

Budget Development and Planning Manual

(Fiscal Year 2016- 2017)



Budget Office

St. Louis Public Schools

801 N. 11th Street
St. Louis, MO 63101

#WeChooseSLPS



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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SCHOOL LOCATIONS

144 Cleveland/NJROTC High	156 Metro Academy Class High	111 Gateway Institute of Tech High
151 Collegiate - Med & Bio High	168 Roosevelt High	114 Nottingham CAJT High
173 Soldan Int'l Studies High	180 Sumner High	117 Clyde Miller Career Academy
307 Carr Lane VPA Middle	183 Vashon High	125 Beaumont High
323 Gateway Middle	186 Central VPA High	193 Carnahan School of the Future
326 Long Middle	305 Busch AAA Middle	194 Northwest Trans. & Law
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 Liddell 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

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

FY 2016 – 2017 NETWORK SUPERINTENDENT ASSIGNMENTS



Networks 2016-2017

1

Clay, Dewey International Studies,
Hickey, Hodgen, Laclede, Lexington,
Meramec, Nance, Washington
Montessori, Woodward

KAREN JONES

2

AESM @Carver, Columbia, Dunbar,
Farragut, Hamilton, Jefferson, Oak
Hill, Patrick Henry, Walbridge

ANTHONY RUBY

3

Ames VPA, Buder, Cote Brillante,
Froebel, Humboldt, Mann,
Monroe, Mullanphy, Nahed
Chapman Academy, Shaw VPA,
Shenandoah, Sigel

JEANINE ZITTA

6

Adams, Ashland, Bertha Gilkey
Pamaja@Cole, Ford, Herzog
Academy, Lyon Academy@Blow,
Peabody, Vashon

**DEBRA REIMONENQ-SIG
Schools**

5

Camahan School of the Future,
Central VPA HS, Cleveland HS,
Gateway STEM HS, Northwest HS,
Roosevelt Academy HS, Soldan
HS, Sumner HS

IAN ROBERTS

4

AESM Middle, Carr Lane VPA,
Compton Drew, Fanning Middle,
Gateway Middle, Langston, Long
Middle, Nottingham CAJT,
Yeatman Liddell Preparatory

AMY PHILLIPS

7

Bryan Hill** Gateway Elementary,
Kennard CJA**, Mason**, Woerner**
Busch Middle School**, McKinley
Classical Leadership Academy MS**,
Central VPA** Clyde C. Miller
Academy**, CSMB**, Metro**,
McKinley Leadership Academy HS**,
Soldan HS -DAVID HARDY

8

Columbia (PK-K), Kennard,
Mallinckrodt

**WANDA LEFLORE –Gifted
Support**

9

Stix ECC , Wilkinson

PAULA KNIGHT

^Autonomous schools and autonomous distinction is contingent on ability to achieve "Accredited with Distinction: status (Once school reaches "Accredited with Distinction", school leader can determine at that point if they want autonomous status) **Would become/remain autonomous if their results indicate a district's classification of "Accredited with Distinction."

FY 2016 – 2017 SUPERINTENDENT ZONE SCHOOLS

As of 09/01/2016

Elementary Schools		
School	Principal	Network Superintendent
Ashland Elementary	Lisa Brown	Ms. Debra Moran-Reimonenq
Columbia Elementary	DeShonda Payton	Anthony Ruby
Dunbar Elementary	Anthony Virdure	Anthony Ruby
Hamilton Elementary	Starlett Frenchie	Anthony Ruby
Laclede Elementary	Dr. DaMaris White	Dr. Karen Jones
Langston Elementary	Lanetra Thomas	Dr. Amy Phillips
Nance Elementary	Jana Haywood	Dr. Karen Jones
Oak Hill Elementary	Tina Hamilton	Anthony Ruby
Walbridge Elementary	Dr. Cheryl Harris	Anthony Ruby
Mann Elementary	Angela Glass - Interim	Dr. Jeanine Zitta
Meramec Elementary	Dr. Karessa Morrow	Dr. Karen Jones
Sigel Elementary	Hollie Russell-West	Dr. Jeanine Zitta
Jefferson Elementary	Dr. Kristen Taylor	Anthony Ruby
Middle Schools		
School	Principal	Network Superintendent
Fanning Middle	Ms. June Berry	Dr. Amy Phillips
Yeatmann/Liddell Middle	Dr. Leslie Bonner	Dr. Amy Phillips
High Schools		
School	Principal	Network Superintendent
Roosevelt High	Dr. Crystal Gale	Dr. Ian Roberts
Sumner High	Christopher McNeil -9 th Dr. Michael Triplett – 10 th	Dr. Ian Roberts
Vashon High	Brenda Smith – 9 th Dr. Debra Powell - 10 th	Ms. Debra Moran-Reimonenq

FY 2016 – 2017 BUDGET REMINDERS!

- In order to complete a purchase requisition or voucher request, there must be available budget in the appropriate commitment item (GL account). You can review your budget using the Budget vs. Actual Report in SAP (transaction code ZCOFA). Instructions for accessing the report is available on pages 20-21 of this document and the SLPS website under District Info > Finance Department > Budget Department.
- If funds are unavailable to complete a transaction, a budget transfer must be completed, approved and processed in order to complete the transaction.
- **Internal Orders** (when applicable) are only used with General Operating Budget (GOB) funds (110, 120, 140 and 360) and DESEG (111 and 112) see page 7-8.
- **All** Extra Service Agreements, Extra Service spreadsheets, and Budget Transfer forms must be approved by the appropriate Deputy and/or school's designated Network Superintendent.
- **All** Grants now have a specific "**Grant ID**" number (see page 12). This grant number is required when ordering materials and on spreadsheets and budget transfer forms.
- **All** Extra Service request must now have a signed and approved agreement prior to starting work.

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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 and department level are **expenditures**.

Examples of the SLPS Chart of Account Changes Includes:

CHART OF ACCOUNT – GOB EXAMPLE: 110 . 10186-90 . 600101 . 641101

CHART OF ACCOUNT – GOB EXAMPLE			
FUND	FUND CENTER (COST CENTER)	INTERNAL ORDER(if applicable, only use for GOB)	COMMITMENT ITEM (GL)
110	10186-90	600101	641101

CHART OF ACCOUNT – GRANT EXAMPLE: 230 . 10186-90 . T1-AM-1617 . 641101

CHART OF ACCOUNT – GRANT EXAMPLE			
FUND	FUND CENTER (COST CENTER)	GRANT ID	COMMITMENT ITEM (G/L)
230	10186-90	T1-AM-1617	641101

2.0 Fund

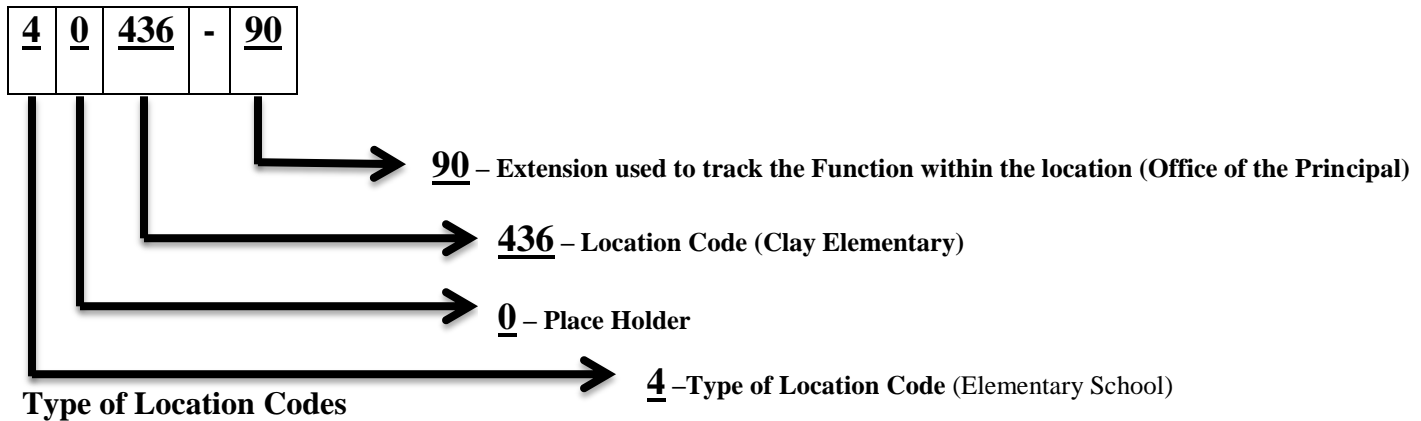
Funds are three digit numeric codes. There are two types of funds, General Operating Budget (GOB) and Non-General Operating Budget (Non-GOB). **GOB** funds are used to pay the general expenses of the District. **Non-GOB** funds hold and expend the financial resources associated with a particular funding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

Table 1 Funds

GOB		NON-GOB	
110	Incidental	220	Early Childhood Special Education
111	DESEG Expansion Incidental	230	Title I
112	DESEG Expansion Teachers	240	Adult Vocation/Academic Education
113	DESEG Expansion Capital Equipment	250	Adult Basic Education
120	Teachers	260	Community Development Agency
140	Medicaid/ Student Health	270	Special Education IDEA
360	Capital Equipment	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

3.0 Fund Center

The Fund Center is comprised of eight digits. The first digit (1) 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).



Type of Location Codes

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

Fund Center Extensions

School Fund Center Extensions		Central Office Fund Center Extensions	
Ext.	Description	Ext.	Description
-00	General Program	-00	General
-01	Special Ed- Medical Services	-01	Art
-01	Special Ed- Nursing Services	-02	Science
-01	Student Support Services- Social Work Services	-03	Vocal Music
-02	Student Support Services - Nursing Services	-04	Instrumental Music
-11	ESOL/Bilingual	-05	Physical Education
-30	Teach/Learn Support - Elementary	-06	Preschool Academy
-31	Teach/ Learn Support - Other Improv.	-09	Kindergarten
-32	Teach/Learn Support - Planning Services	-10	Media Services
-33	Other Support Services - Students	-11	ESOL/Bilingual
-34	Instructional Staff Training	-12	Counselors
-35	ESOL/Bilingual - Supplemental Instruction	-13	Career & Technical Education
-50	Career & Technical Education	-20	Nursing Services
-51	Agricultural Education	-21	Social Work Services
-52	Business Education	-57	Adult Ed & Lit-Class
-53	Family & Consumer Science	-58	Adult Ed & Lit-Admin
-54	Health Sciences Education	-70	Special Education
-55	Trade and Industrial Education	-71	Title I- Supplemental Instruction
-56	Project Lead the Way	-72	Academic Instructional Coach
-65	Tuition-SPED Private	-73	Family Comm Specialist
-69	Special Education and Rel	-75	Sumner & Vashon 9thGrade Center
-70	Contract- Students WD	-80	Contract - Pupil Transportation
	Family Community Specialist - Parental		
-73	Involvement	-90	Office of the Principal
-74	Title I- Administration Supplemental Instruction	-94	Summer School
-80	Contract- Pupil Transport		
-94	Summer School		

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 Liddell 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

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.

FULL SERVICE CENTERS	
28	Oak Hill Family Support Center
42	Walbridge Family Support Center
45	Yeatmann Family Support Center
49	Vashon Family Support Center

ADULT EDUCATION	
022	Adult Ed Instruction
023	Adult Ed Apprentice
026	Adult Ed Basic Ed Coordinator
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
600001	Boards 150Th Anniversary
600002	Donald Fister Educ Scholar
600003	Argola Z Smith Ed Trust
600004	Kathleen Fischer Fund
600005	Sap Financial System
600006	Ford Fndn Hs Recgn Beaumt
600007	Rieman Memorial Fund
600008	Kslh Pgm Underwrtng Stlmt
600010	Philip Hickey Scholarship
600011	Broofield-Mardis Schlship
600012	Junior Classical Academy
600013	Lorayn P Strass Trust Fund
600014	State Stimulus Funds
600015	Ranken Dual Enrollment
600016	E-Rate
600017	Career Academy
600018	Voice Communications
600019	Early Childhood Educ Ctr
600020	English As A Second Lang
600021	Schools Of Opportunity
600022	Early Childhood Before & After School
600023	High Quality Principal Leadership Initia
600024	Magnet School Transportation
600025	Parent Infant Interaction Program
600026	St. Louis Plan
600027	One To One Computing
600028	Technology Support
600029	Math-Science-Technology
600030	Engineering & Technology
600031	Cap Imprv-Mechanical
600032	Prevocational Education
600033	Preschool Center
600034	Instrumental Music
600035	Medicaid Services
600037	Partnership-Science Centr
600038	Counseling Demonstration Program
600039	Computer Literacy
600040	New Curriculum
600060	Family And Consumer Science Education
600061	Urban Debate
600063	Deseg
600064	Deseg Monitoring Task Force
600065	Deseg
600066	Deseg
600067	Deseg
600068	Deseg
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
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
600106	Deseg Early Childhood Before/After Care
600107	Budget Amendment #1
600108	Budget Amendment #2
600109	Budget Amendment #3
600120	Military Science
600121	Summer School
600140	Risk Management Activities
600160	Pruitt/KIPP
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
600187	SLPS Foundation CTE Certifications
600188	Science
600189	Math
600190	Social Studies
600191	English Language Arts
600192	Kennard IPAD Grant
600193	Grievance Payments
600200	Cleveland High School Science Server
600220	School Innovation Grant-SLPS Foundation
600221	SLPS Foundation Donation
600222	Exploratory Teachers
600223	Tax Referendum Campaign
600224	Special Education Transition Fair
600225	Mo. Post-Secondary Success Project
600240	Medicaid Fees
600241	UMSL Dual Enrollment Program
600242	Carnahan High School Test Prep
600243	Maintenance
600244	Custodial Services
600245	Location Phase-Out
600246	VICC And Local Tax Effort
600247	STLCC - Early College Academy
600248	Lead-Water Testing And Services
L123V5	Community Education Center Tuition
L123VE	Community Ed Center Tuition-Shaw
L138V5	CEC Tuition
L138VE	CEC Tuition-Shaw
L1606H	Personnel On Lv Abs Union
L1626H	STL Teachers Union - Local 420
L19043	Walton Family Foundation
L1905B	Technical Ed
L1905E	Repair & Renov 911 Locust
L1905F	MOHELA - Loan
L19060	Retirees Return To Work
L1906A	Oasis-Volunteer Services

L1906H	Personnel On Lv Abs Union
L1909F	Sol M. Glaser Scholarship Fund
L190C6	Ombudsman
L190DD	Foreign Language Exper
L190DG	Visual Performing Arts Center
L190DL	Montessori
L190DZ	Honors Music
L190FM	Safe Schools Equip Security
L190L2	Oasis Tutoring
L190NF	Career Education
L190PC	See Instit Participa
L190PS	Corporate Support
L190PT	Parent Teacher Scholarship
L190QB	Middle/High School Book Club-Lowe's
L190QD	Pepsi Scholarship Fund
L190QP	Susan R Buder Fund
L190QU	Kass-Mso, Inc.
L190QW	Asthma 411 Initiative
L190QY	Each One Teach One
L190R8	Archives Local Revenue
L190RM	Homeless Child Educ Support
L190U4	Back To School Fair
L190UV	St Louis Plan
L190UW	After School Transportation
L190VN	CTE Equipment Sold
L190W7	Mason Afterschool Care
L190W9	Kennard Playground
L190WB	Early Childhood Centers
L190WE	Deseg Early Childhood Classroom
L190WP	Gateway Hs Athletic Field
L190WS	Early Childhood Classroom Education
L190WW	Community Foundation-National Capital Re
L190WX	CTE Health Career Training
L190WY	Roosevelt Cheerleading Uniforms
L190X3	Christian & Missionary Alliance
L190X7	For Pete's Sake
L190XC	Deposits At Schools
L190XU	Rand Corporation Student Data
L190XW	Central VPA Auditorium
L19243	Walton Family Foundation
L1925B	Technical Ed
L1925E	Repair & Renov 911 Locust
L1925F	MOHELA - Loan
L1926A	Oasis-Volunteer Services
L192L2	Oasis Tutoring
L192NF	Career Education
L192PT	Parent Teacher Scholarship
L192QB	Middle/High School Book Club-Lowe's
L192QD	Pepsi Scholarship Fund
L192QP	Susan R Buder Fund
L192QU	Kass-Mso, Inc.
L192QW	Asthma 411 Initiative
L192QY	Each One Teach One
L192R8	Archives Local Revenue
L19343	Walton Family Foundation
L1939F	Sol M. Glaser Scholarship Fund
L193FM	Safe Schools Equip Security
L193PS	Corporate Support
L193U4	Back To School Fair

L193UW	After School Transportation
L193VN	CTE Equipment Sold
L193VQ	Roosevelt After School
L193W7	Mason Afterschool Care
L193W9	Kennard Playground
L193WP	Gateway Hs Athletic Field
L193WS	Early Childhood Classroom Education
L193WW	Community Foundation-National Capital Re
L193WX	Educ Monitoring Advsy Cmt
L193WY	Roosevelt Cheerleading Uniforms
L193X3	Christian & Missionary Alliance
L193X7	For Pete's Sake
L193XU	Rand Corporation Student Data
L193XW	Central VPA Auditorium
L197XC	Deposits At Schools
L19801	STL Community Development Agency
L198CP	College Pathways College Admissions Spec
L198DC	Daughters Of Charity-Fresh Start
L198HF	Humanity First USA-Walbridge Summer Program
L198IM	IMSA Grant
L198IP	SLPS Foundation Grant-IPADS
L198MH	MHC-Walbridge Summer Arts
L198RC	Reading Certifications-Parsons Blewett
L198UK	Univ. of Kansas-Post Secondary Success
L198VM	Donation-Vice Media
L19960	Retirees Return To Work
L199C6	Ombudsman
L199DD	Foreign Language Exper
L199DG	Visual Performing Arts Center
L199DL	Montessori
L199DZ	Honors Music
L199PC	See Instit Participa
L199R9	Student Records
L199RM	Homeless Child Educ Support
L199UV	St Louis Plan
L199WB	Early Childhood Centers
L199WE	Sch Bsd & Sch Hlth & Well
S3248S	Dese Early Chld Dev Sb658
S332YI	Counselor Mentor/Protégé
S3375M	Adult Literacy Project
S359KK	Voc Ed 50% T&I
S359KN	Vocational Assessment
S3975M	Adult Literacy Project
S3978R	Mo Fam Ser Par-Infnt-Crib
S397AT	Missouri Arts Council-Arts Transition
S397CC	Innovation High Schl Initiative W/Slcc
S397CLC	21St Century Afterschool Program
S397IH	Innovative High School Grant
S397IR	Intensive Reading Instruction Grant
S397KK	Voc Ed 50% T&I
S397KN	Vocational Assessment
S397MA	Missouri Arts Council
S397WT	Math & Science
S397YI	Counselor Mentor/Protégé
S399WT	Math & Science

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, 634301 (**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 66*– the highlighted rows below are of the Commitment Items that are most commonly used

COMMITMENT ITEMS		
SALARIES		
611101	Administrators Salaries Certified	Salaries of those administrators who have a teaching certificate.
611102	Classroom Teachers Salary	Salaries of all teachers.
611103	Support Service	Salaries of Counselors, Psychologists, Librarians, Health, Attendants, Social Workers, etc.
611104	Certified Administrator-Non-Instructional	Salaries of certified administrators in a non-instructional role
612101	Sub Teachers-Distributed	Salaries of Sub Teachers for which expenditures are distributed by job location.
612102	Regular Teacher Performing Sub-Dist.	Salaries of teachers using free period for subbing.
612103	Teachers Continuing Sub	Salaries of long term substitute teachers.
612104	Sub-Teachers	Salaries of Sub Teachers for which expenditures are distributed by job location.
613101	Extra Service Pay	Salaries paid for extra service outside a normal workday or contract date. This is not paid at overtime rate; rate is set at a certain amount per hour according to position.
613102	Extra Service Pay- PD	Salaries paid for extra service outside a normal workday or contract date. This is not paid at overtime rate; rate is set at a certain amount per hour according to position.
613103	Extra Service Pay- Security/Metal Detector	Salaries paid for extra service outside a normal workday or contract date. This is not paid at overtime rate; rate is set at a certain amount per hour according to position.
613104	Teach-Summer Certified	Salaries of teaching staff working during summer school and night school.
613105	Admin-Summer Certified	Salaries of admin staff working during summer school and night school.
613106	OT Admin Sal Non-Certified	Overtime salaries of Non-Certificated Administrators
613107	Secretarial/Clerical Sal OT	Overtime salaries of Secretarial and Clerical staff.
613108	Professional & Technical Sal OT	Overtime salaries of Professional and Technical staff
613109	Teacher Aides OT	Overtime salaries for teacher aides
613110	Custodial Maintenance Salary OT	Overtime salaries for Custodial and Security employees.
613111	Mechanics/Trade OT Cost	Overtime salaries for Mechanical and Trade employees.

613112	Drivers OT	Overtime salaries for drivers.
613113	Gard OT Job Cost	Overtime salaries for grounds keeping employees.
613114	Lab OT Job Cost	Overtime salaries for laborers.
613115	Arch/Engineer OT Cost	Overtime salaries of architecture and engineering personnel.
613116	L/Room Worker OT	Overtime Salaries for
613117	Warehouseman OT	Overtime Salaries for warehouseman employees.
613118	Non-Certified Sal-Sum	Salaries of clerical, teacher aides and other non-certificated staff working during summer school and night school.
615101	Administrators Salary (Non-Certified)	Salaries of those administrators who are not certified.
615102	Secretarial & Clerical	Salaries of Secretarial and Clerical personnel.
615103	Professional & Technical Salaries	Salaries of Professional and Technical personnel.
615104	Teacher Aides	Salaries of teacher aides.
615105	Custodial & Maintenance Salaries	Salaries of Custodial and Security guards.
615106	Mechanics/Trades Job Cost	Salaries of Mechanics and Trades personnel for which the costs are distributed to the appropriated location for which the changes are made.
615107	Drivers	Salaries of drivers.
615108	Garden job cost	Salaries of grounds personnel for which the costs are distributed to the appropriate location for which the charges are made.
615109	Laborers Job Cost	Salaries of laborers for which the costs are distributed to the appropriate location for which the charges are made.
615110	Arch/Engineer Job Cost	Salaries of architecture & engineer personnel for which the costs are distributed to the appropriate location for which the charges are made.
615111	Lunchroom Worker	Salaries of all lunchroom personnel.
615112	Warehouseman	Salaries of warehouse personnel.
615113	Maintenance Labor	Salaries of maintenance labor personnel.
616101	Sub-Clerk-Distributed	Salaries of sub clerks for which expenditures are distributed by job location.
616102	Sub-Clerk	Salaries of substitute clerical workers.
616103	Food Service Casuals	Salaries of food service casual workers.
616104	In-service Pay	Salaries of employees not classified under other categories, i.e. usually a position of a technical nature paid at a specified rated.
616105	Temp Salaries	Salaries of temporary employees not classified under other categories, i.e. usually a position of a technical nature paid at a specified rate.

EMPLOYEE BENEFITS

621101	Retirement Contribution	Employer's contribution to retirement plan.
621102	Social Security (7.65%)	Employer's share of Social Security paid by SLPS- 7.65%
624101	Group Med Insurance	Employer's medical insurance plan.
624102	Group Dent Insurance	Employer's dental insurance plan.
624103	Group Life Insurance	Employer's life insurance plan.
624104	Vision Insurance	Employer's vision insurance plan.
624105	STD Insurance	Employer's short-term disability plan.

624106	Ltd Insurance	Employer's long-term disability plan.
626101	W/C & Unemployment Comp (2%)	Amount paid by District to provide workmen's comp insurance for employees- 2% of salary.
627101	Unemployment Comp	Amounts paid by District to provide unemployment insurance for employees.
629101	Employee Counseling Svc	Amounts paid by District to provide assistance for employees in counseling services
PURCHASED SERVICES		
631101	Tuition Service	Expenditures relating to tuition for students.
631201	Professional Ed Services	Expenditures relating to services performed for SLPS by persons or firms with professional education, specialized skills and knowledge. This object is also used for expenditures relating to tuition for employees.
631301	Charter School Payments	Expenditures for payments to charter schools.
631501	Audit & Account Services	Expenditures relating to services performed for SLPS by outside audit/accounting firms.
631601	DP & Technology-related services	Expenditures relating to professional or consultant services for processing data or performing technology-related services (e.g. data processing services for purchasing and warehousing and graphic art design).
631701	Legal Services	Expenditures relating to services performed for SLPS by outside legal firms.
631902	Other Prof & Tech	Expenditures relating to professional or consultant services not specified in other purchased services commitment items (excludes technology-related professional services).
633101	Cleaning Services	Expenditures relating to cleaning services other than those provided by system employees.
633201	Contracted Repair	Expenditures relating to repair services for construction, renovating and remodeling performed by outside contractors.
633202	Repair Maintenance Other	Expenditures relating to professional or consultant services for repair and maintenance including contracts and agreements covering upkeep of grounds, buildings, and general equipment (excludes technology-related repairs).
633301	Rental Land & Building	Expenditures relating to rental of land and buildings
633401	Rentals-Equipment	Expenditures relating to lease or rental of equipment for temporary or long-range use (excludes technology-related equipment).
633501	Water Service	Expenditures relating to payment of bills for water utility services for all SLPS locations.
633502	Sewer Service	Expenditures relating to payment of bills for sewer utility services for all SLPS locations.
633701	Technology-related repairs and maintenance	Expenditures relating to professional or consultant services including ongoing service agreements for technology hardware (e.g. personal computers and servers).
633801	Rentals of Computers and Related Equipment	Expenditures relating to lease or rental of computers and related equipment of both temporary and long range use.
633901	Property Services	Expenditures relating to pick up and handling of garbage and exterminating services which are not provided by system personnel.

633902	Other Building Services	Expenditures relating to other building services not classified above
633903	Environmental Services	Expenditures relating to purchased property.
633904	Central Budget Maintenance	
633905	Heating Service	Expenditures relating to payment of bills for heating services for all SLPS locations.
633906	Electric Service	Expenditures relating to payment of bills for electric services for all SLPS locations.
634101	Contract Transportation To-From School	Expenditures relating to transportation for students to and from school which is contracted by outside firm: payments to bus companies
634201	Other Contract Pupil Tran (Field Trips)	Expenditures relating to payment to bus companies only for transportation of students for field trips which is contracted by outside firm.
634202	Contract Trans Sick Other	Expenditures relating to transportation of students who become ill who are ordinarily transported; i.e. taxi cabs, etc.
634203	Contract Transportation After School	Expenditures relating to transportation of students who participate in after school activities who are normally bused to the location for reg. classes which are contracted by outside firm.
634204	Other Transportation -Bus Pass	Expenditures relating to transportation which is provided by means of bus passes.
634205	Transportation -Mech-Job Cost	Expenditures relating to transportation costs for mechanics which are distributed by job cost.
634301	Out Of Town Travel & Conferences	Expenditures relating to per diem expenses such as transportation, travel, meals, hotel, registration fees, and other expenses associated with out of town travel for SLPS employees.
634302	Meeting Expenses, Food	Expenditures relating to food and supplies associated with meeting expenses.
634303	Vehicle Expense	Expenditures relating to payment for superintendents monthly auto allowances.
634304	Mileage	Expenditures relating to auto allowances for SLPS employees @\$0.37/mile or current rate.
634305	In-Town Workshops & Trainings	Expenditures relating to in-town workshops & trainings, registration and other expenses associated with local meetings and workshops for SLPS employees.
634901	Transportation -Grounds-Job Cost	Expenditures relating to transportation costs for grounds-keeping personnel which are distributed by job cost.
634902	Transportation-Architectural-Job Cost	Expenditures relating to transportation costs for architectural personnel which are distributed by job cost.
634903	Transportation	Expenditures relating to transportation cost.
634904	Field Trip Admission	Expenditures related to admission fees associated with field trips for students.
635101	Prop Incl Boiler	Expenditures relating to property insurance including boiler.
635102	Vehicle Insurance	Expenditures relating to vehicle insurance, including buses, board owned vehicles, etc.
635201	Athletic Insurance	Expenditures relating to insurance for athletes.
635202	Employee Personal Liability Insurance	Expenditures relating to employee personal liability insurance in accordance with Board Regulation 4790 which protects employees against claims

635203	Worker's Comp Program	Expenditures relating to worker's comp. program.
635301	Employee Fidelity In	Expenditures relating to Employee fidelity insurance.
635901	Legal Settlements	Expenditures relating to the District legal settlements.
636101	T/Phone & Telegraph	Expenditures relating to telephone services for all SLPS locations including telephone data transmission.
636201	Advertising - Recruitment/Announce	Expenditures relating to advertising.
636301	Printing & Binding	Expenditures relating to printing and binding services provided by outside firms.
636302	Printing-Central Bud	Expenditures relating to printing cost charged to central budgets which are then distributed to appropriate locations.
637101	Memberships & Dues	Expenditures relating to membership dues of SLPS employees in professional organizations.
639101	License Fee & Permit	Expenditures relating to any licenses, fees or permits required by SLPS employees, i.e. security guards, etc.
639102	Cash Pick-Up Service	Cash pick-up expenditures relating to the food service prog. (Fund 510 only).
639801	Postage	Expenditures relating to the purchase of postage stamps and postage meter rental.
639803	Scrapping	Objects used by Food Services to record outdated food items that are destroyed.
639804	Subsidy To Other Fund	Expenditure relating to the transferring of funds from one program to another.
639805	Ret Grnt-Out Agency	Expenditure relating to the return of unspent monies to the sponsoring agency.
639806	Other Unclassified	
SUPPLIES AND MATERIALS		
641101	General Supplies	Expenditures relating to the purchase of supplies including equipment costing under \$1000/unit; items which are not found in the warehouse.
641102	Standardized Tests	Expenditures relating to tests.
641103	Opr Supp Job Cost Ds	Expenditures relating to supplies associated with job cost.
641104	Trophies/Awards	Expenditures relating to purchase of school related awards and incentives.
641105	Uniforms	Expenditures relating to the purchase of uniforms.
641106	Printed Forms	Expenditures relating to the purchase of printed forms.
641107	Bldg. Dept. Vendor Sup	
641201	Supplies – Technology Related	Expenditures related supplies typically used in conjunction with technology-related hardware and software (e.g. CD's, flash or jump drives, computer-related cables, accessories related to computers or tablets).
643101	T/Books Direct Purchase	Expenditures relating to textbooks purchased directly from distributor for delivery to school locations.
643102	W/Book-Direct Purchase	Expenditures relating to workbooks purchased directly from distributor for delivery to school locations.
643103	Textbooks-W/House	Expenditures relating to textbooks ordered from SLPS warehouse by warehouse requisition only.
644101	Library Books	Expenditures relating to the purchase of library books.
644102	Encyclopedias	Expenditures relating to the purchase of encyclopedias.

645101	Periodicals	Expenditures relating to the purchase of subscriptions to magazines, newspapers, weekly readers, etc.
648201	Gas And Oil	Expenditures relating to the purchase of gas and oil for SLPS owned vehicles.
649102	Software-Microcomputer	Expenditures relating to the purchase of microcomputer software.
649103	Software-Mainframe	Expenditures relating to the purchase of mainframe software.
649105	Instructional Supplemental	
649106	Operational Supplemental	Typically used as a holding spot for appropriated dollars
649107	Minor Raw Materials	Expenditures relating to materials stored in warehouse, used by trades' personnel and distributed by job cost.
649108	Hardware	Expenditures relating to hardware stored in warehouse, used by trades personnel and distributed by job cost.
649109	Plumbing	Expenditures relating to plumbing materials stored in warehouse, used by trades' personnel and distributed by job cost.
649110	Heating	Expenditures relating to heating materials stored in warehouse, used by trades' personnel and distributed by job cost.
649111	Electrical & Electronics	Expenditures relating to electrical materials stored in warehouse, used by trades' personnel and distributed by job cost.
649112	Lamps	Expenditures relating to electrical materials stored in warehouse, used by trades' personnel and distributed by job cost.
649113	Lumber	Expenditures relating to lumber stored in warehouse, used by trades' personnel and distributed by job cost.
649114	Paint	Expenditures relating to painting materials stored in warehouse, used by trades' personnel and distributed by job cost.
649115	Glass	Expenditures relating to glazier materials stored in warehouse, used by trades' personnel and distributed by job cost.

CAPITAL OUTLAY- FIXED ASSETS

651101	Land Acquisition	Expenditures for land purchases which include existing buildings.
653101	Building Impr Contract	Expenditures for contracted construction of buildings, for major permanent structure of heating and ventilating systems, and electrical, plumbing, fire protection or other service systems; used for major renovations.
654101	Equipment (e.g. laminators)	Expenditures relating to the purchase of non-classroom equipment (e.g. laminators for office use).
654102	Furniture greater than \$1000 per item	Expenditures relating to the purchase of furniture
654105	Audio – Visual Equipment	Expenditures relating to the purchase audio-visual equipment.
654106	Multi-Media Equipment Capital Outlay	Expenditures relating to the purchase of multi-media equipment.
654107	Security Equipment Capital Outlay	Expenditures relating to the purchase of security equipment.
654108	Grounds Equipment Capital Outlay	Expenditures relating to the purchase of grounds equipment.
654201	Classroom Equipment	Expenditures relating to the purchase of classroom equipment (e.g. promethean boards)

654301	Technology Related - Hardware	Expenditures for technology – related equipment and technology infrastructure (e.g. network equipment, servers, PC's, printers, other peripherals and devices.)
654401	Technology Software	Expenditures relating to the purchase of technology software.
655101	Vehicles	Expenditures relating to vehicles
659101	Construction In Progress	Expenditures relating to construction in progress
661101	Redemption of Principal	Expenditure relating to redemption of principal
661102	Payments to Refund Agent	Expenditures relating to payments of refund agent
661103	Redemption tax anticipation	Expenditures relating to redemption of tax anticipation
662101	Interest	Expenditures relating to interest
662201	Interest Expense	Expenditures relating to interest expense
662301	Bldg Lease Pay	Expenditures relating to bldg. lease payment
663101	Debt services agent fee	Expenditures relating to debt services agent fee
663201	Issuance Costs	Expenditures relating to issuance costs
663202	Indirect Costs	Expenditures relating to indirect costs

6.0 Master Grant List

GRANTS MANAGEMENT OFFICE

Master Grant List FY 2016 – 2017

GRANT	DESCRIPTION
21CENT-CL-1617	Monroe and Columbia
21CENT-GH-1617	21st Century - Gateway Middle and Hamilton
21CENT-W5-1617	21st Century - Soldan and Washington Mont.
AEL-DM-1617	Academy Math & Science
AMIKIDS-00-1617	AMI Kids
AELMET-WM-1617	SLPS English Literacy/Civics
BOEING-00-1617	SLPS Foundation Talent Management
CCR-00-1617	College and Career Readiness
CENTRLAUD-00-1617	Central VPA Auditorium
COLLPATH-CP-1617	College Pathways to Careers in Medicine
CTECERT-00-1516	CTE Student Certification
ECSE-00-1617	Early Childhood Special Education
EDMON-WX-1415	EDU Monitor Advisory
ENTERPRISE-00-1516	Enterprise Funds
ENTERPRISE-00-1617	Enterprise Funds
FOODSVC-EA-1617	DESE Equipment Assistant Grant
FOODSVC-US-1617	Healthier US School Challenge
INHS-00-1516	Innovation Initiative High School Grant
MOHEALTH-00-1617	Sch. As the Hub
MTHSCI-MS-1516	Math & Science Grant
MTHSCI-WT-1415	Math and Science After School
PAT-8S-1617	Parents As Teachers
PERK-KZ-1617	Perkins
PHL-PJ-1617	SLPS Public High League
PIIP-00-1617	Parent Infant Interaction Program
PREVNTN-WN-1516	Truancy Prevention Grant
PRSNSREAD-RC-1415	Parsons Blewett Literacy Grant
PRSNSBLWT-00-1516	Parson Blewett Funds (St. Louis Plan)
RAMSLPS-00-1516	Rams to SLPS Football Program
RECORDS-R9-1617	Records Room Revenue
REFGE-RI-1617	Refugee Immigrant Grant
RSVLTAS-VQ-1617	Roosevelt Afterschool Grant
SAC-00-1617	School Age Community - Bryan Hill
SACB-00-1617	School Age Community - Clay
SIG-UG-1516	School Improvement Grant

SIMON-SF-1617	Simon Endowment Funds
SIT-RM-1617	McKinney Vento Grant
SPED-00-1617	Special Education
SPED-PP-1617	SPED Photo Copy
SPEDNP-00-1617	Special Education - Nonpublic
T1-A2-1617	Afterschool
T1-A4-1617	Neglected and Delinquent
T1-AM-1617	Title I - Schools & Admin
T1D-A5-1617	Title I.D Neglected and Delinquent
T1EC-LC-1617	Title I - Early Childhood
T1PI-BK-1617	Title I - Parent Involvement Funds
T1SI-AZ-1617	Title I(a) - School Improvement
T1SIT-RM-1617	Title I - Homeless
T2-00-1617	Title IIA (AD-YJ-BS)
T2PD-BS-1617	Title II - Professional Dev (BS)
T3-JI-1617	Title III
T3IMM-IF-1617	Title III - Immigrant Grant
TANF-00-1617	TANF Funds (Formerly JAG)
TAYLOR-00-1617	Taylor Family Funds
THVP-N1-1617	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 Agreement and 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



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		From	To	Pay Rate	# of Hour	Total	Fund	Internal Order	Cost Center	Grant Number	Approved			Comments	Job Code	Job Title
		Code	Text										Flag	By	Date			
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

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

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

(SAINT LOUIS PUBLIC SCHOOLS EXTRA SERVICE RATES 10, 10.5 AND 11 MONTHS)

POSITION	HOURLY RATE
Elementary Administrative Assistant	26.53
Middle School Administrative Assistant	26.53
High School Administrative Assistant	26.53
Administrative Nutritionist	25.52
Counselor	25.52
Librarian	25.52
Library Aide	13.36
Psychological Examiner	25.52
School Psychologist	25.52
School Social Worker	25.52
Teacher	25.52
Nurse	25.52
Parent Liaison	9.94
Teacher Assistant	13.56
Elementary School Secretary	10.75
Middle School Secretary	10.75
Clerk Typist 1	10.46
Child Care Attendant	9.41
Clerical Assistant	8.55
Teacher Clerk	9.67
Substitute/Temporary Clerk	9.77
Teacher (Overtime) = Planning Period	14.84

Note: Principals moved to 11.5 month employees – covers Summer School

Non-exempt = Must be no less than hourly rate

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	XXXXXX-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	XXXXXX-90	\$25.52

GOB – Before School Care Supervision:

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

GOB – After School Care Supervision:

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

GOB – Summer School Extra Service:

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

DESEG- Extended Day:

Activity Code	Fund	Internal Order	Cost Center + Extension	Rate of Pay
0524	112	600103	XXXXXX-90	\$25.52

To access the pre-populated spreadsheets- the below link 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****

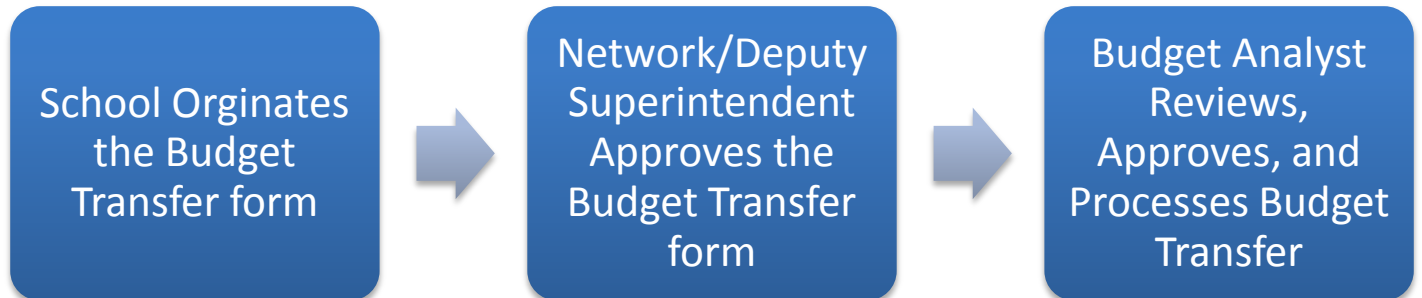
- [Extra Service Process](#)
- [GOB- General Extra Service Spreadsheet](#)

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

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 Deputy or Network Superintendent for approval.

Figure 2 – Approval Process for Budget Transfer Form



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 e.g. (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:

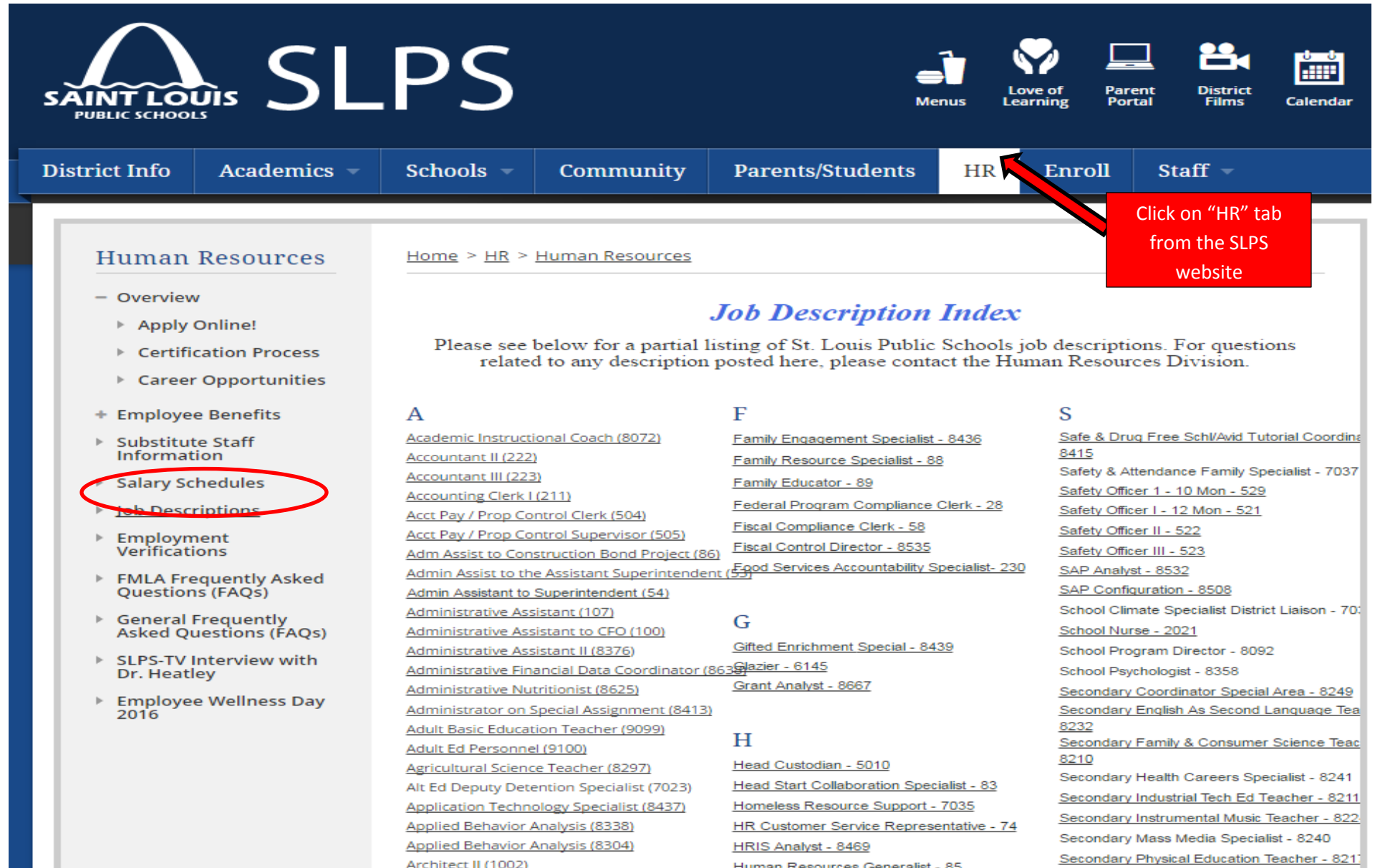
<http://www.slps.org/Page/28703>. A sample transfer form can be found below:

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> or contact HR for a roster.



SAINT LOUIS PUBLIC SCHOOLS SLPS

Menus Love of Learning Parent Portal District Films Calendar

District Info Academics Schools Community Parents/Students **HR** Enroll Staff

Click on "HR" tab from the SLPS website

Human Resources

- Overview
 - Apply Online!
 - Certification Process
 - Career Opportunities
- Employee Benefits
 - Substitute Staff Information
 - Salary Schedules**
 - Job Descriptions
 - Employment Verifications
 - FMLA Frequently Asked Questions (FAQs)
 - General Frequently Asked Questions (FAQs)
 - SLPS-TV Interview with Dr. Heatley
 - Employee Wellness Day 2016

Home > HR > Human Resources

Job Description Index

Please see below for a partial listing of St. Louis Public Schools job descriptions. For questions related to any description posted here, please contact the Human Resources Division.

A <ul style="list-style-type: none">Academic Instructional Coach (8072)Accountant II (222)Accountant III (223)Accounting Clerk I (211)Acct Pay / Prop Control Clerk (504)Acct Pay / Prop Control Supervisor (505)Adm Assist to Construction Bond Project (86)Admin Assist to the Assistant Superintendent (55)Admin Assistant to Superintendent (54)Administrative Assistant (107)Administrative Assistant to CFO (100)Administrative Assistant II (8376)Administrative Financial Data Coordinator (8635)Administrative Nutritionist (8625)Administrator on Special Assignment (8413)Adult Basic Education Teacher (9099)Adult Ed Personnel (9100)Agricultural Science Teacher (8297)Alt Ed Deputy Detention Specialist (7023)Application Technology Specialist (8437)Applied Behavior Analysis (8338)Applied Behavior Analysis (8304)Architect II (1002)	F <ul style="list-style-type: none">Family Engagement Specialist - 8436Family Resource Specialist - 88Family Educator - 89Federal Program Compliance Clerk - 28Fiscal Compliance Clerk - 58Fiscal Control Director - 8535Food Services Accountability Specialist- 230	S <ul style="list-style-type: none">Safe & Drug Free Schl/Avid Tutorial Coordinat8415Safety & Attendance Family Specialist - 7037Safety Officer 1 - 10 Mon - 529Safety Officer I - 12 Mon - 521Safety Officer II - 522Safety Officer III - 523SAP Analyst - 8532SAP Configuration - 8508School Climate Specialist District Liaison - 70School Nurse - 2021School Program Director - 8092School Psychologist - 8358Secondary Coordinator Special Area - 8249Secondary English As Second Language Tea8232Secondary Family & Consumer Science Teac8210Secondary Health Careers Specialist - 8241Secondary Industrial Tech Ed Teacher - 8211Secondary Instrumental Music Teacher - 822Secondary Mass Media Specialist - 8240Secondary Physical Education Teacher - 821
G <ul style="list-style-type: none">Glazier - 6145Grant Analyst - 8667	H <ul style="list-style-type: none">Head Custodian - 5010Head Start Collaboration Specialist - 83Homeless Resource Support - 7035HR Customer Service Representative - 74HRIS Analyst - 8469Human Resources Generalist - 85	

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 –*Out of Town Travel* MUST INCLUDE the following four items:

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

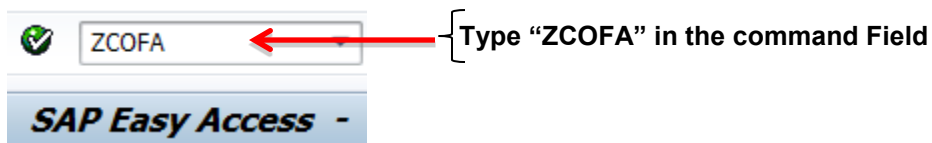
To review your school's budget:

To access your actual spending vs. budget please use the ZCOFA report. Additional detailed instructions for users with multiple locations are located on the Budget Department's website located under the heading “Forms, Procedures and Instructions”. <http://www.slps.org/Page/28703>

Log into SAP:

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

SAP Easy Access User Menu



1. Click the execute icon  to display the “Budget vs Actuals” Screen

A screenshot of the SAP Report Selection screen. The title is 'Report Selection'. Below the title, there are several input fields. The 'Fiscal Year' field is set to '2017' and has a red arrow pointing to it from the right, with a bracket and the text 'Make sure the correct Fiscal Year is entered'. The 'Fund Center' field is set to '80976*' and has a red arrow pointing to it from the bottom right, with a bracket and the text 'Your locations will automatically default'. The 'Fund' field is empty, and the 'Commitment Item' field is set to '613000'. The 'Internal Order' and 'Grant Number' fields are empty. There are several yellow buttons with arrows pointing to the right, located next to the 'Fund', 'Commitment Item', 'Internal Order', and 'Grant Number' fields.

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

Fund : 110 INCIDENTAL

FUND

Fund Center: 40444-90 STL Elem. School

FUND CENTER

Commitment Item	Grant/Order	Orig. Budget	Current Budget	Encumbered	YTD Expended	Avail. Balance	YTD%
613101 EXTRA SERVICE PAY		0.00	0.00	0.00	1,302.40	1,302.40-	0.0
613103 EXTRA SERVICE - SECURI		2,246.00	2,246.00	0.00	0.00	2,246.00	0.0
634301 TRAVEL & CONFERENCE EX		4,000.00	4,000.00	0.00	0.00	4,000.00	0.0
634302 MEETING EXPENSES		1,000.00	1,000.00	0.00	0.00	1,000.00	0.0
636301 PRINTING & BINDING		794.45	794.45	0.00	0.00	794.45	0.0
639801 POSTAGE		1,500.00	1,500.00	0.00	0.00	1,500.00	0.0
641101 GENERAL SUPPLIES		18,000.00	18,000.00	873.60	7,002.63	10,123.77	38.9
641104 TROPHIES/AWARDS/INCENT		2,000.00	2,000.00	0.00	0.00	2,000.00	0.0
645101 PERIODICALS		600.00	600.00	0.00	0.00	600.00	0.0
654103 COMPUTERS CAPITAL OUTL		3,000.00	3,000.00	0.00	0.00	3,000.00	0.0
* Total Fund 110	Fund Center 10156	33,140.45	33,140.45	873.60	8,305.03	23,961.82	25.1

GL/COMMITMENT ITEM

Fund : 120 TEACHERS FUND

Fund Center: 40444-90 STL Elem. School

Commitment Item	Grant/Order	Orig. Budget	Current Budget	Encumbered	YTD Expended	Avail. Balance	YTD%
613101 EXTRA SERVICE PAY		10,208.00	10,208.00	0.00	0.00	10,208.00	0.0
* Total Fund 120	Fund Center 10156	10,208.00	10,208.00	0.00	0.00	10,208.00	0.0
** Total Metro Academy Class High School		43,348.45	43,348.45	873.60	8,305.03	34,169.82	19.2

11.0 Printing


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



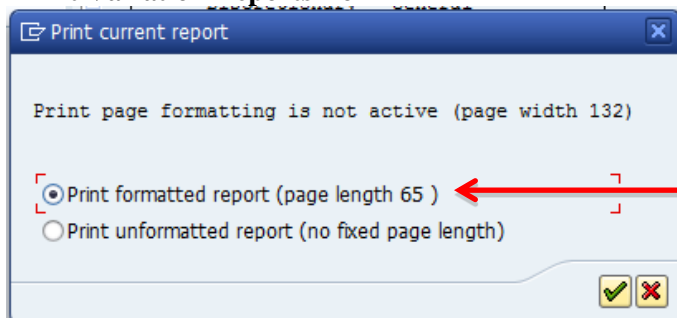
Print Variation Reports Box




Select "Current Report"

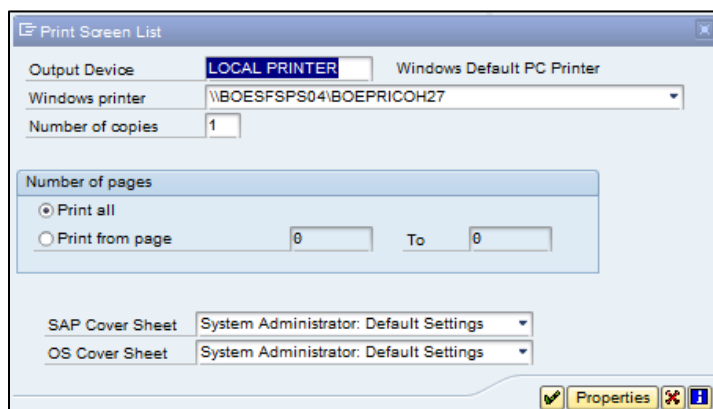
2. Select the Current Report Option.
3. Select the  **Enter**. . The *Print Current Report* screen will appear


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:

- Network Superintendent Budget Training

FORMS AND PROCEDURES:

- Budget Transfer Request
 - Budget Transfer Process
- Additional Appropriation Request
- ZFCOFA Report Instructions – All Locations
- ZFCOFA Report Instructions – Multiple Locations
- ZFCOFA Report Instructions – Single Locations

FORMS AND PROCEDURES:

- Extra Service Process
- GOB- General 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:

- Budget Book
- Budget Development & Planning Manual