Budget Template
February 8, 2024
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Aspects of Budget Document

Finance Professional Budgeting Primary Roles:

- Source of creditable accurate financial information & stewardship.
- Resource the organization in a responsible way.
- Knowledge of Resources & Events.
- Ensure District statutory compliance.
  - Budget template aligns with (22-44-105)
    - (1)(a) Shall be in a summary format which is understandable to a layperson.
    - (1.5)(a)&(c) Includes the Universal Budget Summary

The Budget Cycle

- Proposed Budget (May 31)

- Adopted Budget (June 30)

- Revised Budget (January 31)

- Template allows district to save current and as the next budget period with editing.

- Supplemental Budget only if new resources are available

Current Version of Template

- Name: Budget Book Template_Proposed_FY25_v10.1.

  - Save as district name_Proposed_FY25

- Customize to fit your District. Always Check the formulas.

- Save Early & Save Often

Current Version of Template

- Many changes from previous year's templates.
  - Made changes to the Uniform Budget Summary and corrected formulas
  - Added Correct Appropriation Reserve Budget account off to the side on each fund's summary page
  - Improved the Beginning Fund Balance calculation worksheet
  - Add Suggested Revenue accounts to all Funds Summary pages (GF Rev Detail) as a guide in the worksheet section of the tabs.

Current Version of Template

- Many changes from previous year's templates-Continued.
  - All Headers on the tabs can be changed by changing them on the GF Summary tab
  - Fixed lingering bugs and odd links or linkage.
  - Added a Recurring/Non Recurring section on GF Summary, in the worksheet section
- Better Compliance with 22-44-105 (Budget mandatory contents)
  - Added a FY24 Forecast column on all tabs
  - Added Revenue, Expenses, & Appropriation per Student on the GF Summary Fund and on the Appropriation Resolution.

Let's Go to the Template

- Location [PFSU](#) web page. Lower left corner under Statutory Compliance and Reporting.

Statutory Compliance and Reporting

- Critical Dates - FY 2023-2024 (PDF)
- Budget Templates - FY 2023-2024
    - Required: Uniform Budget Summary (XLS)
    - Optional: CDE-18 with links to Uniform Budget Summary (XLS)
    - Optional: CDE-18 with Salary Schedule Links and Uniform Budget Summary (XLS)
    - Budget Appropriation Resolution
- School Finance Templates
    - Audit Workpaper
    - Budget FY25 Budget Template
    - Bank Reconciliation
    - Bank Reconciliation - Full Year
    - Business Manager Year-Round Monthly Calendar
    - Quarterly Financial Statements
    - Sample Licensed - Salary Schedule Scattergram
    - Sample Classified - Hourly Schedule Scattergram

Budget Template Mechanics

How do I use it?

- Read the Instructions carefully
- Use Audit Data or the General Ledger system to populate previous year's "Actual"
- Start on the Cover Page-Customize for District
  - Template allows district to save current and as the next budget period with minor editing
  - *Changing "Cover" tab in Cell E11 will carry forward to all other tabs*
- Move to "BudgetAssump" tab. Customize.

Budget Assumptions/Values

	FY 2023/24	FY 2024/25
Revenue-Based Assumptions		
October FTE Pupil Count		
5-Yr Averaging Funded Pupil Count		
Post-Negative Factor Per-Pupil Funding		
Total Program Funding		
Budget Stabilization Factor		
Net Assessed Valuation		
Property Tax Mill Levy Components:		
General Fund		
Abatement Levy		
Bond Fund		
Mill Levy Override Fund		
Total Mill Levy	0.000	0.000
Expenditure-Based Assumptions		
District Contribution Family Insurance Premium		
Employer PERA Contribution	21.40%	21.40%
Medicare Employer Contribution	1.45%	1.45%
Colorado Minimum Wage (1/1/24 & Estimated 1/1/25)	$14.42	$15.14
Debt-Based Assumptions		
Net Assessed Valuation	$0	$0
Gross Debt Capacity @ 20%	$0	$0
General Obligation Principal Outstanding as of Year-End		
Remaining Debt Capacity	$0.00	$0.00
Additional Lease Certification of Participation Debt		

No formal notice from PERA @ 2/8/2024 if contributions are going to automatically increase to keep PERA 30-year full funding goal.

Required Resolutions

- Appropriation Resolution
  - Signed by BOE President for the June adopted & January Amended.
  - **Added** per pupil Appropriation amount.
- Use of Beginning Fund Balance Resolution
  - BFB Usage Calc WKST calculates the $ per fund of BFB usage
  - Manual Update on the BFB from the calculation worksheet.
- Interfund Borrowing Resolution
  - Not the amount of a transfer from GF, but the amount of GF funds used to "float" cash until revenue comes in. Estimate High!

Revenue & Expense Graphs

- Data is pulled from other tabs to populate 3 Graphs.
  - General Fund Revenue by Source
    - Local, Intermediate, State, Federal, and Transfers/Allocations

  - General Fund Expense
    - By Program
    - By Object

Pupil Count Chart

Fiscal Year	K-12 Annual Pupil Count (FTE)	Year over Year Pupil Count Change	Total District Funded Pupil Count
FY 23/24 (Proj)		0.0	
FY 22/23		0.0	
FY 21/22		0.0	
FY 20/21		0.0	
FY 19/20		0.0	
FY 18/19		0.0	
FY 17/18		0.0	
FY 16/17		0.0	
FY 15/16		0.0	
FY 14/15		0.0	
FY 13/14		0.0	
FY 12/13		N/A	

- May want to go back and take out all CPP in the last column, "Total District Funded Pupil Count" to compare Apples to Apples.
- Data from Table produces useful visual information on how Student count is trending.

General Fund Summary

	Actuals FY 20-21	Actuals FY 21-22	Actuals FY 22-23	Budget FY23-24	Forecast FY 23-24	FY24 Budget v	Proposed Budget FY24-25
Beginning Fund Balance							
Restricted – TABOR	0	0	0			0	
All Other Fund Balance	0	0	0			0	
Total Beginning Fund Balance	0	0	0	0	0	0	0
Revenues							
Local Revenue	0	0	0	0	0	0	0
Intermediate Revenue	0	0	0	0	0	0	0
State Revenue	0	0	0	0	0	0	0
Federal Revenue	0	0	0	0	0	0	0
Transfers/Allocations	0	0	0	0	0	0	0
Total Revenues	0	0	0	0	0	0	0
Revenue Per Pupil				#DIV/0!	#DIV/0!		#DIV/0!
Total Resources Available	0	0	0	0	0	0	0
Revenue Per Pupil				#DIV/0!	#DIV/0!		#DIV/0!
Expenditures							
Instructional Services	0	0	0	0		0	0
Pupil Services	0	0	0	0		0	0
Instr. Staff Support	0	0	0	0		0	0
General Administration	0	0	0	0		0	0
School Administration	0	0	0	0		0	0
Business Services	0	0	0	0		0	0
Maintenance & Operations	0	0	0	0		0	0
Transportation Services	0	0	0	0		0	0
Central Services	0	0	0	0		0	0
Other Services	0	0	0	0		0	0
Total Expenditures	0	0	0	0	0	0	0
Expenditure Per Pupil				#DIV/0!	#DIV/0!		#DIV/0!
Other Financing Uses							
Transfers Out						0	
Total Other Financing Uses	0	0	0	0	0	0	0
Surplus/(Deficit)	0	0	0	0	0	0	0
Fund Balances							
Restricted – TABOR	0	0	0	0	0	0	0
All Other Fund Balance	0	0	0	0	0	0	0
Total Fund Balance	0	0	0	0	0	0	0
Total Expenditures & Fund Balance				0	0	0	0
Total Appropriation(Ending Fund Balance + Expense)				$0			$0
Approriation Per Pupil				#DIV/0!			#DIV/0!

Only BFB needs to be entered on the tab. All other cells "pull" from another tab.

General Fund Summary-Changes

Better Compliance with 22-44-105 (Budget mandatory contents)

- **Added** a FY24 Forecast column on all tabs
  - This column will aid in district's review of FY24's budget to actual variances.
- **Added** Revenue, Expenses, & Appropriation per Student on the GF Summary Fund and on the Appropriation Resolution.
- **Added** Correct Appropriation Reserve Budget account off to the side on each fund's summary page.

Fill in your Historical Data

- Use Audit Data/GL Data to fill in as much level detail that is available on the correct tab.

  - Use district audit- Under Supplemental Information - Budget Comparison General Funds is the best source for this information.
    - Some district's report will have expenses by Program & Object
    - Some district's report will have expenses by Program only.
    - Time consuming set up-data entry.

  - "Detail Not Available" or "No Detail" is acceptable. Suggest highlighting in gray.

  - Should tie to Audit at end of the day on the all funds summary tab.

GF Rev Detail

- Should Customize to district's revenue accounts
- Add Suggested Revenue accounts to all Funds Summary pages (GF Rev Detail) as a guide in the worksheet section of the tabs.
- "Fills" the GF Summary tab summarized by
  - Local
  - Intermediate
  - State
  - Federal
  - Transfers/Allocations

- Similar to the GF Summary, this tab "pulls" information from the separate program tabs
  - Nothing to input

Staffing Schedule

Text	Text	Text	Number	Text	Text	Number	Pulled from Budget Assumptions		Formula Column	
							0.2285		Number	
							Number	Number		
Position	EE Category	Location	FTE	Step	Level	Salary	Pera/Med	Insurances	District Shr Benefits	Total Compensation

Account Codes						
Text	Text	Text	Text	Text	Text	Text
Fund	Loc	SRE	Prog	Obj	Job	Grant

- Input all Staff's wage(regular, stipends, OT, etc), benefits, and expense account on this sheet
- Never print and show to BOE. This is a worksheet.
- Once entered, Sort by Program code-Copy & Paste on the specific program tab. Both sections align.
- This should tie out to total Salary and Benefit & FTEs

General Fund Program Tabs

- GF11-GF14 are available for districts that use them to breakout instruction by the SRE codes 11-14.

- For districts that just have instruction identified by program codes 0010-2099, just use GF11.
  - Hide GF 12-14 on the GF Exp Summary tab or identify- "No Detail"

- GF11-4000/5000 all have a worksheet area broken into 2 sections
  - First is Non Payroll Accounts - Object Codes 03XX-09XX
  - Second is Payroll Accounts - Object Codes 01XX-02XX
    - This is where you paste from the staffing tab

- Then link the worksheet area information to the Budget book Columns. Consider using the FTE Section.

ProgramObjCk tab

		Budget
Expenditures by Major Program		
0010-2099	Instructional Services	0
21XX	Pupil Services	0
22XX	Instructional Support	0
23XX	General Administration	0
24XX	School Administration	0
25XX	Business Services	0
26XX	Maintenance & Operations	0
27XX	Transportation	0
28XX	Central Services	0
29XX	Community Services	0
	Misc Expenses & Transfers	0
	Total Programs	$0
Expenditures by Major Account		
011X	Salaries	0
02XX	Employee Benefits	0
03XX	Purchased Services	0
04XX	Property. Services	0
05XX	Other Services	0
06XX	Supplies & Materials	0
07XX	Capital Outlay	0
08XX	Other Expenditures	0
09XX	**Total Objects**	$0

- Checks that the Expense summarized by Program and Object match. If they don't there is a formula issue.
- The Salaries & Benefits should tie to the General Fund Staffing tab totals.

Work on Other Funds

- The General Fund is the most complicated. Starting on the other funds is suggested to get a feel for the mechanics
- District Customization needed. Other fund tabs included
  - InsRsv - Insurance Reserve(18) (suggest collapsing to General Fund)
  - PreSchool(19) (optional-can be in General Fund)
  - Food Svc(21)
  - DPGF(22) AKA Grant Fund (optional-can be in General Fund)
  - Activity Summary (23)
  - Fund1(??) & Fund2(??) Summary for any district specific funds
  - BondRedempt (31) - Bond Redemption
    - DEBT tab is a place to insert you current bond payment schedule
  - CapRes(43) - Capital Reserve
  - Trust Fund (7?)

Uniform Budget Summary

FY2022-2023 UNIFORM BUDGET SUMMARY

School District	Object	11	10	18	19	21	22	06
Beginning Fund Balance		1,666,000						
Revenues								
Local Sources	1000 - 1999	894,357						
Intermediate Sources	2000 - 2999							
State Sources	3000 - 3999	6,149,749						
Federal Sources	4000 - 4999	94,483						
Total Revenues		7,138,589	-	-	-	-	-	-
Total Beginning Fund Balance and Reserves		8,804,589	-	-	-	-	-	-
Total Allocations To/From Other Funds	5600,5700,	(920,000)						
Transfers To/From Other Funds	5200 - 5300	-						
Other Sources	5100,5400,							
Available Beginning Fund Balance &		7,884,589	-	-	-	-	-	-
Expenditures								
Instruction - Program 0010 to 2099								
Salaries	0100	2,280,477						
Employee Benefits, including object 0280	0200	785,418						
Purchased Services	0300,0400,	373,575						
Supplies and Materials	0600	140,000						
Property	0700	40,000						
Other	0800, 0900	7,000						
Total Instruction		3,626,470	-	-	-	-	-	-
Supporting Services								
Students - Program 2100								
Salaries	0100	195,770						
Employee Benefits, including object 0280	0200	63,119						
Purchased Services	0300,0400,	1,000						
Supplies and Materials	0600	5,000						
Property	0700	-						
Other	0800, 0900	-						
Total Students		264,888	-	-	-	-	-	-
Instructional Staff - Program 2200								
Salaries	0100	41,014						
Employee Benefits, including object 0280	0200	13,968						
Purchased Services	0300,0400,	33,250						
Supplies and Materials	0600	-						
Property	0700	-						
Other	0800, 0900	-						
Total Instructional Staff		88,232	-	-	-	-	-	-
General Administration - Program 2300,								
Salaries	0100	210,360						
Employee Benefits, including object 0280	0200	61,856						
Purchased Services	0300,0400,	70,000						
Supplies and Materials	0600	5,000						
Property	0700	-						
Other	0800, 0900	32,000						
Total School Administration		379,216	-	-	-	-	-	-
School Administration - Program 2400								
Salaries	0100	443,072						
Employee Benefits, including object 0280	0200	133,416						
Purchased Services	0300,0400,	166,500						
Supplies and Materials	0600	20,000						
Property	0700	-						
Other	0800, 0900	60,000						
Total School Administration		822,988	-	-	-	-	-	-

Pulls from the various fund's summary tabs.

Check to ensure accuracy.

Row 177 should equal the fund's appropriation.

Other Supplemental tabs

- Other tabs that may be applicable to your district.
  - School Budgets
  - School FTEs

What else that keeps you up?

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