



FY 2019-2020 BUDGET PREPARATION INSTRUCTIONS

Sites will enter budgets through next year budget entry program (Instructions attached). The Budget Department will hold training on February 26. If you need additional help, we will have an open lab on March 1. Please e-mail budgetsubmission@unionps.org to reserve your time. Someone will be available from 8:00am – 5:00pm. For any questions, please contact Ellie Selden, 918-357-6093, selden.ellie@unionps.org or Valerie Bohbrink, 918-357-6105, Bohbrink.valerie@unionps.org.

Next Year Budget Entry Program

Level 1 Access: Available February 12 – March 15

Employees, who are responsible for entering their budgets into the MUNIS system (i.e., site secretaries, clerks), will have Level 1 access. Each project's budget will begin with the same budget as FY19 (school sites, your budget will be adjusted based on student count). You will be able to move items within your project to different function/object combinations that best suit your spending needs for FY20. On March 15, at 5:00pm, Level 1 access is disabled.

Level 2 Access: Available March 16 – March 29

Direct supervisors of the employees who input their budgets will have access at level 2 (i.e. principals and directors). Review your projects as they appear in Level 2. During your allotted period, you can review and make changes if necessary. On March 29, at 5:00pm, Level 2 access is disabled.

Level 3 Access: Available March 30 – April 5

Executive directors will review their projects as they appear in Level 3. During your allotted period, you can review and make changes if necessary. On April 5, at 5:00pm, Level 3 access is disabled.

Level 4 Access: Available April 6 – April 19

Associate Superintendents will review their projects as they appear in Level 4. During your allotted period, you can review and make changes if necessary. On April 19, at 5:00pm, Level 4 access is disabled.

Level 5 Access: April 20

CFO and Budget Department will review projects as they appear in Level 5.

Request for 2018-2019 Year-End Spending and 2019-2020 Additional Spending

The request for year-end spending and additional spending for the new year are combined on one form.

- **For Year-End Spending:** Spending from your FY 2018-2019 budget will be suspended on April 30, 2019. All anticipated expenditures for the remainder of the school year should have an RQ processed by the April 30 deadline. Year-end spending is used to request the authority to spend a portion of your unused budget balance after April 30 for encumbered items and services that could not be ordered prior to April 30 and for which budget funding is available for the current year. Each school site should request \$500 for emergencies, unanticipated expenses, plus any other specific needs known but not already requested/ordered on a Requisition. By estimating the spending requirements from April 30 to June 30, the District is able to temporarily reallocate unused budgeted funds for one time year-end expense, Early Retirement Incentives, warehouse supplies, textbooks, one-time computer equipment purchases, and year-end stipends. While you should request at least \$500 for unanticipated expenses, requesting funds that really are not necessary reduces the funds that can be allocated to year-end needs. Requesting funds does not guarantee they will be allocated to you.
- **FOR 2019-2020 Additional spending:** Be sure to indicate the reason for the increased budget request.

Submit all requests to budgetsubmission@unionps.org.