

SUSQUEHANNA TOWNSHIP SCHOOL DISTRICT

2018-2019 ADMINISTRATIVE BUDGET DEVELOPMENT TIMELINE



September 13, 2017

Oslwen C. Anderson, Jr.

Business Manager

SEPTEMBER 2017

September 13, 2017 (Wednesday)

– Business Manager:

- **Issuance of 18-19 Budget Development Instructions & Materials:**
- Issue 18-19 FY Budget Development Instructions & Materials

– Budget Development Packet Content:

- Timeline outlining key action steps/submittal due dates
- Cover letter outlining each Administrators budget responsibilities
- Essential Budget Development Submittal Documents
 - STSD Budget Request Forms
 - Administrator Budget Submission Spreadsheet
 - Open the (below attached) spreadsheet. At the bottom of the worksheet are worksheet tabs with the various Administrator/Director budgets. Scroll through the tabs until you identify you particular Administrator Budget Submission Spreadsheet.



1819 FY

Administrator Budget

-
- PA Manual of Accounting Chart of Accounts
 - Functions / Objects
- Student Enrollment Projection Spreadsheet (Principals Only)
- Master Listing of Staffing Additions/Eliminations (Human Resource Director Only)
- Federal Programs Excel Budget Template (Asst. Supt. of Curriculum Only)

– District Administrators:

- **Processing of Keystone Purchasing Network (KPN) Supplies Order:**
- Begin processing 18-19 SY Keystone Purchasing Network (KPN) supplies orders.
 - Main Office Clerical Staff notification of electronic access (9/8/17)
- General, Copier Paper, Computer, Art; and Athletic
- Business Office provides Administrators with electronic access
- **Reminder:** Include cost for these items in your budget submittal.
- **Reminder:** Participation in the KPN Procurement Program allows the district to benefit from discounted pricing on district supplies.

OCTOBER 2017

October 2, 2017 (Monday)

– District Administrators:

- **Distribution of Budget Request Forms:**
- Provide staff with 18-19 Budget Request Forms requiring submission back to Administrator no later than 10/23/17.
- **Reminder:** Provide staff with maximum budget allowances for both supplies & equipment. Do not forget to account for KPN supplies cost when determining supplies staffing allowances: **Example:** (Total Supplies Budgeted **(Minus)** KPN Supplies **(Equal)** Supplies Funds Available for Staff Allocation).

October 19, 2017 (Thursday) and October 25, 2017 (Wednesday)

– District Administrators:

- **Confirmation of KPN Supplies Order Electronic Submission:**
- Send email to Superintendent and Business Manager confirming entry of 18-19 requested Athletic (10/19) and General, Copier Paper, Computer, and Art supplies (10/25) into required KPN Software Application.
- **Reminder:** Participation in the KPN Procurement Program allows the district to benefit from discounted pricing on district supplies.

October 23, 2017 (Monday)

– District Administrators:

- **Receipt of Staff Budget Request Forms:**
- 18-19 Budget Request Forms issued to staff on October 2, 2017 are due back to Administrators.
- **Reminder:** These are not purchase requisitions. They are used solely to collect 18-19 budgetary data only.
- **Reminder:** Immediately begin working on assembling your 18-19 FY Budget Materials. Your submittal will be due to district office within about 4 weeks from 10/23/17.

– District Administrators:

- **18-19 SY Student Enrollment Projections:**
- Begin developing 18-19 SY student enrollment projections on the spreadsheet provided within your Budget Development Packet. Projections must be completed no later than 10/30/17.

October 24, 2017 (Tuesday) and October 31, 2017 (Tuesday)

– Business Manager:

- **Approval/Disapproval of Electronic KPN Suppliers Order:**
- Electronically approve/disapprove 18-19 Athletic **(10/19)** and General, Copier Paper, Computer, and Art supplies **(10/25)** electronically entered into required KPN Software Application by building administrators/designees.

OCTOBER 2017 (Cont'd)

October 30, 2017 (Monday)

District Administrators:

- **Completion/Submission of 18-19 SY Student Enrollment Projections:**
- Building Principals must submit their 18-19 SY Student Enrollment Projections spreadsheet to the Assistant Superintendent, Business Manager and HR Director via email.



Student Enrollment
Projection Spreadshee

Director of Maintenance & Operations:

- **Acquisition of Administrator 18-19 FY Building Improvements Requests:**
- Begin scheduling meetings with each Building Administrator to collect, cost-out, and include requested improvements in the district Maintenance & Operations GF or CPF budget, whichever applicable. This data must be secured from building administrators no later than 7days from 10/30/17.

NOVEMBER 2017

November 1, 2017 (Wednesday)

– Business Manager:

- **Provision of Final 18-19 SY KPN Orders to Administrators:**
- Provide Administrators with final copies of approved KPN supplies orders inclusive of detailed line item descriptions, quantities and cost for inclusion in each Administrators 18-19 FY Budget Submittal.
- **Reminder:** Include KPN cost in your supplies budget submittal.

– Human Resources Director:

- **Development of 18-19 FY Staffing Projections:**
- Human Resources Director must meet with Administrators to identify recommended 18-19 FY staffing increases/decreases. All meeting must be conducted no later than 11/8/17. 18-19 SY Student Enrollments must be factored into projections.
- Staff Meetings:
 - Superintendent
 - Assistant Superintendent
 - Business Manager
 - Director of Pupil Services
 - Building Principals
 - Director of Maintenance & Operations
 - Director of Technology
 - Athletic Director

November 13, 2017 (Monday)

– District Administrators:

- **Submission of 18-19 FY Budgets to District Office:**
- Administrators must both email and send a hard copy of their 18-19 FY Budget to the Superintendent and Business Manager. Administrators not complying with this timeline will be required to meet with the Superintendent and Business Manager on Tuesday, 11/14/17.
- **Required Submittals:**
 - 18-19 FY Executive Summary
 - 18-19 Numeric Summary of Functions/Objects
 - 18-19 FY Administrator Budget Submission Spreadsheet (ABSSs)
 - 18-19 FY Budget Request Forms (BRFs)
 - 18-19 FY Student Enrollment Projection Spreadsheet (Principals Only)
 - 18-19 FY Master Listing of Staffing Additions/Eliminations (HR Director Only)
 - 18-19 FY Federal Programs Excel Budget Template (Asst. Supt. of Curr. Only)
 - 18-19 FY Completed Budget Submission Checklist
- **Reminder:** Totals on (ABSS) must be supported by and mathematically agree with submitted Budget Request Forms (BRFs). The business office will be using the (ABSS) to input your budgets into the CSIU software applications.

NOVEMBER 2017 (Cont'd)

November 15, 2017 (Wednesday)

– Human Resources Director:

- **Submission of 18-19 FY Staffing Projections:**
- Human Resources Director must email the Superintendent and Business Manager a copy of the completed **18-19 FY Master Listing of Staffing Additions/Eliminations** spreadsheet detailing all recommended changes in employee compliment. This required spreadsheet is attached below:



MASTER LISTING OF
STAFF ADDITIONS AN

– Human Resources Director:

- **New 18-19 FY Stipends:**
- Human Resources Director must email the Superintendent and Business Manager a listing of all new stipends not currently included in the 17-18 budget. This listing must include the following:
 - Stipend Title or Club Affiliation
 - Name of Person to receive the stipend when known
 - Stipend Amount

– Assistant Superintendent for Curriculum:

- **Submission of 18-19 FY Federal Programs Budgets:**
- Submit completed 18-19 FY Federal Programs Grant Budgets in accordance with 7/23/15 process for developing federal programs budgets and submitting the ancillary grant applications. All submittals required in accordance with the 7/23/15 directive must be adhered to (Title 1, 2, 3, etc.). Both revenue and expenditure budgets must be submitted for the following programs. **The directive and budget templates for use are attached below:**



Federal Program



Federal Programs

Budgets Template Oz.Directive - Developme

November 16, 2017 (Thursday)

– Business Manager:

- **CSIU Input of Administrator Budgets (1st Draft):**
- Begin inputting 18-19 FY Administrator Budgets into CSIU software application. All budget data must be inputted no later than Tuesday, 11/21/2017.

NOVEMBER 2017 (Cont'd)

November 30, 2017 (Thursday)

– Business Manager:

- **District Administrator Review of CSIU Inputted 18-19 FY 1st Draft Budgets:**
- Provide District Administrators with copies of CSIU inputted 18-19 FY Budgets. Administrators must review data and notify the business manager in writing of any discovered discrepancies. Notification required within a week from receipt of budgets.

DECEMBER 2017

December 1, 2017 (Friday) and December 4, 2017 (Monday)

– Superintendent and Business Manager:

- **18-19 FY Budget – Administrator Meetings:**
- Schedule meetings on 12/1 and 12/4 for each administrator to present their respective budgets (**1st Draft**). A line item review is required.
- Meetings will be conducted with each of the following individuals:
 - Sara Lindemuth Principal
 - TWH Principal
 - MS Principal
 - HS Principal
 - Athletic Director
 - Director of Pupils Services
 - Director of Maintenance & Operations
 - Director of Technology
 - Assistant Superintendent of Curriculum
 - Human Resource Director

JANUARY 2018

January 5, 2018 (Friday)

– Business Manager:

- **Advises District Administrators of Required 18-19 FY Budget Cuts:**
- In the event budgetary cuts are necessary regarding Administrators 1st Budget Drafts, notification is sent to the applicable administrator advising them of the \$value necessary for removal from their respective budget/s.

January 10, 2018 (Wednesday)

– District Administrators:

- **Submission of 18-19 FY (2nd Draft) Budget:**
- Administrators must both email and send a hard copy of their 18-19 FY 2nd Draft Budget to the Superintendent and Business Manager. This Budget must be reflective of the requested budgetary cut communicated on 1/5/18. Administrators not complying with this timeline will be required to meet with the Superintendent and Business Manager on Tuesday, 1/13/18.

January 12, 2018 (Friday)

– Business Manager:

- **Modifications to CSIU Entered 18-19 Budgets**
- Update 18-19 FY Budgets in CSIU software application to reflect 2nd Draft Budget versions.

January 17, 2018 (Wednesday)

– Business Manager:

- **District Administrator Review of CSIU Inputted 18-19 FY 2nd Draft Budgets:**
- Provide District Administrators with copies of CSIU inputted 18-19 FY 2nd Draft Budgets. Administrators must review data and notify the business manager in writing of any discovered discrepancies. Notification required within a week from receipt of budgets.

FEBRUARY/APRIL 2018

February 28, 2018 (Wednesday) and April, 4, 2018 (Wednesday)

– Business Manager:

- **Distribution of 18-19 FY KPN Supplies POs to KPN for Processing:**
- Accounts Payable Department issues 18-19 FY KPN Supplies POs (Athletic – 2/28/18) and (General, Copier Paper, Computer, and Art – 4/4/18) for processing in accordance with KPN's required supplies procurement timeline.

MAY 2018

May 1, 2018 (Tuesday)

– District Administrators:

- **Staff Notification for Submission of 18-19 FY Purchase Requisitions:**
- Inform staff to complete and submit all necessary 18-19 FY Purchase Requisitions to their appropriate supervisors (administrators) for review and approval in preparation for submission to district office for processing.
- Attached STSD Purchase Requisitions:



!Requisition
Templateoz.doc

- **Reminder:** Administrators must ensure that all Purchase Requisitions are properly and thoroughly completed: Required Information:
 - Must use STSD approved Purchase Requisition Form attached below.
 - Must include Requestor's Name, Vendor Name, Building ID, Description of Items, \$ Value of Request.
 - Must include written account # that the Requisition should be charged to.
 - Do not include PA Sales Tax. School District is Exempt from Sales & Use Tax.
- **Reminder:** Incomplete Purchase Requisitions will significantly delay the execution of district procurements.

JUNE 2018

June 1, 2018 (Friday)

– District Administrators:

- **Submission of 18-19 FY Purchase Requisitions to District Office for Processing:**
- Submit 18-19 FY Purchase Requisitions to the **Business Manager** for processing no later than 6/1/18. Purchase Requisitions must be submitted in a **sealed envelope** marked with the **Administrators Name** and the notation **18-19 FY Purchase Requisitions**.
- **Reminder:** Only one copy of each purchase requisition should be sent to District Office in accordance with the above direction. No copies of Purchase Requisitions should be sent to anyone else in District Office other than the Business Manager. Prevents duplication of orders.
- **Reminder:** Separate out all TEXTBOOK and SUPPLIES Purchase Requisitions and place them at the top of the requisitions included in the sealed envelope.
- **Reminder:** The timely submission of the 18-19 Purchase Requisitions will assist in ensuring all required educational and support materials and services are received in time for the intended use during the 18-19 School Year.

June 4, 2018 (Monday) through June 8, 2018 (Friday)

– Business Manager:

- **District Office Processing of Draft 18-19 FY Purchase Orders:**
- Accounts Payable Department will input all submitted 18-19 FY Purchase Requisitions into the CSIU software application for processing. All inputted Purchase Requisitions will be reviewed by the Superintendent for programmatic compliance and the Business Manager for financial compliance with the 18-19 FY Budget.
- **Reminder:** In addition to the above review of Purchase Requisitions, the **Business Manager** will provide the **Assistant Superintendent of Curriculum** with copies of all TEXTBOOK related expenditures requiring this individual's review/approval before processing.

June 11, 2018 (Monday)

– Business Manager:

- **Issuance of Draft 18-19 FY POs to Administrators for Review & Approval:**
- Provide each administrator with draft copies of 18-19 FY POs for review and approval. Administrators must inform the business manager of any identified discrepancies within **3 days** from receipt of the draft POs.

JULY 2018

July 2, 2018 (Monday) through July 6, 2018 (Friday)

– Business Manager:

- **District Office Distribution of 18-19 FY Purchase Orders:**
- Accounts Payable Department will finalize processing of all submitted 18-19 FY POs and distribute them to the applicable vendors and other parties as necessary. A listing of the parties receiving copies of each PO is itemized below:
 - Vendor Copy – Mailed or Faxed to Vendor to place order
 - Accounting Copy – Filed in A/P Department
 - Requestor Copy – Sent back to requestor for his/her records
 - Receiving Copy – Sent back to requestor to file until items are received.
- **Reminder:** In order to assist with ensuring vendors are paid in a timely fashion it is imperative that all **RECEIVING** copies of POs be **immediately sent back to (Darlene Blackston) in the District Office Accounts Payable Department once the items/services are received by STSD personnel.** In addition to the lack of compliance with this protocol resulting in untimely payments to vendors, it is likely that such action will also result in vendors' unwillingness to provide product/services to STSD in the future ultimately adversely impacting student services.

