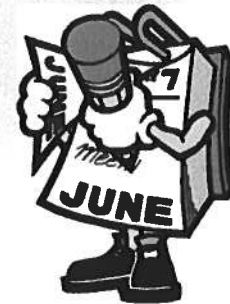


Budgets & Budget Changes



Cabinet for Health and Family Services

- ▶ Fiscal year is July 1- June 30
- ▶ Any funds not encumbered by June 30 of each year will be deducted from the next year's allocation.
- ▶ Funds that are encumbered should be paid by July 25.
- ▶ Coordinator is responsible for the budget and is the only one who can spend money.



- ▶ Because the Advisory Council helps with budget planning and spending they should receive and review a financial report at each Advisory Council meeting.

- ▶ A narrative which details spending guidelines for each of the following must be adopted by the advisory council and become part of the council by-laws:
 - Basic Needs or Emergency Assistance
 - Individual awards, Recognition or Incentives
 - Food
 - Trips or travel for individuals other than center staff

Keeping Track of



- ▶ Coordinators must be provided by the District either desktop access to MUNIS or receive detailed monthly MUNIS report
- ▶ Coordinators are required to keep a running balance of allocation expenditures for each MUNIS code at the center.
- ▶ Sample budget balance spreadsheet is available for download on the FRYSC website under forms and documents.

MUNIS Report

- ▶ POE Purchase Order Entry
- ▶ API Account Payable Invoice or Activity Paid
- ▶ POL Purchase Order Liquidation
- ▶ BUA Budget Amendment
- ▶ POM PO Maintenance (Different)

Summary MUNIS Report



08/14/2017 16:57
926Sales

BOARD OF EDUCATION

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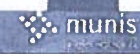
PROJECT NUMBER: 129C
STATE CODE:
CFDA NUMBER:
GRANT AMOUNT:

FAMILY RESOURCE CTRS-ELEM
THROUGH JUN 2017

THROUGH JUN 2017

DESCRIPTION	REVISED BUDGET	MONTH TO DATE	QUARTER TO DATE	EXPENDITURES YEAR TO DATE	PROJECT TO DATE	AVAILABLE BUDGET
129C FAMILY RESOURCE CTRS-ELEM						
0130 CLASSIFIED REGULAR SALARY		2.75	4.95	13.20	13.20	.00
0211 GROUP LIFE INSURANCE	13.20	.00	288.00	288.00	288.00	.00
0214 GROUP DENTAL INSURANCE	288.00	.00	86.09	86.09	86.09	.00
0219 VISION INSURANCE	86.09	17.95	32.31	216.51	236.51	.00
0221 EMPLOYER FICA CONTRIBUTION	236.51	492.15	885.87	541.77	541.77	.00
0222 EMPLOYER MEDICARE CONTRIBUTION	541.77	115.10	207.18	7363.68	7363.68	.00
0232 CHRIS EMPLOYER CONTRIBUTION	7363.68	1534.10	2761.38	60.00	60.00	.00
0253 KERA UNEMPLOYMENT INSURANCE	60.00	.00	.00	374.40	374.40	.00
0260 WORKMENS COMPENSATION	374.40	78.00	140.40	40.00	40.00	.00
0338 REGISTRATION FEES	40.00	.00	.00	19.75	19.75	.00
0580 TRAVEL	19.75	19.75	200.00	200.00	200.00	.00
0610 GENERAL SUPPLIES	200.00	.00	199.80	199.80	199.80	.00
0616 FOOD NON INSTR NON FOOD SVC	199.80	.00	466.38	1014.06	1014.06	.00
0679 OTHER STUDENT ACTIVITIES	1014.06	.00	500.00	500.00	500.00	.00
0680 MEALFAR (FOOD/CLOTHES/UTIL)	500.00	.00	.00	.00	.00	.00
1200 RESTRICTED STATE REVENUE		.00				.00
TOTAL FAMILY RESOURCE CTRS-ELEM	.00	.00	.00	.00	.00	.00
TOTAL REVENUES		.00				.00
TOTAL EXPENSES						.00
GRAND TOTALS	.00	0	.00	.00	.00	.00

Sample detailed journal MUNIS Report



09/13/2016 15:05
926Sales

PROJECT NUMBER: 129C
STATE CODE:
CFDA NUMBER:
GRANT AMOUNT:

FAMILY RESOURCE CTRS-ELEM
THROUGH SEP 2016

THROUGH SEP 2016

P 1
paprjr10

DESCRIPTION	ENCUMBRANCE	REVISED BUDGET	MONTH TO DATE	QUARTER TO DATE	EXPENDITURES YEAR TO DATE	PROJECT TO DATE	AVAILABLE BUDGET
129C FAMILY RESOURCE CTRS-ELEM							
0338 REGISTRATION FEES							
2002104 0118 REGISTRATION FEES	0	.00	40.00	40.00	40.00	40.00	-40.00
2017/01/000210 07/01/2016 BUC	40.00 REF				ORIGINAL BUDGET 2017		
2017/02/000372 08/23/2016 POE	40.00 VND 001365PO	17001081	FAMILY RESOURCE & YO FRYSC COALITION DUES				291471
2017/03/000049 09/06/2016 API	40.00 VND 001365PO	17001081	FAMILY RESOURCE & YO FRYSC COALITION DUES				
2017/03/000049 09/06/2016 POL	-40.00 VND 001365PO						
2017/02/000401 08/24/2016 BUA	-40.00 REF ORIG				ORIGINAL BUDGET ADJUSTMENT		
TOTAL REGISTRATION FEES	0	.00	40.00	40.00	40.00	40.00	-40.00
0580 TRAVEL							
2002104 0580 TRAVEL	119	300.00	66.42	66.42	66.42	66.42	114.58
2017/01/000210 07/01/2016 BUC	150.00 REF				ORIGINAL BUDGET 2017		
2017/03/000049 09/06/2016 API	66.42 VND 004358PO				8/12-30/16 FRYSC TRAVEL REIMBU		291460
2017/03/000083 09/07/2016 POE	119.00 VND 000200PO	17001081	HOUSE HOTEL				
2017/02/000401 08/24/2016 BUA	150.00 REF ORIG				ORIGINAL BUDGET ADJUSTMENT		
TOTAL TRAVEL	119	300.00	66.42	66.42	66.42	66.42	114.58
0679 OTHER STUDENT ACTIVITIES							



Amendments

Budget Amendment


Must be submitted:

- When any MUNIS Code in the most recently approved budget changes by 10% or \$100, whichever is greater
- When opening any new Munis code
- Final budget amendments must be submitted to the RPM no later than 60 days prior to the end of the fiscal year. (April 30)

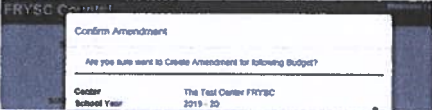
In FRYSC Counts under budget tab:

To submit a budget amendment, follow these steps:

- 1.) The last approved budget will be highlighted in blue with the option to **AMEND** the budget in the right-hand column of the screen.

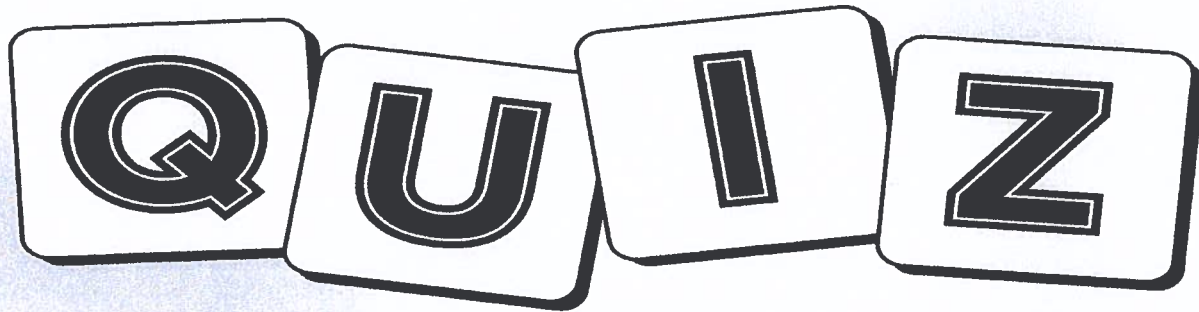


Click **AMEND** to the right of the last approved budget highlighted in blue, then confirm this is what you want to do.



Purchase/Subcontract Request



A graphic for a quiz consisting of four white, rounded rectangular tiles with black outlines, arranged in a slightly overlapping horizontal line. Each tile contains a large, bold, black letter: 'Q', 'U', 'I', and 'Z'. The letters are stylized with a slight 3D effect. The background is a light blue gradient with a dark blue square in the top right corner.

Q U I Z

You want to purchase a desk and the cost is \$350. Do you need to do a purchase request?

You need to purchase this desk using Furniture and Fixtures. You don't have this code listed on your original budget. Do you need to do an amendment?

You have \$1500 in your budget to hire a school based therapist to come see students one day a week. Do you need a request?

You want to purchase Teen Pregnancy Prevention Curriculum and the cost is \$695. Do you need a purchase request?

Red Ribbon Week is coming up and you are purchasing prizes, brochures, and incentives from Positive Promotions in the amount of \$1100. Do you need to do a purchase request?

You have \$500 in your travel code on your original budget. You decided to attend a couple of additional trainings during the year that were job related. You realize that you will have spent a total of \$650 in that code? Do you need to do an amendment?

Budget Expenditures: How can we spend FRYSC dollars?



Examples of Restricted or Prohibited Expenditures

- T-shirts
- Agendas/Textbooks/Software for classroom use
- Classroom supplies that are not related to FRYSC Action Components
- Field Trips
- I-pads
- Past due fees for student lunches, library, etc.
- School "One-Call" systems
- Catering for Teacher Appreciation
- Incentives for Attendance

Examples of Restricted or Prohibited Expenditures continued

- Capital Construction
- Reimbursement of a consultant for grant writing services
- Drug testing
- Auditing Services
- Lease /purchase of vehicles
- "Rent to Own" acquisition
- Employment of school level administrative coordination and/or supervision

Guiding Questions:

- Is it tied to student learning?
- Is it in the FRYSC action components?
- Does it meet FRYSC Mission, Goals and Service Delivery Model?
- Is it limited by the Contract?
- Is it something the school or district would be purchasing anyway?
- Does it fall under KAR guidelines for fee waivers for students on Free/Reduced lunch? (If yes, it is school district responsibility)

****If a legislator asked you to justify the purchase as an appropriate FRYSC expenditure, would you be able to do so?**

Questions & Answers

Cabinet for Health and Family Services