

SECTION 3.12 – MONTHLY SCHOOL BUDGET SUMMARY REPORTS

Contact: Budget @ Extension 4154

A. Overview

The budget office prepares and distributes via e-mail, budget summary reports to all building principals and office managers in a PDF format according to the following schedule:

- ◆ **September and October** will be combined and sent early in November.
- ◆ **November through July** will be received by the 10th of the month following the expenditures. (November's by December 10th, December's by January 10th, etc.)
- ◆ **August** is the final month. You will receive both a preliminary final and a final report. The preliminary final will be sent by the 10th of September.
- ◆ **The final report** will be sent after the close of books, which occurs in mid-October. You should receive your final report by late October.

These reports combine enrollment, funding, budgets, expenditures, encumbrances and revenue which are used to calculate building balances.

B. Annual Funding Detail Report

This report details the funding for each site. Please see [Attachment A](#) for a sample sheet for elementary, middle and high school. Each region is numbered. Below is a description of each region.

Region 1: Enrollment

- ◆ Enrollment listed is your unfactored October FTE count.

Region 2: Funding

- ◆ **Per FTE Allocation.** This funding is provided to cover school discretionary expenditures. The amount is reviewed each budget cycle and may fluctuate year to year.
- ◆ **Other Funding, Supplements and Adjustments.**
- ◆ **Funding Based on Free and Reduced Price Lunch Percentage,** middle and high schools are provided with additional funding based on their prior year free and reduced price lunch percentage as reported to OSPI.
 - ✓ **Prior Year Building Balance,** also known as building carryover.
 - ✓ **Fixed Funding** is provided at all levels and is simply a method of providing additional funds.
 - ✓ **Other items listed,** this is typically site specific.

Region 3: Comparison to Prior Year

- ♦ The data in this section compares the current year funding and month to date spending with the prior year's data. This information is useful to determine if schools are on track to end the year with a surplus balance less than the 10% maximum.

Region 4: Building Balance

- ♦ This section lists your current building balance, and your 10% maximum carryover limit.

C. Summary of Budgets, Expenditures and Revenues Report

This spreadsheet shows all school responsible accounts, some in summary. This spreadsheet is where you will find your building balance calculated. See [Attachment B](#) for a sample sheet. Each region is numbered. Below is a description of each region.

Region 5: Discretionary Budgets – Eligible for Carryover

- ♦ This section summarizes all your discretionary budgets, expenditures, encumbrances and revenues. This is a summary by state program and activity code. The school office managers can run various BusinessPlus reports to obtain detailed information.

Special Purpose Budgets

Special purpose accounts are those in which the expenditures are supported solely by revenue from outside sources such as PTA, or budget capacity provided from the central district budget for specific purposes

Region 6: Special Purpose Budgets Eligible for Carryover

- ♦ ***Carryover over accounts are those in which the grantor has no stated spending deadline.*** The budget office makes this determination from information provided by the sites or by district guidelines. In November, the budget office will create a budget for all special purpose carryover accounts in the amount of the final balance from the previous school year. No action is required by the sites.

Region 7: Special Purpose Budgets *NOT* Eligible for Carryover

- ♦ ***Accounts NOT eligible for carryover are those in which the grantor, or district guidelines, have a specific spending time line within the current school year (“spend or lose”).*** The budget office makes this determination from information provided by the sites, or by district guidelines. If the funding is from an outside source and you will not meet the deadline, contact the budget office.

Region 8: Calculation of Building Balance

- ◆ This region consolidates funding and budget account information to calculate the Current Building Balance. Note, deficit balances in any special purpose account will be deducted in the calculation of the building balance, except where noted.