



FY 2023-2024 BUDGET PREPARATION INSTRUCTIONS

Sites will enter budgets through Next Year Budget Entry program (Instructions attached). Zoom training is available with the Budget Department on February 28th at 10am and 2pm, please schedule through Jeremiah.

If you need additional help, contact Valerie Bohbrink, 918-357-6091, Bohbrink.valerie@unionps.org, Jeremiah Yandell, 918-357-6105, yandell.jeremiah@unionps.org or Becky Byers, 918-357-6080, byers.rebecca@unionps.org.

Next Year Budget Entry Program

Level 1 Access: Available February 15 – March 10

Employees, who are responsible for entering budgets into the MUNIS system (i.e., site secretaries, clerks), will have Level 1 access. Each project's budget will begin with the same total budget as FY23 (school sites, your budget will be adjusted based on student count). You will be able to move items within your project to different function/object combinations that best suit your spending needs for FY24. On March 10, at 5:00 pm, Level 1 access is disabled.

Level 2 Access: Available March 13 – March 30

Direct supervisors of the employees who input budgets will have access at level 2 (i.e. principals and directors). Review your projects as they appear in Level 2. During your allotted period, you can review and make changes if necessary. On March 30, at 5:00 pm, Level 2 access is disabled.

Level 3 Access: Available March 31 – April 07

Executive directors will review their projects as they appear in Level 3. During your allotted period, you can review and make changes if necessary. On April 7, at 5:00pm, Level 3 access is disabled.

Level 4 Access: Available April 10 – April 17

Associate Superintendents will review their projects as they appear in Level 4. During your allotted period, you can review and make changes if necessary. On April 17, at 5:00 pm, Level 4 access is disabled.

Level 5 Access: April 19

CFO and Budget Department will review projects as they appear in Level 5.

Request for 2022-23 Year-End Spending and 2022-2023 Additional Spending

The request for year-end spending and additional spending for the new year are combined on one form.

- **For Year-End Spending:** Spending from your FY 2022-23 budget will be suspended on April 28, 2023. All anticipated expenditures for the remainder of the school year should have an RQ processed by the April 28 deadline. Year-end spending is used to request the authority to spend a portion of your unused budget balance after April 28 for unencumbered items and services that could not be ordered prior to April 28 and for which budget funding is available for the current year. The budget department will request \$500 for each site for emergencies, unanticipated expenses, plus any other specific needs known but not already requested/ordered on a Requisition. By estimating the spending requirements from April 28 to June 30, the District can temporarily reallocate unused budgeted funds for one-time year-end expenses, warehouse supplies, textbooks, one-time computer equipment purchases, and year-end stipends. Requesting funds that really are not necessary reduces the funds that can be allocated to year-end needs. Requesting funds does not guarantee they will be allocated to you.
- **FOR 2023-2024 Additional spending:** Be sure to indicate the reason for the increased budget request.

Submit all requests to budgetsubmission@unionps.org.