

SOLANCO SCHOOL DISTRICT
121 South Hess St., Quarryville, PA 17566-1200
717-786-8401

TO: Administrators, Lead Teachers and All Other Cost Center Supervisors

FROM: Sandy S. Tucker, Business Manager

RE: Budget Forms for 2020-2021

Date: September 28, 2019

The 2020-2021 budget forms and accompanying instructions will soon be available on the District website. The “budget summary” page, “budget submission, page 1” and “budget submission, additional pages” have been updated from last year. ***Do not use old versions you may already have on your computer.*** Use the **revised electronic budget forms on the District website** since formulas have been inserted in these forms to do the calculations for you. Some reference sheets and examples of the 27-digit account code configuration are provided for your review. A list of vendors offering discounts is also included. Please take advantage of these discounts whenever possible to get the most for your budget dollar. In addition, there are some changes to the Budget Timeline.

“Simple” examples of completed budget forms are also provided for your review. Please share these examples with your teachers and staff, especially those new to the budget process. If you have any questions or would like to meet with me briefly to review the budget process or account codes, please feel free to call.

Remember that your final budget submission packet (for review with the Superintendent) should be in a three- ring binder and should be a duplicate of your own. The Business Office will forward these binders to you. The Superintendent’s binder should contain the **originals** of your budget requests since in most cases they will be used to place your order.

This year, please feel free to send an electronic copy of your budget as well.

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IMPORTANT POINTS TO NOTE FOR BUDGETING

1. Use the electronic 2020-2021 budget forms on the District Website. **Do not use old versions you may already have on your computer since the format for the budget forms has been revised.** Save a copy of each completed submission form on your computer so it will be readily available for reference or if changes are necessary later. Contact IT coach, Stephanie Leister, if you need assistance using the electronic forms.

2. Make sure each budget form contains all information necessary to place the order:
 - a) Full name, address, phone number and fax number (or email address) of recommended supplier;
 - b) Quantity, Item Description, Color, item number, catalog number (if applicable) and Page Number, etc.;
 - c) A brief description of need or purpose;
 - d) Price of item (actual price, if available, or your best estimate);
 - e) Complete 27digit account code, including function and object code;
 - f) Estimated shipping costs must be included in account totals, as well as the Grand Total.
 - g) Do not include sales tax; the school district is tax exempt.

3. Indicate who is responsible to place the order after approval:
 - a) Business Office? – (Purchase order will be processed by the Business Office after July 1.)
 - b) Teacher? – (Individual teacher will initiate purchase order as needed during the school year. Examples: perishable items – student incentives - printer cartridges)
 - c) For Budgeting Purposes? – (Funds will be allocated but no action is required. Examples: postage – equipment maintenance/repairs)

4. Principals and Lead Teachers should include in their budget submissions the cost of I.U. bid supplies requested for their respective building or department.

5. Budget Summary Forms are used to recap by account code (function and object) the total cost of the budget requests for a building or department. **The total on the summary form should equal the sum total of all individual budget requests submitted.**

6. Requests for textbooks, calculators, computer/technology needs and unusual or costly budget requests must be submitted to the Assistant Superintendent **in advance** of your normal budget submission.

7. Contact the Business Office (786-8401) if you have any questions about the appropriate account code designation or the budget process in general.

SOLANCO SCHOOL DISTRICT

September 28, 2019

SUBJECT: BUDGET PREPARATION INFORMATION FOR SCHOOL YEAR 2020-2019

The mission of the Solanco School District is to provide educational opportunities that enable all students to become contributing members of society.

You will be making important decisions relative to the purchasing of textbooks, supplies and equipment. Please make those decisions based on the school district's goals and educational program as outlined in the Solanco Strategic Plan.

GENERAL INSTRUCTIONS

1. Budget requests must be based on actual needs to support the educational program in existence or as planned for the next school year.
2. Since funds are always limited, priorities must be established within departments, subject areas, school buildings and on a district-wide basis.
3. Requests must be based on updated inventories and projected use.
4. A request that is unusual or particularly costly in nature must be submitted to the assistant superintendent *in advance* of budget submission. All requests for textbooks, computer/technology equipment and calculators must be presented to the assistant superintendent in the same manner.

INSTRUCTIONS FOR COMPLETING BUDGET FORMS

1. Please read these instructions to ensure your requests are processed properly.
2. Complete requests on appropriate budget forms. Be sure to include the following:
 - a) A brief description of need or purpose;
 - b) Signatures/initials of approval as required;
 - c) Complete 27 digit account code, including function and object code;
 - d) Full name, address, phone and fax numbers (or email addresses) of recommended supplier;
 - e) Quantity, Item Description, item number, Catalog Number (if applicable) and Page Number, etc;
 - f) Price of item (actual price, if available, or your best estimate);
 - g) Estimated shipping costs must be included in account totals, as well as the Grand Total.

3. Cost columns on all forms must be filled in with a grand total cost at the bottom of Page 1.
4. Submit orders in a legible format so they photocopy well. In most cases, a photocopy or fax of the order form is submitted to the vendor. Contact IT coach, Stephanie Leister, or the Business Office if you need assistance using the electronic form provided on the District website.
5. Use one vendor per order form. Make sure the complete name and address of the recommended vendor is listed and includes the phone and fax numbers (or email addresses).
6. Multiple account codes may be used for each vendor.
7. After approval of individual budget submissions and the district-wide budget, the Business Office will process purchase orders, usually after July 1st.

PROCEDURES

1. In most cases, budget requests will originate with the lead teacher or principal. These orders are to be within the dollar amount assigned to that person/department.
2. When the budget forms are completed, the lead teacher will schedule a conference with the appropriate principal(s) to get approval on items for that building. At this time principal(s) may adjust budget requests in cases deemed justified based on school programs and priorities.

Each lead teacher is responsible for a consolidated budget summary by school and account code for all items (equipment and supplies) requested. Each building principal is responsible for a summary of items requested for their building (or subject area).

3. **Principals and Lead Teachers please note** - Bring the following items to your scheduled budget meeting (see budget timelines):
 - a. Original budget forms to be presented to the superintendent in 3-ring binder format.
 - b. Your own copy of the budget forms and any necessary documentation to justify budget requests. No additional copies are needed.

Assemble the 3-ring binder of budget submission forms for each building or department as follows:

Section 1 – Budget Summary Sheet(s).

Section 2 – Budget Submission Forms for items that will be ordered later or “as needed” by the building, department or teacher, and where funds are to be held in reserve.

Section 3 – Budget Submission Forms for items that require the Business Office to initiate a purchase order. Please make sure your binder and the superintendent’s binder are assembled in the same consecutive page order for ease of review.

Items requiring follow up will be determined by the superintendent at the initial meeting.

4. **Principals and Lead Teachers are responsible to submit a zip file including an electronic copy (excel format) of each budget submission form included in the budget binder to Emily Laws in the Business Office.** If you need assistance, contact our Technology Department.

SUMMARY OF BUDGET TIMELINES
For Budget Year 2020-2021

1. Budget notebooks to be distributed October 3, 2019
2. IU supply order forms to be distributed electronically..... October 3, 2019
3. Requests for “Large Ticket” items, textbooks, technology related items and calculators due to Assistant Superintendent..... November 11, 2019
4. All budget requests and IU supply orders due to Lead Teachers..... November 11, 2019
5. All budget requests and IU supply orders due to Building Principals..... November 18, 2019
6. Finalized IU supply order forms due in Business Office November 25, 2019
7. Budget meetings with Superintendent and Lead TeachersNovember 27, 2019
8. Budget meetings with Superintendent and Principals..... December 3-6, 2019
9. If necessary, Superintendent informally meets with Principals and Lead Teachers to confirm final purchases.....January-June 2019
10. Budget requests reviewed and prices confirmed and updated as necessary.....April-May 2019

* If requesting supplies from IU 13 bid sources listed below include the estimated or “budgeted” totals on the budget summary sheet for the department or building.

SCHEDULE FOR SUPPLY ORDERS

Following is the **IU 13 Collaborative Services** Purchasing Program Schedule:

<u>IU 13 Commodity</u>	<u>Forms Distributed</u>	<u>Due to Lead Teacher</u>	<u>Due to Principal</u>	<u>Due to Business Off.</u>
IU Instructional Supplies	Oct. 3	Nov. 11	Nov. 18	Nov. 25, 2019
IU Art Supplies	Oct. 3	Nov. 11	Nov. 18	Nov. 25, 2019
IU Technology Educ. Supplies	Oct. 3	Nov. 11	Nov. 18	Nov. 25, 2019
IU Trainer/Medical Supplies	Oct. 3	Nov. 11	Nov. 18	Nov. 25, 2019