

Agenda for School Budget Meeting FY 2012 – 2/8/2011



- Budget Calendar
- **Budgets Due on February 25th at 12:00 Noon**
- Fee Policy – **Changes due February 22nd** – Submit to Phyllis Elgiar
- Student Allocations – Textbook Funds will be allocated by Jayme
- Chart of Accounts – FY 2012 – Note items listed on “Programs” page
- Benefit Percentages for FY 2012
- 100% of Fund 10 Expenditures will use a function # that begins with “1”
- Budget Forms – www.uintah.net – Departments – Business Department – it is under the “Budget For The Year 2011” - Must use file named “Budget Form - Schools – 2011” **Do Not Open!!!** Save File First. Right Click – Select “Save Target As..., Make sure your desktop is selected. Name as “Program # (space) Program Name” (i.e. 0100 Ashley Elem, 0310 Vernal Middle School, etc.)

DO NOT COPY AND PASTE!!!

1. “Total Budget” Tab – Will Total Automatically
 - a. “Revenue Over (Under) Exp” will match your total school allocation and will be **negative**.
2. “Non-Salary Objects” Tab – Total by Fund must equal allocation for school.
 - a. Enter Detail Description
 - b. “Function Description” and “Object Description” will fill in automatically.
 - c. Enter Amount
 - d. Enter account number – **If “Function Description” and/or “Object Description” are N/A or incorrect, need to correct function and object in account code string.**
 - e. This must be done for the school program (0100, 0110, etc.), the school activity program (9801, 9802, etc.), and the school carry over program (9701, 9702, etc.).
 - f. The 9800 series programs must use Fund 21.
 - g. E-mail to glenna.scott@uintah.net by February 22, 2011.