Lake Shore Central School District

Resource Allocation Instructions for Administrative Team

For building the 2019-20 fiscal year budget

<u>Due Date for Completion: January 25, 2019</u>

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Don't forget this step!

We will once again be utilizing WinCap Web for compiling the budget requests from staff. In an effort to streamline and refine the process, we have developed these step-by-step instructions and some standard reports to assist the Lake Shore CSD Administrative Team Members in reviewing the budget requests for their area of responsibility. This process is meant to insure that instructional staff members are informed of the status of their requisitions throughout our budget process.

As you follow the process, please do not hesitate to contact the Business Office for assistance if you encounter difficulties. The process is designed to follow the District's budget calendar, and will rely on input and adherence to the calendar by a large number of individuals. For these reasons please make sure that you adhere to the deadlines in the budget calendar, as delays will effect other Administrative Team Members.

Use of WinCap Web

Teachers and other staff members will be entering their 2019-20 Budget Requests through the WinCap Web online program, as they have done in recent years. Teachers' instructions for completing the budget process will be provided to you to distribute to your staff, and will also be posted on the Business Office Webpage. All staff members have the ability to enter requisitions for approval and inclusion into the Technology Budget (mainly computer hardware & software). These items will all be reviewed by the Director of Technology and if approved, will be charged to the technology budget (not the building level budget). If staff attempt to charge non technology purchases to the technology budget, the requests will be denied and/or recoded to the building level budget. We give you this "heads-up" early in the process, in case it causes an administrator to rework their building allocations. In no instance will a non-technology related request be charged to the technology budget, as purchases in the technology generate State Aid. ==Please note that the staff deadline for completion of ALL budget requests is January 4, 2019.== There will be no special exceptions to the deadline. It will be a good idea to begin your review of staff budget requests prior to the deadline, so that you can look for possible problems (staff members who have not submitted any requests, staff members who have submitted requests for large amounts of funding, etc.)

Administrators are NOT be required to utilize WinCap Web for reviewing and approving budget requests from staff. Administrators and their clerical staff who assist them, will use the District's WinCap program directly in order to summarize budget requests, make any necessary reductions to requests, approve the final requests and have the proper allocations included in the District's final 2019-20 budget. Changes made in the WinCap program will flow backward through the system, and will be visible by staff in the WinCap Web program that they access for creating & tracking budget requests. It is our goal that ALL reductions/changes to staff budget requests will be made prior to adoption of the proposed budget, so that each and every staff member know what items and amounts have been approved for them and included within the proposed budget.

As the budget is finalized, the Business Office staff will simultaneously be compiling the District's bids for the 2019-20 year, using the budget requests as approved by the Administrative Team. The process will be the same as last year, with administrators having the final approval of all purchases once bids are received and awarded by the Board of Education. Guidance on that process will be provided at the end of the budget process, once the budget is approved by the District's voters and adopted by the Board of Education.

Reviewing Staff Members' Budget Requests in WinCap

Administrators (and their respective clerical staff) will simply sign into WinCap as they normally do. Once you are on the main "Home" screen, click the box in the top left corner of the screen, and change the "default year" to 2020 (see below). The box will turn yellow.
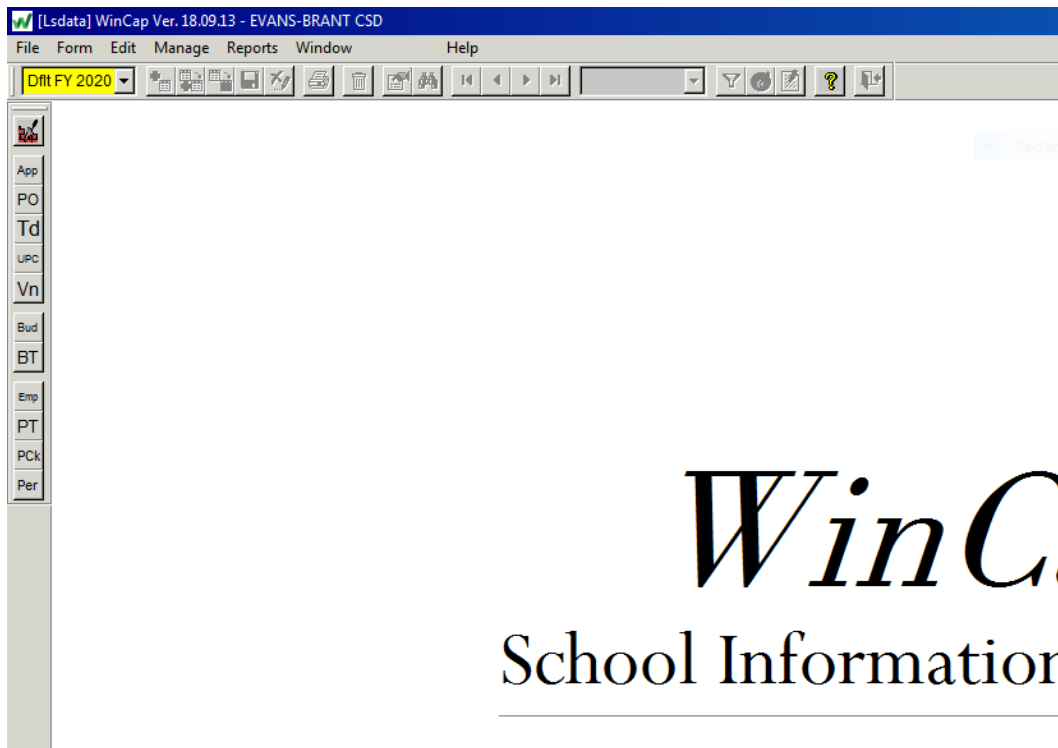
Once you have set the year to "2020", you may view your staff members' current budget requests. A standardized report has been created to make it easy for you to view all of your pending budget requests. In order to access the report, click on the word "Reports" on the top tool bar on the WinCap screen. Then select "Budget Development", and under that tab choose "Budget Request Listing". You will see the following screen:
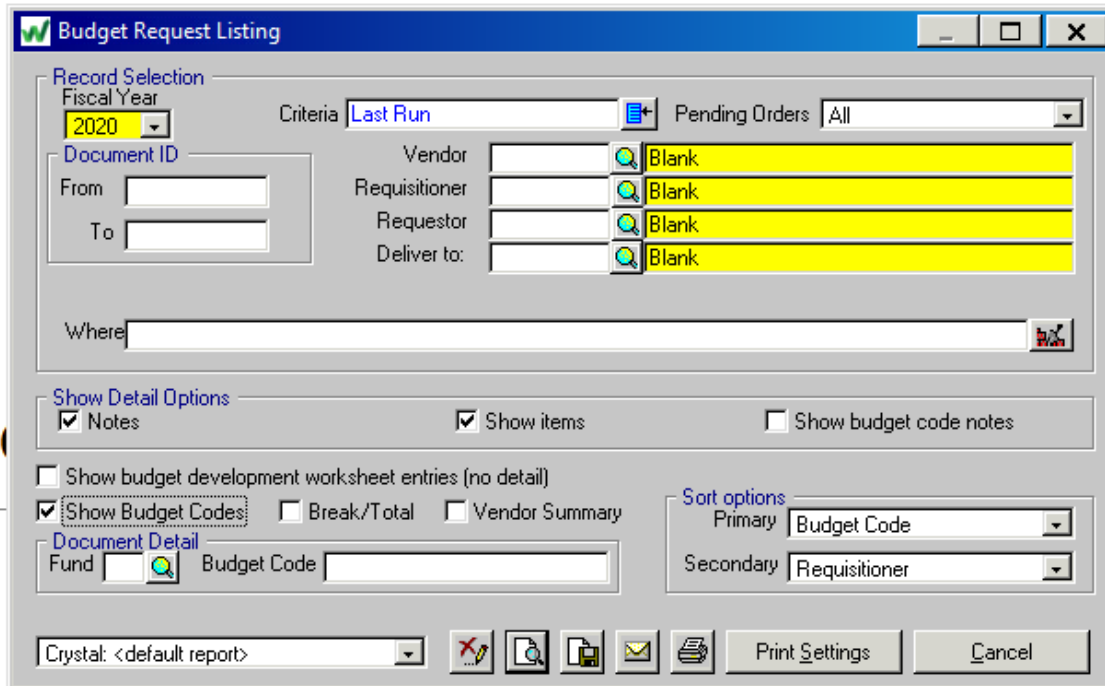
*Make sure you check the same boxes, and choose the same selections in the drop down boxes as on this screen print, or you may not see all of your staff's requisitions. When you have everything entered on this screen correctly, click on the "Display" icon in the middle of the bottom line (it looks like a piece of paper with a magnifying glass). This will display your report on your screen for you. Check to make sure your report displays correctly.

You should see a report for your staff requisitions, sorted by budget code. Each requisition will be displayed. You will see a Budget Request Number – that is the document number of the requisition. This is important information that you will need if you want to make a change to the staff member's request. You will also be able to see the item detail for all items on the requisition. At the end of the listing for each budget code, you will see the total of the requests for that individual budget account.

To print out your report, click on the "Print Settings" icon on your display screen. You will then get a pop up printer window – select your printer and then click on the "OK" button. The pop up window will close. Then you need to click on the little printer icon button to send your report to your printer. Your report should then print out for you.

Viewing Budget Requests Sorted by Staff Member

You may wish to run a budget request report sorted by staff member, to make sure all of your staff have entered & submitted their requests and to see how much money each staff member/teacher has requested.   *This is an important step, since you will not see requisitions for any staff member that did not remember to click on the "submit" button when they completed their requisition(s). To accomplish this, you can run the same report and simply select different sort options.

To generate this report, click on the word "Reports" on the top tool bar on the WinCap screen. Then select "Budget Development", and under that tab choose "Budget Request Listing". You will see the same screen as before. When this screen appears, change the choices in the "Sort Options" box (in the bottom right hand corner of the screen). For the first drop down box select "Requisitioner", and for the second drop down box select "None". Once you have selected these, click the display icon (the one that looks like a sheet of paper with a magnifying glass) and your report will be displayed on your screen. You will see a listing of requisitions submitted for each teacher that you have. The report also gives you the total amount that each teacher requested (also good information for you to have).

To print out your report, click on the "Print Settings" icon on your display screen. You will then get a pop up printer window – select your printer and then click on the "OK" button. The pop up window will close. Then you need to click on the little printer icon button to send your report to your printer. Your report should then print out for you.

At this point you will review the list to make sure you have everybody's requisitions. If you have staff members that are not showing on the list, you will need to contact them to find out why. If they have entered their requisitions in WinCap Web, instruct them to make sure they have submitted their documents – have them log back into WinCap Web. If they have not submitted them, instruct them to edit each document and click on the "Submit" button. That should move the documents to your approval level.

Once you have all of your staff members' documents at your approval level, review them for appropriateness and for the availability of funding. You will undoubtedly need to make corrections to bring your building/department requests within budgetary limits. THAT IS NORMAL.

Complete the worksheet on the following page, to insure that your budget is in balance with the building allocation that you received. Print this page, and send a copy of your final budget account amounts to the Business Office, to make sure that the final budget agrees with your request. ***Make sure to enter your building's name on the top of the worksheet before returning it to the business office.**

2019-20 Building/Department Allocation Request Summary: __Enter Building Name Here__

(Enter Building Name in Box Above)

Start with the total Building Level Allocation that you received: $_____

Subtract your office budget allocations (Building Principals)-

2020-200-XX	Equipment	_____
2020-401-XX	Mileage	_____
2020-402-XX	Conferences	_____
2020-403-XX	Contractual & Repairs	_____
2020-450-XX	Supplies & Materials (outside orders)	_____
2020-451-XX	Supplies & Materials-Central Store	_____

Then subtract your classroom budget allocations-

2110-200-XX	Equipment	_____
2110-401-XX	Mileage	_____
2110-402-XX	Conferences	_____
2110-406-XX	Assemblies & Graduations	_____
2110-407-XX	Student Fees & Registrations	_____
2110-450-XX	Supplies & Materials (outside orders)	_____
2110-451-XX	Supplies & Materials-Central Store	_____

   *Do not include your textbook orders, as they have a separate budget allocation.

Then subtract your library budget allocations-

| 2610-450-XX-6000 | Supplies & Materials (outside orders) | _____ |
| 2610-451-XX-6000 | Supplies & Materials-Central Store | _____ |

   *Do not include your library book orders, as they have a separate allocation.

Building Allocation Remaining: $_____

If the result you get when you complete the worksheet above is a positive number, allocate the excess funds to one or more accounts in your budget. *You don't have to do requisitions for these amounts. Simply let us know what those amounts will be, and we will enter them into the budget once the requisitions are completed. *Remember to give us these amounts, or they will not be included in the final budget for you.

If the result you obtain from completing the worksheet is a negative number, it simply means that you have to make some reductions to get your building/departmental budget within the budgetary limit that was provided. Now is when you need to take a fresh look at your staff requests, and make decisions about priorities and needs. You can work off of either of the two reports we generated above – whichever is easier for you.

Selecting Requisitions to be Changed/Deleted

A suggestion would be to review the printout of your choice. If you see requisitions that do not belong to your building, contact the business office. We can move the requisitions to the proper building. As you see items and/or quantities that you want changed, highlight either the entire item (if you want it removed from the requisition) or highlight the quantity, and make a note of the reduced quantity that you are allowing. Once you have determined all of the changes that you want made, you or your clerical staff can enter the changes directly onto the budget requisition. This step is very important, as it will do a number of things. First, it will bring your building level budget into balance within the approved limit provided to you. Second, it will adjust the items and quantities of goods for the District's bid process and for subsequent ordering. Last of all, the changes that you make will flow back from our WinCap program into WinCap Web, where your staff members will be able to see what items and quantities were approved and ordered. Staff should not wonder where their requisitions went.

Making Changes to Requisitions in WinCap

To make these changes, log into WinCap. On the main screen, select "Manage", then select "**Budget Development**" from the drop down list, then select "Budget Request Maintenance" from the next drop down list. The Budget Request screen should appear. This screen is similar to the regular Purchase Order screen that you normally use in WinCap. To go to a specific budget requisition, click on the "Go To" icon on the top menu bar (it's the one that looks like a hand holding a sheet of paper). When the "Go To Budget Request" window opens, simply type in the budget request number of the document that you want to edit (this should be on the report you ran earlier – "BRQ-XXXXX"). Click on the "OK" button, and you should see the requisition. Simply click on the "Modify" button (the one that has a white sheet of paper and an arrow going to a green sheet of paper). Now you should be able to make any edits on the requisition that you have selected for editing. When you are all done making your changes, click on the "Save" icon (the one that looks like a little computer disk on the top menu bar).

It's a good idea to wait to approve your documents until you have all of your changes made, and your budget accounts in balance – just "save" them at this point in time.

Deleting/Disapproving Requisitions in WinCap

If you want to remove a requisition totally, you can either delete it, or disallow it. Deleting it will remove it from the system totally. If you disapprove it, your teacher/staff member will see it and know that it was not included in the budget. Before deleting or disapproving a requisition, determine whether or not you would like the document to remain in WinCap for your staff member/teacher to view.

To delete a requisition, access the document as detailed above. Instead of clicking on the "Modify" button, click on the "Delete" button (it's the one that looks like a trash can). The document will be deleted.

To disapprove the document, access the requisition as explained above. Click on the "Modify" button, and then click the "Line Items" tab of the requisition. On the right hand side of the screen you will see a "Disapprove" button. You will get a pop-up window. Select "Disapprove at Originator Level", and click the OK button. The program will ask you one last time if you want to disapprove the request – click "OK" and the requisition will be disapproved, deducted from your budget total, and will still remain on your teacher/staff member's "My Requisition" screen in WinCap Web.

Finalizing Your Budget Request Allocation Worksheet

Once you have made all of the changes, deletions and/or disapprovals to the requisitions for your staff, rerun the Budget Development Request Listing Report. It would be a good idea to run the first report from the earlier instructions, which is sorted by budget code. This will help you make sure your budget accounts equal the amounts on your worksheet.

Once you are certain that your budgetary accounts are in balance and your requisitions are OK to proceed with the approval process, you can approve the requests all at once – much like the approval process you use for purchase orders already. *This approval will NOT create a purchase order for each of the documents. It will only finalize your budget and submit your totals for inclusion in the District's final budget. This step needs to be completed by January 25, 2019 or your amounts will not be included in the District's final budget, and your teachers' orders will not be included in the District's bids for the 2019-20 school year. Step by step instructions for approving your documents are included on the next page of the instructions.

Reviewing Textbook Orders

Follow the process outlined above, to review any textbook orders that your staff have submitted. If you need to make changes and/or reductions to these orders, follow the same steps as outlined above. You only have to make certain that your textbook orders are at or below the textbook allocation you received for your building. If your orders are below your building's allocation, we will include the remaining funds in the final budget for additional purchases throughout the 2019-20 fiscal year.

*Elementary school principals will see requests for your building's staff members, even though all elementary school textbook requests are budgeted under the Highland Elementary building level budget. You <u>do</u> need to approve your building's textbook requests. If you don't, they will not be included in the final budget and purchase orders generated once the budget is passed.

Reviewing Library Book Orders

Follow the process outlined above, to review library book and magazine orders that your staff have submitted. If you need to make changes and/or reductions to these orders, follow the same steps as outlined above. You only have to make certain that your book orders are at or below the library book allocation you received for your building. If your orders are below your building's allocation, we will include the remaining funds in the final budget for additional purchases throughout the 2019-20 fiscal year.
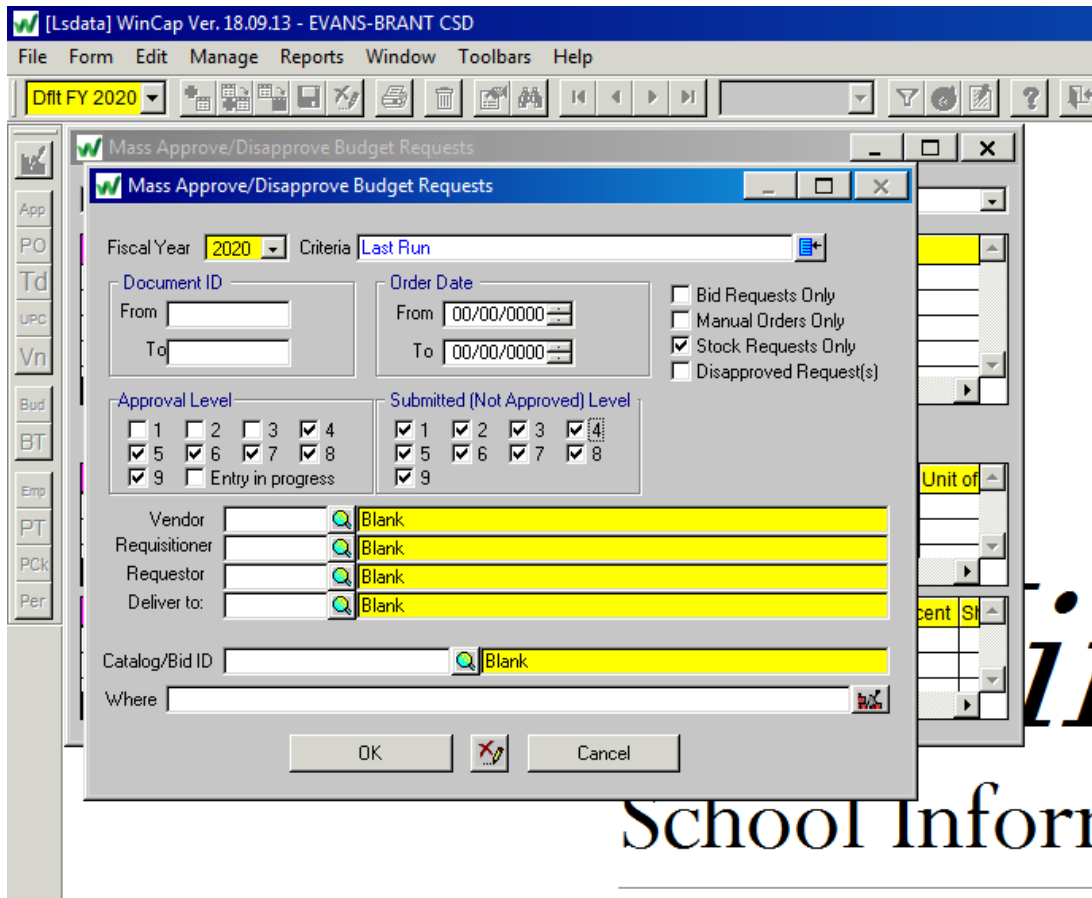
⭐ **Final Approval of Your Budget Requests**

*Important – you need to do this step twice. Once for Central Store requests, and then again for outside orders. On the main WinCap screen, click on the "Manage" button on the top menu. From the drop-down menu click on the "Budget Development" option. From the next drop-down screen, select "Approve Budget Requests".

You will then see the "Mass Approve/Disapprove Budget Request" screen. Pay close attention to the selection criteria on this screen, as you will not see all of your requisitions if you do not make the correct selections. In the approval level boxes, make sure that you have a check in the boxes for levels 4 through 9 – do NOT place a check in the "Entry in Progress" box. In the boxes for "Submitted Not Approved", place a check in ALL of the boxes.

Your selection screen should look like the screen on the following page:

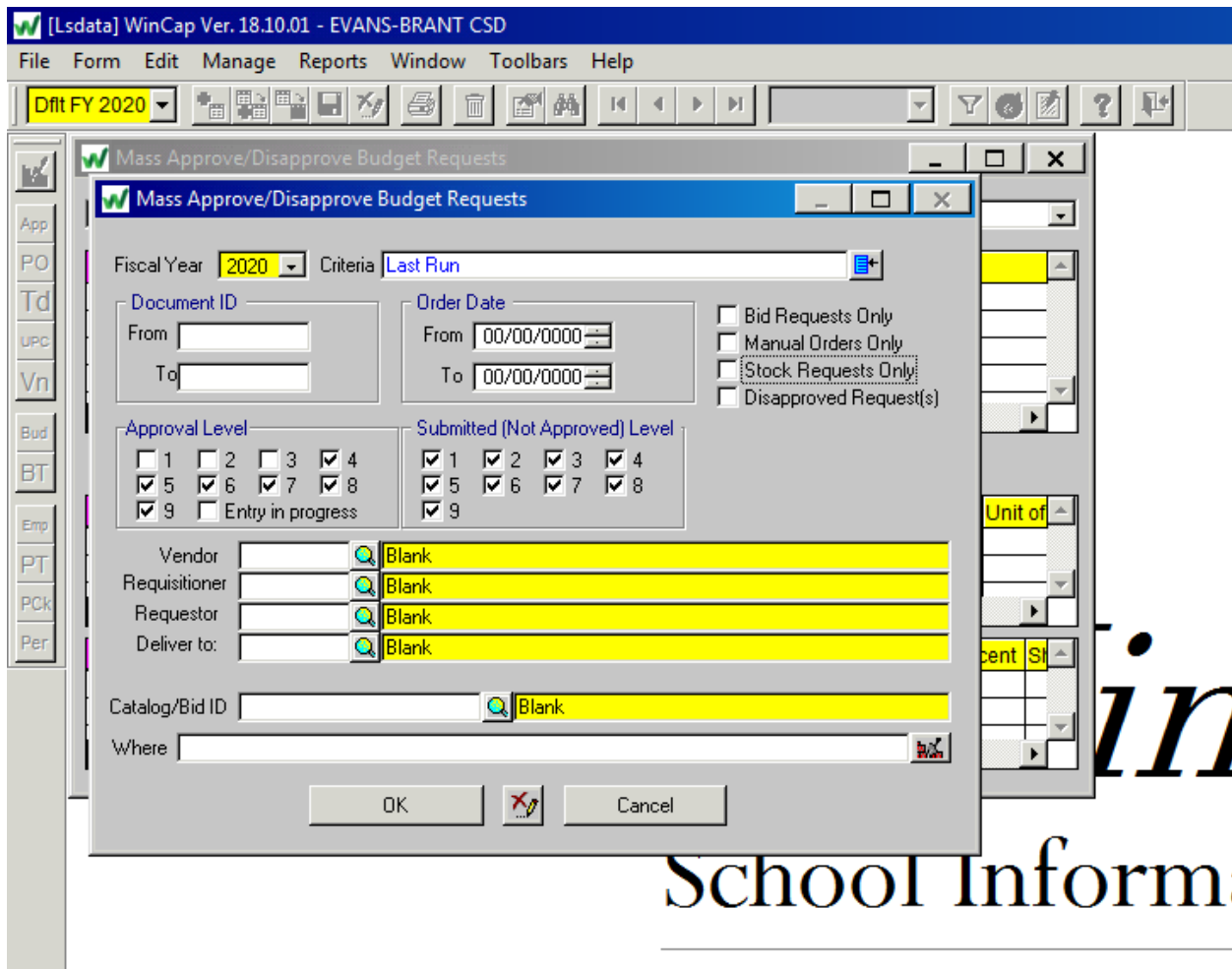Once your screen has these criteria selected, click on the "OK" button.

You will then see the "Mass Approve/Disapprove Budget Requests" screen. It will contain all of your staff's Central Store Budget Requests. You will notice that this screen is pretty much the same as the approval screen that you already use to mass approve purchase orders. You approve your budget requisitions the same way.

It's a good idea to make sure all of your requisitions appear on the list. Just double-check the listing against your final "Budget Development Requisition Listing" report that you printed after making all the necessary changes to your staff requests. Once you have verified each budget requisition, you can double click the box next to the document number to select the document for approval. You can also verify all of the documents on the list and the click on the "Select All" button. That will select all of the documents on your listing.

To approve your budget requisitions and complete the process, click on the "Save" icon on the top menu bar (the one that looks like a computer disk). This will approve your documents, and submit them for inclusion in the District's final budget.

Now you still need to approve the budget requests for outside orders. On the main WinCap screen, click on the "Manage" button on the top menu. From the drop-down menu click on the "Budget Development" option. From the next drop-down screen, select "Approve Budget Requests".

You will then see the "Mass Approve/Disapprove Budget Request" screen. Everything on this screen should look exactly like it did when you just approved your building's Central Store budget requests – you need to make just one small change now. Remove the check mark from the box labelled "Stock Requests Only" in the top right hand corner of the screen. Your selection screen should look like this:

Again, its a good idea to make sure all of your requisitions appear on the list. Just double-check the listing against your final "Budget Development Requisition Listing" report that you printed after making all the necessary changes to your staff requests. Once you have verified each budget requisition, you can double click the box next to the document number to select the document for approval. You can also verify all of the documents on the list and the click on the "Select All" button. That will select all of the documents on your listing.

To approve your budget requisitions and complete the process, click on the "Save" icon on the top menu bar (the one that looks like a computer disk). This will approve your documents, and submit them for inclusion in the District's final budget.

At this point, you have completed the process. Close out of the WinCap program and accept our congratulations and gratitude for completing the process.

2019-20 Textbook, Library Book & Building Level Budget Allocations

Building	Building Allocation $75/pupil elem. $115/pupil secondary	Textbook Allocation $58.25/pupil	Library Book Allocation $6.25/pupil
AJ Schmidt Elementary	$ 21,600	included in Highland's	$ 4,000
JT Waugh Elementary	25,950	included in Highland's	4,000
Highland Elementary	25,575	$ 61,000	4,000
Middle School	59,340	28,700	7,500
High School	83,605	48,250	10,000