

Budget Template

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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.
- Ensure District statutory compliance. [FPP Handbook](#)
- Knowledge of Resources & Events.
- Looks Professional
- Easy to Follow.

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 with minor editing.
- *Changing Cover Cell E11 will carry forward to all other Tabs*

Current Version of Template

- Name: Budget Book Template_Proposed_FY 23-24_v9.0.
- Many changes from last year's pilot template (version 9.0)
 - Changed BFB usage tabs
 - Added Surplus/(Deficit) to All Funds Summary Page
 - Added Worksheet for Non-Payroll & Payroll accounts on each Fund and Program tabs
 - Red tabs are supplemental
- Customize to fit your District. Always Check the formulas.
- Save Early & Save Often

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 2022-2023\(PDF\)](#)
- [Critical Dates - FY 2021-2022\(PDF\)](#)
- [Budget Templates - FY 2022-2023](#)
 - 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](#)
 - [Budget Model to FY24 Budget Template v9.0](#)
 - [Bank Reconciliation](#)
 - [Bank Reconciliation - Full Year](#)
 - [Quarterly Financial Statements](#)
- [Financial Audit Law and Submission](#)
- [Network Charter Schools Financial Audit Requirements \(updated 09/13/2018\) \(PDF\)](#)
- [Colorado Independent Audit Requirement for Charter School- Oct. 17, 2011 \(PDF\)](#)
- [Report on District Revenues and Expenditures](#)
- [Analysis: Funding Per Pupil by Accreditation Categories](#)