



Budget Development & Planning Manual

(Fiscal Year 2017-2018)



Budget Office

801 North 11th Street
St. Louis, MO 63101

Welcome to the Budget Office

The Budget Office is an office within the Finance Division of the Saint Louis Public Schools. The Budget Office is physically located on the 2nd Floor of the District's Central Office building, located at 801 N. 11th Street in Saint Louis, Missouri. The Budget Office is comprised of four staff members, the Director of Budget and three Budget Analysts. The Budget staff provides support and assistance to all schools and central office locations responsible for managing General Operating Budget (GOB) allocations and grants under \$10,000. Below is a contact list for the Budget Office staff.

NAME	TITLE	PHONE NUMBER	EMAIL
Melody Ellington	Budget Director	(314) 345-2494	Melody.Ellington@slps.org
Sherman Lindsey	Budget Analyst	(314) 345-2262	Sherman.Lindsey@slps.org
Stephanie Piatt	Budget Analyst	(314) 345-4425	Stephanie.Piatt@slps.org
Ericka Logan	Budget Analyst	(314) 345-2319	Ericka.Logan@slps.org
Budget Office Fax (314) 345-2667			

2017-2018 Network Superintendents

Network 1: Dr. Karen Jones

- Bryan Hill, Clay, Dewey IS, Herzog, Hickey, Hodgen, Laclede, Lexington, Meramec, Nance, Washington Montessori, Woodward, Autonomous Schools: Kennard, Mason, Mallinkrodt, Gateway Elementary

Network 2: Anthony Ruby

- AESM @ Carver, Ashland, Berth Gilkey @ Cole, Columbia, Dunbar, Farragut, Hamilton, Lyon, Oak hill, Patrick Henry, Peabody

Network 3: Dr. Jeanine Zitta

- Ames VPA, Buder, Froebel, Humboldt, Mann, Mullanphy, NCNAA, Shaw VPA, Shenandoah, Sigel, Woerner, Walbridge

Network 4: Jere Hochman

- AESM Middle, Busch Middle, Carr Lane VPA Middle, Compton Drew Middle, Gateway Middle, Long Middle, McKinley School, Yeatman Middle

Network 5: Dr. Ian Roberts

- Alternative sites, Carnahan, Central VPA, Cleveland, Clyde C. Miller, Gateway STEM, Metro HS, NCNAA @ Roosevelt, Northwest, Nottingham CAJT, Roosevelt, Soldan, Sumner(11-12), Vashon(11-12)

Network SIG: Debra Reimoneng

- Adams, Fanning Middle, Ford, Jefferson, Monroe

Network Innovation: Isaac Pollack

- Sumner (9-10), Vashon (9-10)

Early Childhood: Dr. Paula Knight

- Stix ECC, Wilkinson ECC

FY 2017– 2018 Budget Analyst Assignment List

Sherman Lindsey Sherman.Lindsey@slps.org (314) 345-2262	Stepanie Piatt Stepanie.Piatt@slps.org (314) 345-4425	Mary Davis, Interim Mary.Davis2@slps.org (314) 345-2319
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.	377 Yeatmann Liddell Junior High	463 Ford Elem.
420 Buder Elem.	406 Ashland Elem.	489 Hickey Elem.
425 Ames VPA Elem.	442 Columbia Elem.	492 Hodgen Elem.
436 Clay Elem.	447 Dewey Int'l Study Elem.	496 Humboldt Elementary
458 Farragut Elem.	448 Dunbar Elem. School	497 New Americans Prep Academy
466 Froebel Elem.	478 Hamilton Elem.	499 AESM @ Carver Elem.
473 Gateway Elem.	502 Jefferson Elem.	510 Lexington Elem.
488 Henry Elem.	506 Laclede Elem.	518 Lyon ABI Elem.
490 Herzog Elem.	526 Mann Elem.	524 Mallinckrodt ABI Elem.
503 Kennard CJA Elem.	534 Mason Elem.	562 Peabody eMints Elem.
552 Gateway Michael Elem.	550 Meramec Elem.	578 Shaw VPA Elem.
556 Monroe Elem.	560 Oak Hill Elem.	580 Shenandoah Elem.
559 Mullanphy ILC Elem.	561 Earl Nance Sr. Elem.	601 Washington Montessori Elem.
593 Stix Elem.	586 Sigel Elem.	612 Woodward Elem.
603 Wilkinson Elem.	596 Walbridge Elem.	668 Griscom School
	597 Woerner Elem.	679 Innovative Concept School
		692 NCNA @ Roosevelt (Nahed Chapman)
		698 Fresh Start @ Sumner
		699 ETS @ Madison
801 CENTRAL OFFICE LOCATIONS		
803 Chief Operating Officer	23 Adult Ed Apprentice	28 Oak Hill Full Service Centers
819 Innovative Studies	26 Adult Ed Basic Ed Coord.	42 Walbridge Full Service Centers
829 Special Services	802 Chief Academic Officer	45 Yeatmann Full Service Centers
905 Building Commissioner	814 State and Federal Programs	49 Vashon Full Service Centers
906 Food & Nutrition Services	816 Education Officer - High Sch.	800 Board of Education
915 Material Management	820 Centralized Budget	804 Chief of Schools
918 Transportation Supervision	822 Alt. Edu/Student Rights	810 Superintendent of Schools
919 Garage	824 Professional Development	811 Deputy Superintendent
927 Transportation	825 Leadership for Edu. Achieve.	812 Public Info & Community Outreach
970 Treasurer	826 Vocational / Tech Education	815 Education Officer-Special Projects
972 Grants Management	828 Special Education	827 Community Education
975 Treasurer	833 Athletics Coordinator	831 Deputy Superintendent of SSS
976 Budget Office	835 Career Education	837 Volunteer Services
977 Fiscal Control Office	838 Bilingual / ESL Program	843 Accountability Officer
978 Fiscal Control Officer	840 Early Childhood Education	849 Recruitment / Counseling Ctr.
979 Payroll Office	844 Library Services	914 Student Record
981 Information Technology	846 Parent Infant Interaction	973 Development Officer
990 Human Resources	847 Teaching & Learning Supp.	984 Research, Evaluation, Assessment
991 St. Louis Plan	851 Springboard to Learning	
	880 Student Support Services	

FY 2017– 2018 Budgetary Reminders & Updates

Greetings,

The 2017-2018 Budget Development and Planning Manual “Budget Manual” is now available! The Budget Manual is a navigation tool to help staff gain a better understanding of their location's budget allocations, and to provide additional guidance on the SLPS accounting structure and accounting segments. You will also find the 2017-2018 Budget Analyst Assignment List that includes contact information for each budget analyst assigned to the various schools and central office locations. The budget analysts are responsible for assisting locations with managing the General Operating Budget (GOB) allocations and grants under \$10,000. Below are some budgetary reminders and updates for fiscal year 2017-2018:

- ❖ **Budgets** can be accessed using the Budget vs. Actual report available in SAP (use transaction code ZCOFA). For detailed instructions on the Budget vs. Actual report, visit the Budget Office website (use link: [Budget Office Webpage](#)) under the *Forms, Procedures and Instructions* section. Please remember budgets may change daily and should be reviewed regularly. To obtain SAP access, please contact the Help Desk via email at HelpDesk@slps.org or telephone: (314) 345-5757 or extension 7-5757.
- ❖ **2017-2018 Academic and Operational plans** should align with your 2017-2018 GOB allocations. The Budget team requests that you review your budget and make appropriate adjustments regularly to ensure alignment with your academic and operational plans. If you need to make adjustments, please submit a budget transfer (see new instructions below) to your assigned budget analyst.
- ❖ **Board Resolutions** must be submitted and approved through the District’s board resolution process. A purchase requisition must be entered in SAP to encumber funds for board resolutions that have a monetary value. Please contact a representative from the Procurement Office for further guidance and assistance (use link: [Procurement Office Webpage](#)) Procurement Office Website under *Contact List* section.
- ❖ **Budget Transfers** should be minimal and requested in moderation. Please note: all negative balances in the discretionary funds should be reviewed after each payroll and must be cleared before budget transfers can be processed by your assigned budget analyst. The new budget transfer form is available on the Budget Office website (use link: [Budget Office Webpage](#)) under the *Forms, Procedures and Instructions* section.

New Submittal Instructions (effective 10/9/17): please send all GOB transfers to the Budget Office central email address: BudgetTeam@slps.org. Please include the following in the subject line:

1. Budget Transfer
2. Your assigned budget analyst name
3. School location number
4. Location name

Examples: central office: (*BudgetTransfer_StephaniePiatt_802Academics*) or school sites and program locations: (*BudgetTransfer_StephaniePiatt_406Ashland*)

- ❖ **Extra Service Spreadsheets** must be approved and submitted in accordance with the District’s extra service process. Please remember that extra service payments should not be paid in lump

sum payments at the end of a semester, and must be submitted and paid in accordance with the payroll deadlines outlined on the payroll calendar (use link: [2017-2018 Payroll Calendar](#)). The new extra service spreadsheet and pay agreement are available on the Budget Office website (use link: [Budget Office Webpage](#)) under the *Extra Service* section.

- ❖ **New Submittal Instructions (effective 10/9/17):** please send all approved GOB funded extra service spreadsheets and signed pay agreements to the Budget Office central email address: BudgetTeam@slps.org. Please include the following in the subject line:

1. ESS
2. Your assigned budget analyst name
3. School location number
4. Location name

Examples: central office: (*ESS_StephaniePiatt_802Academics*) or school sites and program locations: (*ESS_StephaniePiatt_406Ashland*)

- ❖ **Food Service Related Extra Service Spreadsheets** should be sent electronically to Betty Keaton in the Grants Management Office via email at Betty.Keaton@slps.org for processing. All extra service duties related to breakfast duty must be paid from an extra service account under Fund 510 and not Funds 110 or 120.
- ❖ **New and Technology-related Commitment Items** (*see 5.0 Commitment Items (Revenues & Expenditures) section*) may require special review based on the intended purpose of the expenses. All technology purchases should be charged to the appropriate technology-related commitment item based on the item and expense thresholds. In addition, a new commitment item (634906) was created for travel expenses incurred by district staff and students attending academic and athletic events and competitions (not related to professional development).

We hope that the Budget Manual will be a great resource for you during the 2017-2018 fiscal year. Thank you for your continued cooperation and support.

Sincerely,
Director of Budget
Melody L. Ellington

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1.0 Chart of Accounts

Saint Louis Public Schools has structured its **CHART OF ACCOUNTS** in accordance with the Missouri Department of Elementary and Secondary Education (DESE) Financial Account Manual. A chart of accounts is a listing of all accounts used by an organization to classify and track financial transactions. This list may contain numerical, alphabetical, or alphanumeric characters. Please note: most financial transactions tracked at the school and central office locations are classified as expenditures or expenses. Below are examples of the expense account segments (derived from the SLPS Chart of Accounts) tracked at the school and central office locations:

EXPENSE 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

EXPENSE 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

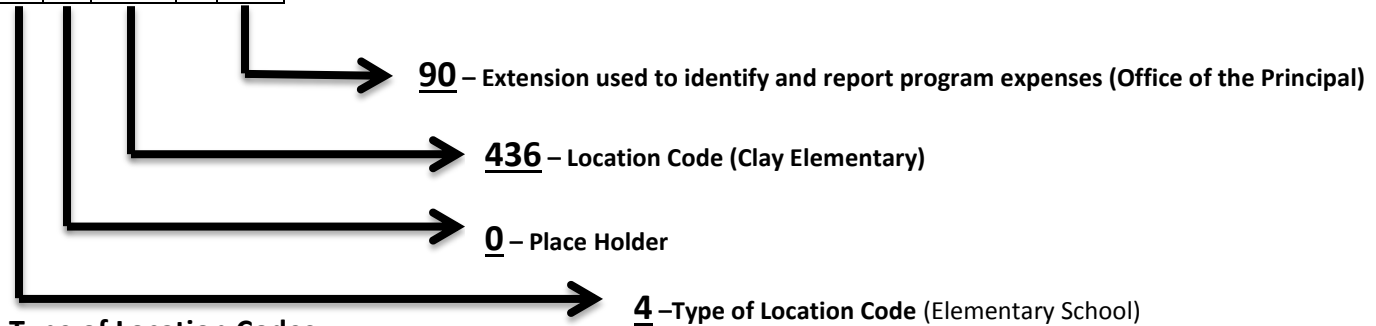
The **FUND** is the first segment in the District's expense (and revenue) account structure, and is comprised of three digits. The District classifies the funds into two types: the General Operating Budget (GOB) and Non-General Operating Budget (Non-GOB). GOB funds are mostly comprised of local and state dollars that are used to support the general operating needs within the District. Non-GOB are mostly comprised of federal funds and some state dollars that are primarily used to support grants (e.g. Title Funds) and other funded programs. Non-GOB, are typically subjected to specific compliance mandates, regulations, and reporting requirements. Below is a listing of All GOB and commonly used Non-GOB 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 (Finance Division Use Only)
		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 the second segment in the District's expense (and revenue) account structure, and is comprised of eight digits. The first digit (1) describes the type of location. The second digit (0) is a placeholder for future expansion. The next three digits (436) represent the location. The last three characters (-90) is an extension used to identify and provide better reporting of program expenses. The example below, 40436-90, is a fund center for Clay Elementary, Office of the Principal.

<u>4</u>	<u>0</u>	<u>436</u>	-	<u>90</u>
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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

Fund Center Extensions	
-00	General Program
-01	Special Education - Medical Services (Central Office)
	Special Education - Nursing Services (Central Office)
	Student Support Services- Social Work Services (Central Office)
	Art Teachers - School Locations
-02	Student Support Services - Nursing Services (Central Office)
	Science Teachers - School Locations
-03	Vocal Music Teachers
-04	Instrumental Music Teachers
-05	Physical Education Teachers
-06	Preschool Academy Program
-09	Kindergarten Teachers
-10	Library Media Services
-11	ESOL/Bilingual
-12	Counselors
-13	Career & Technical Education
-20	Nursing Services
-21	Social Work Services
-30	Teach/Learn Support - Elementary
-31	Teach/ Learn Support - Other Improv.
-32	Teach/Learn Support - Planning Services
-33	Other Support Services - Students
-34	Instructional Staff Training
-35	ESOL/Bilingual - Supplemental Instruction
-50	Career & Technical Education
-51	Agricultural Education
-52	Business Education
-53	Family & Consumer Science
-54	Health Sciences Education
-55	Trade and Industrial Education
-56	Project Lead the Way
-57	Adult Ed & Lit - Class
-58	Adult Ed & Lit - Admin
-65	Tuition - SPED Private
-69	Special Education and Rel
-70	Contract - Students WD Special Education
-71	Title I- Supplemental Instruction
-72	Academic Instructional Coach
-73	Family Community Specialist - Parental Involvement
-74	Title I- Administration Supplemental Instruction
-75	Sumner & Vashon 9th Grade Center (Grants use only)
-80	Contract - Pupil Transportation
-90	Office of the Principal
-94	Summer School
-96	Gifted

Location Descriptions

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.
447	Dewey Int'l Study Elem.
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	Nahed 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.

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

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

ALTERNATIVE SCHOOLS	
668	Griscom School
671	Alternative South @ Stevens
679	Innovative Concept School
692	NCNAA @ Roosevelt (Nahed Chapman)
698	Fresh Start @ Sumner
699	Educational Therapeutic School @ Madison

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

ADULT EDUCATION	
22	Adult Ed Instruction
23	Adult Ed Apprentice
26	Adult Ed Basic Ed Coordinator

4.0 Internal Order List

The **INTERNAL ORDER** is the third segment in the District's expense (and revenue account) structure, and is comprised of six numerical or alphanumerical characters. Internal orders are used to identify and separate specific GOB program expenditures, or to distinguish a particular funding source or type. GOB expense accounts are the only accounts that have an internal order. Please note: grant expense accounts do not have internal orders.

INTERNAL ORDER	DESCRIPTION
600000	Payroll Retro
600001	Boards 150Th Anniversary
600002	Donald Fister Education Scholar
600003	Argola Z Smith Ed Trust
600005	Sap Financial System
600006	Ford Foundation HS Recgn Beaumont
600007	Rieman Memorial Fund
600008	Kslh Pgm Underwrtng Stlmt
600009	Simon Memorial Endowment
600010	Philip Hickey Scholarship
600011	Broofield-Mardis Scholarship
600012	Junior Classical Academy
600013	Lorayn P Strass Trust Fund
600014	State Stimulus Funds
600015	Ranken Dual Enrollment
600016	E-Rate
600018	Voice Communications
600019	Early Childhood Education Center
600020	English As A Second Lang
600022	Early Childhood Before & After School
600023	High Quality Principal Leadership Initiative
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
600031	Cap Improvement-Mechanical
600032	Prevocational Education
600033	Preschool Center
600034	Instrumental Music
600035	Medicaid Services
600036	Special Ed Photo Copy
600037	Partnership-Science Center
600038	Counseling Demonstration Program
600039	Computer Literacy
600040	New Curriculum
600060	Family And Consumer Science Education
600061	Urban Debate
600062	Non-Public Special Education
600069	Gifted

600070	Agriculture Science
600071	Trades & Industrial Science
600072	Family & Consumer Science
600073	Health Occupational Science
600074	Business Education
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 - (Finance Division Use Only)
600108	Budget Amendment #2 - (Finance Division Use Only)
600109	Budget Amendment #3 - (Finance Division Use Only)
600120	Military Science
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
600249	Food Services Equipment Grant
600250	1% Professional Development
600251	Love Of Learning
600252	Supt. Of Schools - Auditing Services
600253	Parson Blewett Reading Certification
600254	Tutoring Pullout Program
600260	Healthierus School Challenge
600261	Gob Funding For AMLkids
600262	Fuel Up T Play 60
600280	Summer Food Service Program-Fact
600281	Mallinckrodt Wall Removal
600282	School Innovation, Turnaround
600283	Nurses Department Head Pay
L123V5	Community Education Center Tuition
L123VE	Community Ed Center Tuition-Shaw
L19043	Walton Family Foundation
L1905B	Technical Ed
L1905E	Repair & Renov 911 Locust
L1905F	MOHELA - Loan
L19060	Retirees Return To Work
L1906H	Personnel On Leave of Absence Union
L1909F	Sol M. Glaser Scholarship Fund
L190C6	Ombudsman
L190DD	Foreign Language Expert
L190DG	Visual Performing Arts Center
L190DL	Montessori
L190DZ	Honors Music
L190FM	Safe Schools Equip Security
L190L2	Oasis Tutoring
L190N1	Home Visit Project
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 Education Support
L190U4	Back To School Fair
L190UV	St Louis Plan
L190VN	CTE Equipment Sold
L190VQ	Roosevelt After School
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
L19801	STL Community Development Agency
L198IM	IMSA Grant
L198MH	MHC-Walbridge Summer Arts
L198UK	Univ.Of Kansas-Post Secondary Success
S332YI	Counselor Mentor/Protégé
S3375M	Adult Literacy Project
S359KN	Vocational Assessment
S3978R	Mo Fam Ser Par-Infant-Crib
S3978S	DESE Early Child Dev Sb658
S397AT	Missouri Arts Council-Arts Transition
S397CC	Innovation High School Initiative W/SLCC
S397MA	Missouri Arts Council
S399WT	Math & Science

5.0 Commitment Items (Revenues & Expenditures Only)

The **COMMITMENT ITEM** is the last segment in the expense (and revenue) account structure, and is comprised of six numerical digits. All revenue commitment items begin with the number 5, and all expenditure commitment items begin with the number 6. Revenue and expense commitment items are classified by category. Revenue commitment items are commonly classified as local, county, state, or federal. Expense commitment items are classified as salaries, benefits, purchased services, supplies and materials, or capital outlay. Below is the breakdown of revenue and expense commitment items categories and the corresponding leading digits.

Revenues (primarily for Finance Division Use Only)	Expenditures
➤ Local Revenue begins with 51*	➤ Salary and Payroll begin with 61*
➤ County Revenue begins with 52*	➤ Benefits and Fringes begin with 62*
➤ State Revenue begins with 53*	➤ Purchased Services begin with 63*
➤ Federal Revenue begins with 54*	➤ Supplies and Materials begin with 64*
➤ Non-Current Revenue begins with 56*	➤ Capital Outlay – Fixed Assets begin with 65*
➤ Revenue from other LEA's begins with 58*	➤ Finance Division use only begin with 66*

REVENUES		
LOCAL REVENUE		
COMMITMENT ITEM	COMMITMENT ITEM NAME	COMMITMENT ITEM DESCRIPTION
511101	Real Property	Revenue received related to real property.
511102	Personal Property	Revenue received related to personal property.
511103	Surplus Commissions	Revenue received related to surplus commissions.
511104	Merch & Manuf Tax	Revenue received related to merchant and manufacturing taxes.
511201	Del Real Pty Taxes	Delinquent Revenue received related to Real Property taxes.
511202	Del Personal Taxes	Revenue received related to Delinquent Personal taxes.
511203	Del Merch & Man Tax	Revenue received related to Delinquent merchandise and manufacture taxes.
511301	Schl Dist Trust Fund	Revenue received related to the District Trust Revenue and Prop C taxes received.
511401	Fin Institution Tax	Revenue received related to Financial Institution taxes assessed on Financial Institutions in the City of St. Louis.
511501	Surcharge Taxes	Revenue received related to surcharge taxes.
511502	Del Surcharge Tax	Revenue received related to delinquent surcharge taxes.
511503	Oth Cty In Surch Tax	Revenue received related to other county taxes.

511601	In Lieu Of Taxes	Revenue received related to In Lieu of taxes.
511701	City Sales Tax	Revenue received related to city sales taxes.
512101	Regular Day Tuition	Revenue received related to regular day tuition.
512201	Summer Schl. Tuition	Revenue received related to summer school tuition.
512301	Adult/Cont Educ Tuit	Revenue received related to adult tuition.
512302	C D A Tuition	Revenue received related to CDA tuition.
512303	Tuition - Other	Revenue received related to tuition.
514101	Int Financial Instit	Revenue received related to interest received.
514102	Int On Protest Taxes	Revenue received related to interest received on taxes that are being protested by taxpayer.
514103	Cert Of Deposit	Revenue received related to certificates of deposits.
514104	Super Now Accounts	Revenue received related to Interest received on bank NOW accounts.
514105	Realized Gain-Invest	Revenue received related investments.
515101	Lunch Sales To Pupil	Revenue received related to lunch sales to pupil.
515102	Breakfast Program	Revenue received related to the Breakfast Program.
516501	Food Serv Non Prog	Revenue received from food service not related to lunch or breakfast program.
516502	Ala Carte - Non Prog	Revenue received related to food service ala carte.
518101	Day Care Revenue	Revenue received related to Day Care.
519101	Rentals	Revenue received related to rentals.
519102	Utilities-Rental	Revenue received related to utilities-rentals.
519103	Employee Parking Revenue	Revenue received related to employee parking revenue.
519104	Rental Revenue - Cell Towers	Revenue received related to rental revenue - cell towers.
519201	Gifts	Revenue received related to donations and gifts.
519501	Prior Period Adj.	Revenue received related to refund of Prior Period Expense.
519601	Net Clrng Acct Rec	Revenue received related to the net clearing accounts.
519801	Lost Textbooks	Revenue received related to lost textbooks.
519802	Comshns Roylts Tran	Revenue received related royalties.

519803	Indirect Cost	Revenue received related to indirect cost.
519804	Rent- Board Facfts	Revenue received related to rental facilities.
519805	Endow Grants Schol	Revenue received related to grants.
519806	Utilities-Chrgs Rent	Revenue received related to utilities.
519807	Refund Of Pr Yr Exp	Revenue received related to refunds from prior year expenses.
519808	Misc Local Revenue	Revenue received related to local Revenue.
519809	Administrative Serv	Revenue received related to administrative services.
519810	Employee Parking	Revenue received related to employee parking.
519811	Garnishment Fees	Revenue received related to garnishment fees.
519812	Sheriff Sale Proceed	Revenue received related to sheriff sale proceeds.
519813	Employee Id Replace	Revenue received related to replacing employee id.
519814	Vicc	Revenue received related to VICC.
519815	Cell Phone Reimburse	Revenue received related to cell phone reimbursements.
519816	Homeless Trans Reimb	Revenue received related to Homeless reimbursements.
519817	W2 Copies	Revenue received for duplicate copies of W2s.
519818	Principal Rcrt Grnt	Revenue received related to Principal Recruitment Grant.
519819	Ameren Incentive	Revenue received related to Ameren.
519820	Rent-Bd Of Educ Bldg	Revenue received related to rent.
519821	Spec Sch Dist Paymen	Revenue received related to special school district.
519822	School Subsidy	Revenue received related to school subsidy.
519850	Long Term Lease - Bf	Revenue received related to long term lease building funds.
519851	Long Term Lease - Ct	Revenue received related to long term lease contracts.
COUNTY REVENUE		
521101	Fines/Forf Misdmea	Revenue received related to fines, forfeitures, and misdemeanors collected by the City of St. Louis.
521102	Bond Forfeitures	Revenue received related to bond forfeitures
521103	Crim Acty Forf-Cafa	Revenue received related to fines and other expenses.

522101	St Ass Util & Rr Tax	Revenue received related to state asset utility and railroad taxes.
523701	Cnty Stock Ins Fund	Revenue received related to county stock.
STATE REVENUE		
531101	Basic Formula	Revenue received related to basic formula.
531201	Transportation	Revenue received related to transportation.
531401	Census For Handi	Revenue received related census.
531402	Esce-State	Revenue received related to ESCE-State.
531701	Career Ladder	Revenue received related to career ladder.
531901	Classroom Trust	Revenue received related to classroom trust.
532401	Educ Screening/Pat	Revenue received related to Parents as Teachers program.
533201	Voc/Technical Aid	Revenue received related to vocational and technical aid.
533301	Meals And Milk	Revenue received related to meals.
533701	Adult Educ & Lit	Revenue received related to adult education and literature.
535901	Career Educ Enhance	Revenue received related to career education enhancement.
536601	Energy Loan	Revenue received related to energy loan.
538101	High Need Fund	Revenue received related to real high need fund.
538201	Mo Preschool Prog	Revenue received related to preschool.
539701	Misc State Rev	Revenue received related to state miscellaneous state Revenue.
FEDERAL REVENUE		
541101	Public Law 81-874.	Revenue received related to public law 81-874.
541201	Medicaid Direct Prov	Revenue received related to Medicaid direct provision.
541202	Medicaid Case Mgmnt	Revenue received related to Medicaid case management.
541801	Marine Jrotc	Revenue received related to Marine JROTC.
541802	Navy Jrotc	Revenue received related to Navy JROTC.
541803	Air Force Jrotc	Revenue received related to Air Force JROTC.
541804	Army Jrotc	Revenue received related to Army JROTC.
542401	Arra-Basic Formula	Revenue received related to ARRA.
542402	Arra-Career Ladder	Revenue received related to ARRA-Career Ladder.

542403	Arra-Transportation	Revenue received related to ARRA-Transportation.
542404	Arra-Safe Schools	Revenue received related to ARRA-Safe Schools.
542405	Arra-Slps Intra Tran	Revenue received related to ARRA-SLPS Transportation.
542406	Basic Formula-Jobs	Revenue received related to basic formula.
542407	Arra-Title 1-A Disa	Revenue received related to ARRA-Title 1-A.
542408	Arra-Title 1-A 1003A	Revenue received related to ARRA-Title 1-A 1003A.
542409	Arra-Title 1-D Child	Revenue received related to ARRA-Title 1-D Child.
542410	Arra-Title Vii-B Hom	Revenue received related to ARRA-Title Vii-B Home.
542411	Arra-Title Ii-D Tech	Revenue received related to ARRA-Title Ii-D Tech.
542412	Arra-Nslp-Equipment	Revenue received related to ARRA-Nslp-Equipment.
542413	Arra-Idea Part B 611	Revenue received related to ARRA-Idea Part B 611.
542414	ARRA-Idea Part B 619	Revenue received related to Rra-Idea Part B 619.
542415	Arra-Rebuild Mo Sch	Revenue received related to ARRA-Rebuild Mo Sch.
542416	Arra-Outreach High	Revenue received related to ARRA-Outreach High.
542701	Vocational Aid	Revenue received related to Perkins Basic Grant and Career Education Mentoring Program.
543601	Adult Ed & Literacy	Revenue received related to adult education and literacy.
543701	Idea Grants	Revenue received related to Assistive Technology Reimbursement.
544101	Public Law 94-142	Revenue received related to Special Education Part B Entitlement.
544201	Ecse-Federal	Revenue received related to ESCE-Federal.
544401	Food Service Equipme	Revenue received related to food service equipment.
544501	Reg Grant Meal/Milk	Revenue received related to Food & Nutrition Services Lunch Payment.
544502	Cash In Lieu Of Comm	Revenue received related to cash received in Lieu of Commodities.

544601	Breakfast Program	Revenue received related to Food & Nutrition Services Breakfast Payment.
544801	Food Service	Revenue received related to Food & Nutrition Services Snack Payment.
544901	Fruits & Vegetables	Revenue received related to Food & Nutrition Services Fruit & Vegetables Payment.
544902	Fruits & Vegetables	Revenue received related to food service or products.
545101	Title I	Revenue received related to Title I and School Improvement Grant (AZ AND UG).
545801	Arra-Title 1-A 1003G	Revenue received related to ARRA.
545901	21Stcentury Learning	Revenue received related to 21st Century Grant.
546201	Title Iii Esea	Revenue received related to Title III ESEA.
546301	Homeless Educ	Revenue received related to homeless education.
546501	Title Ii, Part A&B	Revenue received related to Title II.
547201	School Age Comm	Revenue received related to School Age Community Afterschool Daycare.
548101	Summer Food Service	Revenue received related to the State of Missouri for Summer Feeding Program (Not from DESE).
549701	Federal Rev - Other	Revenue received related to federal government.
549702	Other Federal Fund	Revenue received related to federal government.
NON-CURRENT REVENUE		
561101	Sale Of Bonds	Revenue received from the sale of Bonds.
561102	Prem On Bonds Sold	Revenue received from the sale of Premium on Bonds sold.
561103	Tax Anticipation	Revenue received related to anticipated taxes.
563101	Insurance Recovery	Revenue received related insurance recovery.
565101	Subsidy Interfund	Revenue received related to interfund subsidy.
565102	Sale Of Real Prop	Revenue received related to real property.
565103	Direct Deposit Rev	Revenue received related to direct deposit.
565104	Reassign Unexp Bal	Revenue received related to reassign unexpended balances.
REVENUE RECEIVED FROM OTHER LEA'S		

584101	Other Lea Transport	Revenue received related to the reimbursement from other school districts for 50% of the cost to transport homeless children to other school districts..
EXPENDITURES		
EXPENDITURES - SALARIES		
611101	Admin Salaries Certi	Salaries of those administrators who have a teaching certificate.
611102	C/Room Teachers Sal	Salaries of all teachers.
611103	Support Service	Salaries of Counselors, Psychologists, Librarians, Health, Attendants, Social Workers, etc.
611104	Cert Admin-Non-Inst	Salaries of certified administrators in a non-instructional role
612101	Sub Teachers-Distrib	Salaries of Sub Teachers for which expenditures are distributed by job location.
612102	Reg Tch Perf Sub-Dst	Salaries of teachers using free period for subbing.
612103	Teachers Cont Subs	Salaries of long term substitute teachers.
612104	Sub-Teachers	Salaries of Sub Teachers for which expenditures are distributed by job location.
612105	Sub-Support Service	Salaries of Sub Support Service for which expenditures are distributed by job location.
612106	Sub-Teacher Aide	Salaries of Sub Teachers Aide for which expenditures are distributed by job location.
612107	Sub-Coach (Nonteach)	Salaries of Sub-Coach (Nonteaching) 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 - Pd	Salaries paid for extra service outside a normal workday or contract date. For professional development This is not paid at overtime rate; rate is set at a certain amount per hour according to position.

613103	Extra Service - Secu	Salaries paid for extra service outside a normal workday or contract date. For security personnel. This is not paid at overtime rate; rate is set at a certain amount per hour according to position.
613104	Summer Sch - Teacher	Salaries of teaching staff working during summer school and night school.
613105	Summer Sch - Adminst	Salaries of admin staff working during summer school and night school.
613106	Summer Sch - Non-Cer	Overtime salaries of Non-Certificated Administrators
613107	Secr/Clerical Sal Ot	Overtime salaries of Secretarial and Clerical staff.
613108	Prof & Tech Sal Ot	Overtime salaries of Professional Technology Secretarial and Clerical staff.
613109	Teacher Aides Ot	Overtime salaries for teacher aides
613110	Cust Maint Sal Ot	Overtime salaries for Custodial and employees.
613111	Mech/Trade Ot Cost	Overtime salaries for Mechanical and Trade employees.
613112	Safety Officers Ot	Overtime salaries for safety officers and drivers.
613113	Gard Ot Job Cost	Overtime salaries for grounds keeping employees.
613114	Lab Ot Job Cost	Overtime salaries for laborers.
613115	Arch/Engr Ot Cost	Overtime salaries of architecture and engineering personnel.
613116	L/Room Worker Ot	Overtime Salaries for employees who work in the L/Room.
613117	Warehouseman Ot	Overtime Salaries for warehouseman employees.
613118	Non-Certif Sal-Sum	Salaries of clerical, teacher aides and other non-certificated staff working during summer school and night school.
615101	Admin Sal Non-Certif	Salaries of those administrators who are not certified.
615102	Secr & Clerical	Salaries of Secretarial and Clerical personnel.
615103	Prof & Technical Sal	Salaries of Professional and Technical personnel.
615104	Teacher Aides	Salaries of teacher aides.
615105	Custodial & Mtn Sal	Salaries of Custodial
615106	Mech/Trade Cst Dist	Salaries of Mechanics and Trades personnel for which the costs are distributed to the appropriated location for which the changes are made.

615107	Safety Officers	Salaries of Safety Officers
615108	Garden Cost Distrib	Salaries of grounds personnel for which the costs are distributed to the appropriate location for which the charges are made.
615109	Lab Job Cost Distrib	Salaries of laborers for which the costs are distributed to the appropriate location for which the charges are made.
615110	Arch/Engr Cst Dist	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	Maint Labor	Salaries of maintenance labor personnel.
616101	Sub-Clerk-Distr	Salaries of sub clerks for which expenditures are distributed by job location.
616102	Sub-Clerk	Salaries of substitute clerical workers
616103	Food Serv 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 rate.
616105	Temp Salaries Noc	Salaries of employees not classified under other categories, i.e. usually a position of a technical nature paid at a specified rate.
EXPENDITURES - EMPLOYEE BENEFITS		
621101	Retirement Contr	Employer's contribution to retirement plan.
621102	Social Security	Employer's share of Social Security paid by SLPS- 7.65%
624101	Group Med Insur	Employer's medical insurance plan.
624102	Group Dent Insur	Employer's dental insurance plan.
624103	Group Life Insur	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 & Unempl Comp	Amount paid by District to provide workmen's comp insurance for employees- 2% of salary.
627101	Unemploym Comp	Amounts paid by District to provide unemployment insurance for employees.
629101	Empl Counseling Svc	Amounts paid by District to provide assistance for employees in counseling

		services
EXPENDITURES - PURCHASED SERVICES		
631101	Tuition Service	Expenditures relating to tuition for students to attend vocational school or other school districts.
631201	Professional Ed Svcs	Expenditures relating to Services performed by persons qualified to help teachers and supervisors enhance the quality of the teaching process.
631301	Pupil Services	Expenditures for Non-Payroll services of qualified personnel assisting pupils, and their parents in solving mental physical problems.
631501	Audit & Account Svc	Expenditures relating to services performed for SLPS by outside audit/accounting firms.
631601	Dp & Tech 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.
631801	Election Services	Expenditures relating to The allocated expense of the School Districts for their cost of an election held in the City of St. Louis.
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 Maint 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).

633203	Const. Contracts	Expenditures relating to professional construction contracted services.
633301	Rental Land & Bldng	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	Tech Repairs & Maint	Expenditures relating to professional or consultant services including ongoing service agreements for technology hardware (e.g. personal computers and servers). This also includes the cost of relocating smartboards, promethean boards, and projectors.
633801	Rentals-Computer	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 Svcs	Expenditures relating to other building services not classified above
633903	Environmental Serv	Expenditures relating to purchased property.
633904	Central Budget Maint	Expenditures relating to Revenue received not allocated to a locational budget.
633905	Natural Gas 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	Cnt Tran To-Frm Schl	Expenditures relating to transportation for students to and from school which is contracted by outside firm: payments to bus companies
634102	Cnt Tran-Sped	Expenditures relating to transportation for Special Education.

634103	Ecse Transportation	Expenditures relating to transportation for Early Childhood Special Education.
634201	Oth Contr Pupil Tran	Expenditures relating to payment to bus companies only for transportation of students for field trips which is contracted by outside firm.
634202	Contr Trans Sick_Oth	Expenditures relating to transportation of students who become ill who are ordinarily transported; i.e. taxi cabs, etc.
634203	Contr Trans Aft Schl	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	Oth Transp-Bus Pass	Expenditures relating to transportation which is provided by means of bus passes.
634205	Transp-Mech-Job Cost	Expenditures relating to transportation costs for mechanics which are distributed by job cost.
634206	School Choice	Expenditures relating to transportation costs for students selecting schools outside of their neighborhood.
634301	Travel & Conf Expns	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 associated with meeting expenses. Must have agenda and sign in sheet.
634303	Vehicle Expense	Expenditures relating to payment for superintendents monthly auto allowances.
634304	Mileage	Expenditures relating to auto allowances for SLPS employees @\$0.54/mile or current rate.
634305	In-Town Workshops	Expenditures relating to in-town workshops & trainings, registration and other expenses associated with local meetings and workshops for SLPS employees.
634901	Trnsp-Gardnr-Job Cst	Expenditures relating to transportation costs for grounds-keeping personnel which are distributed by job cost.

634902	Transp-Arch-Job Cost	Expenditures relating to transportation costs for architectural personnel which are distributed by job cost.
634903	Transportation Noc	Expenditures relating to transportation cost.
634904	Field Trip Admission	Expenditures related to admission fees associated with field trips for students.
634906	Other Contract Transportation	Expenditures related to District staff and student travel expenses to academic and athletic events and competitions (not related to professional development).
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	Empl Pers Liab Ins	Expenditures relating to employee personal liability insurance in accordance with Board Regulation 4790 which protects employees against claims
635203	Worker'S Comp Progra	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 Services provided by persons or businesses to assist in transmitting and receiving messages or information. Includes postal machine rentals, postage, express delivery services, and couriers.
636201	Adver-Recr/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. This does not include the cost of license for software.
639102	Cash Pick-Up Serv	Cash pick-up expenditures relating to the food service program. (Fund 510 only).
639801	Postage	Expenditures relating to the purchase of postage stamps and postage meter rental.
639802	Operating Supplement	Expenditures relating to the operating supplement.
639803	Scrapping	Objects used by Food Services to record outdated food items that are destroyed
639804	Subsidy To Oth Fund	Expenditure relating to the transferring of Revenue received from one program to another.
639805	Ret Grnt-Out Agen	Expenditure relating to the return of unspent monies to the sponsoring agency.
639806	Other Unclassified	Expenditure relating to unclassified expenses.
EXPENDITURES - SUPPLIES AND MATERIALS		
641101	General Supplies	Expenditures relating to the purchase of supplies including furniture costing under \$1000/unit.
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. This includes the purchase of Tee Shirts.
641106	Printed Forms	Expenditures relating to the purchase of printed forms.
641107	Bldg Dept Vendor Sup	Expenditures relating to the building departments vendors.

641201	Supplies-Technology	Expenditures related to technology related supplies typically hardware and software under \$1,000 (e.g. CD's, flash or jump drives, computer-related cables, accessories related to computers, activ pens, bulbs for projectors, computers, document camera, iPad, iPad covers, keyboards, keyboard cleaners, laptops, laptops cases, monitors, mouse pads, mouse(s), printer cartridges, printer ink, printers, privacy filters for computer screens, projector remotes, projectors, promethean board bulbs, routers, san disk, software, software license fee, toners, replacing only parts of a promethean and not the promethean itself, or tablets).
643101	T/Books Direct Pur	Expenditures relating to textbooks purchased directly from distributor for delivery to school locations.
643102	W/Book-Direct Pur	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.
649101	Furn. Under \$1,000	Expenditures relating to the purchase of furniture under \$1,000.
649102	Software-Microcomp	Expenditures relating to the purchase of microcomputer software.
649103	Software-Mainframe	Expenditures relating to the purchase of mainframe software.
649104	Computer Supplies	Expenditures relating to the purchase of computer supplies.

649105	Instructional Supp	Expenditures relating to other supplies not listed above. This includes food permits, the rental of ice cream machines, Supper Food Program, and summer school food service expenditures.
649106	Operational Supp	The cost of cleaning supplies by building and grounds for tasks that were previously performed by Aramark
649107	Minor Raw Mat	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	Electr & Electron	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.
EXPENDITURES - CAPITAL OUTLAY- FIXED ASSETS		
651101	Land Acquisition	Expenditures for land purchases which include existing buildings.

651102	Impaired Assets-Land	Expenditures to ensure that assets (Building) are carried at no more than their recoverable amount, and to define how recoverable amount is determined.
651103	Impaired Assets-Bldg	Expenditures to ensure that assets (land) are carried at no more than their recoverable amount, and to define how recoverable amount is determined.
652101	Buildings	Expenditures related to the buildings owned by the District
652102	Land & Bldg Improv	Expenditures related to improving the land and buildings owned by the District.
652104	Idle Bldg-Cap Outlay	Expenditures related to idle buildings in the District.
653101	Cons In Progress	Expenditures related to ongoing construction.
654101	Equipment	Expenditures relating to the purchase of non-classroom equipment (e.g. laminators for office use or school sign).
654102	Furniture	Expenditures relating to the purchase of furniture with a unit cost of at least \$1,000.
654105	Audio-Visual Equip	Expenditures relating to audio-visual capital.
654106	Multi-Media Eqpt Cap	Expenditures relating to multi-media capital.
654107	Security Eqpt Cap	Expenditures relating to the purchase of security equipment.
654108	Grounds Eqpt Cap	Expenditures relating to the purchase of grounds equipment.
654201	Classroom Eqpt	Expenditures relating to the purchase of classroom equipment not technology related and above the \$1,000 threshold. Items include compressor system, band saw, micro pulsed electroporator, and thermal cyclers.
654301	Techn Rel Hardware	Expenditures for technology – related equipment and technology infrastructure over \$1,000 (e.g. network equipment, servers, PC's, printers, other peripherals, iPad, laptops, printers, projectors, promethean boards, smartboards, and devices.)

654401	Computer Software	Expenditures relating to the purchase of technology software over the threshold of \$1,000. License to use software for one or two years should be classified to 641201.
655101	Vehicles	Expenditures relating to vehicles (Finance Division Use Only).
659101	Construction In Prog	Expenditures relating to construction in progress (Finance Division Use Only).
661101	Redeem Of Principal	Expenditure relating to redemption of principal (Finance Division Use Only).
661102	Pmts To Refund Agent	Expenditures relating to payments of refund agent (Finance Division Use Only).
661103	Redeem Tax Anticipat	Expenditures relating to redemption of tax anticipation (Finance Division Use Only).
662101	Interest	Expenditures relating to interest (Finance Division Use Only).
662201	Interest Expense	Expenditures relating to interest expense (Finance Division Use Only).
662301	Bldg Lease Pay	Expenditures relating to bldg. lease payment (Finance Division Use Only).
663101	Dbt Serv Agent Fee	Expenditures relating to debt services agent fee (Finance Division Use Only).
663201	Issuance Costs	Expenditures relating to issuance costs (Finance Division Use Only).
663202	Indirect Cost	Expenditures relating to indirect costs (Finance Division Use Only).
665101	Operating Transfers	Expenditures relating to operating transfers (Finance Division Use Only).

6.0 Master Grant List

The **MASTER GRANT LIST** is a comprehensive list of all grants and includes the fund, grant number, and grant descriptions. Grant numbers are only assigned to grant accounts. Please note: GOB accounts do not have assigned grant numbers. The allocations associated with the grants listed below are managed and monitored by the Grants Management Office within the Finance Division. For more information, please contact the Grants Management staff listed below, or visits the Grants Management webpage: [Grants Management Webpage](#) .

Master Grant List FY 2017 – 2018

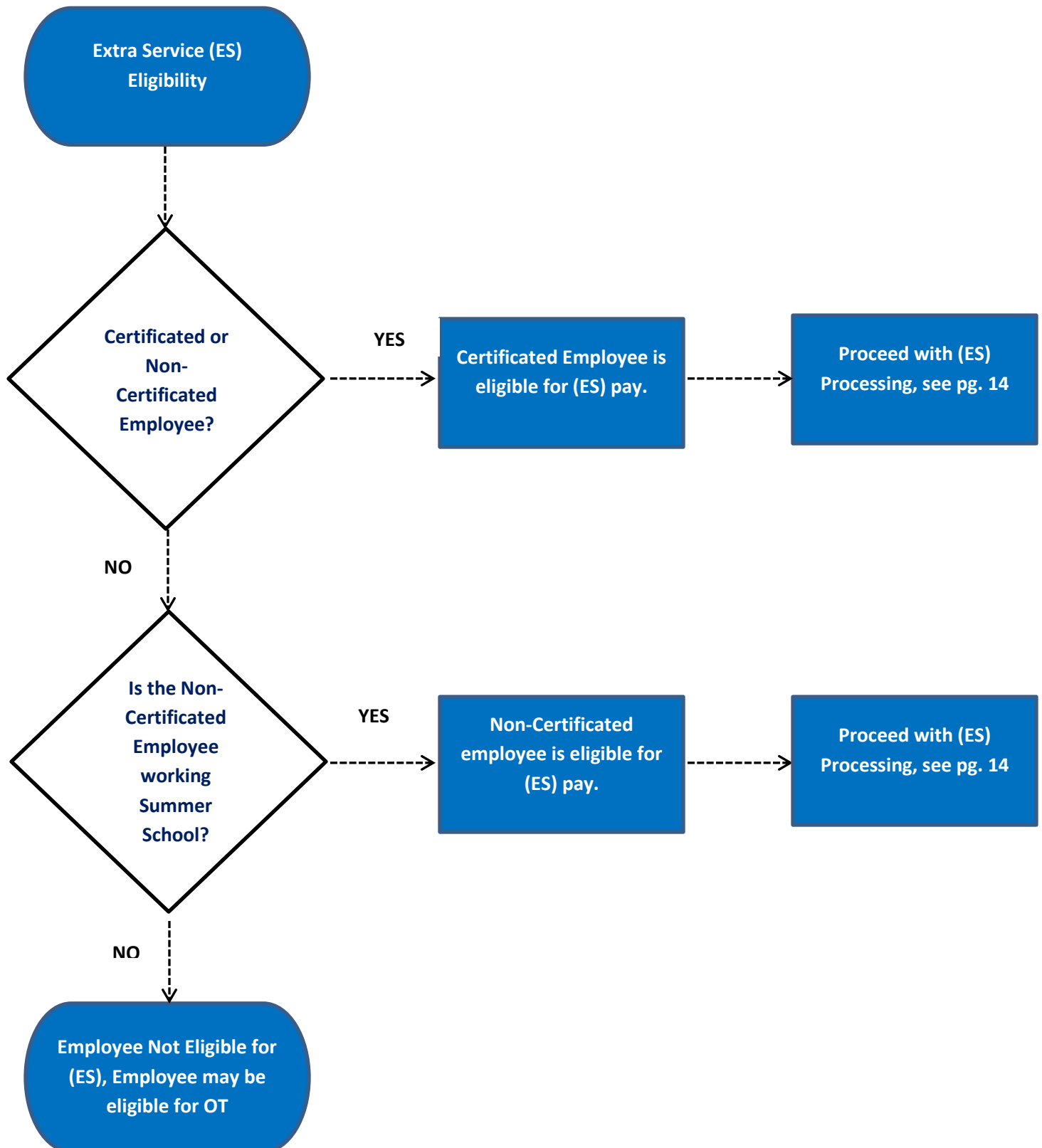
FUND	GRANT NUMBER	DESCRIPTION
220	ECSE-00-1718	Early Childhood Special Education
220	ECSE-PC-1718	Early Childhood Special Education - Summer School
230	T1-A2-1718	After School
230	T1-A4-1718	Neglected and Delinquent
230	T1-AM-1718	Title I - Schools & Admin
230	T1D-A5-1718	Title I. D Neglected and Delinquent
230	T1EC-LC-1718	Title I - Early Childhood
230	T1PI-BK-1718	Title I - Parent Involvement Funds
230	T1SIT-RM-1718	Title I - Homeless
250	AEL-DM-1718	Academy Math & Science
250	PERK-KZ-1718	Perkins
270	SPED-00-1718	Special Education
270	SPEDNP-00-1718	Special Education - Nonpublic
270	SPEDTECH-00-1718	Special Education Technology Grant
290	21CENT-CL-1718	Monroe and Columbia
290	21CENT-GH-1718	21st Century - Gateway Middle and Hamilton
290	MTHSCI-MS-1718	Math & Science Grant
290	MTHSCI-WT-1718	Math & Science After School
290	PAT-8S-1718	Parents as Teachers
290	REFGE-RI-1718	Refugee Immigrant Grant
290	SAC-00-1718	School Age Community - Bryan Hill
290	SACB-00-1718	School Age Community - Clay
290	SIG-UG-1718	School Improvement Grant
290	SIT-RM-1718	McKinney Vento Grant
290	T1SI-AZ-1718	Title I(a) - School Improvement
290	TANF-00-1718	TANF Funds (Formerly JAG)
620	T2-00-1718	Title IIA (AD-YJ-BS)
620	T2PD-BS-1718	Title II - Professional Dev (BS)
620	T3-JI-1718	Title III
620	T3IMM-IF-1718	Title III - Immigrant Grant

620	T3NP-YL-1718	Non Public Title III
620	T2NP-YJ-1718	Non Public Title II
620	T4-00-1718	Title IV
720	SIMON-SF-1718	Simon Endowment Funds
730	BOEING-TM-1516	SLPS Foundation Talent Management
730	CENTRLAUD-00-1718	Central VPA Auditorium
730	COLLPATH-CP-1718	College Pathways to Careers in Medicine
730	CTECERT-00-1718	CTE Student Certification
730	EDMON-WX-1718	EDU Monitor Advisory
730	ENTERPRISE-00-1718	Enterprise Funds
730	MOHEALTH-00-1718	Sch. As the Hub
730	PHL-PJ-1718	SLPS Public High League
730	PIIP-00-1718	Parent Infant Interaction Program
730	PREVENTN-WN-1617	Truancy Prevention Grant
730	PRSNSREAD-RC-1415	Parsons Blewett Literacy Grant
730	PRSNSBLWT-00-1617	Parson Blewett Funds (St. Louis Plan)
730	RAMSLPS-00-1516	Rams to SLPS Football Program
730	RECORDS-R9-1718	Records Room Revenue
730	RSVLTAS-VQ-1718	Roosevelt Afterschool Grant
730	SPED-PP-1718	SPED Photo Copy
730	TAYLOR-00-1718	Taylor Family Funds
730	THVP-N1-1718	Home Visit Project
730	GOLDMAN-00-1718	Pathways to Finance (1 yr)
730	SEL-00-1718	Social & Emotional (1yr)
730	PLTW-CL-1718	Project Lead the Way - Carr Lane (2yr)
730	READINGCERT-00-1718	Reading Cert Grant from Parsons Blewett
730	GIFTEDCERT-00-1718	Gifted Cert from Parsons Blewett
730	SCHOLARSHIP-00-1718	Support Staff Scholarship
730	MONTESSORI-00-1718	Montessori Grant

SLPS Grants Management Staff

Name	Phone	Internal	Email
Victoria Glaspy Director, Grants Management	314.633.5310	75310	victoria.glaspy@slps.org
Nichelle Hunter Grant Compliance Manager	314.345.2474	772474	nichelle.hunter@slps.org
Betty Keaton Lead Grant Analyst	314.345.2259	72259	betty.keaton@slps.org
Paul Cady Lead Grant Analyst	314.345.4532	74532	paul.cady@slps.org
Vacant Grant Analyst	314.345.2270	72270	

7.0 Extra Service Flowchart



7.1 Extra Service

EXTRA SERVICE is a method for (1) paying employees who have been approved to work outside of their regular employment contract or agreement, or (2) payment to certified staff that has been approved to work beyond their contractual work hours. Some examples of eligible extra service payments include

- Payment to certified staff attending or participating in professional development trainings and activities,
- Summer school duties performed by certified or non-certified staff
- Employees who have received an approved work assignment to perform work in addition to and outside of their regular/normal scope of responsibilities (usually certified staff).

Please note that extra service may not be paid in lieu of overtime pay for employees who are not exempt from the Fair Labor Standards Act (FLSA). Twelve-month employees are not eligible for extra service pay. All extra service must be approved and submitted in accordance with the district's extra service process.

An Extra Service Spreadsheet and signed Pay Agreement must be completed and submitted to the corresponding Network /Deputy Superintendent for approval. After approval, the spreadsheet must be submitted to your assigned Budget Analyst to verify funding. The spreadsheet and pay agreement is then forwarded to Human Resources (HR) for final uploading into SAP.

IMPORTANT

- Extra Service is for **certificated staff** only. Non-Certificated employees time should be entered into Kronos as overtime (OT).
- Prior to submitting Extra Service Requests, verify that funds are available on the appropriate budget line including benefits for 621102-Social Security (7.65%), and 626101-Worker's Compensation (2%). Submit a budget transfer to ensure funds are available, if necessary.
- Extra Service Spreadsheets must be submitted electronically in order to upload into SAP. Employees cannot be paid unless there is a record in SAP.
- When the spreadsheet is uploaded, time can be entered in SAP by the timekeeper.



Extra Service forms are Excel files that can be found online via the website located at: [Budget Office Webpage](#)

Extra Service Spreadsheet sample

SAINT LOUIS PUBLIC SCHOOLS

Finance Division - Extra Service Approval

PLEASE NOTE THE FOLLOWING:

Please check your locations ZCOFA report to ensure that budget is available to support the extra service duty.

Prior to completing and submitting this extra service form, a extra service pay agreement should be signed and completed.

All Extra Service Spreadsheets must be approved by ELT/Associate Superintendent/Network Superintendent

621102 - FICA (7.65%) \$19.52

626101 - W/Comp & Unemployment (2%) \$5.10

Grand Total of Request \$279.83

Name	Pers.No	Activity Type		From	To	Pay Rate	# of Hours	Total	Fund	Internal Order	Cost Center	Grant Number	Approved			Comments	Job Code	Job Title
		Code	Text										Flag	By	Date			
Jane Doe	12345	0521	Temporary Employees Xserv	8/19/2017	12/31/2017	25.52	10.00	255.20	120	600103	10183-90	NOT RELEVANT	Approved	Dr. Adams	6/27/2017	Professional Development	8104	

621102 - FICA (7.65%)	\$	19.52
626101 - W/Comp & Unemployment (2%)	\$	5.10
Grand Total of Request	\$	279.83

- **Name** – employee name as listed on School/Department Roster.
- **Pers. No.** – employee personnel number as listed on School/Department Roster.
- **Activity Type Code** – automatically populated based on Activity Type Text selected.
- **Activity Type Text** – description of Extra Service work to be performed; Select from dropdown menu.
- **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 time worked for certificated staff is \$25.52 per hour.
- **# of Hours** – approximate total of hours that will be required to complete the Extra Service.
- **Total** – dollar amount to be allocated for employee's Extra Service automatically calculated.
- **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 (Fund Center)** – enter location code, i.e. 40402-90.
- **Grant Number**- If applicable, enter appropriate grant number, see page 12 for list.
- **Approved Flag** – enter Approved from drop down menu.
- **Approved By** – Principal/Network or Associate Superintendent.
- **Approved Date** – Date of approval (mm/dd/yyyy).
- **Comments** – brief description of activities to be performed.
- **Job Code** – employee job code as listed on the School/Department Roster.

EXTRA SERVICE RATES (10, 10.5 AND 11 MONTH EMPLOYEES)

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

Please Note: Principals are 11.5 month employees and not eligible for extra service during Summer School.

Non-exempt: Must be no less than hourly rate.

7.1A Extra Service- Extra Service Activity Codes (10, 10.5, 11 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

7.1B Extra Service- Account Information (Activity Code/Fund/Internal Order/Extension)

GOB & GRANTS UNDER \$10,000

General Extra service:

Activity Code	Fund	Internal Order	Cost Center + Extension	Rate of Pay
0518	120	if Applicable	XXXXX-90	\$25.52

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

Activity Code	Fund	Internal Order	Cost Center + Extension	Rate of Pay
0514	110	If Applicable	XXXXX-90	\$25.52

Before School Care Supervision:

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

After School Care Supervision:

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

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

To access the spreadsheets- the below link have been provided. You can also access the spreadsheets via the budget office webpage: [Budget Office Webpage](#)

Please hold the ctrl key and click on the text below to access the documents*

For the processing of Grant department spreadsheets please visit the Grant Management web page: [Grants Management Webpage](#)

8.0 Budget Transfers

BUDGET TRANSFERS are a mechanism to allow budget managers at school sites and central office locations to move budget from one line item to another. This can be accomplished by completing a budget transfer form and submitting it to your Deputy or Network Superintendent for approval.

Figure 1 – Approval Process for Budget Transfer Form




After the budget transfer form is completed, a signed paper or an electronic copy must be submitted to the Network/Deputy Superintendent. The Network/Deputy Superintendent will review and approve the form and send it to their 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. (1) **Name of Conference**, (2) **Location of Conference**, (3) **Dates of Conference** and (4) **Names of all attendees**

Blank Budget Transfer forms are Excel files which can be found online at: [Budget Office Webpage](#). A sample transfer form can be found below:

 BUDGET TRANSFER REQUEST				Fiscal Year: 2017 - 2018		SAP Document # _____	
<p>To ensure timely processing of the budget request please make sure of the following:</p> <ul style="list-style-type: none"> • Adequate budget is available to transfer by viewing your locations budget ZCOFA report in SAP • Travel (634301) must include the following: (1) Conference Name, (2) Dates, (3) Location and (4) Attendees • ALL budget transfer request forms should have final approval by the ELT/Associate Superintendent/Network Superintendent <p>TECHNOLOGY RELATED COMMITMENT ITEMS:</p> <ul style="list-style-type: none"> • 641201 - use for items LESS THAN \$1000 (Computers, Laptops, IPADS, IPAD carts, Promethean/Smartboards, Projectors and Printers) and technology supplies (Flash drives, Activ Pens, Projector bulb, IPAD covers, etc.) • 654301 - use for items GREATER THAN \$1000 (Computers, Laptops, IPADS, IPAD carts, Promethean/Smartboards, Projectors and Printers) 							
TRANSFER FROM				TRANSFER TO			
FUND	FUND CENTER	INTERNAL ORDER/GRANT ID	COMMITMENT ITEM	FUND	FUND CENTER	INTERNAL ORDER/GRANT ID	COMMITMENT ITEM
Example: 110	Example: 40425-90	Internal order: L190XX Grant ID: T1-AM-1718	6xxxxx	Example: 110	Example: 40425-90	Internal order: L190XX Grant ID: T1-AM-1718	6xxxxx

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 schools and central office locations. The fiscal year begins July 1st and ends June 30th. Please note: individual school budgets are usually available by July 1st 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 Form](#).

Please note: The Special Administrative Board (SAB) must approve all transactions with the commitment item **634301 – Out of Town Travel**. All budget transfers with commitment item 634301 **MUST INCLUDE** the following four items:

1. Name of Conference
2. Location of Conference
3. Dates of Conference
4. Names of Conference Attendees

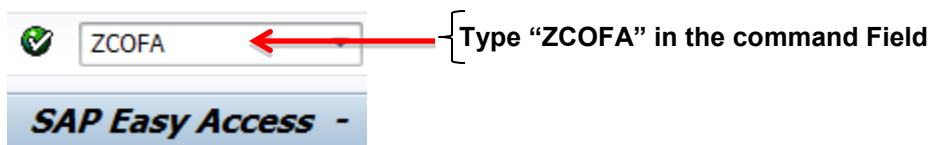
To review your school’s budget:

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”. [Budget Office Webpage](#).

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

The screenshot shows the SAP Report Selection screen for the ZCOFA report. The screen has a title bar "Report Selection" and a table of input fields. The first row is "Fiscal Year" with a dropdown menu showing "2017". A red arrow points to this field with a bracketed note that says "Make sure the correct Fiscal Year is entered". The second row is "Fund Center" with a dropdown menu showing "80976*" and a yellow arrow icon to its right. A red arrow points to this field with a bracketed note that says "Your locations will automatically default". The third row is "Fund" with a dropdown menu showing "613000" and a yellow arrow icon to its right. The fourth row is "Commitment Item" with a dropdown menu showing "613999" and a yellow arrow icon to its right. The fifth row is "Internal Order" with a dropdown menu showing "613999" and a yellow arrow icon to its right. The sixth row is "Grant Number" with a dropdown menu showing "613999" and a yellow arrow icon to its right.

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

INTERNAL ORDER, if applicable

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.



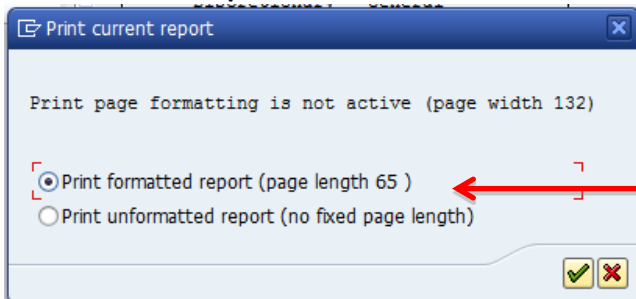
Print Variation Reports Box




Select "Current Report"

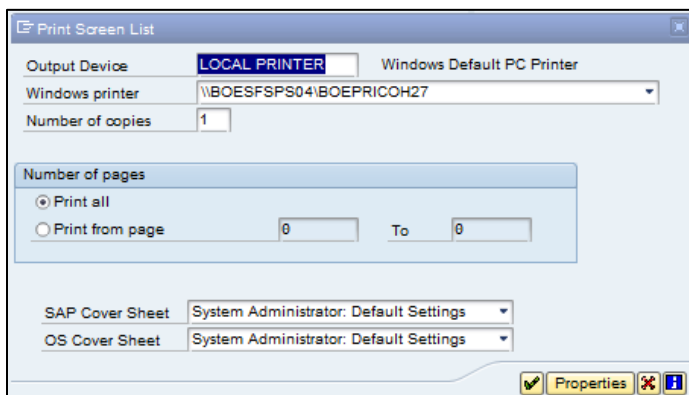
2. Select the Current Report Option.
3. Select the  Enter. . The *Print Current Report* screen will appear

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 forms are located on the Budget Department website located at the following address: [Budget Office Webpage](#). This webpage will always contain the latest version of all Budget Office documentation.

The following categories are located on the Budget Office 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
 - All Locations
 - Multiple Locations
 - Single Locations

FORMS AND PROCEDURES:

- Extra Service Process
- GOB- General Extra Service Spreadsheet
- Extra Service Pay Agreement Form

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