

**BUDGET
DEVELOPMENT
GUIDE**

2017-2018

INTRODUCTION

The **Budget Development Guide** is intended to be used by program administrators as a resource document to prepare program budgets. Concepts, formulas, and time-lines presented in the guide implement the District's decentralized budgeting system. Only preparation of the combined General fund portion of the District's total budget is addressed in the Guide, because the combined General fund provides most of the financial support for the District's programs. The program budgets which make up the combined General Fund budgets are financial representations of District resources to be expended to accomplish identified goals and objectives. These program budgets are specified by name and number in the **Chart of Accounts**, which is a separate document published by Fiscal Services.

Several other special purpose funds are more limited in scope, and are, therefore, more effectively managed at a centralized level. These funds include the Adult Education Fund, Cafeteria Fund, Capital Facilities Funds, Deferred Maintenance Fund, State School Building Funds, Child Development Fund, Self-Insurance Fund and the Charitable Purpose Foundation Fund. Budgets for these funds are prepared under the direction of the Assistant Superintendent of Business Services and presented to the Board for adoption along with the final combined General Fund budgets.

The budget consists of three major expenditure areas: (1) Personnel salaries and benefits; (2) Materials, supplies and services; and, (3) Capital improvements. Over seventy-two percent of the budget is comprised of personnel and personnel related costs. Since most employee benefits are a percentage of salaries, any increase in employee costs results in an increase in benefits. Please note the list of employment benefits on Page 11. These updated rates are particularly important when categorical program budgets are prepared; these percentages of wages must be budgeted. They are automatic charges required by the State and Federal governments and there are no exceptions. If you have any questions about these rates or when they apply, please call the designated Accounting Technician.

Higher costs of supplies, materials, equipment, utilities, etc., will also increase expenditures. Greater pupil enrollment generates more revenue, but this revenue is generally offset by added costs to teach the new students. There are exceptions to this concept, however, both adult and special education programs have "growth caps" which limit funding to specific levels.

California school districts are highly dependent on external sources of revenue. Except under unique circumstances, our District cannot adjust the local tax rate to provide a higher level of income. Additionally, unlike cities and counties, we have no independent sales taxes, utility fees, license charges, or any other significant self-generated source of income. Ninety-five percent of all revenues are either directly provided or regulated by higher levels of government, primarily the state.

PROGRAM BUDGET REQUEST GUIDELINES

GENERAL INFORMATION

For each program -- continuing, new, or ad hoc over-formula -- a Program Budget Request Form must be completed and submitted to the Director of Fiscal Services by March 08, 2017.

A) **Expenditure Patterns**

In preparing the Program Budget Request Form, it is highly recommended that requested amounts be based on historical and current year expenditure patterns. If you need help in retrieving historical data, please contact the Accounting Technicians. A carefully planned budget based on past spending patterns and anticipated variations from these patterns in 2016-2017 will significantly reduce the need for appropriation transfers. An explanation for each significant change in expenditure patterns must be provided in the "Comments" column.

B) **Fund, School, Resource, Project Year, Goal, Function and Object Codes**

Fund, school, resource, project year, goal, function, object codes and descriptions may be found in the **Chart of Accounts**, which is a separate document published by Fiscal Services. Many objects are limited to the type of function in which they may be used (please reference your Galaxy screen titled View Object with Function). Object 2400, clerical salaries, may not be used in a 1xxx instruction function. Object 1100, teachers' salaries, may not be used in 2700, the school administration function.

To help avoid confusion in assigning object numbers, a brief description of some of the commonly misunderstood ones appear below.

1) **Supplies (4XXX's versus Services 5XXX's)**

Supplies are tangible items and the supply object codes (4XXX's) should not be used for budgeting services such as memberships (5300), repairs by vendors (5630), dry cleaning (5550), rental of facilities (5600), and admissions to field trip activities (5801).

2) **Supplies (4XXX's versus Equipment 44XX's & 64XX's)**

Supplies are items, which are consumed or worn out, deteriorate in use, or are easily broken, damaged, or lost (e.g., paper, pencils, workbooks, cleaning supplies). Items, which have a relatively short service life, (less than two years) are usually charged as supplies (e.g., brooms, notebook binders, paint brushes).

Program Budget Request Guidelines (Continued)

Equipment includes items of relatively permanent nature and/or significant value (e.g., furniture, machines, musical instruments, vehicles). Technology equipment is charged to 4410 (if less than \$7,500), 6410 (if more than \$7,500), and all other new equipment is charged to 4400 (if less than \$7,500), 6400 if more than \$7,500).

3) **Non-Capitalized Equipment (44XX) versus Capitalized Equipment (64XX)**

The Non-Capitalized Equipment Objects are used when purchasing a piece of equipment that costs less than \$7,500 (including shipping and sales tax).

The Capitalized Equipment Objects are used when purchasing equipment that costs \$7,500 or more (including shipping and sales tax).

4) **Instructional versus School Administration**

Usually there is no difficulty in classifying expenditures made for use in instructional programs. These are expenditures for supplies, materials, and equipment to be used **directly** by students and teachers in classrooms and related activities.

In contrast, expenditures for school administration and support service programs are not so easily classified. The purposes of these programs are fulfilled through the activities of the principal, assistant principals, counselors, librarians, nurses, and other office staff. In essence, purchases for administrative and support service programs are used to coordinate or sustain instructional programs but **are not used directly** in classrooms and related activities.

From time to time, purchases are made for both instructional and administrative / support services programs. A common example is the purchase of duplicating paper. When this occurs, simply prorate the expenditure. (If a \$100 buy-out order for duplicating paper at Camino Real Elementary School is to be used 75% for instructional programs and 25% for administration, then list the account string as follows: \$75 to 03-100-0001-0-1110-1000-4300 and \$25 to 03-100-0001-0-0000-2700-4300).

Program Budget Request Guidelines (Continued)

C) Personnel Costs (Regular Programs)

In the "Comments" column of the Program Budget Request Form, program administrators will provide the Director of Fiscal Services with staffing information including number and type of positions, number of hours for each position, and names of individuals expected to fill each position. Overtime, extra time, and time that is requested on a personnel request form each year should be included. Vacant positions should be indicated by placing the word "vacancy" in the column.

NOTE: All personnel reassignments, (personnel shifts between budget programs, not grade levels or subjects), transfers, reductions in hours or position, etc.] must be **approved in advance** by the Assistant Superintendent of Personnel Services, and all adjustments, including personnel shifts between grade levels or subjects, **must be communicated in writing** to the Director of Fiscal Services.

CONTINUING PROGRAMS

A) District Funded Programs

For District funded programs, teacher and school operation allocations will be based on the application of approved formulas to the enrollment projections prepared by Business Services. Using the staffing information provided by program administrators and approved by Business and Personnel Services, the Business Office will compute all salaries and benefits for Objects 1XXX through 3XXX. It will be the responsibility of each program administrator to allocate funds to the various objects in the 4XXX, 5XXX, and 6XXX series.

Each school's allocation must cover all anticipated expenses in the school's instructional, media, administrative and operations/telephone budgets. For example: If a school is allocated \$10,000 and \$500 is provided in the media budget, \$1,500 in the administrative budget, and \$1,000 in the operations/telephone budget, then this would leave \$7,000 for the instructional supplies budget. Items like substitute teachers for in-service (Object 1130) and magazines and periodicals (Object 4300), which are usually ordered in the spring preceding the budget year, should not be overlooked.

B) Categorically Funded Programs

Anticipated budget amounts for categorical programs and LCFF supplemental and concentration allocations will be provided by Terri Moreno's Office by February 03, 2017.

Program Budget Request Guidelines (Continued)

1XXX-3XXX. Regular positions, substitutes and extra hourly costs and related fixed costs and benefits should be added by the program administrator. Once the total personnel cost is established, remaining funds may be budgeted for Objects 4XXX-6XXX.

NOTE: All personnel adjustments (reassignments, transfers, reductions in hours or positions, etc.) must be **reviewed in advance** by the Director of Elementary or Secondary Education and **approved in advance** by the Assistant Superintendent Personnel Services and the Assistant Superintendent of Business Services, and **communicated in writing in advance** to the Director of Fiscal Services. Personnel changes of any kind cannot be made by adding or deleting positions from the budget.

Categorical programs shall be charged for all appropriate operational costs, including the allowable indirect cost rate. These charges will be calculated and accounted for at the District level.

CABINET PRE-APPROVED OF NEW PROGRAMS

Potential new programs must be pre-approved by cabinet. To submit a grant or proposal for new program, select the following link <https://myjUSD.k12.ca.us/Pages/Program-and-Grant-Proposal.aspx> or navigate to MYJUSD and select “Grant or Program Proposal” under Intranet Resources. Complete the form, attach any additional information and submit. The proposed will be reviewed and the submitter will receive a notification of approval.

NEW PROGRAMS

Once a program has been approved, a copy of the proposal and program budget request should be submitted to the Director of Fiscal Services. Approval of Cabinet is required in order for a program to be included in the budget.

ALLOCATIONS

SCHOOL OPERATION ALLOCATIONS

School operation allocations are made on a per student basis as follows:

Elementary	\$26.00
Middle Schools	\$33.00
Continuation High School	\$55.00
Comprehensive High School	\$55.00♦

♦(at least \$14 must be used for textbook purposes; any balance remaining will not be carried over – waived for 2003/04 through 2017/2018.)

Special Education student allocations are made on a per class basis, and they are the same for all grades, K-12.

Special Day Class	\$450
Resource Specialist	\$400
Speech Therapy/Adaptive P.E.	\$300

The principal may budget these allocation funds to cover all necessary expenses of instruction, such as: supplies, materials, magazines, field trips, printing, mileage, conferences, postage, telephone, and copier maintenance and repair costs. This listing is not intended to be complete but does contain most types of expenditures.

In addition to the separate funding available, a principal may use school operation allocation funds for books and, with approval of the Assistant Superintendent of Business Services, minor capital outlay items. [Each item must be less than \$500, and the total of all items must be less than 10 percent of the program budget.] Capital outlay requests costing over \$500 or greater than 10 percent of the program budget shall be presented in writing to the Superintendent or Designee with an explanation of the urgency for approval.

All allocations are adjusted in October to reflect first month enrollment and carryover funds from prior year. Further actual enrollment adjustments are made in February at one-half the allocation rate.

OTHER ALLOCATIONS

Athletics	-	Jurupa Valley High	\$ 100,000*
Athletics	-	Patriot High	\$ 100,000*
Athletics	-	Rubidoux High	\$ 100,000*

NOTE: The above budget includes personnel, fixed charges, supplies, trainers, sports clinic costs, security, mileage, and \$4500 for CIF (any CIF expenses above the \$4500 will be District paid).

Helmets and shoulder pad replacement is provided for by the District. Each HS will receive \$25,000 annually for uniform replacement based on approved 4 year uniform replacement plan. Coaching stipends and fixed charges are budgeted for separately – 2017/18 Rubidoux High – 19 head coaches and 43 assistant coaches; Patriot High – 23 head coaches and 43 assistant coaches; Jurupa Valley High – 18 head coaches and 45 assistant coaches.

PERSONNEL (STAFFING) ALLOCATIONS

TEACHER ALLOCATIONS

A) **Regular Teachers**

To establish an estimated teacher allocation, the predicted enrollment is divided by the target grade span adjustment (GSA) for K-3, 32 for 4-8 and 33 for 7-12 students. The resulting quotient is carried to a two-place decimal. If more than one grade level group is located at a school, the quotients are added together along with any additional allocations, such as project-paid teachers, and the sum is typically rounded to the next highest whole number. Teacher allocations may be further adjusted when actual school enrollment is known. The principle of rounding up pupil-teacher ratio (PTR) computations will only be one criteria in adjusting staffing in the school year. Decimal computations **are not always** rounded up.

School Level	Grade Level	PTR
K-3	K-3	Target GSA
	4-6	32
7-8	7-8	33
9-12	9-12	34
Adult Education	Minimum class size in approved classes.	15

B) **Special Education Teachers**

Special education assignments are allocated on the basis of formulas and standards developed through the Special Education Master Plan Consortium.

C) **Special Projects**

Special program assignments are allocated on the basis of state or federally approved project plans.

D) **Substitutes**

Certificated and in some instances classified substitutes in District funded programs are usually utilized for one of two reasons: (1) illness or leave provisions, which are District budgeted expenses; (2) In-service, the need for which is determined and budgeted by each program administrator. For categorical and special education programs, all substitute costs will be charged to the appropriate program.

E) **Extra Compensation**

Extra compensation is allocated by Board approved compensation schedules.

Personnel Allocations/Certificated (Continued)

OTHER CERTIFICATED ALLOCATIONS (All allocations subject to review and revision.)

A) **Support Services**

- 1) Counselors – District funded: One (1) counselor at MLMS and MMS and Two (2) at JMS; one (1) counselor per MS is site funded.
- 2) Career Center Counselors at High School – District funded; Once (1) per HS; (.5) NVHS site funded LCFF
- 3) Guidance Coordinators – Per contract/ to be determined.
- 4) Nurses – 4.00 funded by Lottery and or special education.
- 5) Psychologists – 17.0 funded by the District and/or special education and special projects.
- 6) Mental Health Counselor & Behavioral Specialist – 5.5 funded by special education.

B) **Administrative Services**

- 1) Secondary Assistant Principals - One at each middle school and three each at Jurupa Valley High, Patriot High, Rubidoux High.
- 2) Elementary Assistant Principals - Elementary sites with enrollment over 800. (Eliminated in 09-10).
- 3) Principals – One per elementary; one per middle school; one per high school (including continuation); .5 at the Adult Education and .5 at the Community Day School; 1.0 Rivercrest Online Prep
- 4) District Administration – Board approved positions.

CLASSIFIED ALLOCATIONS

- A) Library Technicians – (8 hour position) – District funded: One per middle school; one per high school
- B) Elementary Media Center Clerks – District funded: One per elementary 8 hour; NVHS 6 hour EMCC
- C) Secretarial/Clerical Positions - (See Appendix A)

Personnel Allocations/Certificated (Continued)

- 1) Elementary - One principal's secretary and one clerk-typist plus .5 clerk-typist positions for enrollments over 700 students (not including Preschool or Head Start students); two hours (.25) extra clerk time for duration of double session at any school.
- 2) Middle School - One principal's secretary; three secretaries; plus .5 clerk-typist position for enrollments over 1,000 students
- 3) High School – One principal’s secretary, three assistant principal’s secretary, one ASB bookkeeper/secretary, one registrar, one secretary. Clerk Typists: (7.25) Patriot High, (4.0) Jurupa Valley High and (5.5) Rubidoux High.

D) Activity Supervisors - (See Appendix B)

E) Campus Supervisors – (8 hour positions) One position at Ina Arbuckle Elementary School; two positions at each middle school; Jurupa Valley High (7.0), Patriot High (7.875) and Rubidoux High (7.0); two positions at Nueva Vista Continuation High School (2.0); two positions at Community Day School and Adult Ed (2.0).

F) Classified Management - Board approved positions

G) Night Attendance Callers (4 days per week) – Eliminated 12/12/16

H) Health Care Aides – (3 hours per day)

One position at each elementary school (50 % District/50% site funding)

One position at each middle school (50% District/50% site funding)

One position at Nueva Vista Continuation High School (50% District/50% site funding)

Two positions at each high school (74% District/26% site funding)

EMPLOYEE BENEFITS

		<u>Object/Description</u>	<u>Rate</u>		
A)	All Certificated and Certificated Management	3101	STRS	.1443	
		3212	PERS	.1580	
		3311	Social Security	.0620	
		3321	Medicare	.01450	
		3401	Health/Welfare	\$9,500	Certificated
				\$9,500	Management
		3501	Unemployment Ins.	0.0005	All Programs
		*3601	Workers' Comp	.03089	
	3701	OPEB	0.01181		
B)	All Classified and Classified Management	3102	STRS	.1443	
		3212	PERS	.1580	
		3312	Social Security	.0620	
		3322	Medicare	.0145	
		3402	Health/Welfare	\$9,500	Classified
				\$9,500	Management
		3502	Unemployment Ins.	0.0005	All Programs
		*3602	Workers' Comp	.03089	
	3702	OPEB	0.01181		

* A change in the Workers' Compensation rate, if any, is announced in May or June.

Indirect Cost Rate – (2016/2017) - .0253 *

*CDE will be adjusting this rate and this will be adjusted as information is provided.

BASE PROGRAM STANDARD CLASSROOM FURNITURE AND EQUIPMENT

Computers: (Including infrastructure, wiring, cabling)

Teacher – District Standard Laptop and b/w printer.

District Standard Classroom Projector mounted and Document Camera, screen [Bulbs per school, five (5) elementary ten (10) middle, twenty-five (25) high, two (2) Learning Ctr, two (2) Nueva Vista, one (1) Rivercrest]

District Standard Student Computers – One (1) Chromebook per student.

NOTE: All other device/computer equipment must be pre-approved.

Library – **Elementary and Middle School:** District Standard Laptop docking station, monitor, keyboard, mouse, monitor stand, speaker bar, b/w printer; **High School:** additional laptop docking station.

Office – Desktop or laptop (1 per employee); one (1) parent station.

Classroom Furniture: District Standard

Teacher desk and chair (1 per teacher); bookshelf/shelves (one-6 shelf or two-3 shelves), one (1) cabinet or storage cabinet (not locking); one (1) vertical file cabinet (4 drawer letter)

Student desk or tables, chairs (1 per student)

Activity Rugs – grades TK-K

Student cubbies (standard) – grades TK-K

Office Furniture:

Principal desk and chair (standard); storage as needed depending on office

Clerical/Counselor/Health office desk and chair (standard)

Visitor Chairs/Student Front office chairs (standard)

Materials:

Textbooks per Williams specifications

Copy Machines – One (1) Office Copier; additional copiers are site funded

School Material Allocations – per Budget Development Guide, Page 7

Specialized Classrooms:

Follow same standards as above. Additional program requirements will be reviewed.

2017-2018 BUDGET DEVELOPMENT TIMELINE

- By February 03 - Fiscal Services will distribute email including **Budget Development Guide**, including established allocations based on enrollment predictions, to program administrators. A hard copy will follow.
- By February 17 - Education Services will provide Categorical allocations/additional budgets to program administrators.
- By March 1 - New program requests due (see page 5)
- By March 7 - February 07 - March 07 Categorical Budget meetings held in Ed Services.
- By March 8 - All non-categorical budgets due to Director of Fiscal Services.
- By March 24 - March 8–24 School Site Councils (SSC’s) meet to review/approve Categorical and other site based budgets.
- By March 24 - Program administrators will submit **all proposed budgets** to the Director of Fiscal Services **and** copies of new program and over-formula program requests. LCAP actions approved by Cabinet.
- By April 01 - The Director of Fiscal Services will review the initial draft of the **Budget** with the Assistant Supt of Business Service.
- On June 12 - The Assistant Supt of Business Services will present the **Budget** to the Board of Education and the Public. A public hearing will be held at the time to receive comments.
- June 26 - The Budget will be presented to the Board for approval.
- By July 01 - The Director of Fiscal Services will file the **Budget** with the County Office of Education

2016-2017 YEAR-END TIMELINES

The Print Shop/Purchasing/Warehouse timelines will follow as separate memo(s).

The Accounting dates to plan for are:

- May 8 - Deadline for submitting Appropriation Transfer Requests for 2016-2017.
- June 2 - Deadline to submit cash collections and abatements to Business Services.
- June 9 - Final date for reimbursement claims for mileage, instructional supply purchases, and conference expenses due for 2016-2017 Budget.

Purchasing deadlines will be published at a later date.