Collier County Public Schools

SCHOOL BUDGET PLANNING 2020-2021

New Year Budget Plan Spreadsheet, Procedures, Training Videos and this manual can be found on our website by signing in to the "employees only" area:
Budget Department Website

E-mailed Budget Plan Spreadsheet due to Budget Office: March 19, 2020
BudgetDepartment@collierschools.com

Help is just a phone call away…
For questions, please contact:
Artus Nemati at 377-0051
Enas Khalil at 377-0032
Sandy Tarr at 377-0039
Melanie Ferreira at 377-0065

Budget Development Sessions
Tuesday, February 11, 2020
Morning Session – 9:00 – 11:00
Afternoon Session – 12:30 – 2:30
Dr. MLK Jr. Admin – Computer Lab 3-102
One-on-one training available. Please contact Sandy Tarr at ext. 70039 to arrange.

BUDGET GUIDELINES

Carry Forward

Unspent budget amounts will be brought forward into the new year. In late July, the Budget Office will determine these amounts and place them in function 51CF for all eligible schools. This function is restricted to budget only and funds placed here must be moved to other functions for encumbrances or expenditures.

Once the Carry Forward amounts are finalized:

- Any remaining Locational (non-salary/benefits) non-project amounts will be placed into 51CF-510 (function 51CF, object code 510). Schools may then move these budget amounts to the various account strips as needed.

- Any remaining School Improvement (SCHIMPR) amounts will be placed into XXXX-XXX-SCHIMPR (function and object code where the budget is at the end of the year, project SCHIMPR). Schools may then move these budget amounts to the various functions according to their School Advisory Council's approved spending plans. These amounts cannot be moved out of the SCHIMPR project.

- Any remaining School Recognition (SCHREC) amounts will be placed into XXXX-XXX-SCHREC (function and object code where the budget is at the end of the year, project SCHREC). Schools may then move these budget amounts to the various functions according to their School Advisory Council's approved spending plans. These amounts cannot be moved out of the SCHREC project.

- Any remaining Teacher Supply Allocation (TLEAD) that has been allocated for use by SAC (TLEADS) will be placed into XXXX-XXX-TLEADS (function and object code where the budget is at the end of the year, project TLEADS). Schools may then move these budget amounts to the various functions according to their School Advisory Council's approved spending plans. However, these funds can only be used to purchase educational supplies. These amounts cannot be moved out of the TLEADS project.

- If you have a unique circumstance, please contact the Budget Department.

Budgeting for Temporary Duty (Objects 75x)

Do not budget for Temporary Duty costs at this time. The Budget Office will place the district allocation for temporary duty in projects "TDALLOC" and "TDATHL" for each applicable school and further instructions will be provided by the Curriculum and Instruction Department.

We recommend you view the "How To" videos on the Budget Development Resources Web Page first, and use these procedures as a supplemental reference guide.

Employees Only. Sign in with your system Username and Password.

Budget Development Resources

Video	Duration
How to Read your School Allocation	4:19
How to use the "Budget Plan Template" Overview	3:48
How to use the "Budget Entry Spreadsheet"	8:57
How to use the "Department/Grade Allocation Spreadsheet"	8:45
How to save and submit your completed budget	2:22

Locational Budget Formula 2020-2021

In accordance with Board Policy 6220, the Superintendent has established the following allotments for Fiscal Year 2020-2021.

SCHOOLS
The amounts per full time equivalent student (Student FTE) are itemized as follows:

- Elementary Schools $65.00
- Middle Schools $68.00
- High Schools $83.00

These amounts remain the same as funded in FY2019-2020.

SCHOOL IMPROVEMENT (FY21)
This allocation is subject to action by the Legislature. If appropriated for FY21, the Budget Department will allocate the funds to schools accordingly.

ALLOCATIONS
Principals have discretion over allocating the available resources to meet the needs of their individual schools. However, in order to meet Federal and State requirements, **a minimum of $15.00 per student must be expended in function 5xxx, object 510.** The District **now** requires a minimum of 10% of the per student allocation be budgeted for Library and Media Materials (Function 6200) and is reflected in the Locational Allocation Summary.

ACTIVITY TRAVEL/OTHER
Activity Travel is set at $37,200 for traditional high schools, $11,115 for Lorenzo Walker Technical High School, and $10,550 for Everglades City School. Lorenzo Walker Tech High School will continue to receive $21,500 for textbooks. The small school allocation of $10,000 and the allocation of $3,600 for interoffice delivery expenses for Everglades City School will also continue.

DEPARTMENTAL BUDGETS
Strategic reductions are being made on a case by case basis in order to maximize our student resources. Decisions made during the Collaborative Planning process may affect departmental allocations.

Market conditions create difficulty in making long range forecasts of transportation fuel costs, insurance and utility costs. These items will be reviewed in May to determine the appropriate levels for the new fiscal year, based on trend information available at that time. Base budgets for the Maintenance and Transportation Departments will be reviewed for potential adjustments based on the impact of potential adjustments for contracted services and in relation to current prices for fuel and petroleum related supply products.

BUDGET DEVELOPMENT SCHOOLS

January 2020	Budget Office prepares locational allocation methodology, as directed by the Superintendent and pursuant to Board Policy 6220
February 6, 2020	iBriefing to Administrators regarding the FY2020-2021 budget, including training information and instructions
February 11, 2020	New Year Budget Development Sessions Dr. MLK Jr. Administration Center – Computer Lab – 3-102 **Tuesday, February 11, 2020** Morning Session – 9:00 – 11:00 Afternoon Session – 12:30 – 2:30
March 19, 2020	Send your completed Budget Plan Spreadsheet via e-mail to budgetdepartment@collierschools.com by 4:00 PM
April/May 2020	Budgets reviewed by Budget Department
July 2020	• Budget and Finance Departments close prior fiscal year • Schools are encouraged to review and adjust budgets if needed
Mid-July 2020	June 30th *Encumbrances* rolled forward into same function/object account in new year budget
End July 2020	The Budget Department will input a budget amendment to roll forward the *unencumbered* balances into your account
July 28, 2020	Tentative Budget Hearing
September 8, 2020	Final Budget Hearing

For questions on your school budget,

Budget Department staff contact names are as follows:

Artus Nemati, Budget Director 377-0051

Enas Khalil, District Budget Coordinator 377-0032

Sandy Tarr, District Budget Analyst 377-0039

Melanie Ferreira, Budget Accountant 377-0065