1. **SCOPE:**

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

* 1. This procedure communicates the necessary steps used to monitor the annual budget for Saint Louis Public Schools.

1. **RESPONSIBILITY:** 
   1. Budget Analyst
2. **APPROVAL AUTHORITY:**

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Signature Date

* 1. Executive Budget Director

1. **DEFINITIONS:**
   1. SLPS – St. Louis Public Schools
   2. SAP – Information system used by SLPS
   3. FMEQ – Budget Status Report in SAP
   4. ZCOFA – Conditions of Appropriations Report in SAP
2. **PROCEDURE:**
   1. Sign on to SAP
   2. Go to (A) FMEQ or (B) ZCOFA
   3. A. Enter the fund number, funds center, and commitment item. Change or verify fiscal year. **Run report**.

B. Change or verify fiscal year. Enter the business location, fund number, commitment code, and project. **Run report.**

5.4 Drilldown or navigate to the desired fund-function, funds center, or commitment item.

5.5 Export data from SAP reports.

5.6 Set up an analysis report using Microsoft Excel, Word, or Access.

5.7 Compare actual expenditures or revenues to the current budget or original budget.

5.8 Observe major variances, insert comments, date report, and inquire about questionable items.

5.9 Save and print annual budget comparison analysis.

5.10 Forward analysis to department heads, cabinet members, and Superintendent.

5.11 File hard copies and save on computer.

1. **ASSOCIATED DOCUMENTS:**
   1. Budget / Financial Analysis
   2. Government Reports
   3. DESE Reports
2. **RECORD RETENTION TABLE:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Identification** | **Storage** | **Retention** | **Disposition** | **Protection** |
| Annual Budget | File Cabinet /  Hard Drive | Various | Discard as  desired | Secured Building /Password Protected |
|  |  |  |  |  |

1. **REVISION HISTORY:**

|  |  |  |
| --- | --- | --- |
| **Date:** | **Rev.** | **Description of Revision:** |
| 05/07/09 | A | Initial Release |
|  |  |  |
|  |  |  |

**\*\*\*End of procedure\*\*\***