

New Jersey Department of Education

2008-2009 SCHOOL-BASED BUDGET STATEMENT MANUAL



Division of Finance

Office of Budget Review and Fiscal Monitors

STATE BOARD OF EDUCATION

RONALD K. BUTCHER President	Gloucester
ARCELIO APONTE Vice President	Middlesex
KATHLEEN A. DIETZ	Somerset
DEBRA ECKERT-CASHA	Morris
EDITHE FULTON	Ocean
JOSEPHINE E. HERNANDEZ	Union
ARNOLD G. HYNDMAN	Warren
FREDERICK H. LAGARDE, JR.	Passaic
ERNEST P. LEPORE	Hudson
THELMA NAPOLEON-SMITH	Mercer
KENNETH J. PARKER	Camden

Lucille E. Davy, Commissioner of Education
Secretary, State Board of Education

2008-09 SCHOOL-BASED BUDGET STATEMENT MANUAL

TABLE OF CONTENTS

		PAGE
A	INTRODUCTION	
	General Information	1
	Submission Procedures	3
	2008-09 Software Changes and Enhancements	4
B	INSTALLING AND RUNNING THE PROGRAM	5
	1. INSTALLING THE PROGRAM	5
	General Instructions	5
	Conventions	7
	2. RUNNING THE SYSTEM	8
	Accessing the Program - First Time Only	8
	Installing Additional Schools	9
	Accessing the Program - Second and All Future Sessions	9
C	DATA ENTRY	11
	Main Menu Screen	11
	Information Section	11
	Data Entry Section	12
	Completing the School-Based Budget Workpapers	14
	1. Summary Information/Funding Sources	14
	2. Workpaper A	16
	3. Workpaper B	16
	4. Workpaper C	17
	5. Workpaper D	18
	6. Workpaper E	24
	7. Workpaper F	25
	8. Workpaper G - Workpaper L	28
	9. Workpaper M - Workpaper W	33
D	REPORTS	37
	File Maintenance	37
	Set Printer Port	37
	Report Menu	38
E	EDITS	41
	Perform Edits	41
	School-Based Budget Edit Message Explanations	43
F.	TRANSFER DATA TO DISKETTE	49
	Example of Letter of Transmittal	51
APPENDIX A	Definitions of Abbreviations	52
APPENDIX B	School-Based Budget Appropriation Account Crosswalk	53
APPENDIX C	School-Based Budget Fund 15 and Workpaper Crosswalk	59

SECTION A

INTRODUCTION

GENERAL INFORMATION

The School-Based Budget Statement Software (SBB Software) was designed to collect the school-based budget data, generate school-based budget workpapers, and aid in the analytical review of the school-based budget. The School-Based Budget Development Workpapers developed in Microsoft Excel (Excel Budget Development Workpapers) support the SBB Software and have been provided as a budget development tool. Use of the Microsoft Excel Workpapers is optional.

The input data from the SBB Software will be used to create a Blended Resource Fund (Fund 15) budget statement for all WSR schools for import into the district-wide budget software. Fund 15, a subfund of the general fund, was created to allow budgeting of school-level appropriations and accounting for school-level expenditures to comply with the May 1998 court decision to implement school-based budgeting for all Abbott schools. Therefore, the general fund in an Abbott school district includes Funds 11-13, which collectively represent the operating fund of the school district and Fund 15 for each school. Fund 15 is school-level accounting while Funds 11-13 are district-level accounting.

Electronic Data Collection of the 2008-09 School-Based Budget Statement is required for all Abbott schools. The SBB Software program will generate the prescribed budget reports, per pupil spending reports, and comparison summary reports. In addition, the SBB Software will create a file (Fund 15 Statement) to import the school-based budget data into the 2008-09 district-wide budget software. These paper copy reports are required to be submitted to the Department with the district-wide budget.

Data entry in the SBB Software is in a format similar to the Excel Budget Development Workpapers. A summary crosswalk of the Excel Budget Development Workpapers to the SBB Software is included as Appendix B, "School-Based Budget Appropriation Account Crosswalk."

This manual provides the instructions for installing and completing the school-based budget statement electronically and for transferring the data to diskette to upload the data into the district-wide budget software. The following sections in this manual address these procedures:

Section B provides the technical instructions for downloading, installing, and accessing the SBB Software program. **The SBB software will be downloaded from the Finance, Office of Budget Review and Fiscal Monitors page of the Department of Education website and will not be available over the DOENET.**

Section C provides guidance for completing each workpaper in the SBB Software including a cross-reference to the data entered in the Excel Budget Development Workpapers. Completion of the Excel Budget Development workpapers is optional for 2008-09. The crosswalk is provided as a convenience to the school districts that choose

to use the Excel Budget Development Workpapers. Each workpaper description includes the following three sections:

- (1) Use and Function - a general description of the purpose of the workpaper and software screen. Additional information on completion of a workpaper is provided in the “Manual for Completing School-Based Budget Development Workpapers By Abbott School District Schools Fiscal Year 2008-09.”
- (2) Input from Excel Budget Development Workpapers – a description on how to input the data into the workpaper screen using the Excel Budget Development Workpapers. Completion of the Excel Budget Development Workpapers is optional for 2008-09. This section has been included for each workpaper to assist the school districts that choose to use the Excel Budget Development Workpapers.
- (3) Reports Generated – a brief description on the reports that will be generated in the SBB Software from the workpaper data entered.

Section D provides a description of the Reports.

Section E provides a summary of the Edits.

Section F provides guidance for transferring the SBB Software data to a diskette.

Directions on the categorization of expenditures within the appropriate lines of the School-Based Budget Statement are contained in The Uniform Minimum Chart of Accounts (Handbook 2R2) for New Jersey Public Schools and in the Districtwide Budget Guidelines manual. School districts should refer to those documents for answers to questions regarding where to budget a particular expenditure item.

SUBMISSION PROCEDURES

The School-Based Budgets generated from the SBB Software program are to be submitted to the Department on or before February 15, 2008. The diskette(s) generated from the SBB Software are to be used to upload the school-based budget data into the district-wide budget for all Abbott school districts.

The data for FY 2007-08 should be updated to reflect any transfers or revisions that have occurred up to February 1, 2008. Once all data is entered, all edits have been run and an **approval code** is obtained, print the budget reports and perform the “Transfer to Diskette” function (Read the information in Section F – Transfer to Diskette).

The transfer to diskette procedure will generate a transmittal form. Check the transmittal form to ensure that the four-digit code in the upper left-hand corner of the transmittal form is the same code on the budget reports.

Send the signed Letter of Transmittal and the original SBB Software printed reports in the following order to the Department.

- Letter of Transmittal
- Edit Report
- Summary Information/Funding Sources
- Staffing and Detailed Appropriations Import Summary
- School-Based Budget Summary Reports
- School Per Pupil Spending Report
- Workpapers (A) to (W) [arranged alphabetically]

2008-09 SBB SOFTWARE CHANGES AND ENHANCEMENTS

1. SBB software distribution process has been modified for 2008-2009. A self extracting executable file is available for download from the Office of Budget Review and Fiscal Monitors website. The steps to follow to download this file and install the software on school district computers are detailed in this manual beginning on page 5.
2. 2008-09 Preload: The prior year columns in this 2008-09 SBB Software program have been preloaded with the 2007-08 school-based budget data provided by the school districts to the Department. This data shall be updated to reflect approved transfers that have occurred at the school level up to February 1, 2008.
3. Consistent with 2007-08, preschool disabled programs should not be included in the school-based budget categorical workpapers. Consistent with prior years, those programs should be budgeted in the special revenue fund (fund 20) in the school districtwide budget in 2008-09.
4. The School-Based Budgets generated from the SBB Software program are to be submitted to the Department on or before February 15, 2008.

SECTION B

INSTALLING AND RUNNING THE PROGRAM FROM THE DEPARTMENT OF EDUCATION NETWORK

1. INSTALLING THE PROGRAM

General Instructions

HARDWARE AND SOFTWARE REQUIREMENTS

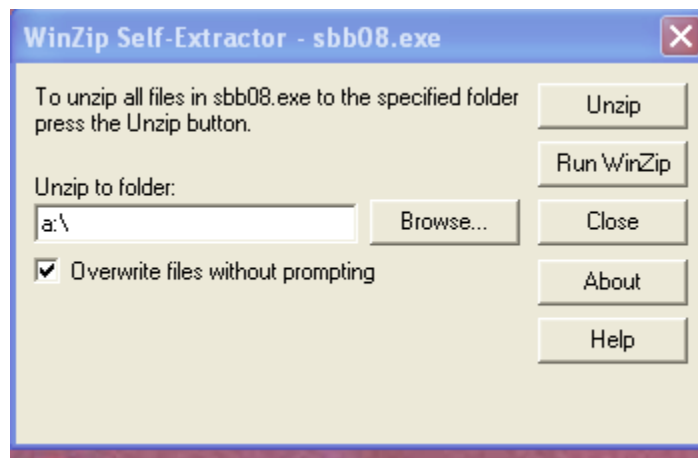
Download Instructions:

The process for receiving the 2008-09 SBB software will be performed by downloading a self-extracting file from the Department's web site, saving this file to your Windows Desktop, then using this file to create the SBB installation diskette. Through the download and installation process, the software will create a customized data set for your school district.

sbb08.exe

Double click on the file SBB08.exe on your desktop and select "Unzip.". Do not change the default "Unzip to Folder:" destination unless your floppy drive is other than A. The message "3 Files Unzipped Successfully" will appear. Click "OK" then click "Close." The self extracting zip file has placed the following 3 SBB files on your floppy disk:

SBUD.zip
instsbud.bat
pkunsip.exe



Installation Instructions:

Once the downloads are complete, from the hard drive prompt in DOS (e.g., c:>) type A:INSTSBUD and press the enter key.

Example: C:\>A:INSTSBUD

Follow the instructions on the computer screen to complete the download. The download will include the preloaded 2007-08 SBB data on file at the Department if the school district submitted the 2007-08 SBB diskettes to the Department for preload.

Once the SBB software is installed on your PC, a folder named "SBUD08" is created on your hard drive. All program functions will be accessed through this folder.

The following hardware is needed:

- Any personal computer which provides adequate memory and processor power for the installed version of the Windows operating system (Windows 98, 2000 Professional, Millenium Edition (ME), XP)
- A hard disk drive with approximately twelve megabytes (12 MB) of free disk space for installation and six megabytes (6 MB) of free disk space for permanent storage*
- A 3-1/2 inch floppy disk drive to accommodate a high density diskette

* It is important to verify the amount of available disk space on the PC where the program will be installed. If there is insufficient disk space, it may appear that the download of the budget software was successful when in fact, it was incomplete.

To determine whether you have enough available hard drive space on your PC, you or your PC specialist should do the following:

If you are using Microsoft Windows 98, ME, 2000, or XP, your available hard drive space is very likely to be adequate. You can verify this by using Windows Explorer to view your hard drive. Windows Explorer is generally found on your Start menu under “Programs”, then under “Accessories”. Under the “My Computer” section of the folders tree, highlight your hard disk drive (this is normally your C drive). At the bottom of the screen will be a message showing your disk free space. This number should be larger than twelve megabytes.

The instructions contained in this manual assume that your floppy disk drive is A and that your hard disk drive is C. However, your PC's floppy disk drive may be B, and your hard drive may be designated with another letter.

CONVENTIONS

The conventions listed below are used throughout this program and manual.

- Use the **Up/Down Arrow** key to highlight your choice if it appears on the screen.
- If a choice does not appear on the current screen, use the **PgUp/PgDn** or **Up/Down Arrow** keys to move to a different screen.
- When your choice is highlighted, press the **ENTER** key to select it. (On some keyboards, that key is labeled **RETURN**).
- Press the escape key (**Esc**) to exit the selection.

- **CTRL+X** (X = a key) indicates that you hold down the control (Ctrl) key while pressing another key. For example, Ctrl+C.
- To leave the program, highlight the "Exit System" choice at the bottom of the main menu and press **ENTER**. When you select Exit System, data you have entered will be stored on your hard drive. You can re-access the program at any time without having to re-enter data.

You will hear a tone if you attempt to enter data or select a menu choice that is not valid.

2. RUNNING THE SYSTEM

Accessing the Program - First Time ONLY

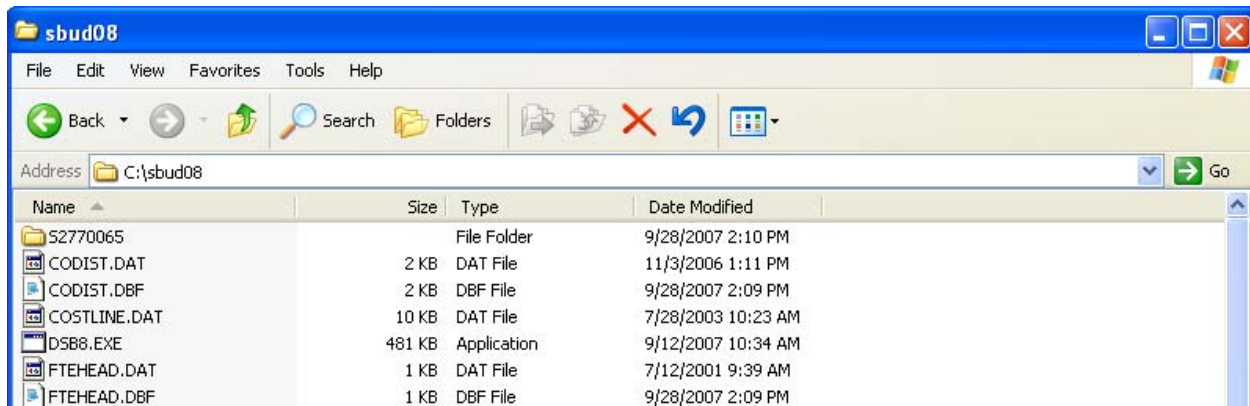
1. It is strongly recommended that you access the program immediately after you install the program information to the hard drive of the workstation of your choice to complete the installation process.
2. The message "Loading School Files, Please Wait" should appear followed by the School District Identification menu. In order to use the program you must first select your school district and school. This process is completed only once for each school.
 - Use the **Up/Down Arrow** (or **PgUp/PgDn**) keys to highlight your county. When highlighted, press **ENTER** to select it.
 - Use the **Up/Down Arrow** (or **PgUp/PgDn**) keys to highlight the name of your school district. When highlighted, press **ENTER**.
 - Use the **Up/Down Arrow** (or **PgUp/PgDn**) keys to highlight the name of your school. When highlighted, press **ENTER**.
 - An Identification Confirmation screen will appear.
 - If the county, school district, or school name is/are not correct, enter **N** for No, and re-select your county, school district and school name.
 - If the county, school district and school name are all correct, enter **Y** for Yes.
3. Once the school is identified, a School Sub-Directory is created within the SBUD08 folder. A screen will appear noting that all files will be created within a sub-directory of SBUD08. You will need to access this sub-directory to gain access to the school data in all subsequent sessions. This process will allow more than one school-based budget to be installed on a PC. During this process, the program will display the unique sub-directory name. The naming convention used for the subdirectory is **S<four-digit LEA code><three digit school code>**. The initial installation of the main software will remain in the directory **SBUD08**.

Press **ENTER** to complete the identification process and you will now be in the school-based budget software for the school identified during the school identification process.

Installing Additional Schools

1. Additional schools may be identified by exiting the program and double clicking on the SBUD08 folder on the hard drive of the computer the installation was performed on and then double clicking on DSB8.EXE to access the program.

Example:



2. Double click on SBUD08 to access the program and identify a new school following the procedures 2 and 3 identified above.
3. A unique sub-directory using the naming convention described above will be created within C:\SBUD08 directory for every school identified. **You will need to access this sub-directory to gain access to the school data in all subsequent sessions.**

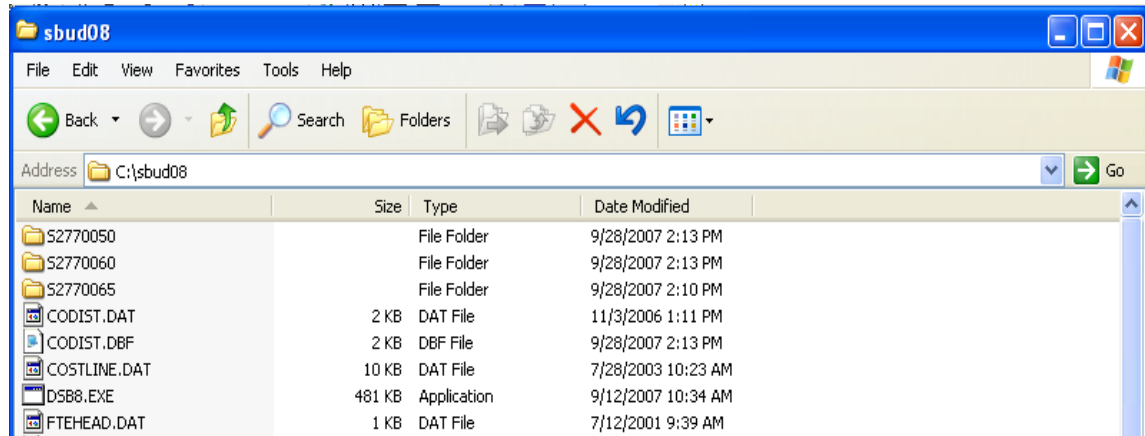
Additional schools may also be identified by installing the SBB Software program on another computer by using the installation diskette created through the download from the internet and following the Installation Instructions on page 5 of this manual.

Accessing the Program - Second and All Future Sessions

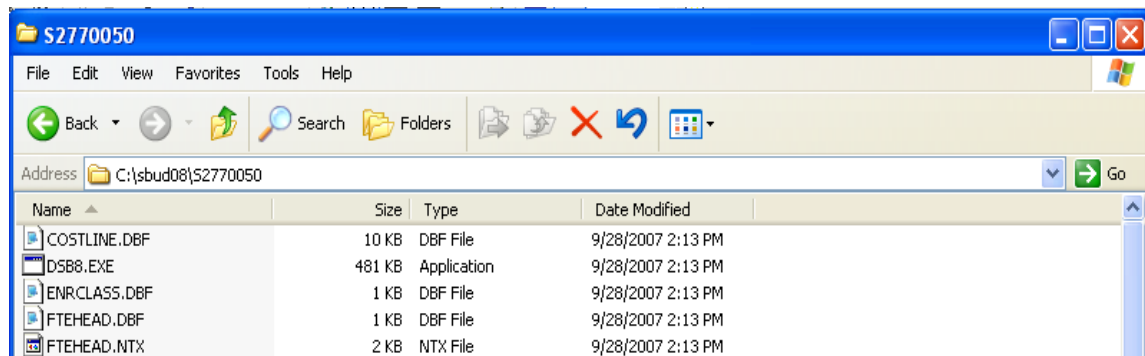
It is unlikely that you will enter all of the data during the first session. To access the program in all subsequent sessions, follow the procedure below. **DO NOT RE-INSTALL THE SCHOOL UNLESS YOU WANT TO OVERWRITE ALL EXISTING DATA ON YOUR HARD DRIVE AND BEGIN AGAIN.**

To access a school after initial installation:

1. Double-click on the SBUD08 folder on the C drive of the computer the software is installed on.
2. To access the folder containing the specific school's data, double-click on the appropriate school folder within the SBUD08 folder.



3. To execute the program, double-click on the DSB8.EXE file to access the software for the specific school.

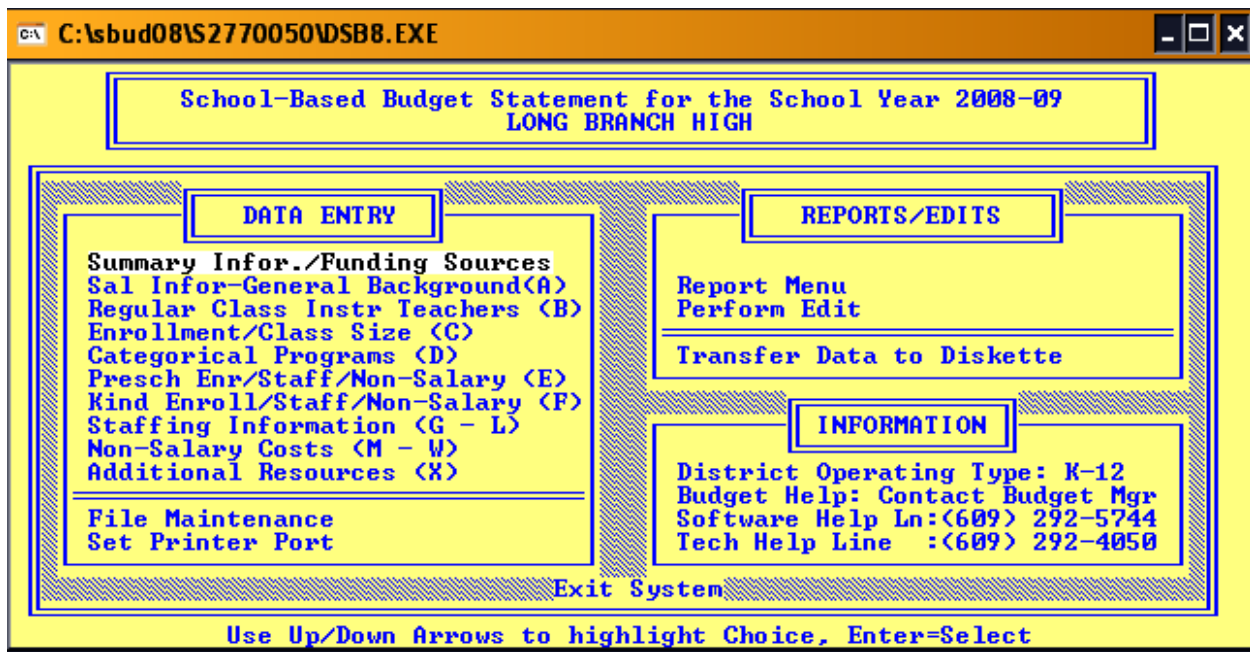


SECTION C DATA ENTRY

MAIN MENU SCREEN

The main consists of the following three (3) sections:

DATA ENTRY
REPORTS/EDITS
INFORMATION



INFORMATION SECTION

1. Verify that the name of your school appears at the top of the screen and that the data in the Information section entitled District Operating Type is accurate. (e.g. K-12)
2. For assistance at any time, you should first contact your Budget Manager.
3. E-mail use is encouraged for installation and use of the software assistance. The e-mail address is lisa.williams@doe.state.nj.us.
4. You may obtain additional assistance by calling the State Department of Education between 8:15 a.m. and 4:15 p.m.:
 - For general assistance (how to complete the budget): phone (609) 292-4050
 - For technical computer assistance (tech help line): phone (609) 984-6794

DATA ENTRY SECTION

1. The following data entry screens appear as options for data entry and contain all of the information necessary to produce the reports that appear on the report menu:

Summary Information/Funding Sources
Salary Information - General Background (A)
Regular Class Instruction Teachers (B)
Enrollment/Class Size (C)
Categorical Programs (D)*
Preschool Enrollment/Staff/Non-Salary (E)**
Kindergarten Enrollment/Staff/Non-Salary (F)
Staffing Information (G - L)*
Non-Salary Costs (M - W)*
Additional Resources (X)

*When selected, a sub-menu will appear listing each individual workpaper for selection.

**All preschool costs are required be budgeted in Fund 20, Special Revenue Fund for both 2007-08 and 2008-09, therefore this workpaper is blocked from data entry. When selected, the following message will appear "Entry Blocked for 2008-09 Budget Cycle. This entry is not applicable for this budget cycle."

2. The school-based budget data can be entered in the forms in any order.

To select a form, use the **Up/Down Arrow** keys to highlight the desired form and press **ENTER** to select it. When a choice is selected, the appropriate screen will appear on which the data is to be entered.

Due to space limitations on the screen, not all columns in the forms appear. Use the **Right/Left Arrow** keys to move to the appropriate column that is labeled in the heading.

3. To enter data on a form, use the following process:

- Use the **Up/Down Arrow** or **PgUp/PgDn** keys to highlight the appropriate column on the desired line. (As you scroll through the form, the column sub-headings will change as appropriate.)
- Use the numeric keys to enter the data, and either press the **ENTER** key OR the **Up/Down Arrow** key.
- If you use the **ENTER** key, the cursor will automatically move down to the next line after you enter the data. If you use the **Up/Down Arrow** keys after entering data, you will move to the next line (either up or down).
- All data entry must be completed in whole dollars (do not use a comma or decimal point) with the exception of Full-time equivalents (FTE's). Salary and fringe benefits

should be rounded up or down to the nearest dollar amount. FTE's should be rounded to two decimal places.

- All data entry fields are programmed to accept only positive amounts.
- The computer will perform all totals and subtotals. No entry will be allowed by the computer in those fields.
- If you are going to use the numeric keypad, make certain the number lock (NumLock) is in the ON mode. If you use the numeric keys on the alphanumeric keyboard, make certain you use the zero key (not the letter O key) and the number 1 key (not the letter l key) when entering numeric data.
- If you discover an error before pressing the **ENTER** or **Up/Down Arrow** key, use the **BACKSPACE** key to erase the figure and move the cursor (to the left, character by character), and then re-enter the data.
- If you discover an error after pressing the **ENTER** or **Up/Down Arrow** key, use the **Up/Down Arrow** key to highlight the amount and re-enter the data. (DO NOT use the backspace key first; the amount will be automatically erased as soon as you enter a number.)
- The software will automatically calculate/update the sub-totals and totals after each entry of data and save the data on the hard drive.
- When all data in a form has been entered, press the **Esc** key to return to the applicable menu screen.

COMPLETING THE SCHOOL-BASED BUDGET WORKPAPERS

1. Summary Information/Funding Sources

C:\sbud08\2770050\DSB8.EXE

School-Based Budget Statement for the School Year 2008-09
LONG BRANCH HIGH

Summary Information

School Type: Elementary	Grade Span: K-5
2007-08 Current School Enrollment: 125.0	2008-09 Projected School Enrollment: 154.0
WSR Model: Success for All/Roots & Wings	

F1 = Enter School Type from a choice list,
Press ENTER after entering data, ESC = Exit

Select School Type

- Elementary
- Middle School
- High School

Use Up/Down Arrows to highlight Choice
Enter = Select, Esc = Exit

Use and Function

This data entry screen is used to enter the summary and funding source information of the school-based budget.

- The School Type is selected from a drop down menu of elementary, middle school or high school. You must select a school type. If an incorrect school type has been entered use the **Up/Down Arrow** key to return to the school type field and use the **F1** key to change the incorrect school type to the correct school type.
- Grade Span is a keyed field and represents the grade levels served by the selected school.
- Key the 2007-08 current school enrollment as of October 15, 2007 and 2008-09 projected school enrollment in the applicable fields. The October 15, 2007 enrollment entered in the school-based budget software should agree to the enrollment reported by the school district on its Application for State School Aid (ASSA). These enrollment numbers should include all students in the school, including categorical students.

Summary Information/Funding Sources (cont'd)

- The WSR model is selected from a drop down menu. The below list contains the available models for each school type.

<u>Model</u>	<u>Name</u>	<u>Elem</u>	<u>Middle</u>	<u>High</u>
ACCE	Accelerated Schools Program	X	X	
AM CH	America's Choice	X	X	
APD	Alternative Program Design (homegrown model)	X	X	X
CFL	Community for Learning	X	X	
CO-NECT	Co-Nect Schools	X	X	
COALITION	Coalition of Essential Schools	X	X	X
COMER	Comer School Development Program	X	X	
HSTW	High Schools That Work			X
MicroSociety	MicroSociety	X		
MRED	Modern Red Schoolhouse	X		
PAIDEIA	PAIDEIA	X	X	
SFA	Success for All/Roots & Wings	X	X	
TALENT DEV	Talent Development			X
VENTURES	Ventures in Education	X		X
ATLAS	ATLAS		X	
IF A SCHOOL DOES NOT HAVE A MODEL, ENTER APD.		X	X	X

- If an incorrect whole school reform model has been entered use the **Up/Down Arrow** key to return to the school type field and use the **F1** key to change the incorrect whole school reform model to the correct whole school reform model.
- After entry of the 2008-09 projected school enrollments, a funding sources screen will appear. An "X" should be entered next to those funding sources included in the development of the school-based budget. Four "Other" lines are available to identify additional revenue sources other than those listed as choices. For this choice, schools must type the name of the funding source over "Other" and enter an "X" next to the funding source.

Input from Excel Budget Development Workpapers

Enter this information from the Excel Budget Development Workpapers on Workpaper A.

Reports Generated

This information will be used to generate the Summary Information/Funding Sources and the School Per Pupil Spending reports.

2. Salary Information-General Background (Workpaper A) - OPTIONAL

Use and Function

COMPLETION OF THIS SCREEN IS OPTIONAL.

If completed, this screen should contain a brief explanation of the process used to determine the staffing components of the budget.

Input from Excel Budget Development Workpapers

If a school chooses to complete this screen, data may be obtained from the Excel Budget Development Workpapers, Workpaper A.

Reports Generated

If completed, this information will appear in the Salary Information – General Background report.

3. Regular Classroom Instructional Teachers (Workpaper B)

	2007-08 FTE	2007-08 Salaries	2007-08 Benefits
Grade 1 - 5 Teacher	0.00	0	0
Grade 6 - 8 Teacher	0.00	0	0
Grade 9 - 12 Teacher	86.50	4847558	0
TOTAL REGULAR CLASSROOM TEACHER	86.50	4847558	0

Use and Function

This data entry screen is used to enter the number and cost of regular classroom instructional teachers.

Columns are provided to key the FTE and Salary amounts for 2007-08 and 2008-09. The 2007-08 data must be updated as of February 1, 2008. A running total of the amounts keyed is shown for each column.

Input from Excel Budget Development Workpapers

Enter this information from the applicable sections in the Excel Budget Development Workpapers, Workpaper B1.

Benefits are not accessible in Workpaper B, instead, total benefits from the Excel Budget Development Workpapers; Workpaper B will be recorded in total on the first line in Workpaper K.

Reports Generated

This information will be used to generate the Instructional Teachers – Regular Classroom, Staffing and Detailed Appropriations Import Summary, the School-Based Budget Summary Reports, and the School Per Pupil Spending reports.

4. Enrollment/Class Size (Workpaper C)

Grade Level	2007-08 Current Enroll	2007-08 Instru. Cls Size	2007-08 Cls Size Dur. Read	2008-09 Project Enroll	2008-09 Instru. Cls Size	2008-09 Cls Size Dur. Read
Grade 1	0	0	0	0	0	0
Grade 2	0	0	0	0	0	0
Grade 3	0	0	0	0	0	0
Grade 4	0	0	0	0	0	0
Grade 5	0	0	0	0	0	0
Grade 6	0	0	0	0	0	0
Grade 7	0	0	0	0	0	0
Grade 8	0	0	0	0	0	0
Grade 9	265	20	18	266	20	18
Grade 10	269	20	18	269	20	18
Grade 11	307	22	18	309	20	18
Grade 12	247	20	18	250	22	19

Use Up/Down/Right/Left Arrows to highlight Choice
Page Up=Previous Page. Page Down=next page. ESC=Exit

Use and Function

This data entry screen is used to enter the enrollment and class size information by grade for both instructional class size and class size during reading for the teachers of those grades included on Workpaper B.

Enter the current enrollment (October 15, 2007) by grade level and the instructional class size and class size during reading by grade level for 2007-08. Enter the projected 2008-09 enrollment by grade level, instructional class size and class size during reading. Grades not applicable should be left blank.

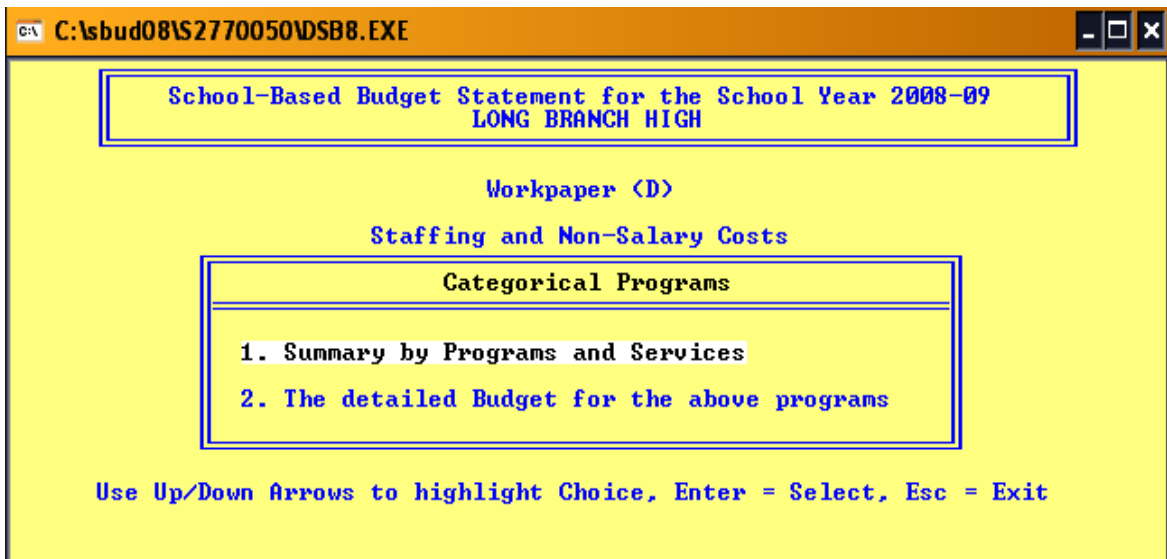
Input from Excel Budget Development Workpapers

The data is obtained from the Excel Budget Development Workpapers, Workpaper C.

Reports Generated

This information will be used to generate the Enrollment and Class Size Information report. The information will also be used in the calculations of the School Per Pupil Spending reports.

5. Categorical Programs (Workpaper D)



Use and Function

This screen is used to report each categorical program (special education, resource room, bilingual, ESL, basic skills and other programs) offered in the school. Information is requested on the full-time equivalent number of teachers, the number of students served, (whether or not the costs are for a self-contained class), and the salary and non-salary costs for the program. Data is entered on forms that provide for a layering of information.

For each applicable program, the summary of programs and services screen must be completed prior to the detailed budget screen. If not, the program will not be available on the detailed budget screen.

Consistent with prior years, preschool disabled programs should not be included in the school-based budget categorical workpapers. Those programs should be budgeted in the special revenue fund (fund 20) in the district-wide budget in 2008-09.

Input from Excel Budget Development Workpapers

The data is obtained from the Categorical Excel Budget Development Workpapers. There are separate Categorical Excel Budget Development Workpapers for each categorical program. These data entry procedures should be followed for each of the Categorical Excel Budget Development Workpapers.

Reports Generated

This information will be used to generate the Categorical Programs, Staffing and Detailed Appropriations Import Summary and School-Based Budget Summary reports.

1. Summary by Program and Services

Categorical Programs		Self-contained Class	# of Students Served
130	Alternative School - Grades 6-8		0
140	Alternative School - Grades 9-12	Y	20
201	Sp Ed - Cognitive - Mild		8
202	Sp Ed - Cognitive - Moderate	Yes	0
204	Sp Ed - Learning and/or Language Disabilities	No	42
206	Sp Ed - Visual Impairments		0
207	Sp Ed - Auditory Impairments		0
209	Sp Ed - Behavioral Disabilities	Y	39
212	Sp Ed - Multiple Disabilities		0
213	Sp Ed - Resource Room/Resource Center	N	101
214	Sp Ed - Autism		0

Use Up/Down to highlight Choice, ESC=Exit

Use and Function

This screen lists all possible categorical programs. (Note that the above example is only a subset of the entire screen and does not show all possible programs.) When the desired program has been highlighted use the **ENTER** key to access the yes/no drop down menu to indicate whether the program is self-contained (Y) or not self-contained (N).

The cursor will then advance to the # of Students field for entry. Key the projected number of students that will be served in that categorical program for 2008-09. Select

additional categorical programs and repeat the process until all categorical programs have been identified for the school. Each categorical program may only be used once.

Preschool disabled programs 215 and 216, included in workpaper D in the software are not applicable to 2007-08 and 2008-09. Those programs should be budgeted in the special revenue fund (fund 20) in the districtwide budget, not in the school-based budget.

Categorical Programs 241, 242, 243 and 244 should be completed for the yes/no drop down menu as follows:

Bilingual - self-contained (241) - "Y"

ESL - self-contained (242) - "Y"

Although, either "Y" or "N" will allow entry, only "Y" should be selected.

Bilingual - not self-contained (243)-"N"

ESL - not self-contained (244)-"N"

Although, either "Y" or "N" will allow entry, only "N" should be selected.

If an incorrect program is chosen in error, enter the # of Students Served by that program as zero and the yes or no will be deleted. If an incorrect program was chosen and the detailed budget information entered, the software program will confirm that all detailed budget information under that program will be deleted prior to deleting the program.

When all programs have been selected for the school, use the **Esc** key to return to the Categorical Programs menu.

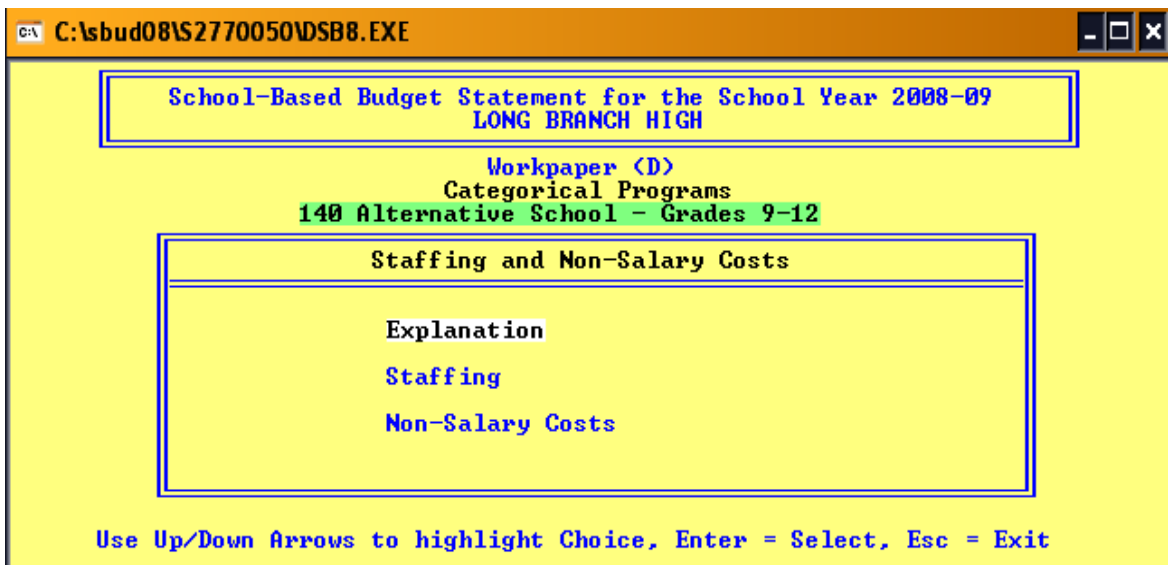
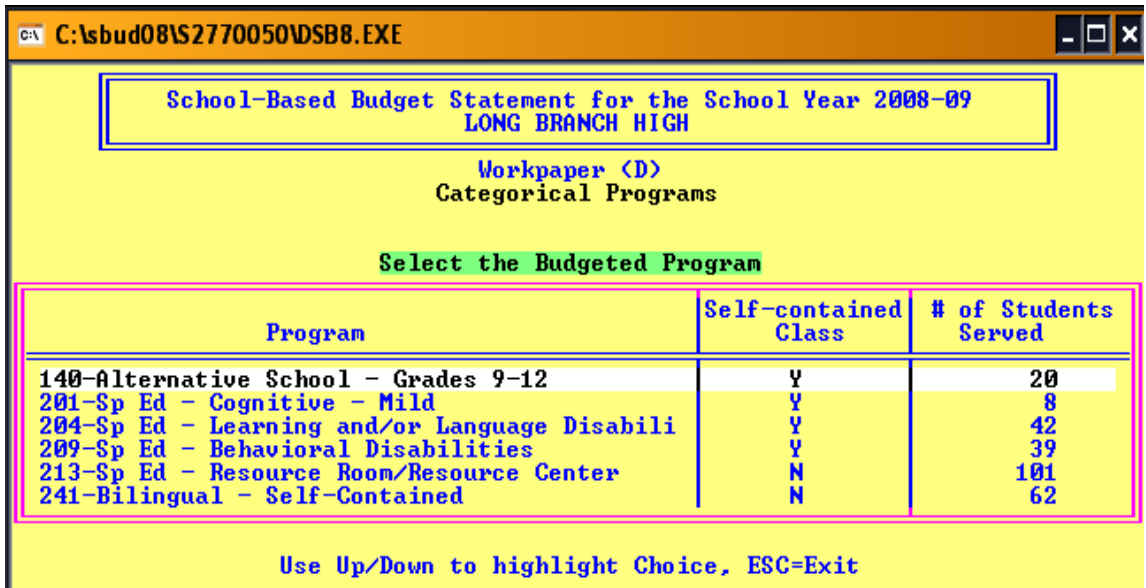
Input from Excel Budget Development Workpapers

The data is obtained from the Categorical Excel Budget Development Workpapers – Summary Page. There are separate Categorical Excel Budget Development Workpapers for each categorical program. These data entry procedures should be followed for each of the Categorical Excel Budget Development Workpapers.

2. The Detailed Budget for the Above Programs

When selected, this screen lists all the programs that were previously entered in section 1. Highlight and select a categorical program by using the **Up/Down Arrow** keys and pressing **ENTER**.

Once a program is selected the following sub-screen appears:



EXPLANATION SCREEN:

Use and Function

COMPLETION OF THIS SCREEN IS OPTIONAL.

If completed, this screen should contain a brief explanation of the process used to determine the staffing components of the budget.

Input from Excel Budget Development Workpapers

If a school chooses to complete this screen, data may be obtained from Categorical Excel Budget Development Workpapers, Workpaper A. There are Categorical Excel Budget Development Workpapers for each categorical program.

Reports Generated

If completed, this information will appear in the Categorical Programs report.

STAFFING SCREEN:

	2007-08 FTE	2007-08 Salaries	2007-08 Benefits
Teacher	2.00	104340	47250
Aide	2.50	55692	0
TOTAL	4.50	160032	47250

Use and Function

This data entry screen is used to enter the number and cost of classroom instructional teachers and aides for each selected categorical program.

Columns are provided to key the FTE, Salary and Benefits amounts. The 2008-09 data must be updated as of February 1, 2008. A running total of the amounts keyed are shown for each column.

Input from Excel Budget Development Workpapers

The data is obtained from the Categorical Excel Budget Development Workpapers. There are separate Categorical Excel Budget Development Workpapers for each categorical program.

Enter this information from each of the Categorical Excel Budget Development Workpapers A into each of the applicable categorical programs selected.

Benefits are not accessible for each line in Workpaper D. Instead, total benefits from each of the individual Categorical Excel Budget Development Workpapers, Workpaper A

will be recorded in total on the first line in Workpaper D, for each of the categorical programs selected.

Reports Generated

This information will be used to generate the Categorical Programs, Staffing and Detailed Appropriations Import Summary and School-Based Budget Summary report.

NON-SALARY COSTS SCREEN:

Object	2007-08	2008-09
Teacher Stipends and Subs.-Prof. Dev.	0	0
Teacher Stipends and Subs.- Other	0	0
Aide Stipends and Subs. - Prof. Dev.	0	0
Aide Stipends and Subs. - Other	0	0
Purchased Prof.- Ed Services	0	0
Purchased Technical Services	0	0
Other Purchased Services	500	0
Supplies and Materials	0	0
Textbooks	2000	0

Use Up/Down/Right/Left Arrows to highlight Choice
Page Up=Previous Page, Page Down=next page, ESC=Exit

Use and Function

This data entry screen is used to enter the non-salary costs for each of the selected categorical programs.

The 2007-08 data must be updated as of February 1, 2008. A running total of the amounts keyed are shown for each column.

Input from Excel Budget Development Workpapers

The data is obtained from the Categorical Excel Budget Development Workpapers. There are separate Categorical Excel Budget Development Workpapers for each categorical program.

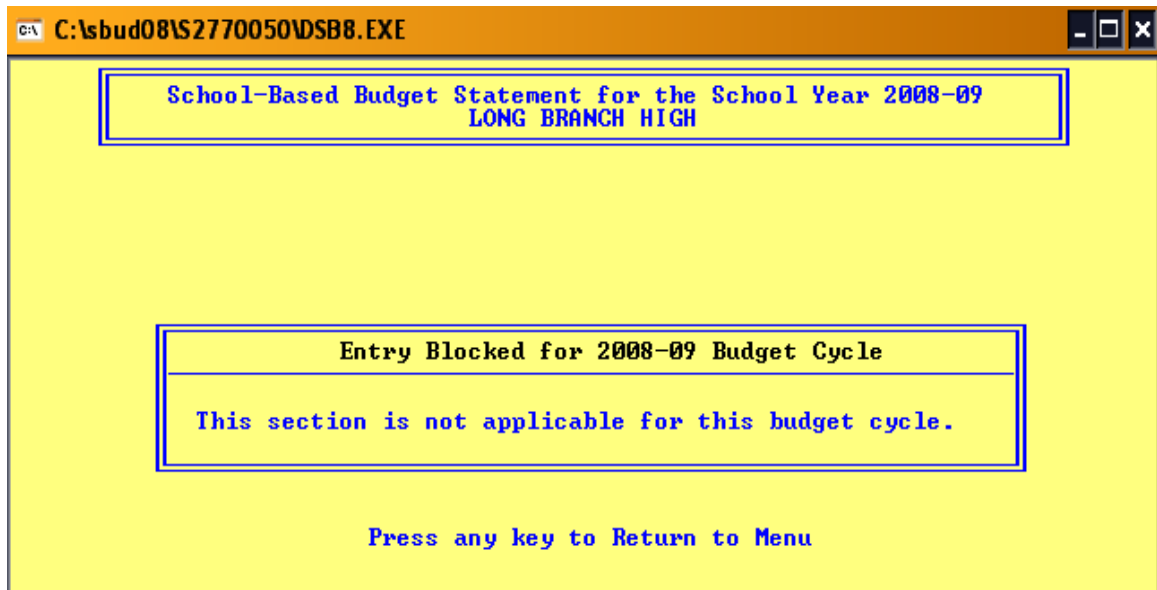
Enter teacher and aide stipends from each of the Categorical Excel Budget Development Workpapers, Workpaper M into each of the applicable categorical programs selected. Enter all other non-salary costs from each of the Categorical Excel Budget Development Workpapers, Workpaper N into each of the applicable categorical programs selected.

Reports Generated

This information will be used to generate the Categorical Programs, Staffing and Detailed Appropriations Import Summary and School-Based Budget Summary reports.

6. Preschool Enrollment/Staff/Non-Salary (W/P E)

Preschool costs for 2007-08 and 2008-09 are to be recorded in Fund 20, the Special Revenue Fund. Workpaper E is not applicable for the 2008-09 budget cycle. When this workpaper is selected from the data entry screen, the following message will appear.

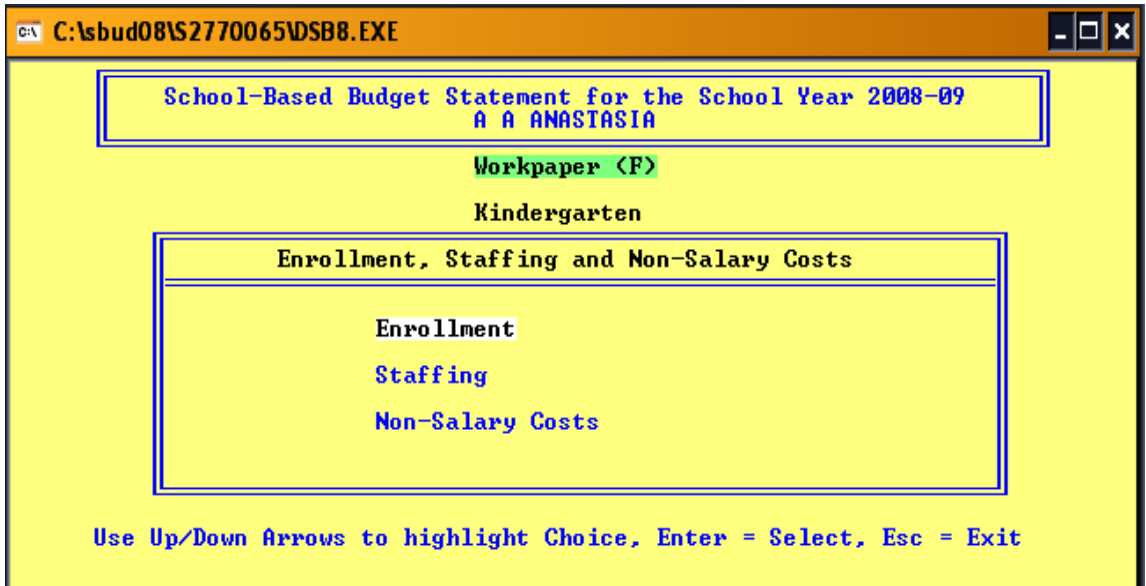


7. Kindergarten Enrollment/Staff/Non-Salary (W/P F)

Workpaper F is used to report instructional costs related to kindergarten classes housed in the school that are under the jurisdiction of the principal. Information is requested on the number of students served and the salary and non-salary instructional costs for the program.

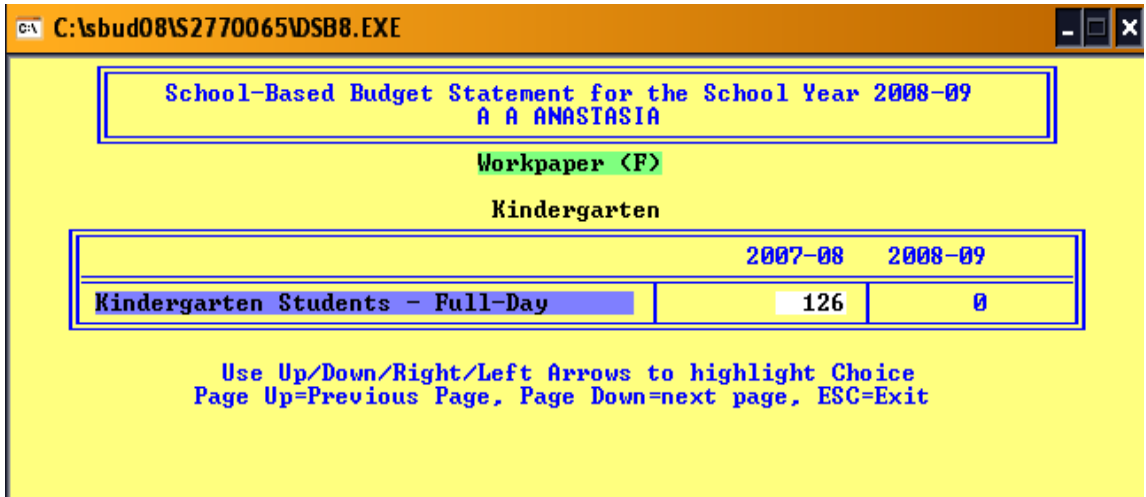
The information and associated costs for the kindergarten program must be in agreement with the school and school district two-year reports on instructional priorities. There must be open communication between school district and school-level staff to ensure that the information and costs submitted by the school is in agreement with the district-level two-year report on instructional priorities.

When this workpaper is selected from the main menu, the following sub-menu will appear:



Use and Function

The Enrollment screen is used to enter the number of kindergarten students served in 2007-08 (October 15, 2007) and projected to be served in 2008-09.



The Staffing screen is used to key two years of data, 2007-08 and 2008-09 for kindergarten FTE, Salary and Benefit Amounts.

	2007-08 FTE	2007-08 Salaries	2007-08 Benefits
Kindergarten Teacher	6.00	339780	126000
Kindergarten Aide	6.00	151792	0
TOTAL KINDERGARTEN TEACHER/AIDE	12.00	491572	126000

Use Up/Down/Right/Left Arrows to highlight Choice
Page Up=Previous Page, Page Down=next page, ESC=Exit

The Non-Salary Costs screen is used to enter the 2007-08 and 2008-09 non-salary costs for kindergarten.

Object	2007-08	2008-09
Reg Inst Teacher Stip and Subs <101>	1205	0
Teacher Stip and Subs - Oth <101>	0	0
Reg Undist Aide Stip and Subs <106>	0	0
Aide Stip and Subs - Oth <106>	0	0
Reg Undist Purch Prof - Ed Serv <320>	0	0
Inst Staff Trn Pur Prof-Ed Serv <320>	0	0
Reg Undist Purch Tech Servs <340>	0	0
Inst Staff Trn Oth Pur Prof/Tech <390>	0	0
Reg Undist Oth Purch Serv <500>	0	0

Use Up/Down/Right/Left Arrows to highlight Choice
Page Up=Previous Page, Page Down=next page, ESC=Exit

The 2007-08 staffing and non-salary cost data must be updated as of February 1, 2008. A running total of the amounts keyed are shown for each column.

Input from Excel Budget Development Workpapers

ENROLLMENT:

Enter both the current and projected enrollment from the Kindergarten section of the Excel Budget Development Workpapers on Workpaper A, page 2.

STAFFING:

Enter this information from the Kindergarten section of the Excel Budget Development Workpapers, Workpaper A.

Benefits are not accessible for each line in Workpaper F. Instead, record the total benefits for kindergarten from the Kindergarten section of the Excel Budget Development Workpapers, Workpaper A on the first line in Workpaper F.

NON-SALARY COSTS

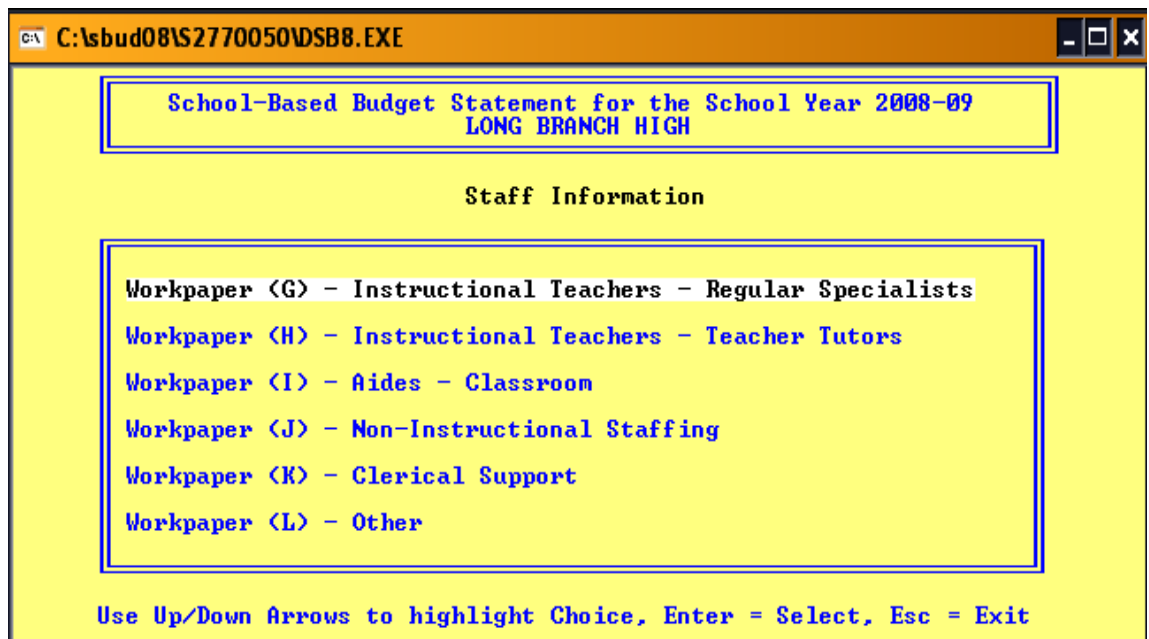
The data is obtained from the Kindergarten section of the Excel Budget Development Workpapers. Teachers and Aides Stipends and Substitutes data is obtained from Workpaper N and all other non-salary cost data is obtained from Workpaper N3.

Reports Generated

The information entered will be used to generate the Kindergarten Enrollment/Staffing/Non-Salary Cost, Staffing and Detailed Appropriations Import Summary, School-Based Budget Summary, and School Per Pupil Spending reports.

8. Staffing Information (Workpapers G-Workpapers L)

The following screens appear as options for data entry when **Staffing Information (G - L)** is selected from the DATA ENTRY Main Menu:



When these workpapers are selected a sub-menu will appear:

- 1) Explanation [Completion is OPTIONAL]
- 2) Staffing

The **Explanation** screen is a text screen used to report how the respective staff members are utilized in providing services in the school. The explanation should also detail existing positions that are currently vacant as well as new positions being requested. If staff members are allocated among schools the method of prorating should be explained.

The completion of these screens is OPTIONAL.

The **Staffing** screen is used to key FTE and Salary Amounts for 2007-08 and 2008-09. The 2007-08 data must be updated as of February 1, 2008. See below for further details by individual workpaper. Benefit amounts will be recorded in total on Workpaper K.

WORKPAPER (G) - Instructional Teachers - Regular Specialists

	2007-08 FTE	2007-08 Salaries	2007-08 Benefits
Grades 1-5	0.00	0	0
Grades 6-8	0.00	0	0
Grades 9-12	0.00	0	0
TOTAL REGULAR SPECIALISTS	0.00	0	0

WORKPAPER (H) - Instructional Teachers - Teacher Tutors

C:\sbud08\2770050\DSB8.EXE

School-Based Budget Statement for the School Year 2008-09
LONG BRANCH HIGH

Workpaper (H)
Instructional Teachers - Teacher Tutors
Staffing

	2007-08 FTE	2007-08 Salaries	2007-08 Benefits
Grades 1-5	0.00	0	0
Grades 6-8	0.00	0	0
TOTAL TEACHER TUTORS	0.00	0	0

Use Up/Down/Right/Left Arrows to highlight Choice
Page Up=Previous Page, Page Down=next page, ESC=Exit

WORKPAPER (I) - Aides – Classroom

C:\sbud08\2770050\DSB8.EXE

School-Based Budget Statement for the School Year 2008-09
LONG BRANCH HIGH

Workpaper (I)
Aides - Classroom
Staffing

	2007-08 FTE	2007-08 Salaries	2007-08 Benefits
Grades 1-5 Aides	0.00	0	0
Grades 6-8 Aides	0.00	0	0
Grades 9-12 Aides	0.00	0	0
TOTAL CLASSROOM AIDES	0.00	0	0

Use Up/Down/Right/Left Arrows to highlight Choice
Page Up=Previous Page, Page Down=next page, ESC=Exit

WORKPAPERS (G) (H) AND (I)

Use and Function

Screens G, H and I are used to record the number and cost of Instructional Regular Teacher Specialists (G), Tutors (H) and Classroom Aides (I).

Columns are provided to key the FTE and Salary amounts for 2007-08 and 2008-09. The 2007-08 data must be updated as of February 1, 2008. A running total of the amounts keyed is shown for each column.

Input from Excel Budget Development Workpapers

Enter this information from the applicable sections in the Excel Budget Development Workpapers, Workpaper B1.

Benefits are not accessible in Workpapers G, H and I. Total benefits from the Excel Budget Development Workpapers, Workpaper B will be recorded in total on the first line in Workpaper K.

Reports Generated

The information entered will be used to generate the Instructional Teachers – Regular Specialists, Instructional Teachers - Teacher Tutors, Aides - Classroom, the Staffing and Detailed Appropriations Import Summary, the School-Based Budget Summaries, and the School Per Pupil Spending reports.

WORKPAPER (J) - Non-Instructional Staffing

	2007-08 FTE	2007-08 Salaries	2007-08 Benefits
Attendance/Drop-out Prevention Officer	4.40	224834	0
Social Worker	0.00	0	0
Family Liaison(Parent/Community Coord)	0.00	0	0
Nurse/Health Specialist	0.00	0	0
Health/Social Service Coord	0.00	0	0
Guidance Counselor	9.00	532875	0
Facilitator	3.00	235400	0
Technology Coord	2.00	111100	0
Librarian/Media Specialist	0.00	0	0
Principal	8.50	654333	0
Security Officer	7.00	214880	0

Use Up/Down/Right/Left Arrows to highlight Choice
Page Up=Previous Page, Page Down=next page, ESC=Exit

WORKPAPER (K) - Clerical Support

C:\lsbud08\2770050\DSB8.EXE

School-Based Budget Statement for the School Year 2008-09
LONG BRANCH HIGH

Workpaper (K)
Clerical Support
Staffing

	2007-08 FTE	2007-08 Salaries	2007-08 Benefits
Fringe Benefits - Regular Positions	0.00	0	1432200
Attendance and Social Work	0.00	0	0
Health Services	0.00	0	0
Oth Student Support Serv - Regular	3.00	131186	0
Imp of Inst Serv	0.00	0	0
Ed Media Serv/School Library	0.00	0	0
School Administration	8.00	315567	0
TOTAL CLERICAL SUPPORT	11.00	446753	1432200

Use Up/Down/Right/Left Arrows to highlight Choice
Page Up=Previous Page, Page Down=next page, ESC=Exit

WORKPAPER (L) - Other

C:\lsbud08\2770050\DSB8.EXE

School-Based Budget Statement for the School Year 2008-09
LONG BRANCH HIGH

Workpaper (L)
Other
Staffing

	2007-08 FTE	2007-08 Salaries	2007-08 Benefits
Altern Sch - Grades 6-8 Teacher Sal	0.00	0	0
Altern Sch - Grades 9-12 Teacher Sal	0.00	0	0
Altern Sch - Oth Inst Sal	0.00	0	0
Spec Ed - Cog - Mild-Teacher Sal	0.00	0	0
Spec Ed - Cog - Mild-Oth Sal	0.00	0	0
Spec Ed - Cog - Mod-Teacher Sal	0.00	0	0
Spec Ed - Cog - Mod-Oth Inst Sal	0.00	0	0
Spec Ed - LLD-Teacher Sal	0.00	0	0
Spec Ed - LLD-Oth Instr Sal	0.00	0	0
Spec Ed - VI-Teacher Sal	0.00	0	0
Spec Ed - VI-Oth Instr Sal	0.00	0	0

Use Up/Down/Right/Left Arrows to highlight Choice
Page Up=Previous Page, Page Down=next page, ESC=Exit

Note that this exhibit for Workpaper L consists only of selected lines and does not contain all possible data entry line options.

WORKPAPERS (J) (K) AND (L)

Use and Function

Screens J, K and L are used to record the number and cost of Non-Instructional Professional Staff (J), Clerical Staff to Support the Non-Instructional Professional Staff (K) and any other staffing position that does not belong in any of the other staffing Workpapers in the school-based budget (L).

Columns are provided to key the FTE and Salary amounts for 2007-08 and 2008-09. The 2007-08 data must be updated as of February 1, 2008. A running total of the amounts keyed is shown for each column.

Input from Excel Budget Development Workpapers

Enter this information from the applicable sections in the Excel Budget Development Workpapers, Workpaper B1.

Benefits are not accessible in Workpapers J, and L and only available for access on the first line of Workpaper K. Total benefits from the Excel Budget Development Workpapers, Workpaper B will be recorded in total on the first line in Workpaper K.

Reports Generated

The information entered will be used to generate the Non-Instructional Staffing, Clerical Support, Other, the Staffing and Detailed Appropriations Import Summary, the School-Based Budget Summaries, and the School Per Pupil Spending reports.

9. Non-Salary Costs (Workpapers M-Workpapers W)

The following screens appear as options for data entry when **Non-Salary Costs (M - X)** is selected from the DATA ENTRY Main Menu:

School-Based Budget Statement for the School Year 2008-09
LONG BRANCH HIGH

Non-Salary Costs (M - W)

- Workpaper (M) - Substitutes and Stipends
- Workpaper (N) - Instruction (100)
- Workpaper (O) - Attendance and Social Work Services (211)
- Workpaper (P) - Health Services (213)
- Workpaper (Q) - Other Student Support Services- Regular (218)
- Workpaper (R) - Improvement of Instruction Services (221)
- Workpaper (S) - Educational Media Services/School Library (222)
- Workpaper (T) - Instructional Staff Training Services (223)
- Workpaper (U) - School Administration (240)
- Workpaper (V) - Security (262) and Transportation (270)
- Workpaper (W) - Equipment

Use Up/Down Arrows to highlight Choice, Enter = Select, Esc = Exit

Workpaper (M) - Substitutes and Stipends

School-Based Budget Statement for the School Year 2008-09
LONG BRANCH HIGH

Workpaper (M)
Substitutes and Stipends
Non-Salary Costs Budget Line: 02520

Object	2007-08	2008-09
Grades 1-5 (120-100-101)	0	0
Grades 1-5 - Oth (120-100-101)	0	0
Grades 6-8 (130-100-101)	0	0
Grades 6-8 - Oth (130-100-101)	0	0
Grades 9-12 (140-100-101)	136535	0
Grades 9-12 - Oth (140-100-101)	0	0
Reg Undist Aides (190-100-106)	0	0
Aides - Oth (190-100-106)	0	0
Cocurricular (401-100-100)	76578	0

Use Up/Down/Right/Left Arrows to highlight Choice
Page Up=Previous Page, Page Down=next page, ESC=Exit

Note that this exhibit for Workpaper M consists only of selected lines and does not contain all possible data entry line options.

Exhibits for Workpapers N-W are not provided since the formats for these workpapers are similar to Workpaper M.

WORKPAPERS M - W

Use and Function

Screen M is used to budget the amounts for stipends and substitute costs for staff by functional area of the budget. Regular instruction teacher amounts are reported by grade level category.

Screen N is used to report purchased services, materials, supplies and textbooks for the regular classrooms. The costs for SLC meetings are budgeted in School Administration.

Screen O is used to report non-salary costs for the attendance/dropout prevention officer, social worker, and family liaison (parent/community coordinator) positions.

Screen P is used to report non-salary costs for the health services function. Non-salary costs associated with the Health/Social Service Coordinator are budgeted on this workpaper.

Screen Q is used to report non-salary costs for guidance office staff, school-based disciplinarians and substance abuse counselors.

Screen R is used to report non-salary costs for facilitators and curriculum development. Supervisors of instruction and their non-salary costs are considered district-wide budget items and are not reported here.

Screen S is used to report non-salary costs for this function, including related technology.

Screen T is used to budget the professional development costs of instructional staff members. Include the costs of consultants for instructional staff development, including model developer fees, attendance at workshops and conferences, and materials and supplies here.

Screen U is used to budget the non-salary costs for the principal's office. Costs for SLC meetings other than those for substitutes and stipends would also be included here.

Screen V is used to budget the supplies and materials for security staff housed in the school, as well as the budgeted transportation costs for field trips. Other transportation costs are district-wide budget items.

Screen W is used to budget equipment purchases by function.

Columns are provided to key the FTE and Salary amounts for 2007-08 and 2008-09. The 2007-08 data must be updated as of February 1, 2008. A running total of the amounts keyed is shown for each column.

Input from Excel Budget Development Workpapers

The SBB Software and the Excel Budget Development Workpapers are the same for Workpapers M-W. Enter the information on Workpapers M-W from the corresponding workpapers and lines as in the Excel Budget Development Workpapers.

Reports Generated

The information entered will be used to generate the following reports:

Non-Salary Costs reports:

- Substitutes and Stipends (M)
- Instruction (N)
- Attendance and Social Work (O)
- Health Services (P)
- Other Student Support (Q)
- Improvement of Instruction (R)
- Educational Media/School Library (S)
- Instructional Staff Training (T)
- School Administration (U)
- Security and Transportation (V)
- Equipment (W)

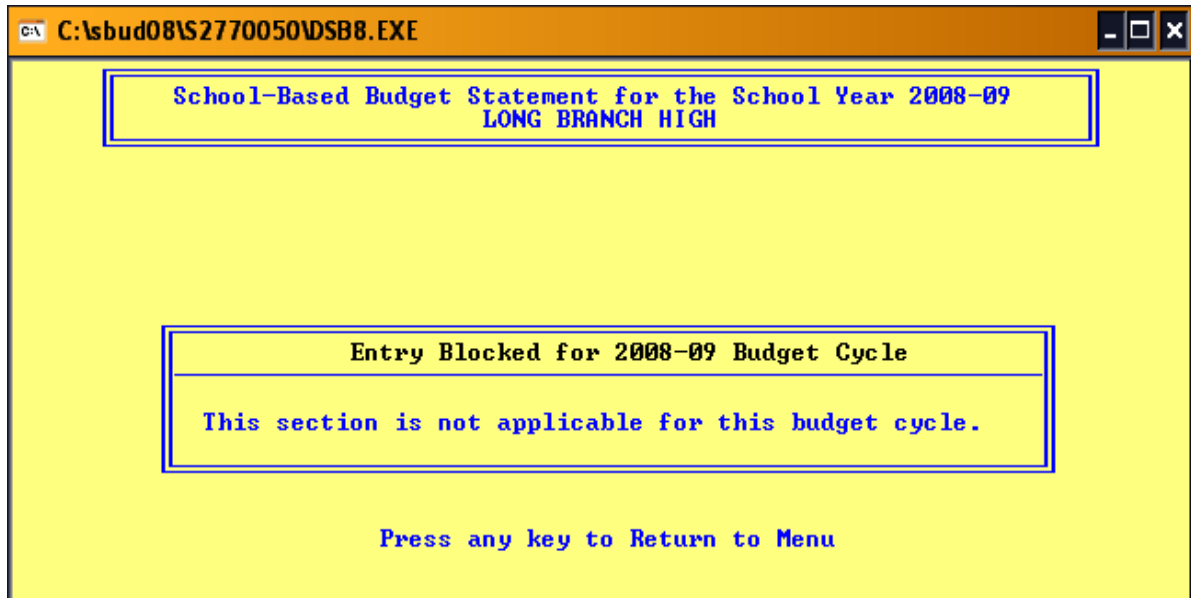
Staffing and Detailed Appropriations Import Summary

School-Based Budget Summaries

School Per Pupil Spending

10. Additional Resources (Workpaper X)

Workpaper X is not applicable for the 2008-09 budget cycle. When workpaper X is selected from the main menu the following message will appear.



SECTION D REPORTS

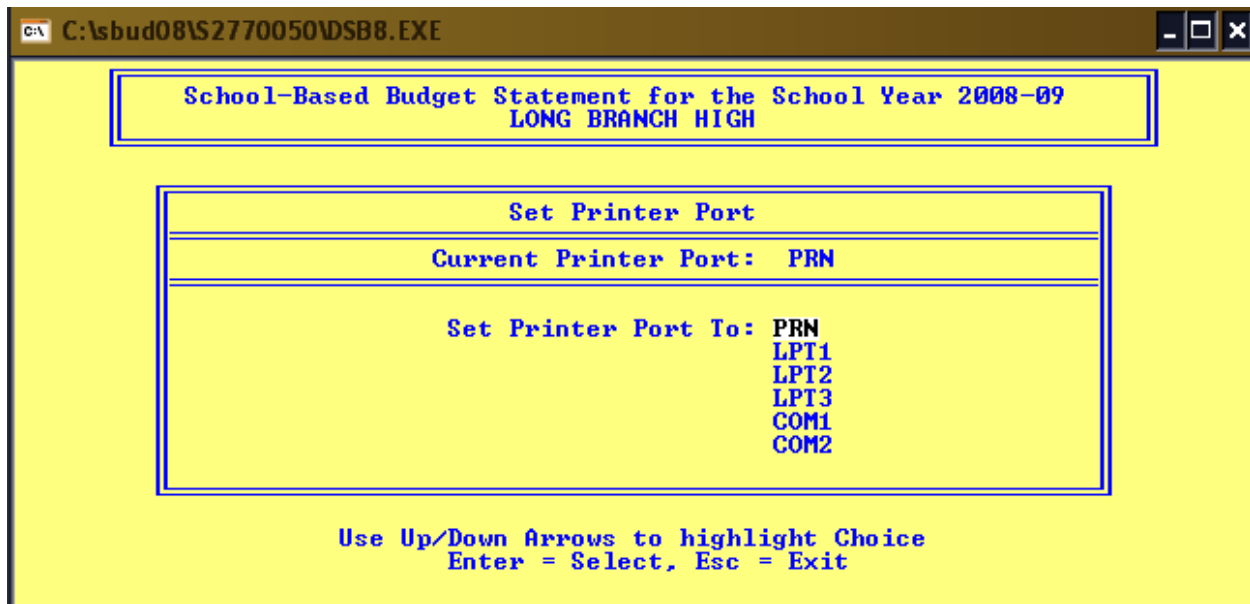
After finishing the data entry, you can print out the summary reports for internal review, edit the data to look for errors or transfer the data to the diskette (after successfully editing the data). Reports submitted to the Department must always contain a four-digit approval code on all submitted reports. To obtain a four-digit approval code on all of the reports, the perform edit function must be selected from the main menu and all fatal edits must be cleared. (See section E for further details on the perform edit function).

FILE MAINTENANCE

This function enables the identification and removal of corrupted files, which may have been copied into the database. The File Maintenance option can be used at any time to reconstruct the index files associated with the school-based budget data input files.

SET PRINTER PORT

Selecting the Set Printer Port Option on the main screen generates the following screen:

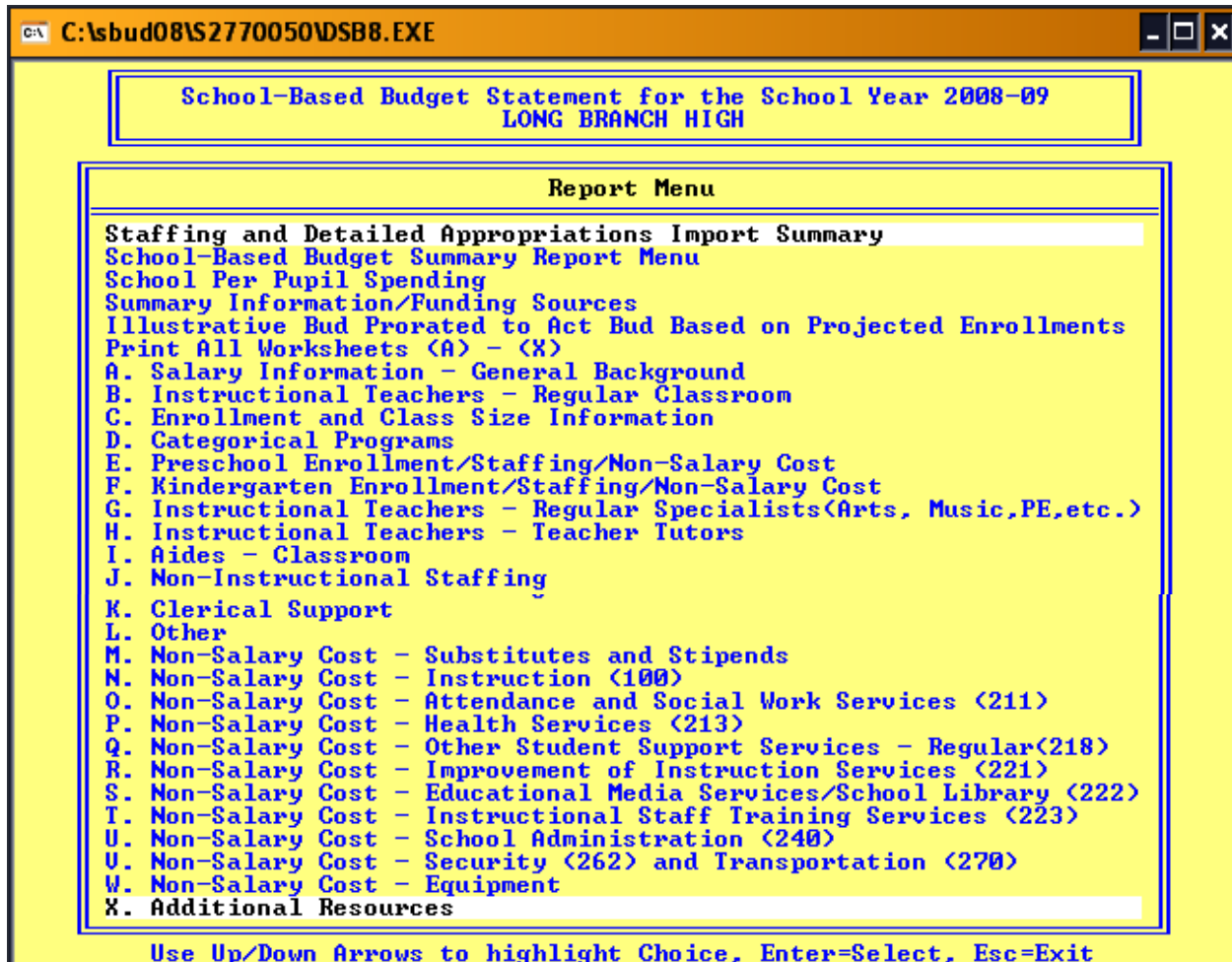


This option is used to change the default printer port from LPT1 to the port that is required by your system configuration. By default all reports will be directed to LPT1 for printing. This is the standard PC parallel printer port for most systems. However, the configuration of your system may require that you direct print output to a different port. There is no need to access this menu if your printer port is LPT1. This process is completed only once and should be done before the first report is printed. The computer will store your printer selection in memory.

REPORT MENU

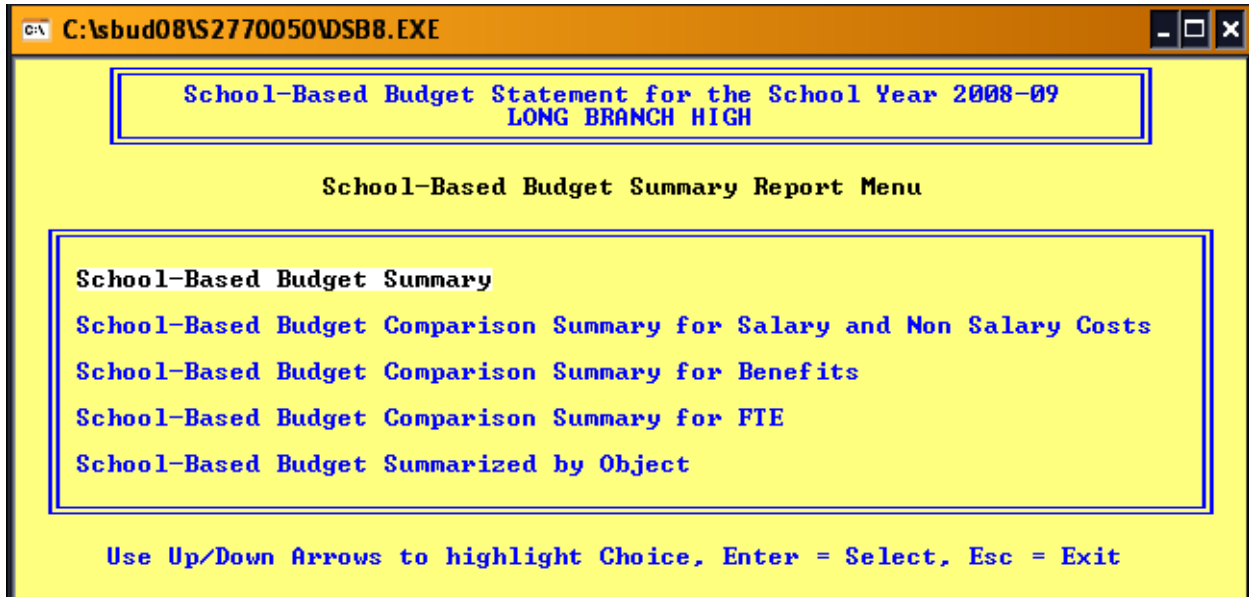
The reports produced by the computer can only be viewed in paper form. When printing, both the date and time that the report was printed will appear at the top of each page. A message "Edits Were Run and No Errors Were Detected" will also appear when the reports are run after the edits have been performed and passed and prior to re-accessing data entry screens.

The following reports can be generated at anytime and printed on the printer attached to your PC:

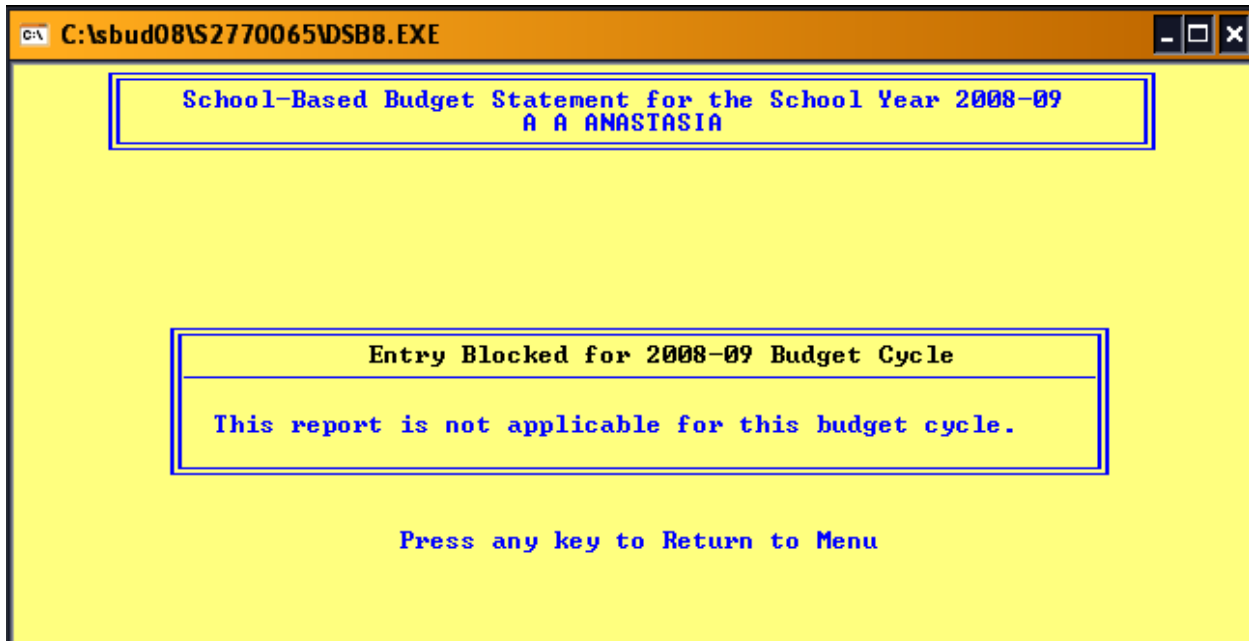


- The Detailed Appropriations Import Summary report will only print those lines containing data in one of the two budget year columns.
- The reports on the menu will produce all lines/pages when selected and printed, with the exception of the Categorical Programs Report, which will only print those programs for which data has been entered.

When the School-Based Budget Summary Report Menu is selected the following sub-menu appears:



The Illustrative Budget Prorated to Actual Budget based on Projected Enrollments report is not applicable in 2008-09. When this report is requested from the report menu, the following screen will appear



To generate a report, highlight "Report Menu" from the REPORTS/EDITS section of the main menu.

- Use the **Up/Down Arrow** key to highlight the report that is desired and press **ENTER** to select.
- Use the **Up/Down Arrow** key to specify your printer type. If you are printing on other than an Epson dot matrix compatible or HP LaserJet compatible printer, follow the instructions on the screen to setup the printer.

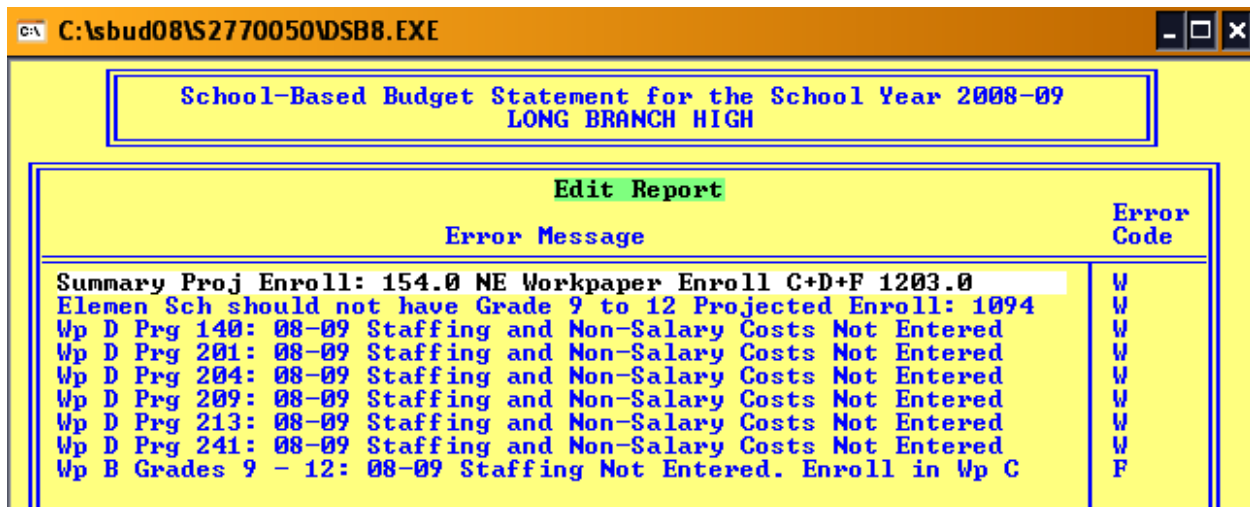
The School Per Pupil Spending Report will print for both the current year (2007-08) and the budget year (2008-09). The current year report will look similar to the budget year report, with the exception of the date at the top of the report and the categorical cost will be included in the report, but there will be no associated per pupil amounts for 2007-08 due to the software only collecting categorical enrollments for the budget year.

SECTION E

EDITS

Perform Edits

The edit checks built into the computer program are checks that pertain to the entry of various related data entry fields. If errors are found, a screen will appear that indicates the nature of the error(s). The program includes both warning and fatal edits relating to the data entered. Below is a sample of the screen showing the error message on the left side and the error type on the right side. Fatal edits are indicated by the error code "F" and warning edits are indicated by the error code "W".



School-Based Budget Statement for the School Year 2008-09 LONG BRANCH HIGH	
Edit Report	
Error Message	Error Code
Summary Proj Enroll: 154.0 NE Workpaper Enroll C+D+F 1203.0	W
Elemen Sch should not have Grade 9 to 12 Projected Enroll: 1094	W
Wp D Prg 140: 08-09 Staffing and Non-Salary Costs Not Entered	W
Wp D Prg 201: 08-09 Staffing and Non-Salary Costs Not Entered	W
Wp D Prg 204: 08-09 Staffing and Non-Salary Costs Not Entered	W
Wp D Prg 209: 08-09 Staffing and Non-Salary Costs Not Entered	W
Wp D Prg 213: 08-09 Staffing and Non-Salary Costs Not Entered	W
Wp D Prg 241: 08-09 Staffing and Non-Salary Costs Not Entered	W
Wp B Grades 9 - 12: 08-09 Staffing Not Entered. Enroll in Wp C	F

Many of the messages result from non-entry of related amounts in different sections of the data entry screens. It is highly recommended that the edits be performed after all data is entered. Many messages may result if all data has not been keyed.

It should be noted that the correction of one error message might also result in the correction of other error messages. It is suggested that as corrections are made the Perform Edit screen be accessed to verify the remaining uncleared error messages.

1. To perform an edit, highlight "Perform Edit" in the REPORTS/EDITS section of the main menu and press ENTER. If no errors are found, a screen will appear confirming that no errors were found. If errors are found, an edit report screen will appear that lists the errors found. A complete list of the error messages and related explanations is contained below.
2. The message "Edits Were Run and No Errors Were Detected" that appears in the header of all printed reports relates to the fatal edits that must be passed prior to submission of the school-based budget materials and prior to transferring the data to diskette. It will

appear once all fatal edits are passed. All warning edits do not have to be cleared for this message to appear.

- Use the **Up/Down Arrow** and **PgUp/PgDn** keys to view the errors.
- Enter the letter **P** to print a copy of the edit report.
- Enter **Esc** to exit the edit report menu and to return to the main menu in order to correct the errors.

The edits **MUST** be run and fatal edits passed prior to printing reports and transferring the data to the diskette for upload into the district-wide budget or for submission to the Department.

School districts are required to submit a copy of the edit report generated by the school-based budget software to the Department along with the school-based budget package containing the message, "Edits Were Run and No Errors Were Detected." The edit report will list any warning edits that have not been passed or contain a message "No Errors Have Been Found." A school-based budget submission will not be considered complete and acceptable unless the edit message appears on the school-based budget materials and the edit report has also been submitted. School-based budgets are required to be submitted to the Department on or before February 15, 2008.

SCHOOL-BASED BUDGET EDIT MESSAGE EXPLANATIONS

The possible error messages that will appear in the edit report with the related explanation are listed below:

The following symbols, "@" or "@@@", which are used in some error messages below indicate that this message may be applicable to various grades, workpapers, lines or categorical programs. The "Edit #" column below has been included for ease of reference when calling the Department for assistance. Edit numbers will not appear on the edit reports or edit screens.

EDIT #	ERROR MESSAGE	ERROR CODE	EXPLANATION
1	Summary Information: School Type Not Entered.	Fatal	The School Type was not entered on the Summary Infor./Funding Sources data entry screen. This information must be entered.
2	Summary Proj Enroll: NE Workpaper Enroll C+D+F	Warning	The 2008-09 Projected School Enrollment entered on the Summary Infor./Funding Sources screen does not equal the sum of the 2008-09 enrollments entered on Workpapers C, D (only self contained), and F. Verify that enrollments are properly entered.
3	Summary Information: WSR Model not entered	Fatal	The WSR Model was not entered on the Summary Infor./Funding Sources data entry screen. This information must be entered.
4	Elemen Sch should not have Grade 9 to 12 Projected Enroll	Warning	The School Type has been identified as Elementary and 2008-09 Projected Enrollments for grades 9 to 12 have been entered on Workpaper C. The enrollment entered for grades 9 to 12 is printed at the end of the error message. Verify that this information is correct.
5	High Sch should not have Grade 1 to 8 Projected Enroll	Warning	The School Type has been identified as High School and 2008-09 Projected Enrollments for grades 1 to 8 have been entered on Workpaper C. The enrollment entered for grades 1 to 8 is printed at the end of the error message. Verify that this information is correct.
6	Middle School Wkp F should not have enroll, staff or NS costs	Warning	The School Type has been identified as Middle School and data has been entered on Workpaper F - Kindergarten. Verify that Enrollment, Staffing or Non-Salary Costs entered on Workpaper F represent kindergarten costs and that the correct School Type has been selected.
7	High School Wkp F should not have enroll, staff or NS costs	Warning	The School Type has been identified as High School and data has been entered on Workpaper F - Kindergarten. Verify that Enrollment, Staffing or Non-Salary Costs entered on

EDIT #	ERROR MESSAGE	ERROR CODE	EXPLANATION
			Workpaper F represent kindergarten costs and that the correct School Type has been selected.
8	WP B Grades "@": 07-08 Staffing Not Entered. Enroll in Wp C	Fatal	For the indicated Grades, 2007-08 enrollment has been entered in Workpaper C and corresponding 2007-08 staffing information (FTE and/or salaries) has not been entered on Workpaper B.
9	WP B Grade "@": 07-08 Salary Not Entered	Fatal	For the indicated Grade, 2007-08 FTE has been entered in Workpaper B and 2007-08 salaries have not been entered for that Grade.
10	WP B Grade "@": 07-08 FTE Not Entered	Fatal	For the indicated Grade, 2007-08 salaries have been entered in Workpaper B and 2007-08 FTE have not been entered for that Grade.
11	WP B Grade "@": 08-09 Salary Not Entered	Fatal	For the indicated Grade, 2008-09 FTE has been entered in Workpaper B and 2008-09 salaries have not been entered for that Grade.
12	WP B Grade "@": 08-09 FTE Not Entered	Fatal	For the indicated Grade, 2008-09 salaries have been entered in Workpaper B and 2008-09 FTE have not been entered for that Grade.
13	WP B Grades "@": 08-09 Staffing Not Entered. Enroll in Wp C	Fatal	For the indicated Grades, 2008-09 enrollment has been entered in Workpaper C and corresponding 2008-09 staffing information (FTE and/or salaries) has not been entered on Workpaper B.
14	WP C Grade "@": 07-08 Enrollment Not Entered. Staffing in Wp B	Fatal	For the indicated Grade, 2007-08 staffing information (FTE and/or salaries) has been entered in Workpaper B and corresponding 2007-08 enrollment has not been entered on Workpaper C.
15	WP C Grade "@": 08-09 Enrollment Not Entered. Staffing in Wp B	Fatal	For the indicated Grade, 2008-09 staffing information (FTE and/or salaries) has been entered in Workpaper B and corresponding 2008-09 enrollment has not been entered on Workpaper C.
16	WP D Line "@ Prg "@@": 07-08 Salary Not Entered	Fatal	For the indicated Program, 2007-08 FTE has been entered in Workpaper D and 2007-08 salaries and benefits have not been entered for that Program.
17	WP D Line "@ Prg "@@": 07-08 FTE Not Entered	Fatal	For the indicated Program, 2007-08 salaries have been entered in Workpaper D and 2007-08 FTE have not been entered for that Program.
18	WP D Prg "@@":07-08 Benefits Not Entered	Warning	For the indicated Program, 2007-08 FTE and salaries have been entered in Workpaper D and 2007-08 benefits have not been entered for that Program.

EDIT #	ERROR MESSAGE	ERROR CODE	EXPLANATION
19	WP D Prg “@@@”:07-08 FTE and Salary Not Entered	Fatal	For the indicated Program, 2007-08 benefits have been entered in Workpaper D and 2007-08 FTE and salaries have not been entered for that Program.
20	WP D Prg “@@@”:07-08 Salary Not Entered	Fatal	For the indicated Program, 2007-08 FTE and benefits have been entered in Workpaper D and 2007-08 salaries have not been entered for that Program.
21	WP D Prg “@@@”:07-08 FTE and Benefits Not Entered	Fatal	For the indicated Program, 2007-08 salaries have been entered in Workpaper D and 2007-08 FTE and benefits have not been entered for that Program.
22	WP D Prg “@@@”:07-08 Salary and Benefits Not Entered	Fatal	For the indicated Program, 2007-08 FTE have been entered in Workpaper D and 2007-08 salaries and benefits have not been entered for that Program.
23	WP D Prg "@@@" : 07-08 FTE Not Entered	Fatal	For the indicated Program, 2007-08 salaries and benefits have been entered in Workpaper D and 2007-08 FTE have not been entered for that Program.
24	WP D Line "@" Prg "@@@" : 08-09 Salary Not Entered	Fatal	For the indicated Program, 2008-09 FTE has been entered in Workpaper D and 2008-09 salaries have not been entered for that Program.
25	WP D Line "@" Prg "@@@" : 08-09 FTE Not Entered	Fatal	For the indicated Program, 2008-09 salaries have been entered in Workpaper D and 2008-09 FTE have not been entered for that Program.
26	WP D Prg “@@@”:08-09 Benefits Not Entered	Warning	For the indicated Program, 2008-09 FTE and salaries have been entered in Workpaper D and 2008-09 benefits have not been entered for that Program.
27	WP D Prg “@@@”:08-09 Salary Not Entered	Warning	For the indicated Program, 2008-09 FTE and benefits have been entered in Workpaper D and 2008-09 salaries have not been entered for that Program.
28	WP D Prg “@@@”:08-09 FTE and Salary Not Entered	Fatal	For the indicated Program, 2008-09 benefits have been entered in Workpaper D and 2008-09 FTE and salaries have not been entered for that Program.
29	WP D Prg “@@@”:08-09 FTE and Benefits Not Entered	Fatal	For the indicated Program, 2008-09 salaries have been entered in Workpaper D and 2008-09 FTE and benefits have not been entered for that Program.
30	WP D Prg “@@@”:08-09 Salary and Benefits Not Entered	Fatal	For the indicated Program, 2008-09 FTE have been entered in Workpaper D and 2008-09 salaries and benefits have not been entered for

EDIT #	ERROR MESSAGE	ERROR CODE	EXPLANATION
			that Program.
31	WP D Prg "@@@" : 08-09 Staffing and Non-Salary Costs Not Entered	Warning	For the indicated Program, # of Students Served has been entered in Workpaper D and 2008-09 staffing information and non-salary costs have not been entered for that Program.
32	WP D Prg "@@@" : 08-09 FTE Not Entered	Fatal	For the indicated Program, 2008-09 salaries have been entered in Workpaper D and 2008-09 FTE have not been entered for that Program.
33	WP D Prg "@@@" : 08-09 Staffing Not Entered	Warning	For the indicated Program, # of Students Served has been entered in Workpaper D and 2008-09 staffing information has not been entered for that Program.
34	WP D Prg "@@@" : 08-09 Non-Salary Costs Not Entered	Warning	For the indicated Program, # of Students Served has been entered in Workpaper D and 2008-09 non-salary costs have not been entered for that Program.
35	WP F: 07-08 Staffing and Non-Salary Costs Not Entered	Fatal	2007-08 kindergarten enrollment has been entered in Workpaper F and 2007-08 staffing and non-salary costs have not been entered in Workpaper F.
36	WP F: 07-08 Non-Salary Costs Not Entered	Fatal	2007-08 kindergarten enrollment and staffing costs have been entered in Workpaper F and 2007-08 non-salary costs have not been entered in Workpaper F.
37	WP F: 07-08 Staffing Not Entered	Fatal	2007-08 kindergarten enrollment and non-salary costs have been entered in Workpaper F and 2007-08 staffing costs have not been entered in Workpaper F.
38	WP F: 07-08 Enrollments and Non-Salary Costs Not Entered	Fatal	2007-08 staffing costs have been entered in Workpaper F and 2007-08 kindergarten enrollment and non-salary costs have not been entered in Workpaper F.
39	WP F: 07-08 Enrollments and Staffing Not Entered	Fatal	2007-08 non-salary costs have been entered in Workpaper F and 2007-08 kindergarten enrollment and staffing costs have not been entered in Workpaper F.
40	WP F: 07-08 Enrollments Not Entered	Fatal	2007-08 staffing and non-salary costs have been entered in Workpaper F and 2007-08 kindergarten enrollment has not been entered in Workpaper F.
41	WP F: 07-08 Benefits Not Entered	Warning	2007-08 kindergarten FTE and salaries have been entered in Workpaper F and 2007-08 benefits have not been entered in Workpaper F.
42	WP F: 07-08 FTE and Salary Not Entered	Fatal	2007-08 kindergarten benefits have been entered in Workpaper F and 2007-08 FTE and salaries

EDIT #	ERROR MESSAGE	ERROR CODE	EXPLANATION
			have not been entered in Workpaper F.
43	WP F: 07-08 FTE and Benefits Not Entered	Fatal	2007-08 kindergarten salaries have been entered in Workpaper F and 2007-08 FTE and benefits have not been entered in Workpaper F.
44	WP F: 07-08 Salary and Benefits Not Entered	Fatal	2007-08 kindergarten FTE have been entered in Workpaper F and 2007-08 salaries and benefits have not been entered in Workpaper F.
45	WP F Line"@": 07-08 Salary Not Entered	Fatal	2007-08 kindergarten FTE and benefits have been entered in Workpaper F and 2007-08 salaries have not been entered in Workpaper F.
46	WP F: 07-08 FTE Not Entered	Fatal	2007-08 kindergarten salaries and benefits have been entered in Workpaper F and 2007-08 FTE have not been entered in Workpaper F.
47	WP F: 08-09 FTE Not Entered	Fatal	2008-09 kindergarten salaries and benefits have been entered in Workpaper F and 2008-09 FTE have not been entered in Workpaper F.
48	WP F Line"@": 08-09 Salary Not Entered	Fatal	2008-09 kindergarten FTE and benefits have been entered in Workpaper F and 2008-09 salaries have not been entered in Workpaper F.
49	WP F: 08-09 Staffing and Non-Salary Costs Not Entered	Fatal	2008-09 kindergarten enrollment has been entered in Workpaper F and 2008-09 staffing and non-salary costs have not been entered in Workpaper F.
50	WP F: 08-09 Non-Salary Costs Not Entered	Fatal	2008-09 kindergarten enrollment and staffing costs have been entered in Workpaper F and 2008-09 non-salary costs have not been entered in Workpaper F.
51	WP F: 08-09 Staffing Not Entered	Fatal	2008-09 kindergarten enrollment and non-salary costs have been entered in Workpaper F and 2008-09 staffing costs have not been entered in Workpaper F.
52	WP F: 08-09 Enrollments and Non-Salary Costs Not Entered	Fatal	2008-09 staffing costs have been entered in Workpaper F and 2008-09 kindergarten enrollment and non-salary costs have not been entered in Workpaper F.
53	WP F: 08-09 Enrollments and Staffing Not Entered	Fatal	2008-09 non-salary costs have been entered in Workpaper F and 2008-09 kindergarten enrollment and staffing costs have not been entered in Workpaper F.
54	WP F: 08-09 Enrollments Not Entered	Fatal	2008-09 staffing and non-salary costs have been entered in Workpaper F and 2008-09 kindergarten enrollment has not been entered in Workpaper F.
55	WP F: 08-09 Benefits Not Entered	Warning	2008-09 kindergarten FTE and salaries have been entered in Workpaper F and 2008-09

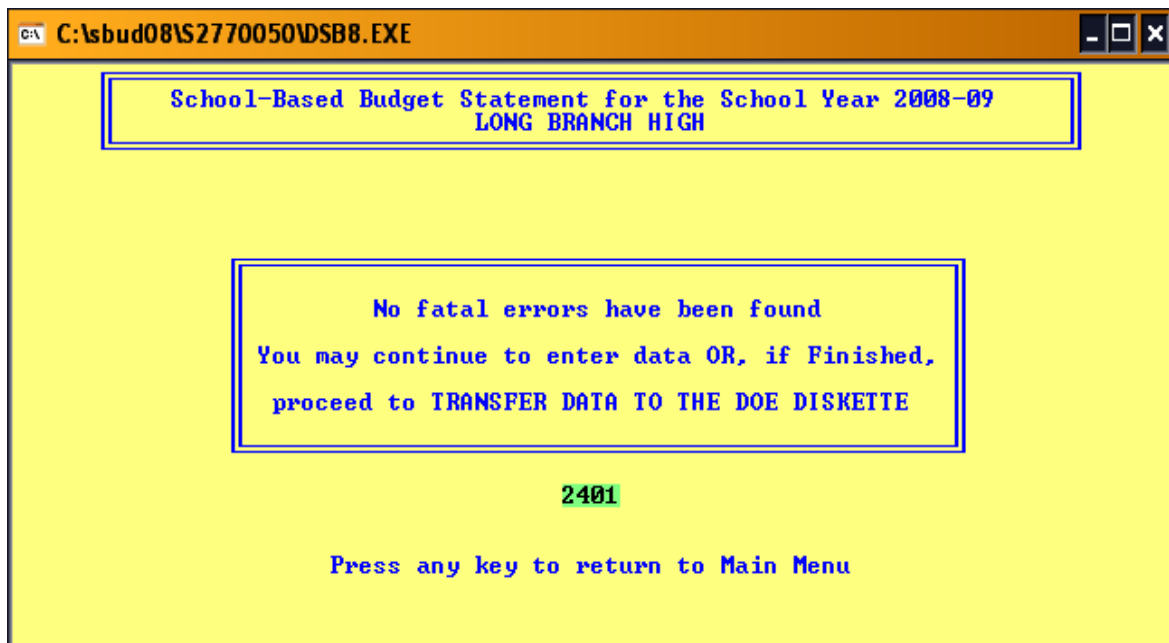
EDIT #	ERROR MESSAGE	ERROR CODE	EXPLANATION
			benefits have not been entered in Workpaper F.
56	WP F: 08-09 FTE and Salary Not Entered	Fatal	2008-09 kindergarten benefits have been entered in Workpaper F and 2008-09 FTE and salaries have not been entered in Workpaper F.
57	WP F: 08-09 FTE and Benefits Not Entered	Fatal	2008-09 kindergarten salaries have been entered in Workpaper F and 2008-09 FTE and benefits have not been entered in Workpaper F.
58	WP F: 08-09 Salary and Benefits Not Entered	Fatal	2008-09 kindergarten FTE have been entered in Workpaper F and 2008-09 salaries and benefits have not been entered in Workpaper F.
59	WP "@" Line "@": 07-08 Salary Not Entered	Fatal	For the indicated line on the indicated Workpaper, 2007-08 FTE has been entered and 2007-08 salaries have not been entered.
60	WP "@" Line "@": 07-08 FTE Not Entered	Fatal	For the indicated line on the indicated Workpaper, 2007-08 salaries have been entered and 2007-08 FTE have not been entered.
61	WP "@" Line "@": 08-09 Salary Not Entered	Fatal	For the indicated line on the indicated Workpaper, 2008-09 FTE has been entered and 2008-09 salaries have not been entered.
62	WP "@" Line "@": 08-09 FTE Not Entered	Fatal	For the indicated line on the indicated Workpaper, 2008-09 salaries have been entered and 2008-09 FTE have not been entered.
63	W/P K: 07-08 Benefits Not Entered	Warning	2007-08 FTE and salaries have been entered in one or more Workpapers B, G, H, I, J, K, L and 2007-08 benefits have not been entered in Workpaper K.
64	Either One or More W/Ps B and G-L: 07-08 FTE and Salary Not Entered	Fatal	2007-08 benefits have been entered in Workpaper K but 2007-08 FTE and salaries have not been entered in at least one of the Workpapers B, G, H, I, J, K or L.
65	W/P K: 08-09 Benefits Not Entered	Warning	2008-09 FTE and salaries have been entered in one or more Workpapers B, G, H, I, J, K, L and 2008-09 benefits have not been entered in Workpaper K.
66	Either One or More W/Ps B and G-L: 08-09 FTE and Salary Not Entered	Fatal	2008-09 benefits have been entered in Workpaper K but 2008-09 FTE and salaries have not been entered in at least one of the Workpapers B, G, H, I, J, K or L.

SECTION F

TRANSFER DATA TO DISKETTE

Once all fatal edits are cleared and reports run, perform the “Transfer to Diskette” operation. This function should only be performed when all data has been entered and edited. The transfer data function cannot be performed unless all fatal errors identified through the edit function have been corrected. A suggested order for completing the transfer process is as follows:

- ✓ Perform edits, clear all fatal edits to obtain final approval code and print edit report.
 - ✓ Print all necessary reports. (Final approval code must be on all reports).
 - ✓ Transfer data to diskette (View screen to make sure approval code matches printed reports).
1. Select "Transfer Data to Diskette" from the main menu and press the **ENTER** key. If no fatal edits have been found you will receive the below screen. This screen highlights the four-digit approval code that must appear on all reports generated for final submission to the Department. Every time the perform edit option is selected, the four-digit approval code will change. If any data entry screen is accessed prior to printing the reports, the four-digit approval code will be removed from the system and will not print on the reports. At this point you will need to run the edits again. This will change the approval code and therefore, the transfer data to diskette will need to be performed again in order for the reports and transfer diskette to have the same four-digit approval code.



2. Follow the instructions on the screen:
 - a. Enter the letter of your floppy disk drive (A or B).
 - b. Place any blank formatted diskette into the floppy drive that was selected.
 - c. Press any key when ready to copy.
3. When the copy process is complete, follow the instructions on the screen to remove the diskette

This will generate the transmittal form. Check the form to ensure that the four-digit code in the upper left-hand corner is the same code as the budget reports that are sent to Department. Sign, date, and send the “Letter of Transmittal” to the Department with the paper copy of the budget. The data on the transfer diskette is not required to be sent to the Department until the districtwide budget is approved. See the following page for an example of the transmittal form.

APPENDIX A

DEFINITIONS FOR ABBREVIATIONS USED WITHIN THIS MANUAL

Excel Budget Development Workpapers	The School-Based Budget Development Workpapers developed in Microsoft Excel
Fund 15	Blended Resource Fund
Fund 15 Statement	Creation of a file produced by the School-Based Budget Software for incorporation into the District-Wide Budget.
SBB Software	The School-Based Budget Statement Software that is available for download over the DOENET
SLC	School Leadership Council
WSR	Whole School Reform

APPENDIX B

SCHOOL-BASED BUDGET APPROPRIATION ACCOUNT CROSSWALK

DATA ENTRY COMPARISON FOR THE 2008-09 SCHOOL BASED BUDGET

EXCEL BUDGET DEVELOPMENT WORKPAPERS VS SBB SOFTWARE

This comparison grid is to help aid the user of the SBB Software. Unless noted on the below grid, there should be a one for one crosswalk from the Excel Budget Development Workpapers to the SBB Software of the 2008-09 school-based budget data entry fields. Also, narrative fields for the SBB Software are optional and a crosswalk is not being provided for those items.

EXCEL BUDGET DEVELOPMENT WORKPAPERS		SBB SOFTWARE	
<i>W/P Ref</i>	<i>Item Description</i>	<i>W/P Ref</i>	<i>Item Description</i>
	REGULAR WORKPAPER		
N/A		Summary Info	Grade Span
A	Projected Self Contained Enrollment	N/A	
“	Projected Preschool Enrollment	N/A	
“	Projected Kindergarten Enrollment	N/A	
“	Projected Enrollment Grades 1-12	N/A	
“	Title II	Summary Info	These descriptions do not exist. You must use one or more of the four “Other” categories and rename as appropriate. If more than four “Other” categories exist, then some of the categories must be combined.
“	Title IV		
“	Title VI		
B	Acct 15-120-100-101 – Teacher Salaries Grades 1-5 - FTE and Salary	B	Grade 1-5 Teacher – FTE and Salary
“	Acct 15-190-100-106 – Teacher Aides Grades 1-5 - FTE and Salary	I	Grades 1-5 Aides – FTE and Salary
“	Acct 15-130-100-101 – Teacher Salaries Grades 6-8 - FTE and Salary	B	Grade 6-8 Teacher – FTE and Salary
“	Acct 15-190-100-106 – Teacher Aides Grades 6-8 - FTE and Salary	I	Grades 6-8 Aides – FTE and Salary
“	Acct 15-140-100-101 – Teacher Salaries Grades 9-12 - FTE and Salary	B	Grade 9-12 Teacher – FTE and Salary

EXCEL BUDGET DEVELOPMENT WORKPAPERS		SBB SOFTWARE	
<i>W/P Ref</i>	<i>Item Description</i>	<i>W/P Ref</i>	<i>Item Description</i>
B	Acct 15-190-100-106 – Teacher Aides Grades 6-8 - FTE and Salary	I	Grades 9-12 Aides – FTE and Salary
“	Acct 15-190-100-106 – Teacher Aides Grades 9-12 - FTE and Salary	L	Alternative School – Other Inst Sal
“	Acct 15-120-100-101 – Teacher Tutors Grades 1-5 - FTE and Salary	H	Grades 1-5 – FTE and Salary
“	Acct 15-130-100-101 – Teacher Tutors Grades 6-8 - FTE and Salary	H	Grades 6-8 – FTE and Salary
“	Acct 15-120-100-101 – Regular Instruction Specialists Grades 1-5 - FTE and Salary	G	Grades 1-5 – FTE and Salary
“	Acct 15-130-100-101 – Regular Instruction Specialists Grades 6-8 - FTE and Salary	G	Grades 6-8 – FTE and Salary
“	Acct 15-140-100-101 – Regular Instruction Specialists Grades 9-12 - FTE and Salary	G	Grades 9-12 – FTE and Salary
“	Acct 15-000-211-100 – Attendance/Drop Out Prevention Officer – FTE and Salary	J	Attendance/Drop Out Prevention Officer – FTE and Salary
“	Acct 15-000-211-100 – Social Workers - FTE and Salary	J	Social Worker – FTE and Salary
“	Acct 15-000-211-100 – Family Liaison - FTE and Salary	J	Family Liaison – FTE and Salary
B	Acct 15-000-211-100 – Attendance/Social Work Secretarial/Clerical - FTE and Salary	K	Attendance and Social Work – FTE and Salary
“	Acct 15-000-213-100 – Nurse/Health Specialist - FTE and Salary	J	Nurse/Health Specialist – FTE and Salary
“	Acct 15-000-213-100 – Health and Social Services Coordinator - FTE and Salary	J	Health/Social Service Coord – FTE and Salary
“	Acct 15-000-213-100 – Health Services Secretarial/Clerical - FTE and Salary	K	Health Services – FTE and Salary
“	Acct 15-000-213-100 - Substance Abuse Counselor - FTE and Salary	L	Health Services – Sal - FTE and Salary
“	Acct 15-000-218-104 – Guidance Counselor - FTE and Salary	J	Combine the two lines and enter on Guidance Counselor – FTE and Salary
“	Acct 15-000-218-104 – School-To- Work Counselor - FTE and Salary		
“	Acct 15-000-218-105 – Other Student Support-Secretarial/Clerical Assts - FTE	K	Oth Student Support Serv – Regular - FTE and Salary

EXCEL BUDGET DEVELOPMENT WORKPAPERS		SBB SOFTWARE	
W/P Ref	Item Description	W/P Ref	Item Description
	and Salary		
B	Acct 15-000-218-110 – Guidance Other Salaries - FTE and Salary	L	Combine the two lines and enter on Oth Stud Sup Serv-Reg-Other Sal– FTE and Salary
“	Acct 15-000-218-110 - In-School Suspension Officer - FTE and Salary		
“	Acct 15-000-221-102 – Supervisors of Instruction - FTE and Salary	L	Imp of Inst - Inst. Supervisor Sal - FTE and Salary
“	Acct 15-000-221-104 – Other Professional Staff Facilitator- FTE and Salary	J	Combine the two lines and enter on Facilitator - FTE and Salary
“	Acct 15-000-221-104 - WSR Model District Coach - FTE and Salary		
“	Acct 15-000-221-105 – Secretarial/Clerical Assts - FTE and Salary	K	Imp of Inst Serv - FTE and Salary
“	Acct 15-000-221-110 – Improve. Instruct. Other Salaries - FTE and Salary	L	Imp of Inst – Other Sal - FTE and Salary
“	Acct 15-000-222-100 – Technology Coordinator - FTE and Salary	J	Technology Coordinator - FTE and Salary
“	Acct 15-000-222-100 – Librarian/Media Specialists - FTE and Salary	J	Librarian/Media Specialist - FTE and Salary
“	Acct 15-000-222-100 – Secretarial/Clerical Assts - FTE and Salary	K	Ed Media Serv/School Library - FTE and Salary
“	Acct 15-000-240-103 – Principals - FTE and Salary	J	Combine the two lines and enter on Principal - FTE and Salary
“	Acct 15-000-240-103 – Vice-Principals - FTE and Salary		
“	Acct 15-000-240-104 – Other Professional Staff - FTE and Salary	L	Sch Admin-Oth Prof Sal - FTE and Salary
“	Acct 15-000-240-105 – Secretarial/Clerical Assts - FTE and Salary	K	School Administration - FTE and Salary
“	Acct 15-000-240-110 – School Admin-Other Salaries - FTE and Salary	L	Sch Admin – Other Sal - FTE and Salary
“	Acct 15-000-262-100 – Security Officers - FTE and Salary	J	Security Officer – Other Sal - FTE and Salary
“	Salaries – Other (List)	L	As Applicable
“	Acct 15-000-200-200 – Fringe Benefits	K	Do not complete the individual line item benefits on W./P’s B and G-L. Instead put all the benefits on W/P K – Fringe

EXCEL BUDGET DEVELOPMENT WORKPAPERS		SBB SOFTWARE	
<i>W/P Ref</i>	<i>Item Description</i>	<i>W/P Ref</i>	<i>Item Description</i>
			Benefits-Regular
B	2006-2007 Projected Enrollment	N/A	
M	Acct 15-000-221-1XX – Summer Curriculum Development	M	The total dollar amount will need to be split out by one or more of the four object codes 102, 104, 105, 110. The line description begins with Imp Inst-Sum Cur
N	Acct 15-4??-100-500 – Purchased Professional Education Services	N	The total dollar amount will need to be split out by one or more of the three function codes 401, 402, and 4XX. The line descriptions begin with either Cocurr, Athletics or Other Inst Prg and end with Purchased Prof Ed Ser
N	Acct 15-4??-100-500 – Purchased Technical Services	N	The total dollar amount will need to be split out by one or more of the three function codes 401, 402, and 4XX. The line descriptions begin with either Cocurr, Athletics or Other Inst Prg and end with Purch Tech Ser
N	Acct 15-4??-100-500 – Other Purchased Services	N	The total dollar amount will need to be split out by one or more of the three function codes 401, 402, and 4XX. The line descriptions begin with either Cocurr, Athletics or Other Inst Prg and end with Oth Purch Ser
N	Acct 15-4??-100-600 – Supplies & Materials	N	The total dollar amount will need to be split out by one or more of the three function codes 401, 402, and 4XX. The line descriptions begin with either Cocurr, Athletics or Other Inst Prg and end with Sup/Materials
N	Acct 15-4??-100-640 – Textbook	N	The total dollar amount will need to be split out by one or more of the three function codes 401, 402, and 4XX. The line descriptions begin with either Cocurr, Athletics or Other Inst Prg and end with Textbooks
N	Acct 15-4??-100-800 – Objects	N	The total dollar amount will need to be split out by one or more of the three function codes 401, 402, and 4XX. The line descriptions begin with either Cocurr, Athletics or Other Inst Prg and end with

EXCEL BUDGET DEVELOPMENT WORKPAPERS		SBB SOFTWARE	
<i>W/P Ref</i>	<i>Item Description</i>	<i>W/P Ref</i>	<i>Item Description</i>
			Oth Objects
X-1	Workpaper allows free form entry of account numbers	X-Staffing	As applicable. Not applicable for middle school or high school.
X-1	Fringe Benefits	X-Staffing	Do not complete the individual line item benefits on W/P X. Instead put all the benefits for additional resources on X on the first line entitled Reg Prog-Presch/Kind Teachers Sal
X-2	Workpaper allows free form entry of account numbers	X-Non-Salary	As applicable
	Kindergarten		
A	Acct 15-110-100-101 – Teachers-Kindergarten - FTE and Salary	F-Staffing	Kindergarten Teacher – FTE and Salary
“	Acct 15-190-100-106 – Teacher Aides-Kindergarten - FTE and Salary	F-Staffing	Kindergarten Aide – FTE and Salary
“	Acct 15-000-200-200 – Kindergarten Fringe Benefits	F-Staffing	Enter all kindergarten fringe benefits on line Kindergarten Teacher - Benefits
“	2005-2006 Projected Enrollment	N/A	
M	Acct 15-110-100-101 – Kindergarten Teachers	F-Non Salary	Reg Inst Teacher Stip and Subs (101)
M	Acct 15-190-100-106 – Classroom Aides Kindergarten	F-Non Salary	Reg Undist Aide Stip and Subs (106)
N3	Acct 15-190-100-320 – Purchased Professional Educational Services	F-Non-Salary	Reg Undist Purch Prof-Ed Serv (320)
“	Acct 15-190-100-340 – Purchased Technical Services	F-Non-Salary	Reg Undist Purch Tech Servs (340)
“	Acct 15-190-100-500 – Other Purchased Services	F-Non-Salary	Reg Undist Oth Purch Tech Serv (500)
“	Acct 15-190-100-610 – Supplies & Materials	F-Non-Salary	Reg Undist Sup and Materials (610)
“	Acct 15-190-100-640 – Textbooks	F-Non-Salary	Reg Undist Textbooks (640)
“	Acct 15-190-100-800 – Other Objects	F-Non-Salary	Reg Undist Oth Objects (800)
“	Acct 15-110-100-730 – Equipment	F-Non-Salary	Inst Staff Trn Equipment (730)
	CATEGORICAL WORKPAPERS		

EXCEL BUDGET DEVELOPMENT WORKPAPERS		SBB SOFTWARE	
<i>W/P Ref</i>	<i>Item Description</i>	<i>W/P Ref</i>	<i>Item Description</i>
(Each Categorical program workpaper must be selected in the DOE software on W/P D under the Summary of Programs and Services for each applicable program, including enrollment data, before detail data can be entered)			
A	Acct 15-XXX-100-101 – Teachers – FTE and Salary	D2	Detailed budget for applicable program- Staffing – Teacher - FTE and Salary
A	Acct 15-XXX-100-106 – Teacher Aides – FTE and Salary	D2	Detailed budget for applicable program- Staffing – Aide - FTE and Salary
“	Acct 15-XXX-200-200 – Fringe Benefits	D2	Enter total fringe benefits for each applicable program under Staffing on line- Teacher - Benefits
“	2005-2006 Projected Enrollment	D1	Summary of Programs and Services - # of Students Served – for each applicable program
M	Acct 15-XXX-100-101 – Teachers	D2	Detailed budget for applicable program – Non-Salary Costs – Teacher Stipends and Subs
M	Acct 15-XXX-100-106 – Teacher Aides	D2	Detailed budget for applicable program – Non-Salary Costs – Aide Stipends and Subs
N	Acct 15-XXX-100-320 Purchased Professional Educational Services	D2	Detailed budget for applicable program – Non-Salary Costs – Purchased Prof-Ed Services
“	Acct 15-XXX-100-340 Purchased Technical Services	D2	Detailed budget for applicable program – Non-Salary Costs – Purchased Technical Services
“	Acct 15-XXX-100-500 Other Purchased Services	D2	Detailed budget for applicable program – Non-Salary Costs – Other Purchased Services
“	Acct 15-XXX-100-610 Supplies and Materials	D2	Detailed budget for applicable program – Non-Salary Costs – Supplies and Materials
“	Acct 15-XXX-100-640 Textbooks	D2	Detailed budget for applicable program – Non-Salary Costs – Textbooks
“	Acct 15-XXX-100-800 Other Objects	D2	Detailed budget for applicable program – Non-Salary Costs – Other Objects
“	Acct 15-XXX-100-730 Equipment	D2	Detailed budget for applicable program – Non-Salary Costs – under the applicable Equipment line(s)

APPENDIX C

SCHOOL-BASED BUDGET FUND 15 AND WORKPAPER CROSSWALK

This table provides a crosswalk of the SBB Software data collection workpapers to the Fund 15 account numbers. Since multiple workpapers may use the same Fund 15 account number, this appendix highlights which workpapers may be included on any one Fund 15 account number. Note that there is unique line number for each account number. The summary of dollar amounts budgeted by Fund 15 account number is printed on the SBB Software report entitled “Detailed Appropriations Import Summary.”

LINE	DESCRIPTION	ACCOUNT #	Workpapers																									
			B	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X				
	Regular Programs - Instruction																											
02510	Kindergarten - Salaries of Teachers	15-110-100-101			E	F																				X		
02520	Grades 1-5 - Salaries of Teachers	15-120-100-101	B				G	H				M														X		
02530	Grades 6-8 - Salaries of Teachers	15-130-100-101	B	D			G	H			L	M														X		
02540	Grades 9-12 - Salaries of Teachers	15-140-100-101	B	D			G				L	M														X		
	Regular Programs - Undistributed Instruction																											
02640	Other Salaries for Instruction	15-190-100-106		D	E	F			I		L	M														X		
02650	Purchased Professional-Educational Services	15-190-100-320		D	E	F							N													X		
02660	Purchased Technical Services	15-190-100-340		D	E	F							N													X		
02670	Other Purchased Services (400-500 series)	15-190-100-500		D	E	F							N													X		
02680	General Supplies	15-190-100-610		D	E	F							N													X		
02690	Textbooks	15-190-100-640		D	E	F							N													X		
02700	Other Objects	15-190-100-800		D	E	F							N													X		
02710	TOTAL REGULAR PROGRAMS - INSTRUCTION																											
	SPECIAL EDUCATION - INSTRUCTION																											
	Cognitive - Mild:																											
02720	Salaries of Teachers	15-201-100-101		D								L																
02730	Other Salaries for Instruction	15-201-100-106		D								L																
02740	Purchased Professional-Educational Services	15-201-100-320		D																								
02750	Purchased Technical Services	15-201-100-340		D																								
02760	Other Purchased Services (400-500 series)	15-201-100-500		D																								
02770	General Supplies	15-201-100-610		D																								
02780	Textbooks	15-201-100-640		D																								
02790	Other Objects	15-201-100-800		D																								
02800	Total Cognitive - Mild																											
	Cognitive - Moderate:																											
02810	Salaries of Teachers	15-202-100-101		D								L																
02820	Other Salaries for Instruction	15-202-100-106		D								L																
02830	Purchased Professional-Educational Services	15-202-100-320		D																								
02840	Purchased Technical Services	15-202-100-340		D																								
02850	Other Purchased Services (400-500 series)	15-202-100-500		D																								
02860	General Supplies	15-202-100-610		D																								
02870	Textbooks	15-202-100-640		D																								
02880	Other Objects	15-202-100-800		D																								
02890	Total Cognitive - Moderate																											
	Learning and/or Language Disabilities:																											
02990	Salaries of Teachers	15-204-100-101		D								L																

			Workpapers																					
LINE	DESCRIPTION	ACCOUNT #	B	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
03000	Other Salaries for Instruction	15-204-100-106		D								L												
03010	Purchased Professional-Educational Services	15-204-100-320		D																				
03020	Purchased Technical Services	15-204-100-340		D																				
03030	Other Purchased Services (400-500 series)	15-204-100-500		D																				
03040	General Supplies	15-204-100-610		D																				
03050	Textbooks	15-204-100-640		D																				
03060	Other Objects	15-204-100-800		D																				
03070	Total Learning and/or Language Disabilities																							
	Visual Impairments:																							
03170	Salaries of Teachers	15-206-100-101		D								L												
03180	Other Salaries for Instruction	15-206-100-106		D								L												
03190	Purchased Professional-Educational Services	15-206-100-320		D																				
03200	Purchased Technical Services	15-206-100-340		D																				
03210	Other Purchased Services (400-500 series)	15-206-100-500		D																				
03220	General Supplies	15-206-100-610		D																				
03230	Textbooks	15-206-100-640		D																				
03240	Other Objects	15-206-100-800		D																				
03250	Total Visual Impairments																							
	Auditory Impairments:																							
03260	Salaries of Teachers	15-207-100-101		D								L												
03270	Other Salaries for Instruction	15-207-100-106		D								L												
03280	Purchased Professional-Educational Services	15-207-100-320		D																				
03290	Purchased Technical Services	15-207-100-340		D																				
03300	Other Purchased Services (400-500 series)	15-207-100-500		D																				
03310	General Supplies	15-207-100-610		D																				
03320	Textbooks	15-207-100-640		D																				
03330	Other Objects	15-207-100-800		D																				
03340	Total Auditory Impairments																							
	Behavioral Disabilities:																							
03440	Salaries of Teachers	15-209-100-101		D								L												
03450	Other Salaries for Instruction	15-209-100-106		D								L												
03460	Purchased Professional-Educational Services	15-209-100-320		D																				
03470	Purchased Technical Services	15-209-100-340		D																				
03480	Other Purchased Services (400-500 series)	15-209-100-500		D																				
03490	General Supplies	15-209-100-610		D																				
03500	Textbooks	15-209-100-640		D																				
03510	Other Objects	15-209-100-800		D																				
03520	Total Behavioral Disabilities																							
	Multiple Disabilities:																							
03770	Salaries of Teachers	15-212-100-101		D								L												
03780	Other Salaries for Instruction	15-212-100-106		D								L												
03790	Purchased Professional-Educational Services	15-212-100-320		D																				
03800	Purchased Technical Services	15-212-100-340		D																				
03810	Other Purchased Services (400-500 series)	15-212-100-500		D																				
03820	General Supplies	15-212-100-610		D																				
03830	Textbooks	15-212-100-640		D																				
03840	Other Objects	15-212-100-800		D																				
03850	Total Multiple Disabilities																							
	Resource Room/Resource Center:																							
03860	Salaries of Teachers	15-213-100-101		D								L												
03870	Other Salaries for Instruction	15-213-100-106		D								L												
03880	Purchased Professional-Educational Services	15-213-100-320		D																				
03890	Purchased Technical Services	15-213-100-340		D																				
03900	Other Purchased Services (400-500 series)	15-213-100-500		D																				
03910	General Supplies	15-213-100-610		D																				
03920	Textbooks	15-213-100-640		D																				

			Workpapers																					
LINE	DESCRIPTION	ACCOUNT #	B	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
03930	Other Objects	15-213-100-800		D																				
03940	Total Resource Room/Resource Center																							
	Autism:																							
03950	Salaries of Teachers	15-214-100-101		D								L												
03960	Other Salaries for Instruction	15-214-100-106		D								L												
03970	Purchased Professional-Educational Services	15-214-100-320		D																				
03980	Purchased Technical Services	15-214-100-340		D																				
03990	Other Purchased Services (400-500 series)	15-214-100-500		D																				
04000	General Supplies	15-214-100-610		D																				
04010	Textbooks	15-214-100-640		D																				
04020	Other Objects	15-214-100-800		D																				
04030	Total Autism																							
	Preschool Disabilities - Part-Time:																							
04040	Salaries of Teachers	15-215-100-101		D								L												
04050	Other Salaries for Instruction	15-215-100-106		D								L												
04060	Purchased Professional-Educational Services	15-215-100-320		D																				
04070	Purchased Technical Services	15-215-100-340		D																				
04080	Other Purchased Services (400-500 series)	15-215-100-500		D																				
04090	General Supplies	15-215-100-610		D																				
04100	Textbooks	15-215-100-640		D																				
04110	Other Objects	15-215-100-800		D																				
04120	Total Preschool Disabilities - Part-Time																							
	Preschool Disabilities - Full-Time:																							
04130	Salaries of Teachers	15-216-100-101		D								L												
04140	Other Salaries for Instruction	15-216-100-106		D								L												
04150	Purchased Professional-Educational Services	15-216-100-320		D																				
04160	Purchased Technical Services	15-216-100-340		D																				
04170	Other Purchased Services (400-500 series)	15-216-100-500		D																				
04180	General Supplies	15-216-100-610		D																				
04190	Textbooks	15-216-100-640		D																				
04200	Other Objects	15-216-100-800		D																				
04210	Total Preschool Disabilities - Full-Time:																							
	Cognitive - Severe:																							
04710	Salaries of Teachers	15-222-100-101		D								L												
04720	Other Salaries for Instruction	15-222-100-106		D								L												
04730	Purchased Professional-Educational Services	15-222-100-320		D																				
04740	Purchased Technical Services	15-222-100-340		D																				
04750	Other Purchased Services (400-500 series)	15-222-100-500		D																				
04760	General Supplies	15-222-100-610		D																				
04770	Textbooks	15-222-100-640		D																				
04780	Other Objects	15-222-100-800		D																				
04790	Total Cognitive - Severe																							
04800	TOTAL SPECIAL EDUCATION - INSTRUCTION																							
	Basic Skills/Remedial - Instruction																							
04810	Salaries of Teachers	15-230-100-101		D								L												
04820	Other Salaries for Instruction	15-230-100-106		D								L												
04830	Purchased Professional-Educational Services	15-230-100-320		D																				
04840	Purchased Technical Services	15-230-100-340		D																				
04850	Other Purchased Services (400-500 series)	15-230-100-500		D																				
04860	General Supplies	15-230-100-610		D																				
04870	Textbooks	15-230-100-640		D																				
04880	Other Objects	15-230-100-800		D																				
04890	Total Basic Skills/Remedial - Instruction																							
	Bilingual Education - Instruction																							
04900	Salaries of Teachers	15-240-100-101		D								L												
04910	Other Salaries for Instruction	15-240-100-106		D								L												

			Workpapers																					
LINE	DESCRIPTION	ACCOUNT #	B	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
04920	Purchased Professional-Educational Services	15-240-100-320		D																				
04930	Purchased Technical Services	15-240-100-340		D																				
04940	Other Purchased Services (400-500 series)	15-240-100-500		D																				
04950	General Supplies	15-240-100-610		D																				
04960	Textbooks	15-240-100-640		D																				
04970	Other Objects	15-240-100-800		D																				
04980	Total Bilingual Education - Instruction																							
	Vocational Programs - Local - Instruction																							
04990	Salaries of Teachers	15-3XX-100-101		D								L	M											
05000	Other Salaries for Instruction	15-3XX-100-106		D								L	M											
05010	Purchased Professional-Educational Services	15-3XX-100-320		D																				
05020	Purchased Technical Services	15-3XX-100-340		D																				
05030	Other Purchased Services (400-500 series)	15-3XX-100-500		D																				
05040	General Supplies	15-3XX-100-610		D																				
05050	Textbooks	15-3XX-100-640		D																				
05060	Other Objects	15-3XX-100-800		D																				
05070	Total Vocational Programs - Local - Instruction																							
05640	TOTAL VOCATIONAL PROGRAMS																							
	School-Spon. Cocurricular Actvts. - Inst.																							
06030	Salaries	15-401-100-100										L	M											
06040	Purchased Services (300-500 series)	15-401-100-500												N										
06050	Supplies and Materials	15-401-100-600												N										
06060	Other Objects	15-401-100-800												N										
06080	Total School-Spon. Cocurricular Actvts. - Inst.																							
	School-Spon. Athletics - Inst.																							
6090	Salaries	15-402-100-100										L	M											
6100	Purchased Services (300-500 series)	15-402-100-500												N										
6110	Supplies and Materials	15-402-100-600												N										
6120	Other Objects	15-402-100-800												N										
6140	Total School-Spon. Cocurricular Actvts. - Inst.																							
	Other Instructional Programs - Instruction																							
06150	Salaries	15-4XX-100-100		D								L												X
06160	Purchased Services (300-500 series)	15-4XX-100-500		D										N										X
06170	Supplies and Materials	15-4XX-100-600		D										N										X
06180	Other Objects	15-4XX-100-800		D										N										X
06200	Total Other Instructional Programs - Instruction																							
	Undistributed Expend. - Attend. & Social Work																							
06370	Salaries	15-000-211-100								J	K	L	M											
06380	Purchased Professional and Technical Services	15-000-211-300														O								
06390	Other Purchased Services (400-500 series)	15-000-211-500														O								
06400	Supplies and Materials	15-000-211-600														O								
06410	Other Objects	15-000-211-800														O								
06420	Total Undistributed Expend. - Attend. & Social Work																							
	Undistributed Expenditures - Health Services																							
06430	Salaries	15-000-213-100								J	K	L	M											
06440	Purchased Professional and Technical Services	15-000-213-300														P								
06450	Other Purchased Services (400-500 series)	15-000-213-500														P								
06460	Supplies and Materials	15-000-213-600														P								
06470	Other Objects	15-000-213-800														P								
06480	Total Undistributed Expenditures - Health Services																							
	Undist. Expend. - Other Supp. Serv. Students-Reg.																							
06490	Salaries of Other Professional Staff	15-000-218-104								J		L	M											
06500	Salaries of Secretarial and Clerical Assistants	15-000-218-105									K	L	M											
06510	Other Salaries	15-000-218-110										L	M											
06520	Purchased Professional - Educational Services	15-000-218-320															Q							

			Workpapers																					
LINE	DESCRIPTION	ACCOUNT #	B	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
06530	Other Purchased Prof. and Tech. Services	15-000-218-390															Q							
06540	Other Purchased Services (400-500 series)	15-000-218-500															Q							
06550	Supplies and Materials	15-000-218-600															Q							
06560	Other Objects	15-000-218-800															Q							
06570	Total Undist. Expend. - Other Supp. Serv. Students-Reg.																							
	Undist. Expend. - Improvement of Inst. Serv.																							
06750	Salaries of Supervisor of Instruction	15-000-221-102										L	M											
06760	Salaries of Other Professional Staff	15-000-221-104								J		L	M											
06770	Salaries of Secr and Clerical Assist.	15-000-221-105									K	L	M											
06780	Other Salaries	15-000-221-110										L	M											
06790	Purchased Prof- Educational Services	15-000-221-320																R						
06800	Other Purch Prof. and Tech. Services	15-000-221-390																R						
06810	Other Purch Services (400-500)	15-000-221-500																R						
06820	Supplies and Materials	15-000-221-600																R						
06830	Other Objects	15-000-221-800																R						
06840	Total Undist. Expend. - Improvement of Inst. Serv.																							
	Undist. Expend. - Edu. Media Serv./Sch. Library																							
06850	Salaries	15-000-222-100								J	K	L	M											
06860	Purchased Professional and Technical Services	15-000-222-300																	S					
06870	Other Purchased Services (400-500 series)	15-000-222-500																	S					
06880	Supplies and Materials	15-000-222-600																	S					
06890	Other Objects	15-000-222-800																	S					
06900	Total Undist. Expend. - Edu. Media Serv./Sch. Library																							
	Undist. Expend. - Instructional Staff Training Serv.																							
07605	Purchased Professional - Educational Service	15-000-223-320																			T			
07606	Other Purchased Prof. and Tech. Services	15-000-223-390																			T			
07607	Other Purchased Services (400-500 series)	15-000-223-500																			T			
07608	Supplies and Materials	15-000-223-600																			T			
07609	Other Objects	15-000-223-800																			T			
07610	Total Undist. Expend. - Instructional Staff Training Serv.																							
	Undist. Expend. - Support Serv. - School Admin.																							
07010	Salaries of Principals/Assistant Principals	15-000-240-103								J		L	M											
07020	Salaries of Other Professional Staff	15-000-240-104										L	M											
07030	Salaries of Secretarial and Clerical Assistants	15-000-240-105									K	L	M											
07040	Other Salaries	15-000-240-110										L	M											
07050	Purchased Professional and Technical Services	15-000-240-300																				U		
07060	Other Purchased Services (400-500 series)	15-000-240-500																				U		
07070	Supplies and Materials	15-000-240-600																				U		
07080	Other Objects	15-000-240-800																				U		
07090	Total Undist. Expend. - Support Serv. - School Admin.																							
	Undist. Expend. - Oth. Oper. & Maint. of Plant																							
07626	Salaries	15-000-262-100								J		L	M											
07633	General Supplies	15-000-262-610																				V		
07636	Total Undist. Expend. - Other Oper. & Maint. of Plant																							
07637	Total Undist. Expend-Oper. & Maint.of Plant Serv.																							
	Undist. Expend. - Student Transportation Serv.																							
07270	Contr Serv(Oth. than Bet Home & Sch)-Vend	15-000-270-512																				V		
07350	Total Undist. Expend. - Student Transportation Serv.																							
	UNALLOCATED BENEFITS																							
12710	TOTAL UNALLOCATED BENEFITS	15-000-291-2XX		D	E	F					K													X
07570	TOTAL UNDISTRIBUTED EXPENDITURES																							
07580	TOTAL GENERAL CURRENT EXPENSE																							

			Workpapers																							
LINE	DESCRIPTION	ACCOUNT #	B	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X		
	CAPITAL OUTLAY																									
	EQUIPMENT																									
07700	Preschool/Kindergarten	15-110-100-730			E	F																		X		
07710	Grades 1-5	15-120-100-730																						W	X	
07720	Grades 6-8	15-130-100-730		D																				W	X	
07730	Grades 9-12	15-140-100-730		D																				W	X	
	Special Education - Instruction:																									
07740	Cognitive - Mild	15-201-100-730		D																						
07750	Cognitive - Moderate	15-202-100-730		D																						
07770	Learning and/or Language Disabilities	15-204-100-730		D																						
07790	Visual Impairments	15-206-100-730		D																						
07800	Auditory Impairments	15-207-100-730		D																						
07820	Behavioral Disabilities	15-209-100-730		D																						
07850	Multiple Disabilities	15-212-100-730		D																						
07860	Resource Room/Resource Center	15-213-100-730		D																						
07870	Autism	15-214-100-730		D																						
07880	Preschool Disabilities - Part-Time	15-215-100-730		D																						
07890	Preschool Disabilities - Full-Time	15-216-100-730		D																						
07950	Cognitive - Severe	15-222-100-730		D																						
07960	Basic Skills/Remedial - Instruction	15-230-100-730		D																						
07970	Bilingual Education - Instruction	15-240-100-730		D																						
08070	Vocational Programs - Local - Instruction	15-3XX-100-730		D																						
08080	School-Sponsored and Other Instructional Program	15-4XX-100-730		D																					W	X
08090	Undistributed Expenditures - Instruction	15-000-100-730		D																					W	
08100	Undist.Expend. -Support Serv.-Students - Reg.	15-000-210-730																							W	
08130	Undist.Expend.-Support Serv. - Inst. Staff	15-000-220-730																							W	
08150	Undistributed Expenditures - School Admin.	15-000-240-730																							W	
08160	Undistributed Expenditures - Op. & Main. Of Plant	15-000-260-730																							W	
08230	TOTAL EQUIPMENT																									
08340	TOTAL CAPITAL OUTLAY																									
09470	SCHOOL-BASED BUDGET GRAND TOTAL																									