

St. Lucie

PUBLIC SCHOOLS



Each Child, Every Day

Budgets and Reporting

Rules

Where do our rules come from

- State Constitution
- Florida Statutes
- SBE Rules
- District School Board Rules

RED BOOK:

- Financial & Program Cost Accounting & Reporting for Florida Schools

Anatomy of a Cost Strip

- Fund Structure (Chapter 4)
- Function
- Object

FM\CA\CA - 809 - Account number entry screen

Fund	GENERAL FUND	1000	
Type	Expense	E	
Function	BASIC EDUCATION	5100	
Object	OTHER PUR SERV	3900	
Facility	Colleg Preparatory A	0712	
Project	FTE PASS-THROUGH	20040	
Subproject		00000	
Program		00000	

Code for Fund

Buttons: OK, Acct, Cancel, Quick Key

Fund Facts

- Cost strips that begin with 1XXX are General Fund
- Cost strips that begin with 41XX are always Food Service related
- Cost strips that begin with 4XXX (except 41X) are always Federal Grants
- Cost strips that begin with 3XXX are always capital

Function Favorites

- Function provides a general idea for the intent of the overall purchase
 - I.E. - will be used in the classroom, administrator's office, health services
- Functions are grouped into 5 areas.
 - Instruction
 - Instructional Support
 - General Support
 - Community Services
 - Debt Service/Transfers

Outstanding Objects

- Objects show what TYPE of goods and services are purchased
- Objects are grouped into 8 areas
 - Salaries
 - Employee Benefits
 - Purchased Services
 - Energy Services
 - Materials and Supplies
 - Capital Outlay
 - Other Expenses
 - Transfers

Buckets of Money

COUNTY FUNDS



- Managed by Finance
- Maintained in SLCSB checking account
- Source of County funds
 - County
 - State
 - Federal
 - Private Grants

Buckets of Money

TITLE I FUNDS

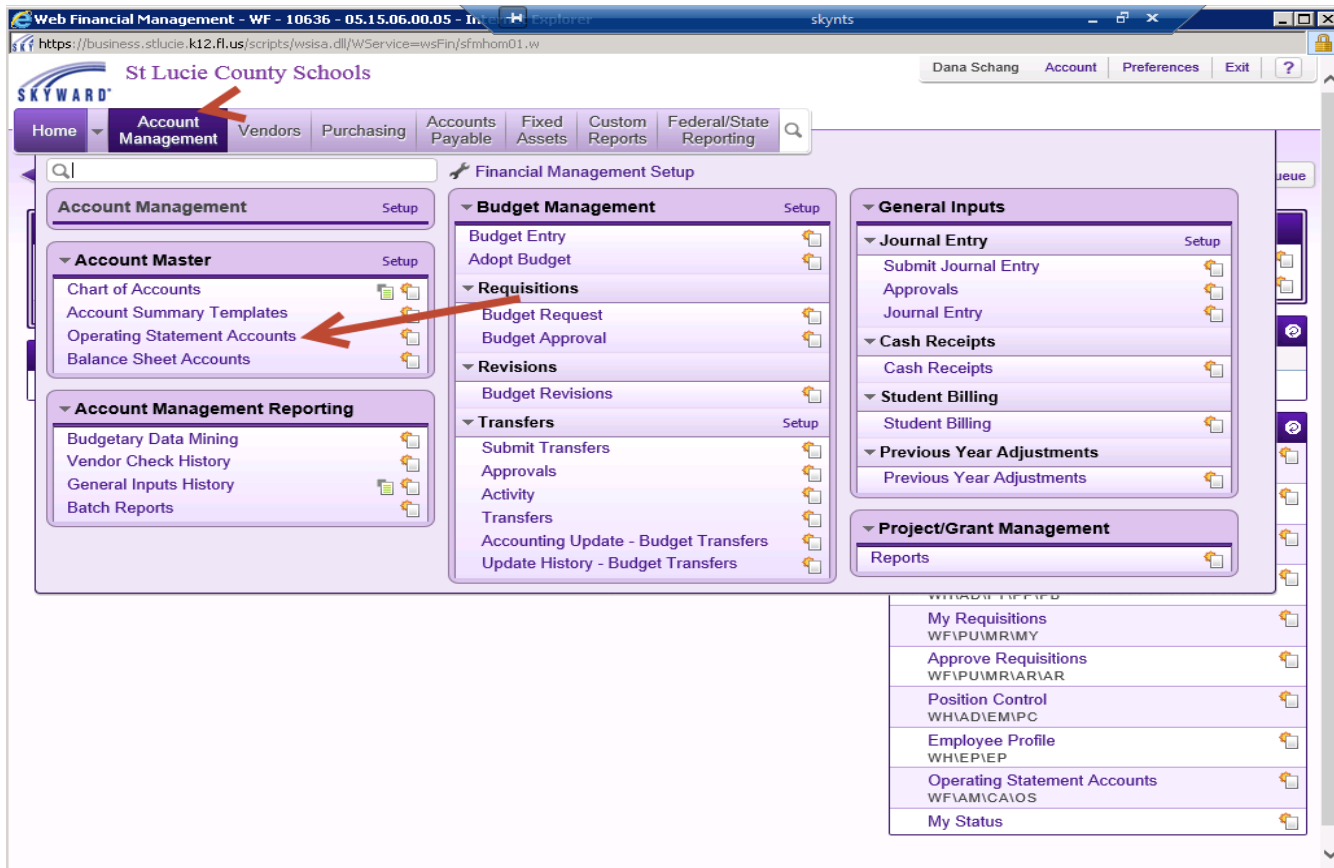


- Managed by Title I Department
- Maintained in SLCSB checking account
- All expenditures using Title I funds must be pre-approved by Title I

Reviewing Budgets

View accounts by Project in the Operating Statement View:

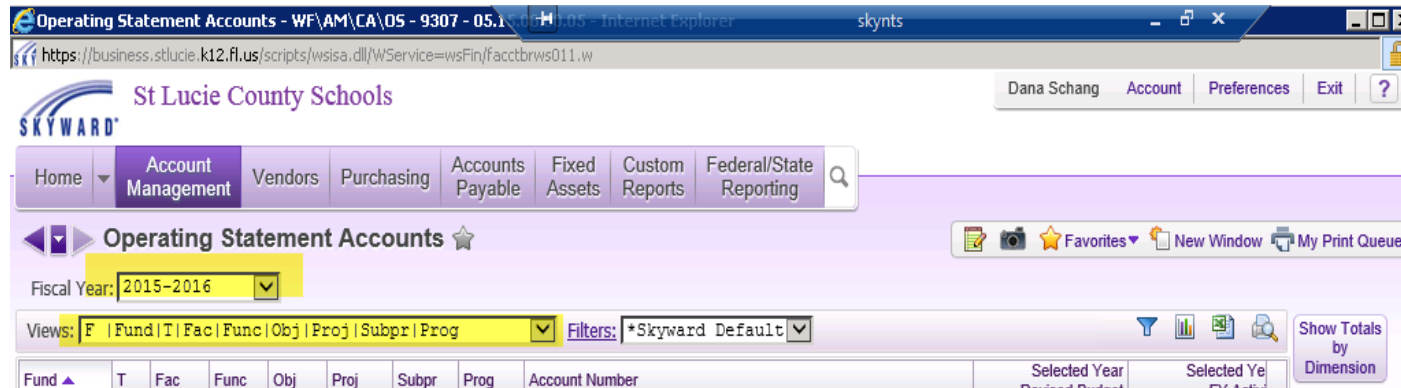
- Open Account Management
- Account Master
 - Click Operating Statement Accounts



Reviewing Budgets

View accounts by Project in the Operating Statement View:

- Once screen for Operating Accounts opens up make sure the following shows:
 - Fiscal Year 2015-2016
 - Views: See below
 - Click the Filters button to start adding filters for your projects.



Reviewing Budgets

View accounts by Project in the Operating Statement View:

➤ Filters:

- Use the below formatting to set up your filter for each project you would like to view
 - Most schools view their 10100, Title I accounts the most, so those are easily accessible.
 - Remember FAC = SCHOOL NUMBER
 - Remember Project - Project Code (10100, 46416..etc)
 - Select .01 for your low value so the zero budget items do not show up and clog your screen. 😊

➤ CLICK SAVE AND APPLY FILTER

****Once your filters are set up you will never have to add them again.**

Reviewing Budgets

Continued..

[illegible]

Reviewing Budgets

Operating Statement Viewing

Once filter is set up you will see the following on ONE screen.

The budget will show as well as Activity, Encumbrances and the Available funds

Operating Statement Accounts

Fiscal Year: 2015-2016

Views: F | Fund | T | Fac | Func | Obj | Proj | Subpr | Prog | Filters: 0231-10100

Fund	T	Fac	Func	Obj	Proj	Subpr	Prog	Selected Year Revised Budget*	Selected Year FY Activity	Selected Year Encumbered	Selected Year Available Funds	Type	S	Group Code	Category Code	Qu
▶ 1000	E	0231	5100	3330	10100	00000	00000	711.00	0.00	0.00	711.00	Expense		01-02-		
▶ 1000	E	0231	5100	3700	10100	00000	00000	1,829.10	0.00	0.00	1,829.10	Expense		01-02-		
▶ 1000	E	0231	5100	3902	10100	00000	00000	5,167.60	4.23	1,464.00	3,699.37	Expense		01-02-		
▶ 1000	E	0231	5100	3920	10100	00000	00000	1,628.44	0.00	0.00	1,628.44	Expense		01-02-		
▶ 1000	E	0231	5100	3930	10100	00000	00000	3,355.25	0.00	0.00	3,355.25	Expense		01-02-		
▶ 1000	E	0231	5100	5100	10100	00000	00000	10,672.84	332.17	2,694.79	7,645.88	Expense		01-02-		
▶ 1000	E	0231	5100	5200	10100	00000	00000	521.80	0.00	0.00	521.80	Expense		01-02-		
▶ 1000	E	0231	5100	6220	10100	00000	00000	113.00	0.00	0.00	113.00	Expense		01-02-		
▶ 1000	E	0231	5100	6420	10100	00000	00000	656.45	0.00	0.00	656.45	Expense		01-02-		
▶ 1000	E	0231	5100	6920	10100	00000	00000	749.50	0.00	0.00	749.50	Expense		01-02-		
▶ 1000	E	0231	5100	7300	10100	00000	00000	292.87	0.00	0.00	292.87	Expense		01-02-		
▶ 1000	E	0231	5100	7500	10100	00000	00000	2,372.58	0.00	0.00	2,372.58	Expense		01-02-		
▶ 1000	E	0231	6130	5100	10100	00000	00000	847.90	0.00	0.00	847.90	Expense		01-02-		
▶ 1000	E	0231	7300	3330	10100	00000	00000	334.96	0.00	0.00	334.96	Expense		01-02-		
▶ 1000	E	0231	7300	3720	10100	00000	00000	3,505.66	0.00	314.22	3,191.44	Expense		01-02-		
▶ 1000	E	0231	7300	3900	10100	00000	00000	104.52	0.00	0.00	104.52	Expense		01-02-		
▶ 1000	E	0231	7300	5100	10100	00000	00000	37.95	0.00	0.00	37.95	Expense		01-02-		
▶ 1000	E	0231	7900	3500	10100	00000	00000	1,733.84	0.00	0.00	1,733.84	Expense		01-02-		
▶ 1000	E	0231	7900	3540	10100	00000	00000	400.00	0.00	156.74	243.26	Expense		01-02-		

200 19 records displayed

Account: ABC

Column Definitions

- ▶ Revised Budget - Amount allocated to cost strip. (Hint - this should always be more than Activity + Encumbered)
- ▶ FY Activity - Amounts paid using the cost strip (i.e. accounts payable checks, payroll checks, etc.)
- ▶ Encumbered - Amounts “promised” to pay. Once a purchase order is issued, you are OBLIGATED to make those payments. (payroll or vendors)
- ▶ Available Funds - Amounts available to spend.
- ▶ Cost Strip Math:

REVISED BUDGET

- ACTIVITY

- ENCUMBERED

=AVAILABLE FUNDS

Reviewing Budgets

Operating Statement Viewing

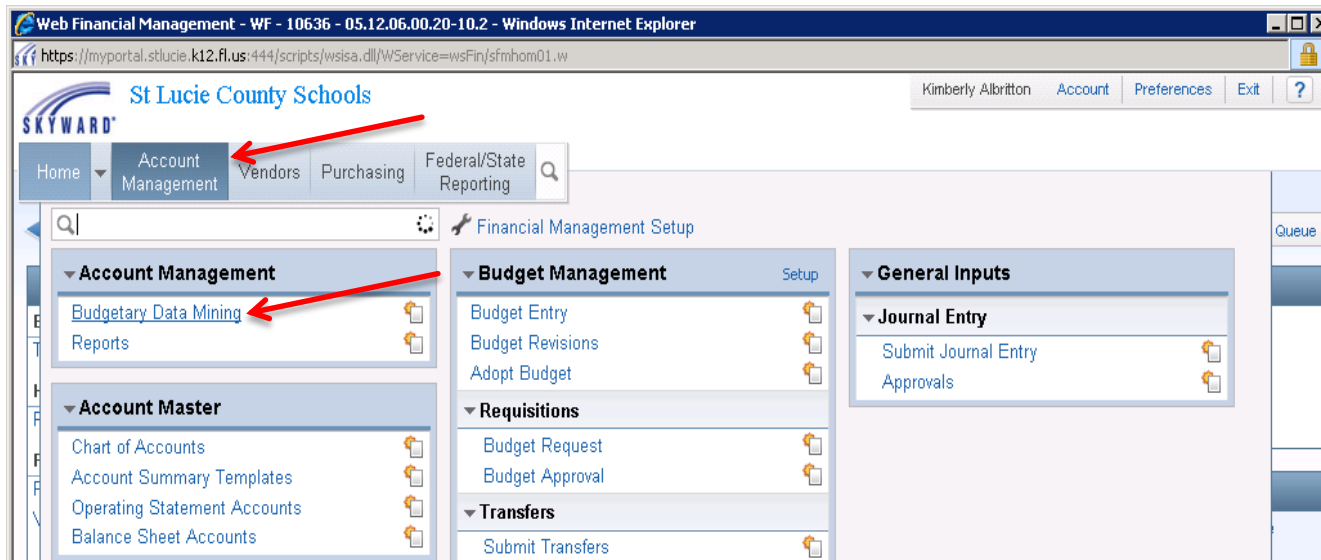
Each cost strip has an arrow next to it, click this arrow and you will get a list of items for that cost strip to see what has been paid, what purchase orders are pending etc.

The screenshot displays a software interface for reviewing budgets. At the top, a header bar contains various fields: a dropdown menu set to '1000', followed by 'E', '0231', '5100', '3902', '10100', '00000', '00000', '5,167.60', '4.23', '1,464.00', '3,699.37', 'Expense', and '01-02-'. Below this header, a menu bar includes 'Expand All', 'Collapse All', 'Modify Details (displaying 9 of 9)', and 'View Printable Details'. A red arrow points to a small downward-pointing arrow icon on the left side of the menu. The menu itself lists several options: 'Monthly Account Activity Display Options', 'Detail Account Activity View', 'Account Encumbrance Activity', 'Purchase Orders Using This Account', 'Invoices', 'Credit Card Transactions Using This Account', 'Account Budget Activity', 'Account Descriptions', and 'Account Information'. A yellow callout box with a folded corner is positioned over the menu, containing the text: 'All items can be opened to see what has been paid or open in each cost strip.'

Budgetary Data Mining

Click **Account Management**.

Then, Click Budgetary Data Mining.



Budgetary Data Mining

Check that your view says “all Report types”

Budgetary Data Mining - WF\AM\DM\DM - 27021 - 05.12.06.00.20-10.2 - Windows Internet Explorer

https://myportal.stlucie.k12.fl.us:444/scripts/wsisa.dll?WSservice=wsFin&famdmbrows000.w

St Lucie County Schools

Kimberly Albritton Account Preferences Exit ?

Home Account Management Vendors Purchasing Federal/State Reporting

Budgetary Data Mining

Views: **All Report Types** Filters: ****My Reports**

Report Name	Created By	Access	Report Type	DT
A/R	ALBRIKIM000		Balance Sheet Summary	
▶ A/R Report				
▶ Deferred Revenue	ALBRIKIM000	R	Balance Sheet Detail	
▶ Deferred Revenue - Fund 1200	ALBRIKIM000		Balance Sheet Summary	
▶ Deferred Revenue Fund 1100	ALBRIKIM000	R	Balance Sheet Detail	
▶ Detail Transactions - Liability	ALBRIKIM000	R	Balance Sheet Detail	
▶ Expenditure Detail Report	ALBRIKIM000		Revenue/Expense Detail	
▶ Facility Rental Checks Received	ALBRIKIM000	R	Revenue/Expense Detail	
▶ KSA - Balance Sheet Summary	ALBRIKIM000	R	Balance Sheet Summary	
▶ ksa - Budget Amendments (revenue)	ALBRIKIM000	R	Revenue/Expense Summary	
▶ ksa - Budget Amendments (expenses)	ALBRIKIM000	R	Revenue/Expense Summary	
▶ KSA - Budget C/F Calculation	ALBRIKIM000	R	Revenue/Expense Summary	
▶ ksa - Budget Creation Report-Plan Com	ALBRIKIM000	R	Revenue/Expense Summary	
▶ ksa - Budget Summary	ALBRIKIM000	R	Revenue/Expense Summary	
▶ ksa - Capital Projects	ALBRIKIM000	R	Revenue/Expense Detail	
▶ KSA - Center 500 & Project 10080 "Ch	ALBRIKIM000	R	Revenue/Expense Summary	
▶ KSA - detail - Budget Revisions & Trans	ALBRIKIM000	R	Revenue/Expense Detail	
▶ KSA - Detail - Cash Receipts	ALBRIKIM000	R	Revenue/Expense Detail	
▶ KSA - detail - expenditures	ALBRIKIM000	R	Revenue/Expense Detail	
▶ KSA - detail - sub incentive budget trans	ALBRIKIM000	R	Revenue/Expense Detail	
▶ KSA - detail - VPK expenditures	ALBRIKIM000	R	Revenue/Expense Detail	
▶ KSA - detail -br-bt	ALBRIKIM000	R	Revenue/Expense Detail	

200 71 records displayed

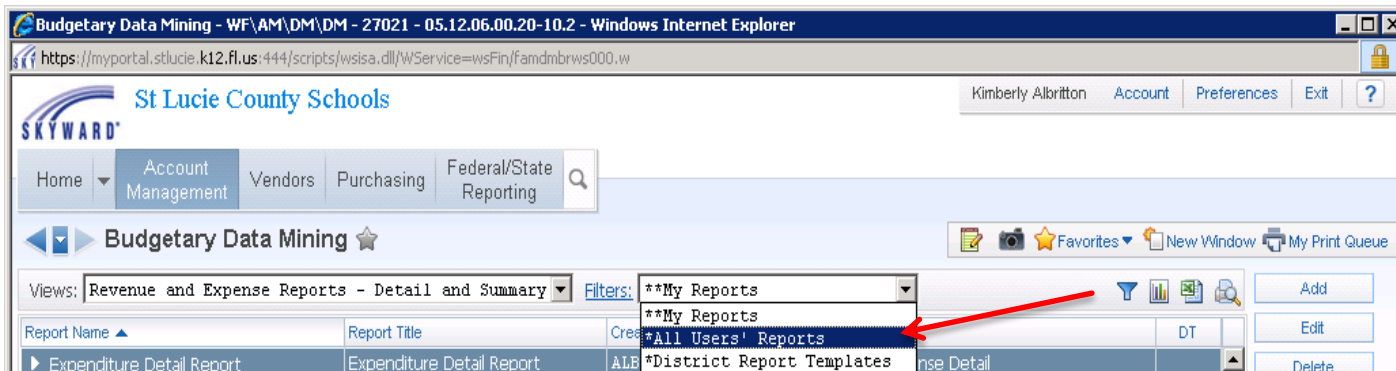
Report Name: []

Done Internet 100%

Budgetary Data Mining

Since this is the first time running a report, we are going to CLONE a report.

Select “All Users” Reports.



Budgetary Data Mining

Next, change the number of records to 100.

The screenshot shows the 'Budgetary Data Mining' application running in a Windows Internet Explorer browser. The application is for 'St Lucie County Schools' and is accessed by 'Kimberly Albritton'. The main menu includes 'Home', 'Account Management', 'Vendors', 'Purchasing', and 'Federal/State Reporting'. The 'Budgetary Data Mining' section is active, showing a list of reports under the 'Revenue and Expense Reports - Detail and Summary' view. The 'Filters' are set to '**My Reports**'. The list of reports includes various budgetary reports such as 'Expenditure Detail Report', 'Facility Rental Checks Received', 'KSA - Budget Amendments (revenue)', 'KSA - Budget Amendments (expenses)', 'KSA - Budget C/F Calculation', 'KSA - Budget Creation Report-Plan Com', 'KSA - Budget Summary', 'KSA - Capital Projects', 'KSA - Center 500 & Project 10080 "Ch', 'KSA - detail - Budget Revisions & Trans', 'KSA - Detail - Cash Receipts', 'KSA - detail - expenditures', 'KSA - detail - sub incentive budget trans', 'KSA - detail - VPK expenditures', 'KSA - detail -br-bt', 'KSA - Facility Rental Budgets (20720)', 'KSA - Facility Rental Electric & Supply', 'KSA - Facility Rental Revenue', 'KSA - Facility Rental Salaries', 'KSA - FAU Expense Report (Federal In', 'KSA - FAU Revenue Budget', and 'KSA - Fund 1100 Review'. The 'Report Name' column is highlighted. At the bottom left, a dropdown menu is open, showing the number of records displayed, with '100' selected. A red arrow points to the '100' option. The status bar at the bottom indicates 'Internet' and '100%' zoom.

Report Name	Report Title	Created By	Access	Report Type	DT
Expenditure Detail Report	Expenditure Detail Report	ALBRIKIM000	R	Revenue/Expense Detail	
Facility Rental Checks Received	Facility Rental Checks Received	ALBRIKIM000	R	Revenue/Expense Detail	
KSA - Budget Amendments (revenue)	KSA - Budget Amendments (revenue)	ALBRIKIM000	R	Revenue/Expense Summary	
KSA - Budget Amendments (expenses)	KSA - Budget Amendments (expenses)	ALBRIKIM000	R	Revenue/Expense Summary	
KSA - Budget C/F Calculation	KSA - Budget C/F Calculation	ALBRIKIM000	R	Revenue/Expense Summary	
KSA - Budget Creation Report-Plan Com	KSA - Budget Creation Report-Plan	ALBRIKIM000	R	Revenue/Expense Summary	
KSA - Budget Summary	Budget Summary	ALBRIKIM000	R	Revenue/Expense Summary	
KSA - Capital Projects	Capital Projects	ALBRIKIM000	R	Revenue/Expense Detail	
KSA - Center 500 & Project 10080 "Ch	KSA - Center 500 & Project 10080	ALBRIKIM000	R	Revenue/Expense Summary	
KSA - detail - Budget Revisions & Trans	KSA-detail - Budget Revisions & Tr	ALBRIKIM000	R	Revenue/Expense Detail	
KSA - Detail - Cash Receipts	KSA - Detail - Cash Receipts	ALBRIKIM000	R	Revenue/Expense Detail	
KSA - detail - expenditures	KSA-detail - expenditures	ALBRIKIM000	R	Revenue/Expense Detail	
KSA - detail - sub incentive budget trans	detail - sub incentive budget trans	ALBRIKIM000	R	Revenue/Expense Detail	
KSA - detail - VPK expenditures	KSA-detail - VPK expenditures	ALBRIKIM000	R	Revenue/Expense Detail	
KSA - detail -br-bt	KSA - detail -br-bt	ALBRIKIM000	R	Revenue/Expense Detail	
KSA - Facility Rental Budgets (20720)	KSA - Facility Rental Budgets (207	ALBRIKIM000	R	Revenue/Expense Summary	
KSA - Facility Rental Electric & Supply	KSA - Facility Rental Electric & Sup	ALBRIKIM000	R	Revenue/Expense Summary	
KSA - Facility Rental Revenue	KSA - Facility Rental Revenue	ALBRIKIM000	R	Revenue/Expense Summary	
KSA - Facility Rental Salaries	KSA - Facility Rental Salaries	ALBRIKIM000	R	Revenue/Expense Summary	
KSA - FAU Expense Report (Federal In	KSA - FAU Expense Report (Feder	ALBRIKIM000	R	Revenue/Expense Summary	
KSA - FAU Revenue Budget	KSA - FAU Revenue Budget	ALBRIKIM000	R	Revenue/Expense Summary	
KSA - Fund 1100 Review	KSA - Fund 1100 Review	ALBRIKIM000	R	Revenue/Expense Summary	

Views: Revenue and Expense Reports - Detail and Summary Filters: **My Reports

Report Name: [] ABC

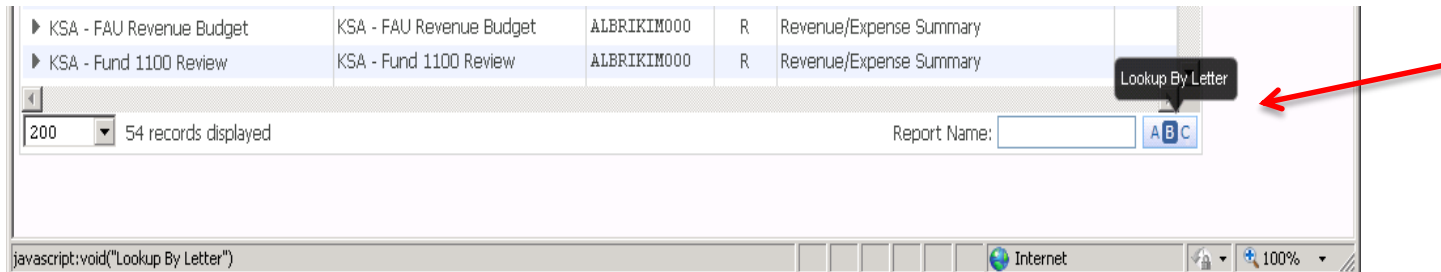
54 records displayed

100

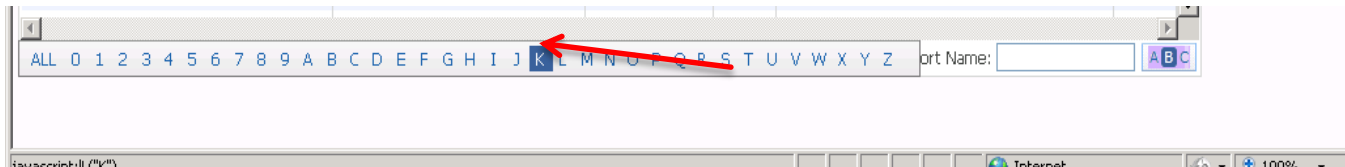
Budgetary Data Mining

Your screen should look like the below:

To find the report to Clone, click on the “A B C” on the bottom of the screen:



Next, click the “k”:



Budgetary Data Mining

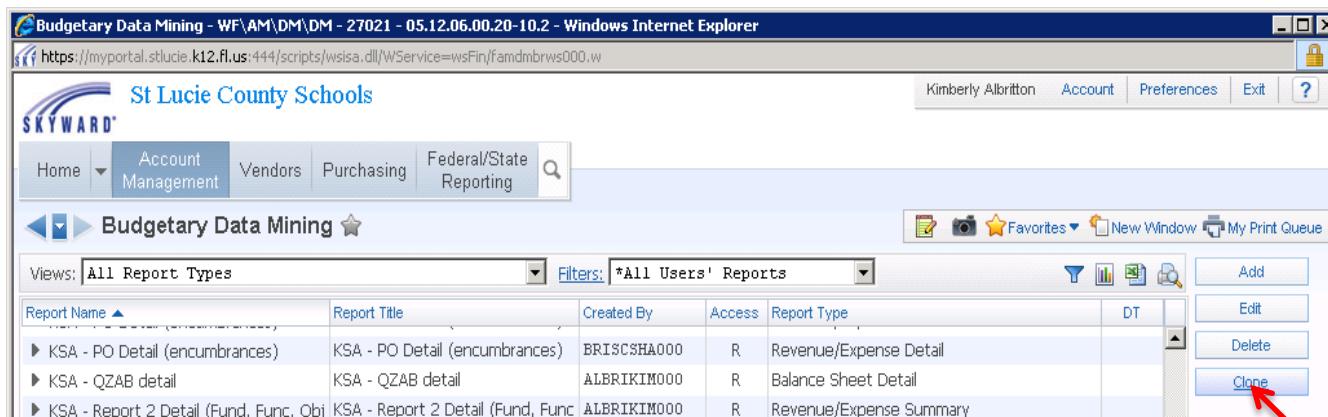
Next, scroll down the page until you find the following report. NOTE: you may see several versions of the report with a different **created by** name....**MAKE SURE YOU SELECT THE ONE WITH ALBRIKIM000** as the created by name.

The screenshot shows the 'Budgetary Data Mining' application interface. The title bar indicates the window is titled 'Budgetary Data Mining - WF\AM\DM\DM - 27021 - 05.12.06.00.20-10.2 - Windows Internet Explorer'. The address bar shows the URL 'https://myportal.stlucie.k12.fl.us:444/scripts/wsisa.dll/WService=wsFin/fandmbrws000.w'. The application header includes the 'St Lucie County Schools' logo and navigation links: 'Home', 'Account Management', 'Vendors', 'Purchasing', and 'Federal/State Reporting'. A search bar is also present. The main content area is titled 'Budgetary Data Mining' and features a 'Views' dropdown set to 'All Report Types' and a 'Filters' dropdown set to '*All Users' Reports'. A table lists various reports with columns for 'Report Name', 'Report Title', 'Created By', 'Access', 'Report Type', and 'DT'. A red arrow points to the report 'KSA - School Budget - Summary (Centr)' created by 'ALBRIKIM000'. To the right of the table are buttons for 'Add', 'Edit', 'Delete', 'Clone', 'Print', 'Excel', and 'Schedule This Report'. The bottom of the interface shows a pagination bar with '200' selected, navigation icons, and the text '167 records displayed'. A 'Report Name:' field with 'ABC' is also visible.

Report Name	Report Title	Created By	Access	Report Type	DT
▶ KSA - PO Detail (encumbrances)	KSA - PO Detail (encumbrances)	BRISCSHA000	R	Revenue/Expense Detail	
▶ KSA - QZAB detail	KSA - QZAB detail	ALBRIKIM000	R	Balance Sheet Detail	
▶ KSA - Report 2 Detail (Fund, Func, Obj)	KSA - Report 2 Detail (Fund, Func, Obj)	ALBRIKIM000	R	Revenue/Expense Summary	
▶ KSA - Report 2 Summary (Fund, Func)	KSA - Report 2 Summary (Fund, Func)	ALBRIKIM000	R	Revenue/Expense Summary	
▶ KSA - Report 2.1 (Fund, Proj)	KSA - Report 2.1 (Fund, Proj)	ALBRIKIM000	R	Revenue/Expense Summary	
▶ KSA - Report 2A (Fund, Object)	KSA - Report 2A (Fund, Object)	ALBRIKIM000	R	Revenue/Expense Summary	
▶ KSA - Report 9 Income Statement (Fund, Proj)	KSA-Report 9 Income Statement	ALBRIKIM000	R	Revenue/Expense Summary	
▶ KSA - Revenue (by Subproject)	KSA - Revenue (by Subproject)	ALBRIKIM000	R	Revenue/Expense Summary	
▶ ksa - Revenue Budget Summary	ksa - Revenue Budget Summary	ALBRIKIM000	R	Revenue/Expense Summary	
▶ KSA - Schl Budget Detailj	KSA - School Budget Detail - Centr	KELLASAB000	R	Revenue/Expense Summary	
▶ KSA - School Budget - Summary	School Budgets	WARNMAR000	R	Revenue/Expense Summary	
▶ KSA - School Budget - Summary (Centr)	School Budgets	ALBRIKIM000	R	Revenue/Expense Summary	
▶ KSA - School Budget - Summary (Centr)	School Budgets	BALL BAR000	R	Revenue/Expense Summary	
▶ KSA - School Budget - Summary (Centr)	School Budgets	BETSSYL000	R	Revenue/Expense Summary	
▶ KSA - School Budget - Summary (Centr)	School Budgets	BISS JUD000	R	Revenue/Expense Summary	
▶ KSA - School Budget - Summary (Centr)	School Budgets	BRISCSHA000	R	Revenue/Expense Summary	
▶ KSA - School Budget - Summary (Centr)	School Budgets	CHESSPAT000	R	Revenue/Expense Summary	
▶ KSA - School Budget - Summary (Centr)	School Budgets	CONKLJAN000	R	Revenue/Expense Summary	
▶ KSA - School Budget - Summary (Centr)	School Budgets	CRENSLAV000	R	Revenue/Expense Summary	
▶ KSA - School Budget - Summary (Centr)	School Budgets	FELLETAM000	R	Revenue/Expense Summary	
▶ KSA - School Budget - Summary (Centr)	School Budgets	HAMM JUD000	R	Revenue/Expense Summary	
▶ KSA - School Budget - Summary (Centr)	School Budgets	HOLC020L000	R	Revenue/Expense Summary	

Budgetary Data Mining

Next, clone the report to your list of report....click the clone button:



The screenshot displays the 'Budgetary Data Mining' web application. The top navigation bar includes links for Home, Account Management, Vendors, Purchasing, and Federal/State Reporting. The main content area shows a list of reports under the 'All Report Types' view. The table below lists the reports:

Report Name	Report Title	Created By	Access	Report Type	DT
▶ KSA - PO Detail (encumbrances)	KSA - PO Detail (encumbrances)	BRISCSHA000	R	Revenue/Expense Detail	
▶ KSA - QZAB detail	KSA - QZAB detail	ALBRIKIM000	R	Balance Sheet Detail	
▶ KSA - Report 2 Detail (Fund, Func, Obj)	KSA - Report 2 Detail (Fund, Func, Obj)	ALBRIKIM000	R	Revenue/Expense Summary	

On the right side of the table, there is a vertical menu with buttons: Add, Edit, Delete, and Clone. A red arrow points to the 'Clone' button.

Budgetary Data Mining

Once you click clone, you should receive the following screen:

The screenshot shows a web browser window titled "Budgetary Data Mining - WF\AM\DM\DM - 27021 - 05.12.06.00.20-10.2 - Windows Internet Explorer". The address bar shows the URL: <https://myportal.stlucie.k12.fl.us:444/scripts/wsisa.dll/WService=wsFin/famdmntabs000.w?pdirectadd=true>. The page header includes the "St Lucie County Schools" logo and navigation links: "Kimberly Albritton", "Account", "Preferences", "Exit", and a help icon. A secondary navigation bar contains "Home", "Account Management", "Vendors", "Purchasing", and "Federal/State Reporting". The main content area is titled "Budgetary Data Mining" and features a left sidebar with a "Report Information" menu. The "Report Information" section contains the following fields: "Report Name" (KSA - School Budget - Summary (Center, Fund, Proj)), "Report Title" (School Budgets), "Report Type" (Revenue/Expense Summary), and "Add Report For" (ALBRITTON KIMBERLY SAMPSON). There are "Create", "Clone", and "Back" buttons. A note at the bottom states: "Asterisk (*) denotes a required field". The browser status bar at the bottom shows "Done", "Internet", and "100%".

Budgetary Data Mining - WF\AM\DM\DM - 27021 - 05.12.06.00.20-10.2 - Windows Internet Explorer

<https://myportal.stlucie.k12.fl.us:444/scripts/wsisa.dll/WService=wsFin/famdmntabs000.w?pdirectadd=true>

St Lucie County Schools

Kimberly Albritton Account Preferences Exit ?

Home Account Management Vendors Purchasing Federal/State Reporting

Budgetary Data Mining

Report Information

* Report Name: KSA - School Budget - Summary (Center, Fund, Proj)

* Report Title: School Budgets

* Report Type: Revenue/Expense Summary

* Add Report For: ALBRITTON KIMBERLY SAMPSON ALBRIKIM000

Create Clone Back

Asterisk (*) denotes a required field

Done Internet 100%

Budgetary Data Mining

First, change the report name (removing the KSA). You could also insert you school or department number into the report name.

Leave the report title and report type as they are above.

The screenshot shows a web browser window titled "Budgetary Data Mining - WF\AM\DM\DM - 27021 - 05.12.06.00.20-10.2 - Windows Internet Explorer". The address bar shows the URL: <https://myportal.stlucie.k12.fl.us:444/scripts/wsssa.dll/WService=wssFin?andinitabs000.w?pdirectadd=true>. The page header includes the "St Lucie County Schools" logo and the "SKYWARD" logo. A navigation bar contains links: Home, Account Management, Vendors, Purchasing, and Federal/State Reporting. A user profile for "Kimberly Albritton" is visible with links for Account, Preferences, and Exit. The main content area is titled "Budgetary Data Mining" and contains a "Report Information" section. This section has a left sidebar with links: Report Information, Parameters, Breaks, Account Ranges, and Field Selection. The main form fields are: "Report Name" (KSA - School Budget - Summary (Center, Fund, Proj)), "Report Title" (School Budgets), "Report Type" (Revenue/Expense Summary), and "Add Report For" (ALBRITTON KIMBERLY SAMPSON). There are "Create", "Clone", and "Back" buttons. A note at the bottom states: "Asterisk (*) denotes a required field".

Budgetary Data Mining - WF\AM\DM\DM - 27021 - 05.12.06.00.20-10.2 - Windows Internet Explorer

<https://myportal.stlucie.k12.fl.us:444/scripts/wsssa.dll/WService=wssFin?andinitabs000.w?pdirectadd=true>

St Lucie County Schools

SKYWARD

Kimberly Albritton Account Preferences Exit ?

Home Account Management Vendors Purchasing Federal/State Reporting

Budgetary Data Mining

Report Information

* Report Name: KSA - School Budget - Summary (Center, Fund, Proj)

* Report Title: School Budgets

* Report Type: Revenue/Expense Summary

* Add Report For: ALBRITTON KIMBERLY SAMPSON ALBRKIM000

Create Clone Back

Asterisk (*) denotes a required field

Budgetary Data Mining

Finally, under “add report for” select your name from the list.
and click **create clone**.

Names Selection - WF\AM\RP\DM\DM - 27021 - 05.15.06.00.10 - Internet Explorer

https://business.stlucie.k12.fl.us/scripts/wsisa.dll/WService=wsFin/scommname001.w

Names Selection

Views: **General** Filters: ***Skyward Default**

Last Name	First	Middle	Name Key
SCHAFER	GRACE	D	SCHAFGRA000
SCHALLER	ANGELA		SCHALANG000
SCHANG	DANA	MARTIN	SCHANDAN000
SCHECTOR	JEFFREY	T	SCHECJEF000
SCHIED	JENNIFER		SCHEIJEN000
SCHIEITER	SARA	JO	SCHEISAR000
SCHIELLENGER	MARGARET	LYNN	SCHELMAR000
SCHERER	ANITA	DIANNE	SCHERANI000
SCHERER	DEBRA	KAY	SCHERDEB000
SCHETTINI	SHANNON		SCHETSHA000
SCHIEUBLE	LAUREN	APRIL	SCHEULAU000
SCHIEURMAN	KIRK	DOUGLAS	SCHEUKIR000
SCHIEUMEISTER	DONNA	LYNNE	SCHEUDON000
SCHIEUMEISTER	ERIN	STACI	SCHEUERI000
SCHIDECKER	HEATHER	J	SCHIDHEA000
SCHIEVENIN	BRANDON		SCHIEBRA001
SCHILARE	JACINTA		SCHILJAC001
SCHILL	SUSAN	DARLENE	SCHILSUS000
SCHILLER	NICOLE	ANNE	SCHILNIC000

20 records displayed

Lookup: ABC

Budgetary Data Mining

After the create clone is clicked, the report should show up in your report list. To check, follow the next set of action steps.

NOTE - the system may ask you to set parameters, breaks, account ranges and field selection. Don't change anything on these areas, just select save or OK.

Budgetary Data Mining- View and Print Report

Following the below path to access your report list:

Finance> **A**ccount **M**anagement>Budgetary **D**ata **M**ining

The below screen should open once you click **DM**. Click My Reports, then click apply filter.

The screenshot shows a 'Filter Options' dialog box. At the top, there is a 'Number of Records' dropdown set to '100' and an 'Apply Filter' button. Below this, a 'Browse Views' dropdown is set to 'All Report Types'. Underneath, a 'Filters' list contains two items: '**My Reports' (highlighted) and '*All Users' Reports'. To the right of the list are buttons for 'Add Filter', 'View Filter', 'Clone Filter', 'Delete Filter', 'Create Temporary Filter', 'Share Filter', and 'Back'. At the bottom left, there is a 'Filter Preferences' icon and text. At the bottom right, it says '** filters provided by Skyward'. A 'Locked Columns: 0' section is visible at the very bottom.

Budgetary Data Mining- View and Print Report

Your report list will appear (with most likely only a few reports - if you have just got started). Select the report.

WFVAMDM - 27021 - 04.10.06.02.04 - Windows Internet Explorer

https://myportal.stlucie.k12.fl.us:444/scripts/wsisa.dll/WService=wsFin/famdmbrws000.w

St Lucie County Schools User Name: KIMBERLY ALBRITTON Wednesday, November 3rd, 2010

Home Page | Acct Mgmt | Budgetary Data Mining

Budgetary Data Mining (All Report Types) - *My Reports

Report Name	Report Title	Created By	Editable	Report Type
KSA - Fund 1100 Review	KSA - Fund 1100 Review	ALBRIKIM000	Y	Revenue/Expense Summary
KSA - Income Statement (Fund, Proj)	KSA - Income Statement (Fund, Proj)	ALBRIKIM000	Y	Revenue/Expense Summary
KSA - Object Spending by Facility (Multi)	KSA - Object Spending by Facility (Multi)	ALBRIKIM000	Y	Revenue/Expense Summary
KSA - Object Summary	KSA - Object Summary	ALBRIKIM000	Y	Revenue/Expense Summary
ksa - Payroll Encumbrance Review	ksa - Payroll Encumbrance Review	ALBRIKIM000	Y	Revenue/Expense Summary
ksa - Payroll OT Report	ksa - Payroll OT Report	ALBRIKIM000	Y	Revenue/Expense Summary
KSA - Previous YTD vs Current Year Budget	KSA - Previous YTD vs Current Year Budget	ALBRIKIM000	Y	Revenue/Expense Summary
ksa - Prior Year(s) Spending	Prior Year(s) Spending	ALBRIKIM000	Y	Revenue/Expense Summary
ksa - Project 10000 (salaries)	Project 10000 (salaries)	ALBRIKIM000	Y	Revenue/Expense Summary
KSA - QZAB detail	KSA - QZAB detail	ALBRIKIM000	Y	Balance Sheet Detail
KSA - Recent Personnel - H62A0	Recent Personnel - H62A0	ALBRIKIM000	Y	Revenue/Expense Summary
KSA - Report 2A (Fund, Object)	KSA - Report 2A (Fund, Object)	ALBRIKIM000	Y	Revenue/Expense Summary
KSA - Report 9 Income Statement (Fund)	KSA - Report 9 Income Statement (Fund)	ALBRIKIM000	Y	Revenue/Expense Summary
ksa - Revenue Budget Summary	ksa - Revenue Budget Summary	ALBRIKIM000	Y	Revenue/Expense Summary
KSA - School Budget - Center 131 Detail	School Budgets	ALBRIKIM000	Y	Revenue/Expense Summary
KSA - School Budget - Summary (Center, Fund)	School Budgets	ALBRIKIM000	Y	Revenue/Expense Summary
KSA - School Budget Detail - Centers, Fund	KSA - School Budget Detail - Centers, Fund	ALBRIKIM000	Y	Revenue/Expense Summary
ksa - Substitute Incentive Report	Substitute Incentive Report	ALBRIKIM000	Y	Revenue/Expense Summary
KSA - Utility Budgets (A53)	KSA - Utility Budgets (A53)	ALBRIKIM000	Y	Revenue/Expense Summary
ksa - VPK	VPK	ALBRIKIM000	Y	Revenue/Expense Summary
ksa - VPK (2 Year Report)	ksa - VPK (2 Year Report)	ALBRIKIM000	Y	Revenue/Expense Summary
ksa - Year to Date Budget	ksa - Year to Date Budget	ALBRIKIM000	Y	Revenue/Expense Summary
ksa - Year to Date Expenditures	ksa - Year to Date Expenditures	ALBRIKIM000	Y	Revenue/Expense Summary
KSA - Year to Year Activity	KSA - Year to Year Activity	ALBRIKIM000	Y	Revenue/Expense Summary
KSA - Year to Year Activity-Categoricals	KSA - Year to Year Activity-Categoricals	ALBRIKIM000	Y	Revenue/Expense Summary
KSA - Year to Year Budget	KSA - Year to Year Budget	ALBRIKIM000	Y	Revenue/Expense Summary

70 records displayed

Report Name:

javascript:if (cbs("bPrint")) {printReport()};

Budgetary Data Mining- View and Print Report

Once you have the report highlighted (as above), click on Print.

[+] KSA - Object Spending by Facility (Multi	KSA - Object Spending by Facility (Mul	ALBRIKIM000	Y	Revenue/Expense Summary		
[+] KSA - Object Summary	KSA - Object Summary	ALBRIKIM000	Y	Revenue/Expense Summary		
[+] ksa - Payroll Encumbrance Review	ksa - Payroll Encumbrance Review	ALBRIKIM000	Y	Revenue/Expense Summary		
[+] ksa - Payroll OT Report	ksa - Payroll OT Report	ALBRIKIM000	Y	Revenue/Expense Summary		
[+] KSA - Previous YTD vs Current Year Budge	KSA - Previous YTD vs Current Year B	ALBRIKIM000	Y	Revenue/Expense Summary		
[+] ksa - Prior Year(s) Spending	Prior Year(s) Spending	ALBRIKIM000	Y	Revenue/Expense Summary		
[+] ksa - Project 10000 (salaries)	Project 10000 (salaries)	ALBRIKIM000	Y	Revenue/Expense Summary		
[+] KSA - QZAB detail	KSA - QZAB detail	ALBRIKIM000	Y	Balance Sheet Detail		
[+] KSA - Recert Personnel - H62A0	Recert Personnel - H62A0	ALBRIKIM000	Y	Revenue/Expense Summary		
[+] KSA - Report 2A (Fund, Object)	KSA - Report 2A (Fund, Object)	ALBRIKIM000	Y	Revenue/Expense Summary		
[+] KSA - Report 9 Income Statement (Fund)	KSA-Report 9 Income Statement (Fund)	ALBRIKIM000	Y	Revenue/Expense Summary		
[+] ksa - Revenue Budget Summary	ksa - Revenue Budget Summary	ALBRIKIM000	Y	Revenue/Expense Summary		
[+] KSA - School Budget - Center 131 Detail	School Budgets	ALBRIKIM000	Y	Revenue/Expense Summary		
[+] KSA - School Budget - Summary (Center, F	School Budgets	ALBRIKIM000	Y	Revenue/Expense Summary		
[+] KSA - School Budget Detail - Centers, Fu	KSA - School Budget Detail - Centers, I	ALBRIKIM000	Y	Revenue/Expense Summary		
[+] ksa - Substitute Incentive Report	Substitute Incentive Report	ALBRIKIM000	Y	Revenue/Expense Summary		
[+] KSA - Utility Budgets (A53)	KSA - Utility Budgets (A53)	ALBRIKIM000	Y	Revenue/Expense Summary		

Delete

Clone

Print

Once you click Print, another option screen will open (see below):

WFVAMMDMDM - 27021 - 04.10.06.02.04 - Windows...

https://myportal.stlucie.k12.fl.us:444/scripts/wsisa.dll/WSservice=wsFin/f&

... | Acct Mgmt | Budgetary Data Mining | Runtime Parameters

Runtime Report Parameters

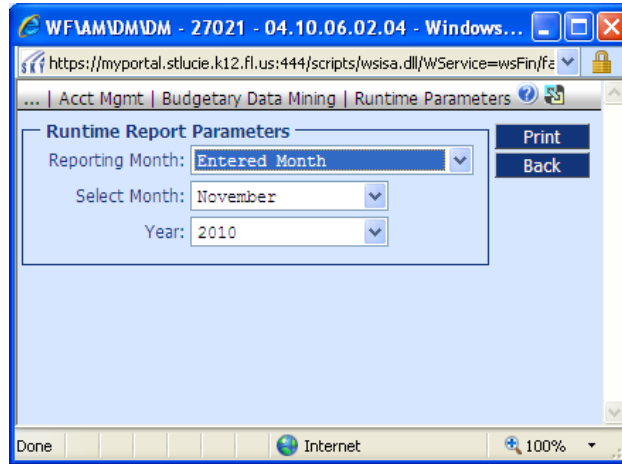
Reporting Month:

Select Month:

Year:

Done Internet 100%

Budgetary Data Mining- View and Print Report



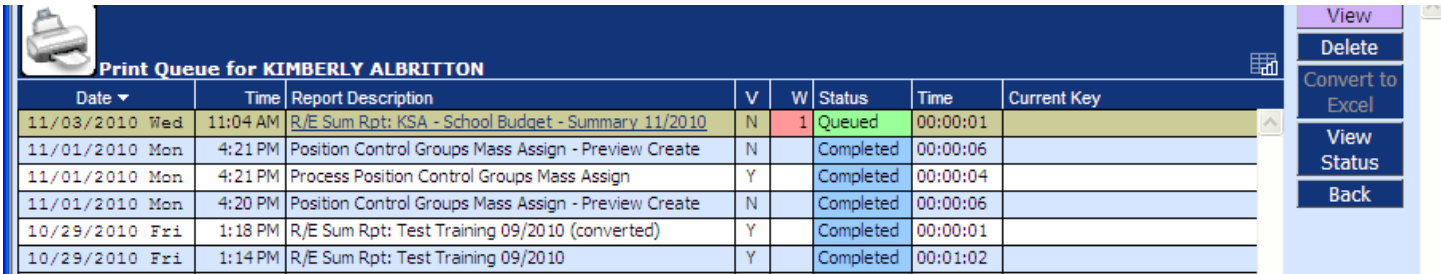
To obtain the most up-to-date information, select the following from the above screen:

<u>Parameter</u>	<u>Your Selection</u>
>Reporting Month	Entered Month
>Select Month	Current Month
>Year	Current Year

Once the above are selected, click on Print.

Budgetary Data Mining- View and Print Report

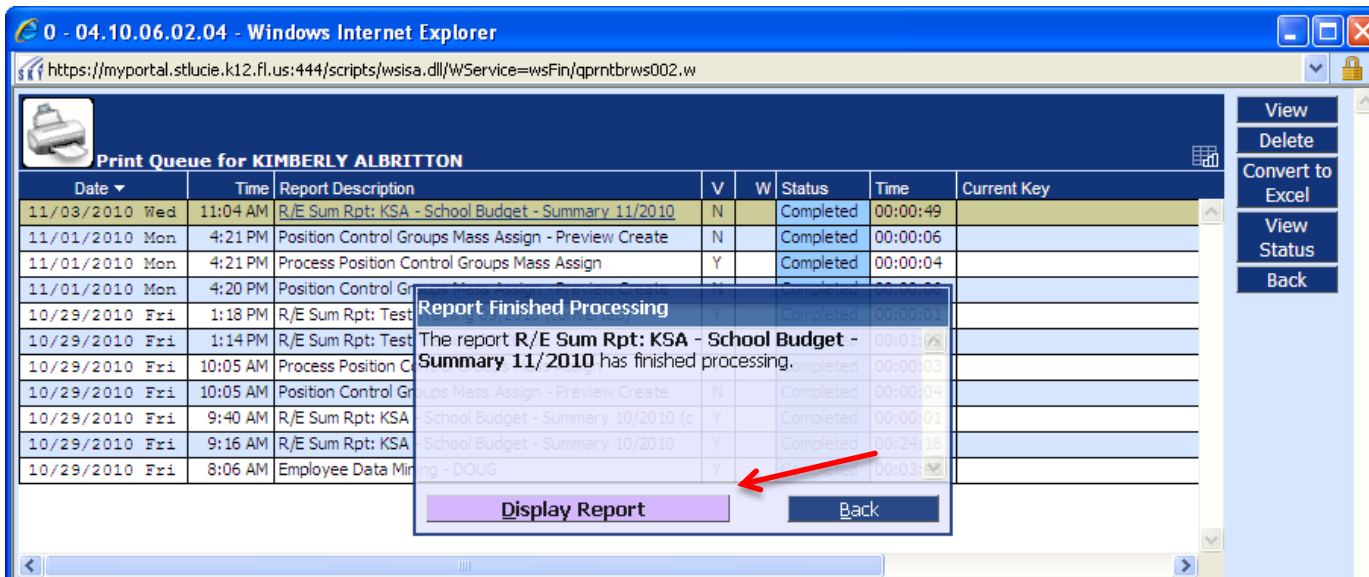
The report will process in the below print queue



A screenshot of a web application interface showing a print queue. The title is "Print Queue for KIMBERLY ALBRITTON". It features a table with columns: Date, Time, Report Description, V, W, Status, Time, and Current Key. The first row is highlighted in yellow and shows a report that is "Queued". To the right of the table are buttons: View, Delete, Convert to Excel, View Status, and Back.

Date	Time	Report Description	V	W	Status	Time	Current Key
11/03/2010 Wed	11:04 AM	R/E Sum Rpt: KSA - School Budget - Summary 11/2010	N	1	Queued	00:00:01	
11/01/2010 Mon	4:21 PM	Position Control Groups Mass Assign - Preview Create	N		Completed	00:00:06	
11/01/2010 Mon	4:21 PM	Process Position Control Groups Mass Assign	Y		Completed	00:00:04	
11/01/2010 Mon	4:20 PM	Position Control Groups Mass Assign - Preview Create	N		Completed	00:00:06	
10/29/2010 Fri	1:18 PM	R/E Sum Rpt: Test Training 09/2010 (converted)	Y		Completed	00:00:01	
10/29/2010 Fri	1:14 PM	R/E Sum Rpt: Test Training 09/2010	Y		Completed	00:01:02	

Once the report is completed, the following screen will appear.
Click Display report to view the report.



A screenshot of a web browser window showing the same print queue interface. A modal dialog box titled "Report Finished Processing" is displayed over the table. The dialog contains the text: "The report R/E Sum Rpt: KSA - School Budget - Summary 11/2010 has finished processing." Below the text are two buttons: "Display Report" and "Back". A red arrow points to the "Display Report" button. The background table shows the same data as the previous screenshot, but the first row is now "Completed".

0 - 04.10.06.02.04 - Windows Internet Explorer

https://myportal.stlucie.k12.fl.us:444/scripts/wsisa.dll/WSservice=wsFin/qprntbrws002.w

Print Queue for KIMBERLY ALBRITTON

Date	Time	Report Description	V	W	Status	Time	Current Key
11/03/2010 Wed	11:04 AM	R/E Sum Rpt: KSA - School Budget - Summary 11/2010	N		Completed	00:00:49	
11/01/2010 Mon	4:21 PM	Position Control Groups Mass Assign - Preview Create	N		Completed	00:00:06	
11/01/2010 Mon	4:21 PM	Process Position Control Groups Mass Assign	Y		Completed	00:00:04	
11/01/2010 Mon	4:20 PM	Position Control Groups Mass Assign - Preview Create	N		Completed	00:00:06	
10/29/2010 Fri	1:18 PM	R/E Sum Rpt: Test Training 09/2010 (converted)	Y		Completed	00:00:01	
10/29/2010 Fri	1:14 PM	R/E Sum Rpt: Test Training 09/2010	Y		Completed	00:01:02	
10/29/2010 Fri	10:05 AM	Process Position Control Groups Mass Assign - Preview Create	N		Completed	00:00:03	
10/29/2010 Fri	10:05 AM	Position Control Groups Mass Assign - Preview Create	N		Completed	00:00:04	
10/29/2010 Fri	9:40 AM	R/E Sum Rpt: KSA - School Budget - Summary 10/2010 (converted)	Y		Completed	00:00:01	
10/29/2010 Fri	9:16 AM	R/E Sum Rpt: KSA - School Budget - Summary 10/2010	Y		Completed	00:24:18	
10/29/2010 Fri	8:06 AM	Employee Data Mining - DOUG	Y		Completed	00:03:00	

Report Finished Processing

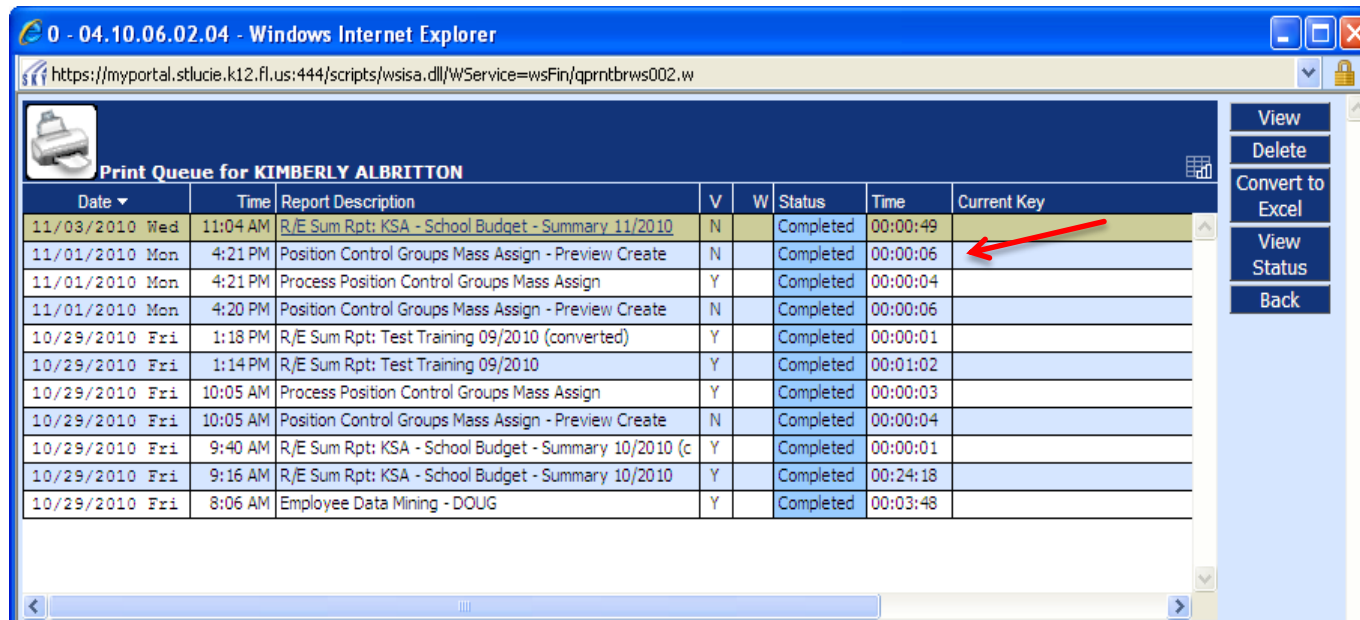
The report R/E Sum Rpt: KSA - School Budget - Summary 11/2010 has finished processing.

[Display Report](#) [Back](#)

Budgetary Data Mining- Analyzing with Excel

Often, it is helpful to have finance/budget reports in a Microsoft Excel format. Within Budgetary Data Mine, you can also export reports to Excel. To export to excel, follow the below steps:

- First, follow the steps outlined in,” [HOW TO VIEW YOUR REPORT LIST & PRINT A REPORT.](#)” Once you have a report in the print queue you can begin the export to Excel.
- First, select the report you wish to have in Excel format.



0 - 04.10.06.02.04 - Windows Internet Explorer

https://myportal.stlucie.k12.fl.us:444/scripts/wsisa.dll/W5Service=wsFin/qprntbrws002.w

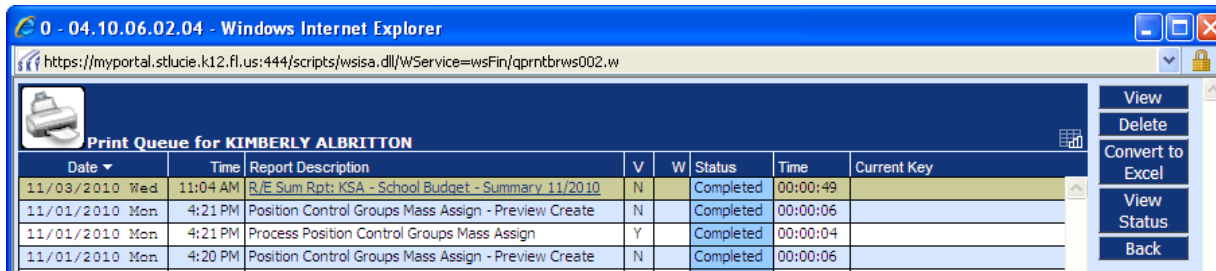
 **Print Queue for KIMBERLY ALBRITTON**

Date ▼	Time	Report Description	V	W	Status	Time	Current Key
11/03/2010 Wed	11:04 AM	R/E Sum Rpt: KSA - School Budget - Summary 11/2010	N		Completed	00:00:49	
11/01/2010 Mon	4:21 PM	Position Control Groups Mass Assign - Preview Create	N		Completed	00:00:06	
11/01/2010 Mon	4:21 PM	Process Position Control Groups Mass Assign	Y		Completed	00:00:04	
11/01/2010 Mon	4:20 PM	Position Control Groups Mass Assign - Preview Create	N		Completed	00:00:06	
10/29/2010 Fri	1:18 PM	R/E Sum Rpt: Test Training 09/2010 (converted)	Y		Completed	00:00:01	
10/29/2010 Fri	1:14 PM	R/E Sum Rpt: Test Training 09/2010	Y		Completed	00:01:02	
10/29/2010 Fri	10:05 AM	Process Position Control Groups Mass Assign	Y		Completed	00:00:03	
10/29/2010 Fri	10:05 AM	Position Control Groups Mass Assign - Preview Create	N		Completed	00:00:04	
10/29/2010 Fri	9:40 AM	R/E Sum Rpt: KSA - School Budget - Summary 10/2010 (c	Y		Completed	00:00:01	
10/29/2010 Fri	9:16 AM	R/E Sum Rpt: KSA - School Budget - Summary 10/2010	Y		Completed	00:24:18	
10/29/2010 Fri	8:06 AM	Employee Data Mining - DOUG	Y		Completed	00:03:48	

View
Delete
Convert to Excel
View Status
Back

Budgetary Data Mining- Analyzing with Excel

Next, click on Convert to Excel.

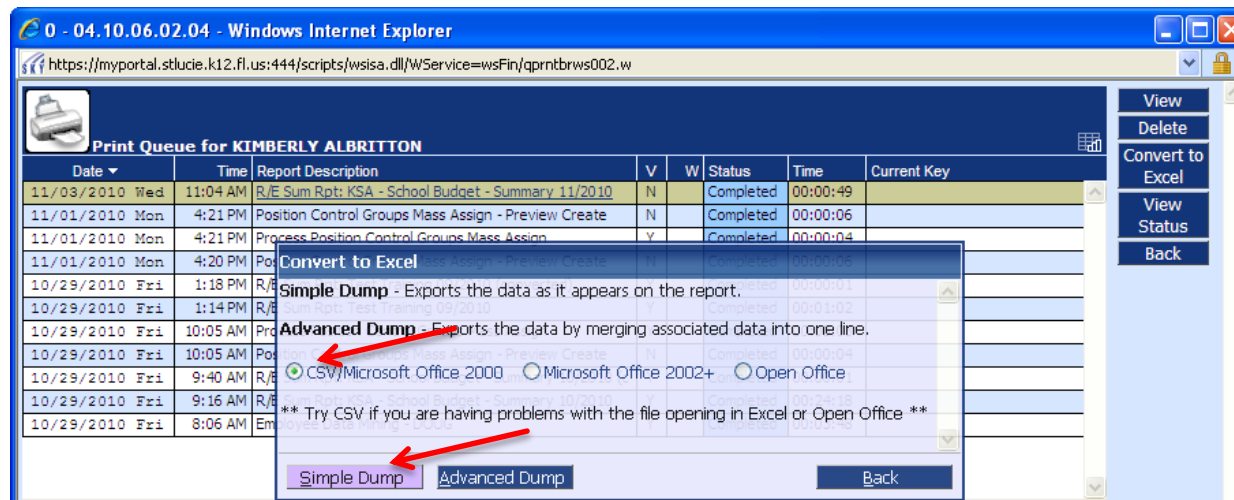


Print Queue for KIMBERLY ALBRITTON

Date	Time	Report Description	V	W	Status	Time	Current Key
11/03/2010 Wed	11:04 AM	R/E Sum Rpt: KSA - School Budget - Summary 11/2010	N		Completed	00:00:49	
11/01/2010 Mon	4:21 PM	Position Control Groups Mass Assign - Preview Create	N		Completed	00:00:06	
11/01/2010 Mon	4:21 PM	Process Position Control Groups Mass Assign	Y		Completed	00:00:04	
11/01/2010 Mon	4:20 PM	Position Control Groups Mass Assign - Preview Create	N		Completed	00:00:06	

Buttons: View, Delete, Convert to Excel, View Status, Back

Then, select CSV/Microsoft Office 2000 & Simple Dump.



Print Queue for KIMBERLY ALBRITTON

Date	Time	Report Description	V	W	Status	Time	Current Key
11/03/2010 Wed	11:04 AM	R/E Sum Rpt: KSA - School Budget - Summary 11/2010	N		Completed	00:00:49	
11/01/2010 Mon	4:21 PM	Position Control Groups Mass Assign - Preview Create	N		Completed	00:00:06	
11/01/2010 Mon	4:21 PM	Process Position Control Groups Mass Assign	Y		Completed	00:00:04	
11/01/2010 Mon	4:20 PM	Position Control Groups Mass Assign - Preview Create	N		Completed	00:00:06	
10/29/2010 Fri	1:18 PM	R/E Sum Rpt: Test Training 09/2010	N		Completed	00:00:01	
10/29/2010 Fri	1:14 PM	R/E Sum Rpt: Test Training 09/2010	Y		Completed	00:01:02	
10/29/2010 Fri	10:05 AM	Position Control Groups Mass Assign - Preview Create	N		Completed	00:00:04	
10/29/2010 Fri	10:05 AM	Position Control Groups Mass Assign - Preview Create	N		Completed	00:00:04	
10/29/2010 Fri	9:40 AM	R/E Sum Rpt: Test Training 09/2010	N		Completed	00:00:01	
10/29/2010 Fri	9:16 AM	R/E Sum Rpt: Test Training 09/2010	Y		Completed	00:01:02	
10/29/2010 Fri	8:06 AM	Em					

Buttons: View, Delete, Convert to Excel, View Status, Back

Convert to Excel

Simple Dump - Exports the data as it appears on the report.
Advanced Dump - Exports the data by merging associated data into one line.

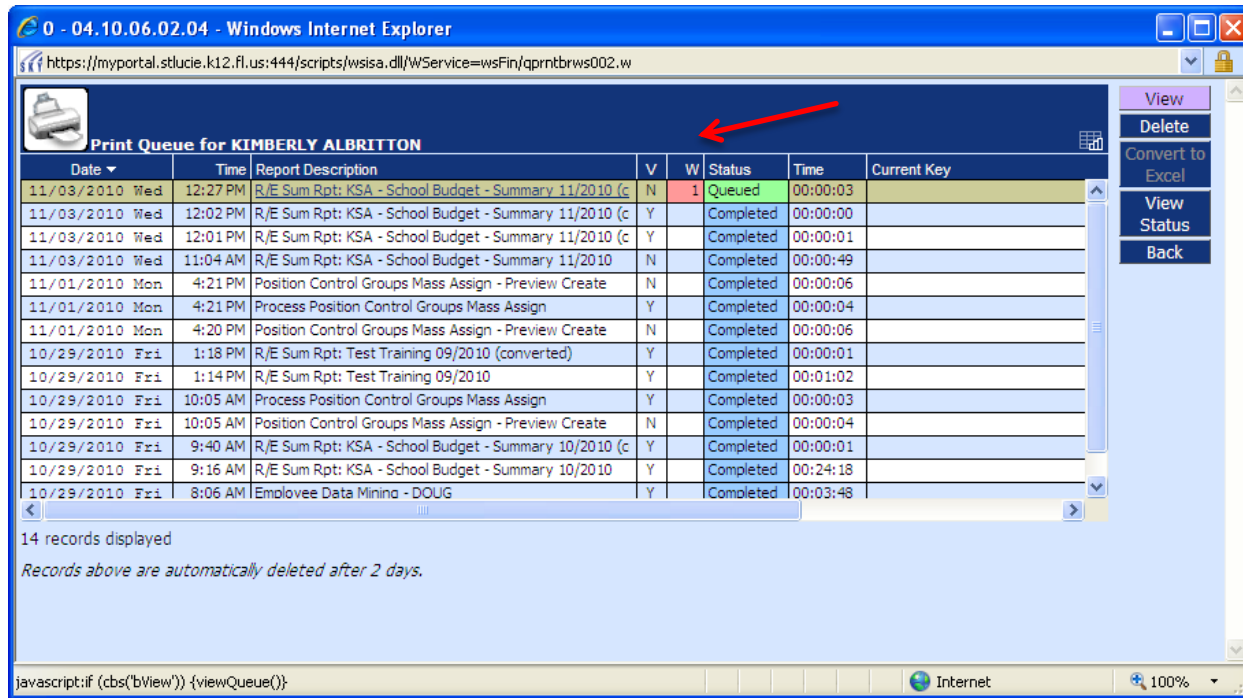
☒ CSV/Microsoft Office 2000 ☐ Microsoft Office 2002+ ☐ Open Office

** Try CSV if you are having problems with the file opening in Excel or Open Office **

Buttons: Simple Dump, Advanced Dump, Back

Budgetary Data Mining- Analyzing with Excel

The export will run in the print queue.



Print Queue for KIMBERLY ALBRITTON

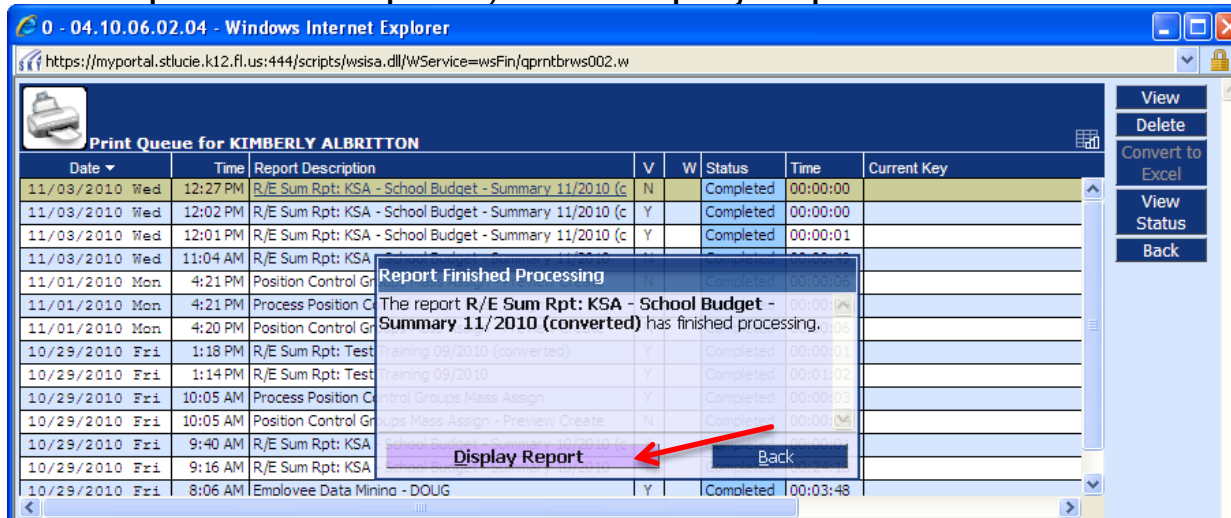
Date	Time	Report Description	V	W	Status	Time	Current Key
11/03/2010	Wed 12:27 PM	R/E Sum Rpt: KSA - School Budget - Summary 11/2010 (c	N	1	Queued	00:00:03	
11/03/2010	Wed 12:02 PM	R/E Sum Rpt: KSA - School Budget - Summary 11/2010 (c	Y		Completed	00:00:00	
11/03/2010	Wed 12:01 PM	R/E Sum Rpt: KSA - School Budget - Summary 11/2010 (c	Y		Completed	00:00:01	
11/03/2010	Wed 11:04 AM	R/E Sum Rpt: KSA - School Budget - Summary 11/2010	N		Completed	00:00:49	
11/01/2010	Mon 4:21 PM	Position Control Groups Mass Assign - Preview Create	N		Completed	00:00:06	
11/01/2010	Mon 4:21 PM	Process Position Control Groups Mass Assign	Y		Completed	00:00:04	
11/01/2010	Mon 4:20 PM	Position Control Groups Mass Assign - Preview Create	N		Completed	00:00:06	
10/29/2010	Fri 1:18 PM	R/E Sum Rpt: Test Training 09/2010 (converted)	Y		Completed	00:00:01	
10/29/2010	Fri 1:14 PM	R/E Sum Rpt: Test Training 09/2010	Y		Completed	00:01:02	
10/29/2010	Fri 10:05 AM	Process Position Control Groups Mass Assign	Y		Completed	00:00:03	
10/29/2010	Fri 10:05 AM	Position Control Groups Mass Assign - Preview Create	N		Completed	00:00:04	
10/29/2010	Fri 9:40 AM	R/E Sum Rpt: KSA - School Budget - Summary 10/2010 (c	Y		Completed	00:00:01	
10/29/2010	Fri 9:16 AM	R/E Sum Rpt: KSA - School Budget - Summary 10/2010	Y		Completed	00:24:18	
10/29/2010	Fri 8:06 AM	Employee Data Mining - DOUG	Y		Completed	00:03:48	

14 records displayed
Records above are automatically deleted after 2 days.

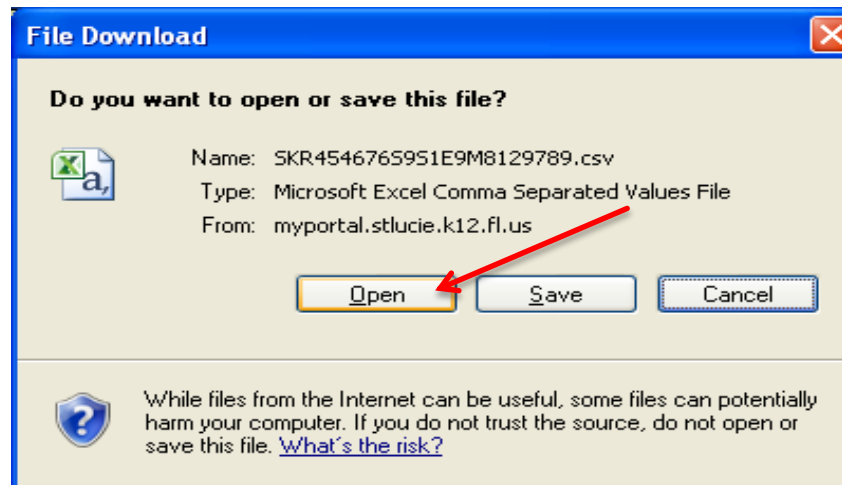
javascript:if (cbs('bView')) {viewQueue();}

Budgetary Data Mining- Analyzing with Excel

Once the queue is complete, click Display Report:



Next, click open.



Monthly Budget Summary

- ▶ Always review the report (it is emailed monthly)
- ▶ The report contains every site, so you will need to scroll to your site number. Hint - hit Ctrl F and type in your school #
- ▶ Review your projects, look for negative numbers within available funds.
- ▶ If you see negatives, run a detail report to determine what/why it is negative.
- ▶ Get familiar with the project numbers and what you can spend the funds on (ask us questions)!

Monthly Budget Summary

Book1 - PaC SkyPrint RTF Export

ALBRITTON, KIMBERLY S.

	A	B	C	D	E	F	G	H	I	J	K	L
1					2015-16	Encumbered	2015-16	2015-16	2015-16	Unencumbered	2015-16	
2	Fund	Fac	Proj	Proj	Revised Budget	Amount	Enc Carry Forward	Budget Carry Fwd	FYTD Activity	Balance	Available Funds	
66	----	20	----	PALM POINTE EDUCATIONAL RES.	12,980,707.55	6,392,545.71	167,434.18	167,434.18	3,133,657.71	3,454,504.13	3,460,878.76	
67		1000	31	10000 SALARIES	2,160,931.78	1,998,753.75	0	0	87,523.89	74,654.14	-1,435.04	
68		1000	31	10050 FEFP-READING CATEGORICAL	63,737.25	0	0	0	63,737.25	0	0	
69		1000	31	10100 SCHOOLS DISCRETIONARY	33,532.43	6,856.02	4,029.28	4,029.28	12,163.03	14,513.38	14,674.39	
70		1000	31	10114 SUB ALLOCATIONS	27,646.57	0	0	0	3,321.97	24,324.60	24,324.60	
71		1000	31	15012 SCHOOL RECOGNITION (11-12)	245	0	0	0	0	245	245	
72		1000	31	15110 CLASS SIZE RED STATE CATEGORIC	238,653.05	0	0	0	404,753.27	-166,100.22	0	
73		1000	31	15330 TEACHERS LEAD	0	0	0	0	9,382.80	-9,382.80	-9,382.80	
74		1000	31	15460 VPK 2015-16	35,548.39	28,089.30	0	0	7,320.47	138.62	138.62	
75		1000	31	15499 VPK-Accumulated C/F	1,000.00	0	0	0	0	1,000.00	1,000.00	
76		1000	31	22500 ESE-SPEECH/LANGUAGE	39,497.50	39,497.50	0	0	0	0	0	
77		1000	31	A5300 UTILITIES	96,610.31	0	0	0	29,711.85	66,898.46	65,152.12	
78		1000	31	P2400 INSTRUCTIONAL MATERIALS	2,324.67	1,800.00	0	0	0	524.67	524.67	
79		1000	31	P2500 FAME (CATEGORICAL)	3,795.31	2,238.82	0	0	648.55	907.94	907.94	
80		1000	31	P5800 SCHOOL IMPROVEMENT	2,694.40	0	0	0	0	2,694.40	2,694.40	
81		1100	31	21621 Surplus Books	174.4	0	0	0	0	174.4	174.4	
82		1100	31	22833 VENDING REBATES-STAFF	56.36	0	0	0	56.36	0	0	
83		1100	31	DONAO DONATIONS	1.08	0	0	0	0	1.08	1.08	
84		3715	31	P2500 FAME (CATEGORICAL)	369.47	0	0	0	0	369.47	369.47	
85		3716	31	93190 C/W EQUIPMENT	5,343.00	3,865.47	0	0	1,477.53	0	0	
86		4100	31	70000 FOOD SERVICE	377,627.98	265,032.86	21,389.91	21,389.91	61,621.46	50,973.66	50,973.66	
87		4100	31	70001 Fresh Fruits and Vegetables	27,650.00	23,248.00	0	0	4,402.00	0	0	
88		4200	31	46415 TITLE I SCHWIDE 14/15	45.9	0	45.9	45.9	0	45.9	45.9	
89		4200	31	46416 TITLE I SCHWIDE 15/16	308,028.00	227,537.70	0	0	63,164.95	17,325.35	17,325.35	
90		4200	31	4645P TITLE I PARENT INV 14/15	2,262.93	854	0	0	0	1,408.93	1,408.93	
91	----	31	----	WHITE CITY ELEMENTARY	3,427,775.78	2,597,773.42	25,465.09	25,465.09	749,285.38	80,716.98	169,142.69	
92		1000	40	10000 SALARIES	2,417,248.87	2,328,003.09	0	0	-29,721.91	118,967.69	-6,857.55	
93		1000	40	10050 FEFP-READING CATEGORICAL	79,311.04	0	0	0	79,311.04	0	0	
94		1000	40	10100 SCHOOLS DISCRETIONARY	39,783.02	7,811.27	3,448.52	3,448.52	9,535.25	22,436.50	22,072.60	
95		1000	40	10114 SUB ALLOCATIONS	32,583.46	0	0	0	5,488.16	27,095.30	27,095.30	
96		1000	40	10115 SUB ALLOC-IEPs	50.05	0	0	0	80.05	-30	-30	
97		1000	40	15015 SCHOOL RECOGNITION (14-15)	5.32	0	0	0	0	5.32	5.32	
98		1000	40	15110 CLASS SIZE RED STATE CATEGORIC	404,523.45	43,438.68	0	0	626,458.69	-265,373.92	65.12	
99		1000	40	15330 TEACHERS LEAD	0	0	0	0	11,527.44	-11,527.44	-11,527.44	

School Budgets (Date 10 2015)

READY

100%

“Finding” Money

- ▶ While reviewing the monthly budget summary, look for projects with available balances.
- ▶ Not sure you can spend them? Ask Accounting!
- ▶ Here is an example:

73	1000	31	15330	TEACHERS LEAD	0	0	0	0	9,382.80	-9,382.80	-9,382.80
74	1000	31	15460	VPK 2015-16	35,548.39	28,089.30	0	0	7,320.47	138.62	138.62
75	1000	31	15499	VPK-Accumulated C/F	1,000.00	0	0	0	0	1,000.00	1,000.00
76	1000	31	22500	ESE-SPEECH/LANGUAGE	39,497.50	39,497.50	0	0	0	0	0
77	1000	31	A5300	UTILITIES	96,610.31	0	0	0	29,711.85	66,898.46	65,152.12
78	1000	31	P2400	INSTRUCTIONAL MATERIALS	2,324.67	1,800.00	0	0	0	524.67	524.67
79	1000	31	P2500	FAME (CATEGORICAL)	3,795.31	2,238.82	0	0	648.55	907.94	907.94
80	1000	31	P5800	SCHOOL IMPROVEMENT	2,694.40	0	0	0	0	2,694.40	2,694.40
81	1100	31	21621	Surplus Books	174.4	0	0	0	0	174.4	174.4
82	1100	31	22833	VENDING REBATES-STAFF	56.36	0	0	0	56.36	0	0
83	1100	31	DONA0	DONATIONS	1.08	0	0	0	0	1.08	1.08
84	3715	31	P2500	FAME (CATEGORICAL)	369.47	0	0	0	0	369.47	369.47
85	3716	31	93190	C/W EQUIPMENT	5,343.00	3,865.47	0	0	1,477.53	0	0

Review Allocation Sheets

- ▶ Find your school within the list (sorted by grade level)
- ▶ Check the FTE column, make sure the number is accurate (your funding is determined by FTE)
- ▶ Review other columns
 - ▶ Budget Roll Forward - money that was not used in the prior year is reported in this column (and added to your current allocation)
 - ▶ Encumbrance Roll Forward - open POs are rolled, as well as budget. This column shows the amount rolled from the prior year into the current year.
 - ▶ The Total amounts includes your current allocation, PO roll forward, budget roll forward and any other adjustments.

Review Allocation Sheets

- ▶ Pay special attention to the FTE number, especially if your school decreased enrollment since the prior year.
 - ▶ Adjustments to the allocations are made once per year (after October survey). If you lost FTE, you WILL lose funding.
 - ▶ Adjustments are not new, they happen every year.
 - ▶ If your FTE increased, you will see more funding.

Allocation Worksheets

Schools' 10100 Allocations FY 2015-16 (09 14 15).xlsx - Excel

ALBRITTON, KIMBERLY S.

G13 X ✓ fx =F13

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1			ST. LUCIE COUNTY SCHOOL DISTRICT											
2			SCHOOL-BASED BUDGET ALLOCATIONS - FY 2015-16											
3			** PROJECT 10100 - BASED ON WFTE **											
4			DOE File # F71.345 4/8/15											
5														
6														
7														
8			School Name	Type	#	2014-15 Annual WFTE	2014-15 WFTE for Allocations	2014-15 Base Alloc (c)	"Base" 1010 Allocation	Add Encumb 6/30/2015	Budget Roll-Fwd	Custodial Transfer	Plus "Add-On" Items (1)	Total
9	1	1	White City Elementary	E	31	586.58	586.58	\$59.40	\$34,841.69	\$4,029.28	\$3,134.34	-\$8,472.88		\$33,532.43
10	2	1	Weatherbee Elementary	E	40	696.69	696.69	\$59.40	\$41,382.01	\$3,448.52	\$6,020.64	-\$11,068.15		\$39,783.02
11	3	1	Fairlawn Elementary	E	41	684.27	684.27	\$59.40	\$40,644.28	\$644.14	\$1,970.59	-\$5,655.28		\$37,603.73
12	4	1	Lawnwood Elementary	E	61	770.42	770.42	\$59.40	\$45,761.42	\$552.39	\$11,622.09	-\$10,589.51		\$47,346.39
13	5	1	St Lucie Elementary	E	71	777.56	777.56	\$59.40	\$46,185.52	\$1,131.33	\$5,533.21	-\$14,997.49	\$1,500.00	\$39,352.57
14	6	1	FK Sweet Elementary	E	81	666.75	666.75	\$59.40	\$39,603.63	\$565.02	\$4,241.71	-\$5,446.88		\$38,963.48
15	7	1	Savanna Ridge Elementary	E	91	568.72	568.72	\$59.40	\$33,186.86	\$970.82	\$166.42	-\$6,809.95		\$27,514.15
16	8		Garden City Elementary	E	102	0.00	0.00	\$59.40	\$0.00	\$0.00	\$55.34	\$0.00		\$55.34
17	9	1	CA Moore	E	111	719.47	719.47	\$59.40	\$42,735.09	\$3,567.13	\$14,254.66	-\$5,001.02		\$55,555.86
18	10	1	Morningside Elementary	E	221	644.76	644.76	\$59.40	\$38,297.47	\$1,670.87	\$685.31	-\$8,759.05		\$31,894.60
19	11	1	Lakewood Park Elementary	E	231	722.10	722.10	\$59.40	\$42,891.31	\$1,582.98	\$6,297.25	-\$14,466.81		\$36,304.73
20	12	1	Floresta Elementary	E	241	680.89	680.89	\$59.40	\$40,443.52	\$783.59	\$362.60	-\$11,758.62		\$29,831.09
21	13	1	Bayshore Elementary	E	251	741.37	741.37	\$59.40	\$44,035.91	\$1,831.03	\$1,975.52	-\$15,146.96		\$32,695.50
22	14	1	Windmill Pt Elementary	E	271	867.08	867.08	\$59.40	\$51,502.84	\$940.23	-\$463.30	-\$9,149.84		\$42,829.93
23	15	1	Village Green Elementary	E	281	550.44	550.44	\$59.40	\$32,695.05	\$877.02	\$19,688.96	-\$4,702.32		\$48,558.71
24	16	1	Parkway Elementary	E	311	583.25	583.25	\$59.40	\$34,643.90	\$3,606.89	-\$1,893.98	-\$8,377.28		\$27,979.53
25	17	1	Mariposa Elementary	E	341	790.27	790.27	\$59.40	\$46,940.47	\$569.78	-\$1,148.44	-\$16,039.78		\$30,322.03
26	18	1	Rivers Edge Elementary	E	381	735.39	735.39	\$59.40	\$43,680.71	\$3,742.36	\$3,303.04	-\$15,175.48		\$35,550.63
27	19													
28	20	17	Elementary School Total			11,776.01	11,776.01		\$699,471.68	\$30,513.38	\$75,805.96	-\$171,617.30	\$1,500.00	\$635,673.72
29	21													
30	22	1	FPM K8	K8	51	456.52	456.52	\$72.32	\$33,015.75	\$3,953.62	\$10,125.16	-\$7,011.53		\$40,083.00
31	23	1	Dan McCarty Middle	M	72	587.76	587.76	\$72.32	\$42,507.09	\$615.22	\$2,745.10	-\$11,227.40		\$34,640.01
32	24	1	SLW K8	K8	131	1,479.62	1,479.62	\$72.32	\$107,006.84	\$15,630.82	\$31,320.84	-\$29,346.07		\$124,612.43
33	25	1	Sam Gaines Academy K-8	K8	141	1,303.87	1,303.87	\$72.32	\$94,296.52	\$6,911.42	\$521.94	-\$18,587.99		\$83,141.89
34	26	1	Alappattah Flats	K8	151	984.18	984.18	\$72.32	\$71,176.38	\$6,200.84	\$10,326.29	-\$16,331.94		\$71,371.57
35	27	1	Northport K8	K8	261	1,257.67	1,257.67	\$72.32	\$90,955.31	\$747.11	-\$1,336.63	-\$14,521.53		\$75,844.26
36	28	1	Southport Middle	M	331	800.14	800.14	\$72.32	\$57,866.52	\$1,731.89	\$13,390.54	-\$15,054.32		\$57,934.63
37	29	1	Oak Hammock K-8	K8	351	1,592.66	1,592.66	\$72.32	\$115,181.95	\$3,087.82	\$3,538.41	-\$24,910.33		\$96,897.85
38	30	1	Manatee K-8	K8	361	1,623.00	1,623.00	\$72.32	\$117,376.16	\$11,261.75	\$9,122.08	-\$28,224.12		\$109,535.87
39	31	1	Forest Grove Middle	M	371	852.84	852.84	\$72.32	\$61,677.81	\$435.28	\$32,033.75	-\$13,594.00		\$80,552.84
40	32	1	Southern Oaks Middle	M	391	904.79	904.79	\$72.32	\$65,434.86	\$667.88	\$17,572.65	-\$7,567.11		\$76,108.28
41	33	1	West Gate K-8	K8	421	1,333.73	1,333.73	\$72.32	\$96,456.01	\$5,867.06	\$184.48	-\$19,240.63		\$83,266.92

Summary Custodial transfers FTE Roll FWD budget summary PIVOT School ... + 100%

Each Child, Every Day