

Monthly Department Budget Review and Reconciliation

Helpful Tips

- Tracking Expenditures
- Skyward Reports
- Reconciling
- Journal Entries
- Budget Transfer
- Revenue Credits-NSF/Refunds
- Donations/Grants

Tracking Expenditures

- Controls regarding purchases for your programs and grants are an important piece of managing the budget.
- Have a system for tracking all expenditures. Excel or Google Sheets are a great resource for this.
- Track and reconcile expenses by the program, the date, the vendor, what was purchased, the amount, the account code, and who requested the purchase. This is key to identifying errors.

	A	B	C	D	E	F	G	H	I	J
1	EXAMPLE									
2		OFFICE SUPPLIES	CLASSROOM SUPPLIES	SUBSCRIPTIONS	CONTRACTED EMPLOYEES	AMOUNT	ACCOUNT	RECONCILE	REQUESTED BY	
3	9/1/23	AMAZON				\$ 21.00	0150 21 5610 0300 0300 0000 0	X	DIRECTOR NAME	
4	9/8/23		AMAZON			\$ 135.75	2143 27 5610 1120 0300 0000 0	X	PRINCIPAL NAME	
5	9/15/23			IEP ONLINE		\$ 5,500.00	2100 27 7531 0300 0300 0000 0		ASST DIR NAME	
6	9/30/23				SUNBELT STAFFING	\$ 112,634.78	0120 26 7322 0300 0300 0000 0		MONTHLY PMNT	

◀ ▶	MASTER LOG	0100	2100	2135	7935	+
-----	-------------------	------	------	------	------	---

Ready

Skyward Reports

- There are 2 types of reports that are helpful for managing the budget. Both have the ability to run or be converted to Excel.
 - **Budget Summary** – this report can be customized to sort by various fields in the account code. This report will give you a summary of the budget, expenses, encumbrances and balance in each account code.
 - **Expenditure Transaction Recap** – this report gives the details of each expenditure. The account code may be changed as needed.
- ❖ Reports may be created for unique budgets such as grants or professional growth.

Skyward Reports

- Path to Reports:
Account Management – Budgetary Data Mining
- Views: All Report Types
- Filters: My Reports

BETHEL SCHOOL DISTRICT 403

Rhonda Ohlson Account Preferences Exit ?

Home Account Management Vendors Purchasing Accounts Payable Accounts Receivable Fixed Assets Inventory Custom Reports Federal/State Reporting Administration

Budgetary Data Mining ☆

Views: All Report Types

Filters: **My Reports

! [Clipboard] [Camera] ☆ Favorites ▾ [New Window] [My Print Queue]

Add Edit

Budget Summary Report Example 1

3frbud12.p 76-4
05.23.06.00.03

BETHEL SCHOOL DISTRICT NO 403
2436 PRESCHOOL GRANT 619 (Date: 8/2023)

10/11/23

Page:1
6:47 AM

Fd	T	GL	PPSS	AA	OBBB	LLLL	4444	5555	S	DESCRIPTION	Budget	August 2022-23 Monthly Activity	Year-to-Date	Outstanding Encumbrance	Unencumbered Balance - YTD Act
10	E	530	2436	21	5650	0300	0300	0000	0	Tech Supplies-Non Inventoried	1,106.00	0.00	1,106.17	0.00	-0.17
10	E	530	2436	21	5---	----	----	----	-	*SUPPLIES/MATERIALS	1,106.00	0.00	1,106.17	0.00	-0.17
10	E	530	2436	21	----	----	----	----	-	*SUPERVISION	1,106.00	0.00	1,106.17	0.00	-0.17
10	E	530	2436	27	2110	6700	0300	0100	0	Certificated Regular Salaries	51,851.00	4,320.98	51,851.98	0.00	-0.98
10	E	530	2436	27	2150	6700	0300	0101	0	Supplemental Contracts - Cert	11,496.00	957.98	11,495.98	0.00	0.02
10	E	530	2436	27	2150	6700	0300	0102	0	Supplemental Contracts - Cert	600.00	49.96	599.96	0.00	0.04
10	E	530	2436	27	2150	6700	0300	0103	0	Supplemental Contracts - Cert	1,200.00	99.98	1,199.98	0.00	0.02
10	E	530	2436	27	2150	6700	0300	0104	0	Supplemental Contracts - Cert	1,200.00	99.98	1,199.98	0.00	0.02
10	E	530	2436	27	2---	----	----	----	-	*BASIC CONTRACT BEA	66,347.00	5,528.88	66,347.88	0.00	-0.88
10	E	530	2436	27	4212	6700	0300	0100	0	Group Insurance - Certificated	130.58	3.64	43.68	0.00	86.90
10	E	530	2436	27	4222	6700	0300	0100	0	Fed Mandated Insurance Certifi	3,966.67	327.94	3,935.32	0.00	31.35
10	E	530	2436	27	4222	6700	0300	0101	0	Fed Mandated Insurance Certifi	879.44	72.70	872.50	0.00	6.94
10	E	530	2436	27	4222	6700	0300	0102	0	Fed Mandated Insurance Certifi	45.90	3.79	45.56	0.00	0.34
10	E	530	2436	27	4222	6700	0300	0103	0	Fed Mandated Insurance Certifi	91.80	7.59	91.08	0.00	0.72
10	E	530	2436	27	4222	6700	0300	0104	0	Fed Mandated Insurance Certifi	91.80	7.59	91.08	0.00	0.72
10	E	530	2436	27	4232	6700	0300	0100	0	Retirement Contribution- Certi	7,477.06	634.75	7,617.05	0.00	-139.99
10	E	530	2436	27	4232	6700	0300	0101	0	Retirement Contribution- Certi	1,657.72	140.73	1,688.77	0.00	-31.05

In this example, the report is subtotaled by activity code – object code

Budget Summary Report Example 2

3frbud12.p 76-4
05.23.06.00.03

BETHEL SCHOOL DISTRICT NO 403
*HI POV LAP SUMMARY BY LOCATION (Date: 8/2023)

10/12/23

Page: 1
9:12 AM

Fd	T	GL	PPSS	AA	OBBB	LLLL	4444	5555	S	DESCRIPTION	August 2022-23			Outstanding	Unencumbered
											Budget	Monthly Activity	Year-to-Date	Encumbrance	Balance - YTD Act
10	E	530	5540	27	5610	1020	1020	5200	0	General Supplies	2,230.00	0.00	0.00	0.00	2,230.00
10	E	530	5540	27	5---	1020	----	----		*SUPPLIES/MATERIALS	2,230.00	0.00	0.00	0.00	2,230.00
10	E	530	5540	--	----	1020	----	----		*LAP- HIGH POVERTY SCHLS ALLOC	2,230.00	0.00	0.00	0.00	2,230.00
10	E	530	5543	31	7580	1020	1020	0000	0	Travel Registration & Entrance	0.00	0.00	2,230.00	0.00	-2,230.00
10	E	530	5543	31	7---	1020	----	----		*PURCHASED SERVICES	0.00	0.00	2,230.00	0.00	-2,230.00
10	E	530	5543	--	----	1020	----	----		*LAP-HIGH POVERTY PROF DEVL	0.00	0.00	2,230.00	0.00	-2,230.00
10	E	530	----	--	----	102-	----	----		*ROCKY RIDGE ELEMENTARY	2,230.00	0.00	2,230.00	0.00	0.00

In this example, the report is subtotaled by location – program code - activity code – object code

Expenditure Transaction Recap

Edit Account Ranges:

Account Ranges

Ranges:	Groups/Category	Low	High
	Level 1		ZZ
	Level 2		ZZ
	Level 3		ZZZZ
	Category		ZZZZZZZZ

Account Status: Active and Inactive

Operating Statement Accounts

Expense, Revenue

Low Account: 10 * 530 5100 00 0000 1120 0000 0000 0

High Account: 10 * 530 5153 99 9999 1120 9999 9999 1

Include Filters

Not defined

Exclude Filters

Not defined

- All Title I PPSS expenses
- Location 1120 only

When should I reconcile?

- At the end of the second week of every month you may receive an email notifying you the prior month has closed. If you do not receive this email, contact Joanne Klein to ask to be added to the email contacts.
- All transactions, journal entries and budget transfers are complete for the month.
- This is the recommended time to run reports and reconcile.
- Reconciling grants should be a priority.



Reminders

- Important things to understand for reconciling:
 - ✓ Timing of credit card transactions and AP cut off dates.
 - ✓ Timing of extra hours worked and payroll pay dates.
 - ✓ Timing of revenue cutoff uploaded from InTouch into Skyward.
 - ✓ NSF checks and Refunds of revenue will decrease the revenue.
 - ✓ Salaries will have benefits attached.
 - ✓ Donation expenditures must have 7049 trailer, sub fund 1.
 - ✓ Grant expenditures must align with the revenue Program Subprogram.
 - ✓ Revenue credits will increase or decrease the building budget.
 - ✓ Inter-departmental transactions will be processed by finance from reports received from transportation, printshop, etc.

Journal Entries vs. Budget Transfers

- Journal Entry – used to correct an actual expense.

While reconciling, you may find items that should not hit your budget, or have hit the wrong account code. To correct this, you would submit a Journal Entry. Submit Journal Entries to Lisa Wiley via email.

***Monthly reconciliation and timely journal entries are an important piece of managing the budget and managing grants.**

- Budget Transfer – used to move dollars within the building allocation.

Example: The director wants to add a \$500 budget for nurses' supplies.

You may reduce another line item in your allocation, that has additional capacity by -\$500 and increase the budget in activity 26 object 5610 by \$500.

Submit Budget Transfers via iK12 form. [Budget Transfer Request](#)

Budget Contacts

- Christine Donnelly – Director of Budget and Finance
cdonnelly@bethelsd.org
- Rhonda Ohlson – Financial Analyst
rohlon@bethelsd.org