

On this spreadsheet, please enter the Account, Fund, Dept ID, Program, and Dollar Amount for each budget item. You may allocate budget to new programs and accounts for the upcoming budget year on this template, ex: 820000/-7901, 820000/-7902, etc.

When you have completed your entries, please sum the Dollar Amount columns (using the auto sum function in Excel).

Please include your enrollment projections for 2015/16 in your email to General Accounting.

Save your budget load template with your school name, ex: Charter Name Budget, attach to an email and send to Robin Wallace-lpema, rwallace@jeffco.k12.co.us no later than May 22nd.

BUNIT	ACCT	FUND	DEPTID	PROG	DOLLAR AMOUNT	NOTES
				FTE	372.5	
				PPR	\$ 7,307.68	
				Mill Levy	\$ 1,394.00	
REVENUE:						
GF020	401300	GF020	55400	8900	\$ 500.00	Vending Machines-Revenue - machines where revenue is deposited
GF020	401400	GF020	55400	8900	\$ 1,000.00	Ticket Sales-Revenue - Student Council
GF020	408000	GF020	55400	8900	\$ 3,000.00	Resale-Revenue - Yearbooks
GF020	409000	GF020	55400	8900	\$ 1,000.00	Sales-Fundraising-Revenue - Book Fairs/Fundraising for community
GF020	415000	GF020	55400	8900	\$ -	Earnings on Investments - Interest Earned - <i>Jeffco Acctng Only</i>
GF020	419000	GF020	55400	8900	\$ 1,000.00	Other Revenue
GF020	430000	GF020	55400	7900	\$ -	Fines Revenue - Revenue from collecting Fines on library or classroom books, damaged items
GF020	433000	GF020	55400	8900	\$ 64,330.00	State Revenue - Other; Capital Construction - <i>Jeffco Acctng Only</i>
GF020	438000	GF020	55400	8900	\$ -	State ELPA Revenue - Special Revenue - <i>Jeffco Acctng Only</i>
GF020	450000	GF020	55400	8900	\$ 519,265.00	Transfer -- Mill Levy - <i>Jeffco Acctng Only</i>
GF020	450000	GF020	55400	8900	\$ 63,060.53	Transfer -- State Assistance <i>Jeffco Acctng Only</i>
GF020	450000	GF020	55400	8900	\$ 20,000.00	Transfer - Special Education - <i>Jeffco Acctng Only</i>
GF020	450000	GF020	55400	8900	\$ 2,722,110.80	Transfer-PPR -- <i>Jeffco Acctng Only</i>
GF020	451000	GF020	55400	8900	\$ 76,000.00	Fees/Dues-Revenue - Student Fees
GF020	455000	CC020	55400	8900	\$ 211,500.00	Tuition from Individuals - Use for Preschool Tuition
GF020	456000	GF020	55400	8900	\$ 85,000.00	Tuition-Extended day Kindergarten - Full Day Tuition
GF020	461000	GF020	55400	8900	\$ 19,000.00	Building Rental - ACC/Church/Field Rentals
GF020	474000	GF020	55400	7900	\$ 30,000.00	Transportation-Field Trips-Revenue - Collecting Fees for field Trips
GF020	481000	GF020	55400	7900	\$ 12,000.00	Concession Revenue - Hot Lunch
GF020	482000	GF020	55400	7900	\$ 100,000.00	Resale/Activity Revenue-Use for School camp fees, student trips, MS activity tickets
GF020	492000	GF020	55400	8900	\$ -	Textbook Fees - Used for textbook deposits, fees or fines
GF020	498000	GF020	55400	8900	\$ -	Donations-Revenue - PTO, Individual,Outside Entity donations. \$500+ must have form
GF020	498100	GF020	55400	8900	\$ -	Sponsorship Revenue - For sponsorship revenue fm outside entities. \$500+ must have form
GF020	499000	GF020	55400	8900	\$ 30,000.00	Miscellaneous Revenue - Extracurricular activity outside school hours (Expense on Additional Pay in Salaries)
					\$ 3,958,766.33	TOTAL ESTIMATED REVENUE
SALARIES:						
GF020	512100	GF020	55400	8900	\$ 340,083.00	Administrative Salaries (Director, Dean, HR, Financial, Enrollment, Facility)
GF020	521000	GF020	55400	7900	\$ 1,003,352.00	Teachers
GF020	524200	GF020	55400	7900	\$ 137,000.00	Special Education
GF020	52400	CC020	55400	7900	\$ 203,735.00	Preschool
GF020	524200	GF020	55400	7900	\$ 127,652.00	Teachers' Aides/Support Personnel
GF020		GF020	55400	7900	\$ 20,000.00	Additional Pay
					\$ 30,000.00	Teacher Bonus
					\$ 1,861,822.00	TOTAL SALARIES
BENEFITS:						
GF020	59100	GF020	55400	7900		
GF020	699000	GF020	55400	7900	\$ 428,219.06	PERA/Health Benefits (23% of Salaries)
					\$ 428,219.06	TOTAL BENEFITS
PURCHASED SERVICES:						
GF020	701000	GF020	55400	7900	\$ 100,000.00	Mileage & Travel Expense-MS Trips
GF020	702000	GF020	55400	8900	\$ 4,000.00	Employee Training & Conf. - Employees atndng training, conference, orientation, inservice, & wrkshops (no students).
GF020	703000	GF020	55400	8900	\$ 200.00	Awards & Banquets - awards, certificates, science fair, etc..
GF020	704000	GF020	55400	8900	\$ -	Orientation-Inserv-Workshops - for school or outside workshops for registration fees & mtrls only. No meals or drinks.** Will fall under Trainingg/Conf.
GF020	705000	GF020	55400	8900	\$ 200.00	Recruiting Costs - For job fair supplies, travels expenses for candidates, job posting ads
GF020	708000	GF020	55400	8900	\$ 250.00	Employee Background Verification - For Background verifications on employees
GF020	710000	GF020	55400	8900	\$ 2,500.00	Meals/Refreshments -Used only that are served to a group & not curriculum or instruction.
GF020	713000	GF020	55400	7900	\$ 10,000.00	Student Transportation - Used to pay for Jeffco Busses/day trips
GF020	715000	GF020	55400	7900	\$ 10,000.00	Student Admission/Entry Fees - For student conference fees, field trip entry fees (zoo,museums, theaters, competition entry, golf green, hockey/skating ice tiem, field rental, student membership fees, venues for dances etc.)
GF020	717000	GF020		8900	\$ 1,500.00	Athletic Trainers - For athletic programs Only for associated fees. ** NICKS
GF020	721000	GF020	55400	8900	\$ 1,500.00	Legal Fees - For Legal fees fm law firms & auditors. ** ARRINGTON
GF020	723000	GF020	55400	8900	\$ 500.00	Printing - For use with the Printing Dept, sending documents to private companies for printing

GF020	731000	GF020	55400	8900	\$	60,000.00	Contracted Services - For services a company/person provides to the school for snow removal, fire alarm, cleaning, elevator, CPA, etc (does not have to be a 1099 vendor); Vendors Include: Shred-IT, Protection One (alarm), CBE cleaning, Snow Removal, Meridian Fire & Security, Pine Mountain (Boiler repair), Pest Control, Audit Services, WireNut (electrical services), Elevator Repair, K-8 Cleaning, Lam Tree (weed control/tree removal), AirRadon (radon testing).
GF020	735000	GF020	55400	8900	\$	3,000.00	Bank fees & Other Expense - For Bank Fees Only
GF020	741000	GF020	55400	8900	\$	4,000.00	Refuse & Dump Fees - For Trash Services
GF020	742000	GF020	55400	8900	\$	90,000.00	Building Rental - Facility/Bldg Rental or payments to property management company
GF020	743000	GF020	55400	8900	\$	600.00	Equipment Rental-Expense - Used when renting equipment (tables, chairs, grills, postage meter, water cooler, custodial equipment, etc)
GF020	745000	GF020	55400	8900	\$	500.00	Contract Maint/Equip Repair Expense - Used for contracted services, contracting with a company when repairing equipment (printers, fax, locker jams, heater/boiler, elevator, plumbing, etc)
GF020	745500	GF020	55400	8900	\$	60,000.00	Technology Services - Used for services purchased for techology (website, tech maintenance), NOT technology supplies
GF020	746000	GF020	55400	8900			Construction Maint/Bldg Repair - Move to Contracted Services
GF020	747000	GF020	55400	8900	\$	5,000.00	Software Purch/Lease - Used for software licenses. **SPED LICENSE
GF020	752000	GF020	55400	8900	\$	12,000.00	Marketing-Advertising Expense - (includes cost of new signage)
GF020	763000	GF020	55400	8900	\$	1,500.00	Data Communication Lines - Used for Internet Services Fees
GF020	764000	GF020	55400	8900	\$	19,000.00	Electricity - Used for Electric Utilities - Xcel Energy
GF020	765000	GF020	55400	8900	\$	7,500.00	Voice Communication Line - For Telephone Utilities: Security Line, Land Lines, VOIP
GF020	766000	GF020	55400	8900	\$	3,500.00	Water & Sanitation - For Water & Sanitation Utilities
GF020	768000	GF020	55400	8900	\$	300.00	Postage Expense - For stamps, mailings, letters
GF020	769000	GF020	55400	8900	\$	10,000.00	Permits/Licenses/Fees - For various permist & fees for Memberships
GF020	770000	GF020	55400	8900	\$	12,000.00	Risk Management Charges - For Workmens Comp Premiums, Child Care Insurance
GF020	770800	GF020	55400	8900	\$	4,000.00	Unemployment Compensation Insurance - For unemployment Insurance
GF020	775000	GF020	55400	8900	\$	200.00	Community Relations - For communications, reaching out/supporting the community & parents
GF020	781000	GF020	55400	8900	\$	335,663.00	BOND - Interest Expense on Lease
GF020	781500	GF020	55400	8900	\$	100,000.00	BOND - Principal on Lease
GF020	950000	GF020	55400	8900	\$	136,105.54	Central Admin (Purchase Service) - 5% of PPR
GF020	950000	GF020	55400	8900	\$	149,000.00	Special Ed
GF020	950000	GF020	55400	8900	\$	38,740.00	ESL
GF020	950000	GF020	55400	8900	\$	29,800.00	Student Health Services
GF020	950000	GF020	55400	9500	\$	32,318.10	Insurance Reserve
					\$	1,245,376.64	TOTAL PURCHASED SERVICES
							EXPENSES - Materials/Supplies:
GF020	805000	GF020	55400	8900	\$	1,000.00	Materials/Supplies-Other - For Materials/Supplies that are not instructional (club supplies, student council expenses, door prizes) ** adding fundraising here & Student Council
GF020	806000	GF020	55400	8900	\$	2,000.00	Materials/Supplies Resale - For school store expenses, yearbooks, spirit merchandise, planners & athletic apparel, sketchbooks
GF020	810000	GF020	55400	8900	\$	7,500.00	Office Materials/Supplies -For Admin supplies-not classroom or by students. Used for Office Furniture under \$5000
GF020	810001	GF020	55400	8900	\$	1,500.00	Office Equipment - Under \$5K - Used for ordering office electronics (computers, printers, camerals, video, fax, laminators, poster makers)
GF020	812000	GF020	55400	8900	\$	500.00	Clinic Supplies/Mtrls - For clinic supplies (always use w/8900)
GF020	814000	GF020	55400	8900	\$	4,000.00	Custodial Supplies - For custodial Cleaning Supplies
GF020	820000	GF020	55400	7900	\$	40,000.00	Instructional Mtrls/Supplies - For classroom instruction, curriculum based materials (food to teach cooking, PE mtrls, science supplies, construction paper, teacher desk supplies. Use for music band/choir programs. Use for furniture under \$5000
GF020	820001	GF020	55400	7900	\$	50,000.00	Instructional Equipment - Under \$5K - Used for electronics for instructional purposes & computer software (computers, DVD's, Smartboards, TV's, Projectors, Audio-Visual equipment, cameras, calculators)
	822000			7900	\$	15,000.00	Textbooks Expense - For Classroom textbooks
GF020	823000	GF020	55400	8900	\$	13,000.00	Copier Usage - For copy machine expenses & redistribute copier expense charged by district.
GF020	824000	GF020	55400	7900	\$	4,000.00	Testing Materials Expense - Used when purchasing PSAT, Plan, Explore test booklets, pencils for CSAP, exam fees
GF020	826000	GF020	55400	7900	\$	1,000.00	Graduation Materials Expense - Rental of facility, diplomas, refreshments
GF020	840000	GF020	55400	8900	\$	8,000.00	Maint. Materials/Supplies - Used for School Building Maintenance Supplies
GF020	852000	GF020	55400	8900	\$	50.00	Vehicle Fuel Expense - For fuel on snow blowers, mowers, etc..
GF020	870000	GF020	55400	7900	\$	150.00	Library Materials Expense - For library books & supplies specifically for library
GF020	880000	GF020	55400	7900	\$	11,000.00	Purchased Food (Hot Lunch)
GF020	885000	GF020	55400	8900	\$	100.00	Micellaneous Expense - Used Sparingly & only if the expense does not fall into any other category
GF020	930000	GF020	55400	8900	\$	5,000.00	Building Improvement Expense (\$5000+; RESERVE; DO NOT SPEND- Emergency Use Only)
					\$	163,800.00	TOTAL EXPENSES, Materials & Supplies
					\$	3,958,766.33	Total Revenue
					\$	3,699,217.70	Total Expenses
					\$	259,548.63	Budget Surplus
					\$	277,441.33	Required Reserves Unrestricted Reserves (7.5% of expenses)
					\$	118,762.99	Tabor Reserve (3% of Revenue-donations)
					\$	396,204.32	Total Required Reserves
					\$	551,277.29	2014-2015 Carry Over
					\$	259,548.63	2015-2016 Budget Balance
					\$	810,825.92	TOTAL RESERVE
					\$	462,402.21	Rainy Day (2 x Expenses)