds
SIT-RM-1516	McKinney Vento Grant
SPED-00-1516	Special Education
SPED-PP-1516	SPED Photo Copy
SPEDNP-00-1516	Special Education - Nonpublic
T1-A2-1516	Afterschool
T1-A4-1516	Neglected and Delinquent
T1-AM-1516	Title I - Schools & Admin
T1-BF-1516	Chapter I -AVID
T1D-A5-1516	Title I.D Neglected and Delinquent
T1EC-LC-1516	Title I - Early Childhood
T1PI-BK-1516	Title I - Parent Involvement Funds
T1SI-AZ-1516	Title I(a) - School Improvement
T1SIT-RM-1516	Title I - Homeless
T2-00-1516	Title IIA (AD-YJ-BS)
T2PD-BS-1516	Title II - Professional Dev (BS)
T3-JI-1516	Title III
THVP-N1-1516	Home Visit Project

7.0 Extra Service

In order to pay certificated employees for time worked outside of the normal work day or contract date, an Extra Service Spreadsheet must be completed and submitted to the corresponding Network /Deputy Superintendent for approval; once approved, the spreadsheet is submitted to the Budget Analyst to verify funding and finally to HR for uploading into SAP.

IMPORTANT

- Extra Service at the school location is only for **certificated staff. Non-Certificated** employee's time should be entered into Kronos as overtime (OT).
- Prior to submitting Extra Service Requests, verify that funds are available on the budget line (including benefits for 621102-Social Security (7.65%), and 626101-Worker's Compensation (2%) corresponding to the request).
- Extra Service Spreadsheets MUST be submitted electronically in order to upload into SAP; employees cannot be paid unless there is a record in SAP.
- Once spreadsheet is uploaded, time can be entered in SAP

School Orginates Extra Service	→	Network/ Deputy Superintendent Approves Extra Service	→	Budget Analyst Reviews and Approves	→	HR Inputs the Extra Service into SAP	→	Time can now be entered into SAP

Blank pre-populated Extra Service forms are Excel files which can be found online via the website located at: http://www.slps.org/Page/28703. A sample extra service form can be found below:

Figure 1 - Extra Service Spreadsheet

ST LOUIS PUBLIC SCHOOL DISTRICT
Extra Service Approval Listing

Grand Total of Request	279.83
621102 FICA (7.65%)	19.52
626101 Worker's Comp & Unemployment (2%)	5.10

Name	Pers. No.	Activity Type Code	Activity Type Text	From	To	Pay Rate	# of Hours	Total	Fund	Internal Order	Cost Center	Grant Number	Approved Flag	Approved By	Approved Date	Comments	Job Code	Job Title
Doe, Joe	1234	0518	Extra Service	7/1/2015	12/13/2015	25.52	10.00	255.20	120		10183-90	Not_Relevant	Approved	S.Green	8/10/2015	Prep	8104	Regular Classroom Teacher

- o **Name** – employee name as listed on School/Department Roster
- o **Pers. No.** – employee's personnel number as listed on School/Department Roster
- o **Activity Type Code**–automatically defaulted based on Activity Type Text selected
- o **Activity Type Text**– the description of the type of work performed outside of the normal work day; dropdown list included for ease of selection
- o **From** – the date (mm/dd/yyyy) the work begins
- o **To** – the date (mm/dd/yyyy) the work ends
- o **Pay Rate** – rate to be paid for additional time worked for certificated staff $25.52 per hour.
- o **# of Hours** – approximate sum of hours that will be required to complete the Extra Service

- o **Total** – dollar amount to be allocated for employee's Extra Service
- o **Fund** – 3 digit fund code based on extra service type
- o **Internal Order** – If applicable, enter appropriate internal order, see page 7-8 for list.
- o **Cost Center (Funds Center)** – enter location code i.e 40402-90 (XYZ school)
- o **Grant Number**- will be needed beginning November 2014
- o **Approved Flag** – If applicable, enter appropriate grant number, see page 12 for list.
- o **Approved By** – Principal/Network or Associate Superintendent
- o **Approved Date** – Date of approval (mm/dd/yyyy)
- o **Comments** – brief description of activities performed
- o **Job Code** – employee's job code as listed on the School/Department Roster

Table 3- Extra Service Rates (10, 10.5, 11 and 11.5 month employees)

Position	Hourly Rate	
High School Principal	37.19	
Middle School Principal	36.29	
Elementary Principal	34.09	
Assistant Principal's	32.87	
Counselor	25.52	
Librarian	25.52	
Library Aide	13.56	
Psychological Examiner	25.52	
School Social Worker	25.52	
Teacher	25.52	
Nurse	25.52	
Breakfast Duty	15.00	
Parent Liaison		*
Teacher Assistant		*
Elementary School Secretary		*
Middle School Secretary		*
Clerk Typist I		*
Child Care Attendant		*
Clerical Assistant		*
Teacher Clerk		*
Sub Clerk		*
Substitute Teacher Daily Rate	93.00	
Continuing Sub Rate	145.00	

Summary School Only- These positions can receive extra service only after the end of employment contract

Summer School Only- These positions can receive extra service only after the end of employment contract. *The **rate of pay** is the employee's current hourly rate of pay.

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7.1 Extra Service- Extra Service Activity Codes (10,10.5, 11 and 11.5 month employees)

EXTRA SERVICE CODE	ACTIVITY TYPE
0500	Athletic Coaching
0501	Extra Service- Activity 2
0502	Adult Basic Education in-service (Location 026 Only)
0503	Student Helper
0506	Adult Education
0508	State and Federal Programs
0509	Homebound Instruction
0511	Department Head
0513	Adult Basic Education (Location 026 Only)
0514	Metal Detector
0515	In service
0516	Title 1
0517	Title 1 Workshop
0518	Extra Service
0519	Maintenance/Custodial Temporaries
0521	Temporary Employees
0523	Tutoring
0524	Professional Development
0531	Teacher Summer School
0532	Non-Certified Summer School
0533	Admin. Summer School
0562	Community Schools- 2
0583	Breakfast Program
0595	After School Care Supervision
0596	Before School Care Supervision
0597	Homework Program
0599	Prior year Extra Service

7.2 Extra Service- Account Information (Activity Code/Fund/Internal Order/Extension)

GOB - General Extra service:

Activity Code	Fund	Internal Order	Cost Center + Extension	Rate of Pay
0518	120	Leave Blank	XXXXX-90	$25.52

GOB – Metal Detector Extra service: (*30 minutes/day = 44 hours per semester)

Activity Code	Fund	Internal Order	Cost Center + Extension	Rate of Pay
0514	110	Leave Blank	XXXXX-90	$25.52

GOB – Homework Program:

Activity Code	Fund	Internal Order	Cost Center + Extension	Rate of Pay
0597	120	Leave Blank	XXXXX-90	$25.52

GOB – Before School Care Supervision:

Activity Code	Fund	Internal Order	Cost Center + Extension	Rate of Pay
0596	120	600186	XXXXX-90	$25.52

GOB – After School Care Supervision:

Activity Code	Fund	Internal Order	Cost Center + Extension	Rate of Pay
0595	730	600186	XXXXX-90	$25.52

GOB – Summer School Extra Service:

	Activity Code	Fund	Internal Order	Cost Center + Extension
Teachers	0531	120	L190PC	XXXXX-94
Administrators	0533	120	L190PC	XXXXX-94
Non-Certificated	0532	110	L190PC	XXXXX-94

DESEG- Extended Day:

Activity Code	Fund	Internal Order	Cost Center + Extension	Rate of Pay
0518	112	600103	XXXXX-90	$25.52

To access the pre-populated spreadsheets- the below links have been provided. You can also access the spreadsheets via the budget office webpage: http://www.slps.org/Page/28703
   Please hold the ctrl key and click on the text below to access the documents

- Extra Service Process
- GOB- General Extra Service Spreadsheet
- GOB-Metal Detector Extra Service Spreadsheet
- GOB-Homework Program Extra Service Spreadsheet
- GOB- Before School Care Extra Service Spreadsheet
- GOB- After School Care Extra Service Spreadsheet
- DESEG- Extended Day Extra Service Spreadsheet

For the processing of Grant dept. spreadsheets please visit the Grant Management web page: http://www.slps.org/Page/111

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8.0 Budget Transfers

In some instances, you may need to move budget from one commitment item into another. This can be accomplished by completing a Budget Transfer form and submitting it to your Network Superintendent for approval.

Figure 2 – Approval Process for Budget Transfer Form

School Orginates the Budget Transfer form	→	Network/Deputy Superintendent Approves the Budget Transfer form	→	Budget Analyst Reviews, Approves, and Processes Budget Transfer

This means that once you have completed the Budget Transfer form you should send a signed paper or electronic copy to the Network/Deputy Superintendent over your location. They in turn, will review and approve the form and send it to your assigned Budget Analyst for final review and processing.

IMPORTANT- BOARD APPROVAL TRANSFERS

- Required for transactions over $50,000
- Required for transfer between different funds i.e (Fund 110 to Fund 120)
- Conference and Out of Town Travel- Commitment Item (634301) When transferring funds in order to pay for travel to a conference it is necessary to include the following information in the justification section of the Budget Transfer form.
  - Name of Conference
  - Location of Conference
  - Dates of Conference
  - Names of all attendees

Blank Budget Transfer forms are Excel files which can be found online via the website located at: http://www.slps.org/Page/28703. A sample transfer form can be found below:

Figure 3 - Sample Budget Transfer form

BUDGET TRANSFER REQUEST

Transfer From					Transfer To					Transfer Amount
Fund	Fund Center	Internal Order	Grant ID	Commitment Item	Fund	Fund Center	Internal Order	Grant ID	Commitment Item	
Example: 110 (xxx)	Example: 40425-90 (xxxxx-xx)	Example: S397YI	(up to 20 characters) 2014-TI-A-SWISS-1234	6xxxxx	Example: 110 (xxx)	Example: 40425-90 (xxxxx-xx)	Example: S397YI	(up to 20 characters) 2014-TI-A-SWISS-1234	6xxxxx	

9.0 Job Codes

To verify job codes please visit HR internet page: http://www.slps.org/Page/18175

10.0 SAP Reporting

SAP is the official financial system of the district. The system tracks all budgetary and staffing costs for each of the district's schools and central office locations. The fiscal year begins every July 1st and ends June 30th. Please note: individual school budgets are normally available in the system before July 15th of each year. **(Viewing your "real –time" budget requires an active SAP user ID and password).**

Budget Availability:

Budgets are checked at the commitment item level for all funds. If budget needs to be moved from one commitment item to another, please complete the [Budget Transfer Request](). Please note: our current Special Administrative Board (SAB) requires any budget transfers into commitment item *634301 – Conference and Out of Town Travel* MUST INCLUDE the following four items:

- ▪ Name of Conference
- ▪ Dates of Conference
- ▪ Location of Conference
- ▪ Names of Conference Attendees

To review your school's budget:

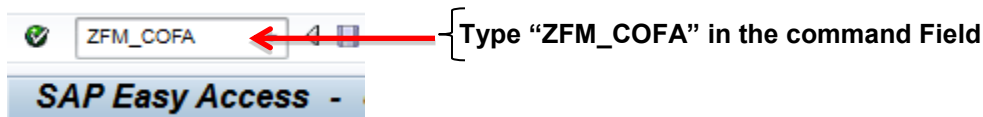To access your actual spending vs. budget please use the ZFM_COFA report. There are two reports displayable within the Budget vs Actual report:

- COFA by FC/CI (Fund Center/Commitment Item)
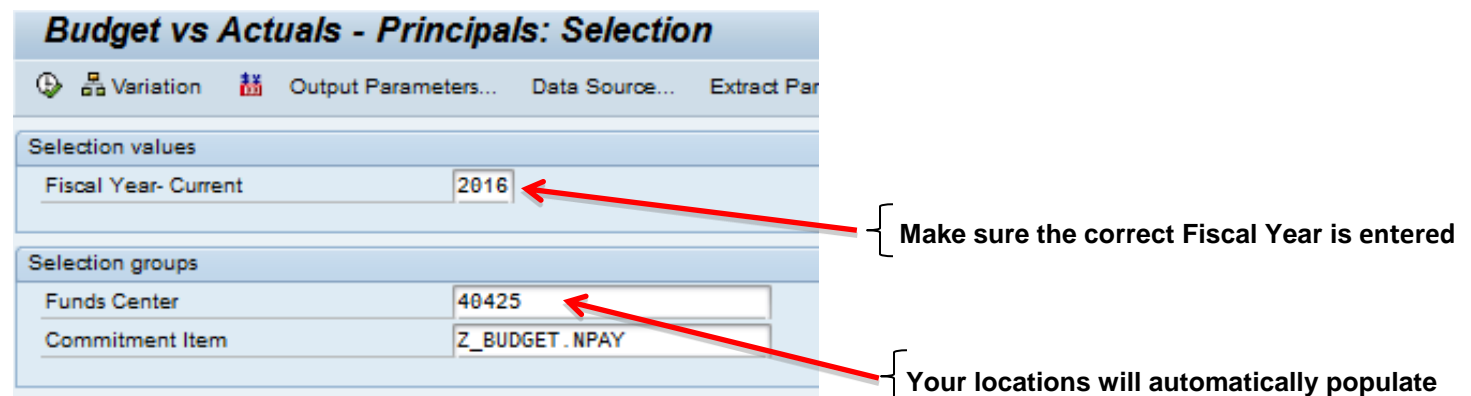- COFA by Program/CI (Internal Order/Commitment Item) - **RECOMMENDED**

Log into SAP:

- Double click "ZFM_COFA" from your menu **(or)** Type "ZMF_COFA" in the command field window,
- Click "enter" - This can be saved as a "Favorite"

SAP Easy Access User Menu

Type "ZFM_COFA" in the command Field

1. **Click the execute icon to display the "Budget vs Actuals" Screen**

Make sure the correct Fiscal Year is entered

Your locations will automatically populate

2. The Budget Versus Actual Report will appear in the right window panel

Reports
- 1 COFA by Fund/CI
- 2 COFA by Fund / Program / CI

RECOMMENDED Report

Variation: Funds Center
- 10156 Metro Academy Class High School
  - 10156-00 MetAcCl HS -General
  - 10156-90 MetAcCl HS -Prncpl

In this section- click on the (Fund ctr + extension) to view the budget. See page 4 for an extensive list of extension)

ST.LOUIS PUBLIC SCHOOLS - BUDGET VS ACTUALS ANALYSIS - LOCATION/FUND/PROGRAM/COMMITMENT ITEM

REPORT DATE : 08-19-2015
REPORT TIME : 10:25:16

Fiscal Year : 2016
Fund Center : 10156-90   S -Principal

FUND CENTER

FUND

INTERNAL ORDER

GL/COMMITMENT ITEM

Fund / Program / Commitment Item	CURRENT BUDGET	ENCUMBERED	YTD EXPEND	AVAIL BALANCE
*** 110 INCIDENTAL				
** 600028 Technology Support				
* Discretionary - General				
631101 TUITION SERVICE	38,300.00			38,300.00
634302 MEETING EXPENSES	100.00			100.00
637101 MEMBERSHIPS & DUES	10,000.00			10,000.00
639801 POSTAGE	100.00			100.00
641101 GENERAL SUPPLIES	1,500.00			1,500.00
641104 TROPHIES/AWARDS/INCENTIVES	100.00			100.00
643101 TEXTBOOKS DIRECT PURCHASE	1,000.00			1,000.00
649102 SOFTWARE-MICROCOMPUTER	900.00			900.00
* Discretionary - General	52,000.00			52,000.00
* Travel				
634301 TRAVEL & CONFERENCE EXPNS	8,000.00			8,000.00
* Travel	8,000.00			8,000.00
** 600028 Technology Support	60,000.00			60,000.00
** NOT_RELEVANT No program				
* Discretionary - General				
613103 EXTRA SERVICE - SECURITY	2,245.76			2,245.76
634302 MEETING EXPENSES	1,000.00			1,000.00
636301 PRINTING & BINDING	1,000.00			1,000.00
637101 MEMBERSHIPS & DUES	700.00			700.00
641101 GENERAL SUPPLIES	18,000.00	522.40		17,477.60
641104 TROPHIES/AWARDS/INCENTIVES	1,000.00			1,000.00
654101 EQUIPMENT - CAPITAL OUTLAY	2,837.52			2,837.52
654102 FURNITURE	756.58			756.58
* Discretionary - General	27,539.86	522.40		27,017.46
* Travel				
634301 TRAVEL & CONFERENCE EXPNS	1,000.00			1,000.00
* Travel	1,000.00			1,000.00
** NOT_RELEVANT No program	28,539.86	522.40		28,017.46
*** 110 INCIDENTAL	88,539.86	522.40		88,017.46

11.0 Printing

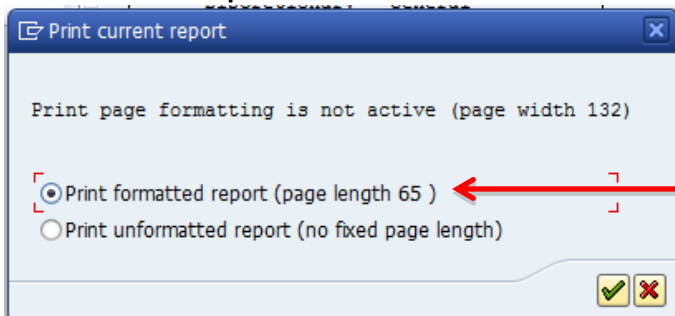**1.** To print a report click on the 🖶 Print Button from the SAP toolbar.

Print Variation Reports Box
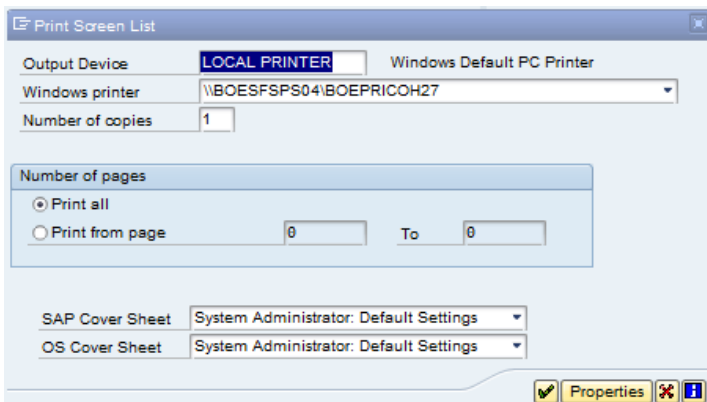

Select "Current Report"

2. Select the Current Report Option.

3. Select the ✅**Enter**. . The *Print Current Report* screen will appear

Print Variation Reports Box

Select "Print formatted report"

4. Select the Print Formatted Report Option

5. Select ✅**Enter**. *The Print Screen List* box displays

6. Select ✅**Enter** to print the report.

12.0 Finding Forms Online

All of the forms are now located on the Budget Department website located at the following address: http://www.slps.org/Page/28703. This webpage will always contain the latest version of all Budget Department documentation.

The following budget office categories are located on the webpage:

ANNOUNCEMENTS:
- Relevant Finance/Budget Department announcements

PRESENTATIONS AND TRAINING GUIDES:
- Budget Office Training
- Budget Office Shortcut Guides
- Secretary Training
- New Leader Induction Training

FORMS AND PROCEDURES:
- Budget Transfer Request
  - Budget Transfer Process
- Additional Appropriation Request

FORMS AND PROCEDURES:
- Extra Service Process
- GOB- General Extra Service Spreadsheet
- GOB-Metal Detector Extra Service Spreadsheet
- GOB-Homework Program Extra Service Spreadsheet
- GOB- Before School Care Extra Service Spreadsheet
- GOB- After School Care Extra Service Spreadsheet
- DESEG- Extended Day Extra Service Spreadsheet

QUICK REFERENCE GUIDES:
- Fund List
- Internal Order List
- Fund Center Extension Description
- Activity Code List
- Extra Service Account Information
- Frequently Used Commitment Items

MANUALS:

FY2015-2016
- Budget Book
- Budget Development & Planning Manual

FY 2014-2015
- Budget Book
- Budget Development & Planning Manual