



THE SCHOOL DISTRICT OF
PALM BEACH COUNTY, FL

HEATHER KNUST
BUDGET DIRECTOR

MICHAEL J. BURKE
CHIEF FINANCIAL OFFICER

BUDGET DEPARTMENT
3300 FOREST HILL BOULEVARD, A-306
WEST PALM BEACH, FL 33406

PHONE: 561-434-8837 / FAX: 561-434-8568
WWW.PALMBEACHSCHOOLS.ORG/BUDGET

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Bulletin #P 18-118 CFO

Contact:

Mary Ussery, PX 48834
mary.ussery@palmbeachschools.org

Action By:
Information Only

TO: All Principals

FROM: Michael J. Burke, Chief Financial Officer *MJB*

SUBJECT: FY18 SCHOOL RECOGNITION AWARDS AND SCHOOL IMPROVEMENT FUNDS UPDATE

The official list of School Recognition awards, recently released by the Florida Department of Education, is attached. Congratulations to those schools receiving an award. The amount awarded this year is **\$100** per student FTE in the fourth calculation of the FY17 FEFP. Each school's award has been placed in the respective school budget in **fund 1101, function 5150, account 551100, program 0000**.

The statutory deadline for schools to develop and approve a school recognition spending plan is Thursday, February 1, 2018. School eligibility is based on the following statutory criteria:

- Schools that sustain high performance by receiving a school grade of **A**;
- Schools that demonstrate exemplary improvement due to innovation and effort by improving at least one letter grade;
- Schools that improve more than one letter grade and sustain the improvement the following school year; and/or
- Schools designated as Alternative Schools that improve at least one level or maintain a school improvement rating of "commendable".

Florida statute 1008.36 Florida School Recognition Program prescribes how School Recognition awards must be used:

- Nonrecurring bonuses to the faculty and staff;
- Nonrecurring expenditures for educational equipment or materials to assist in maintaining and improving student performance; and/or
- Temporary personnel for the school to assist in maintaining and improving student performance.

The statute also requires the use of funds be determined jointly by the school's staff and School Advisory Council (SAC). If school staff and the SAC cannot reach agreement prior to Thursday, February 1, 2018, the award must be equally distributed to all classroom teachers currently teaching in the school. A classroom teacher is defined as a person who is the teacher of record for at least one course for either the October or February FTE survey submitted to FDOE during the current year. Please refer to the contact listed above for assistance with compiling the list of eligible persons.

➤ Carryover funds

Carryover funds from a previous year must be used as determined by the plan approved for that year.

➤ Eligible Staff

Faculty and staff employed at the school when the school earned the award and or faculty and staff new to the school in the current year are eligible to receive a bonus if included in the plan approved by school staff and SAC.

➤ Bonus Calculation

A bonus calculation worksheet is posted on the Budget department website. The path is: School District website > Departments > Budget > Welcome to Budget > Resources and Tools > A+ Bonus Calculation Worksheet. The worksheet calculates the cost of bonuses as well as the net pay received by employees. Instructions for using the worksheet are shown at the top of the worksheet. This worksheet can be used to determine how much a school can pay for bonuses. Please remember that there are benefit costs in addition to the bonus payment to the employee, as reflected in the pink column of the worksheet. Be sure there is sufficient budget to cover the total cost of the bonuses. **The purple cell at the bottom of the pink column represents the total cost of bonuses and may not exceed the total approved budget for bonuses.**

➤ Bonus Example

A school decides to pay teachers a \$1,000 bonus. The cost per teacher to the school recognition budget will be \$1,076.50 (\$1,000 plus 7.65% for social security and Medicare benefit costs). The teacher's paycheck will reflect gross pay of \$1,000 and net pay will be calculated after applicable tax deductions.

➤ Budget Transfers

School Treasurers must transfer budget from the supply account to the appropriate budget lines to cover the cost of bonuses, before payroll is posted. The bottom section of the A+ bonus worksheet provides the fund strips and amounts needed to complete the budget transfer.

➤ Payroll Process

The Budget Department website has a link to "A+ Bonus Payroll Processing Guidelines" next to the calculator worksheet. Please access this link and follow the instructions provided to create the spreadsheet you will submit for payment processing. **Employee bonus pay in the green column on the bonus calculator worksheet must match what is listed on the payroll sheet. School nurses are not eligible for A+ bonus payments.**

➤ Educational Materials & Equipment

Schools may purchase educational supplies and equipment to assist in maintaining and improving student performance. Any capitalized items purchased from these funds belong to the District and must be tagged. Student incentives are not educational equipment or materials; therefore, are not an allowable use of school recognition funds.

➤ Temporary Personnel

State Statute allows for temporary personnel to assist the school in maintaining or improving student performance. This can be for temporary positions; however, it must be understood by the SAC, the school, and the employee that **these positions must be true temporary positions, less than 20 hours per week, and the purpose must be to assist in maintaining and improving student performance per Statute.**

Schools paying temporary personnel must have positions set up by the Budget Department. Please provide Mary Ussery in Budget with a copy of the minutes from the SAC meeting authorizing the use of school recognition funds for this position. The number of hours, job code, and effective date must be included in your request. Once the position is created, Budget will provide your school with the position number which can then be filled.

School Improvement

Pursuant to [Florida Statute 24.121\(5\) Allocation of Revenues and Expenditure of Funds for Public Education](#), school improvement funds are dependent upon the amount of discretionary lottery funding remaining after school recognition awards are allocated State-wide. Schools can receive any amount from \$0 (if no funds are available after school recognition awards are allocated) up to \$5 per unweighted student to be used at the discretion of the SAC. If any funds are distributed and remain at the end of FY18, they will be carried forward to FY19.

RMA/MB/HK:mu/mw

Attachments:

- FY18 School Recognition Awards
- A+ School Recognition Guide
- Payroll Processing Guidelines for School Recognition Funds
- Sample Worksheet for School Recognition Bonuses

Approved:



Robert M. Avossa, Ed.D., Superintendent

2017-18 Florida School Recognition Program Awards by School

District/School District Number	District Name	School Name	FTE	Funding
500031	Palm Beach	WATERS EDGE ELEMENTARY SCHOOL	870.66	\$87,066
500061	Palm Beach	EVERGLADES ELEMENTARY	967.79	\$96,779
500071	Palm Beach	JUPITER ELEMENTARY SCHOOL	889.74	\$88,974
500081	Palm Beach	JUPITER HIGH SCHOOL	2,844.66	\$284,466
500101	Palm Beach	ALLAMANDA ELEMENTARY SCHOOL	668.13	\$66,813
500131	Palm Beach	THE CONSERVATORY SCHOOL AT NORTH PALM BEACH	722.97	\$72,297
500141	Palm Beach	LAKE PARK ELEMENTARY SCHOOL	357.42	\$35,742
500151	Palm Beach	SUNCOAST COMMUNITY HIGH SCHOOL	1,509.67	\$150,967
500191	Palm Beach	WASHINGTON ELEMENTARY MAGNET SCHOOL	331.24	\$33,124
500211	Palm Beach	LINCOLN ELEMENTARY SCHOOL	470.55	\$47,055
500281	Palm Beach	SUNSET PALMS ELEMENTARY SCHOOL	1,064.57	\$106,457
500341	Palm Beach	ROOSEVELT ELEMENTARY SCHOOL	399.02	\$39,902
500395	Palm Beach	ALEXANDER W DREYFOOS JUNIOR SCHOOL OF THE ARTS	1,346.53	\$134,653
500421	Palm Beach	PALM BEACH PUBLIC SCHOOL	399.10	\$39,910
500591	Palm Beach	MEADOW PARK ELEMENTARY SCHOOL	721.71	\$72,171
500621	Palm Beach	FOREST HILL ELEMENTARY SCHOOL	825.80	\$82,580
500661	Palm Beach	MARSH POINTE ELEMENTARY	923.47	\$92,347
500664	Palm Beach	ACADEMY FOR POSITIVE LEARNING	131.55	\$13,155
500681	Palm Beach	NORTH GRADE ELEMENTARY SCHOOL	741.79	\$74,179
500791	Palm Beach	POINCIANA STEM ELEMENTARY MAGNET SCHOOL	560.00	\$56,000
500961	Palm Beach	BOCA RATON COMMUNITY HIGH SCHOOL	3,228.90	\$322,890
501391	Palm Beach	WYNNEBROOK ELEMENTARY SCHOOL	863.88	\$86,388
501411	Palm Beach	GROVE PARK ELEMENTARY SCHOOL	531.95	\$53,195
501451	Palm Beach	ADDISON MIZNER ELEMENTARY SCHOOL	800.33	\$80,033
501491	Palm Beach	BOCA RATON COMMUNITY MIDDLE SCHOOL	1,521.16	\$152,116
501531	Palm Beach	CLIFFORD O TAYLOR/KIRKLANE ELEMENTARY	1,243.62	\$124,362
501651	Palm Beach	JERRY THOMAS ELEMENTARY SCHOOL	770.93	\$77,093
501661	Palm Beach	VERDE ELEMENTARY SCHOOL	1,021.63	\$102,163
501681	Palm Beach	SPANISH RIVER COMMUNITY HIGH SCHOOL	2,230.18	\$223,018
501701	Palm Beach	WELLINGTON LANDINGS MIDDLE	1,189.84	\$118,984
501731	Palm Beach	JUPITER MIDDLE SCHOOL	1,332.97	\$133,297
501741	Palm Beach	DEL PRADO ELEMENTARY SCHOOL	879.78	\$87,978
501751	Palm Beach	LOGGERS' RUN COMMUNITY MIDDLE SCHOOL	1,109.03	\$110,903
501781	Palm Beach	WHISPERING PINES ELEMENTARY SCHOOL	879.25	\$87,925
501811	Palm Beach	CORAL SUNSET ELEMENTARY SCHOOL	843.49	\$84,349
501821	Palm Beach	CHRISTA MCAULIFFE MIDDLE SCHOOL	1,226.92	\$122,692
501831	Palm Beach	K. E. CUNNINGHAM/CANAL POINT ELEMENTARY	338.92	\$33,892
501861	Palm Beach	INDIAN PINES ELEMENTARY SCHOOL	610.98	\$61,098
501871	Palm Beach	LIBERTY PARK ELEMENTARY SCHOOL	1,006.96	\$100,696
501891	Palm Beach	BANYAN CREEK ELEMENTARY SCHOOL	952.80	\$95,280
501911	Palm Beach	CALUSA ELEMENTARY SCHOOL	1,193.09	\$119,309
501921	Palm Beach	WOODLANDS MIDDLE SCHOOL	1,105.13	\$110,513
501931	Palm Beach	LIGHTHOUSE ELEMENTARY SCHOOL	666.81	\$66,681

501941	Palm Beach	CYPRESS TRAILS ELEMENTARY SCHOOL	477.10	\$47,710
501951	Palm Beach	MORIKAMI PARK ELEMENTARY SCHOOL	803.24	\$80,324
501961	Palm Beach	SANDPIPER SHORES ELEMENTARY SCHOOL	885.04	\$88,504
501971	Palm Beach	WATSON B. DUNCAN MIDDLE SCHOOL	1,244.93	\$124,493
501991	Palm Beach	OMNI MIDDLE SCHOOL	1,355.24	\$135,524
502001	Palm Beach	PARK VISTA COMMUNITY HIGH SCHOOL	2,825.15	\$282,515
502011	Palm Beach	TIMBER TRACE ELEMENTARY SCHOOL	869.52	\$86,952
502031	Palm Beach	LIMESTONE CREEK ELEMENTARY SCHOOL	959.91	\$95,991
502041	Palm Beach	CARVER MIDDLE SCHOOL	812.16	\$81,216
502071	Palm Beach	CITRUS COVE ELEMENTARY SCHOOL	938.30	\$93,830
502081	Palm Beach	HAMMOCK POINTE ELEMENTARY SCHOOL	924.80	\$92,480
502091	Palm Beach	JUPITER FARMS ELEMENTARY SCHOOL	567.38	\$56,738
502101	Palm Beach	EGRET LAKE ELEMENTARY SCHOOL	644.82	\$64,482
502161	Palm Beach	PANTHER RUN ELEMENTARY SCHOOL	750.00	\$75,000
502181	Palm Beach	OLYMPIC HEIGHTS COMMUNITY HIGH	1,957.72	\$195,772
502191	Palm Beach	WELLINGTON HIGH SCHOOL	2,339.88	\$233,988
502241	Palm Beach	MANATEE ELEMENTARY SCHOOL	1,218.75	\$121,875
502351	Palm Beach	ORCHARD VIEW ELEMENTARY SCHOOL	573.25	\$57,325
502361	Palm Beach	BOYNTON BEACH COMMUNITY HIGH	1,700.52	\$170,052
502401	Palm Beach	BELLE GLADE ELEMENTARY SCHOOL	695.18	\$69,518
502421	Palm Beach	GOLDEN GROVE ELEMENTARY SCHOOL	582.02	\$58,202
502451	Palm Beach	WESTERN PINES COMMUNITY MIDDLE	1,105.96	\$110,596
502461	Palm Beach	EAGLES LANDING MIDDLE SCHOOL	1,427.88	\$142,788
502491	Palm Beach	DR. MARY MCLEOD BETHUNE ELEMENTARY	563.53	\$56,353
502511	Palm Beach	BAK MIDDLE SCHOOL OF THE ARTS	1,352.12	\$135,212
502541	Palm Beach	BEACON COVE INTERMEDIATE SCHOOL	791.63	\$79,163
502551	Palm Beach	FRONTIER ELEMENTARY SCHOOL	618.84	\$61,884
502561	Palm Beach	BINKS FOREST ELEMENTARY SCHOOL	1,039.94	\$103,994
502581	Palm Beach	CORAL REEF ELEMENTARY SCHOOL	949.00	\$94,900
502611	Palm Beach	POLO PARK MIDDLE SCHOOL	824.84	\$82,484
502621	Palm Beach	INDEPENDENCE MIDDLE SCHOOL	1,425.12	\$142,512
502691	Palm Beach	SUNRISE PARK ELEMENTARY SCHOOL	814.79	\$81,479
502711	Palm Beach	DON ESTRIDGE HIGH TECH MIDDLE SCHOOL	1,259.62	\$125,962
502721	Palm Beach	DISCOVERY KEY ELEMENTARY SCHOOL	833.27	\$83,327
502741	Palm Beach	ROYAL PALM BEACH ELEMENTARY SCHOOL	643.32	\$64,332
502781	Palm Beach	TRADEWINDS MIDDLE SCHOOL	1,043.81	\$104,381
502821	Palm Beach	OSCEOLA CREEK MIDDLE SCHOOL	696.00	\$69,600
502861	Palm Beach	PIERCE HAMMOCK ELEMENTARY SCHOOL	472.02	\$47,202
502911	Palm Beach	WESTERN ACADEMY CHARTER SCHOOL	501.74	\$50,174
503251	Palm Beach	WEST BOCA RATON HIGH SCHOOL	1,899.09	\$189,909
503341	Palm Beach	EQUESTRIAN TRAILS ELEMENTARY	792.41	\$79,241
503351	Palm Beach	GRASSY WATERS ELEMENTARY SCHOOL	765.89	\$76,589
503361	Palm Beach	ELBRIDGE GALE ELEMENTARY SCHOOL	1,001.59	\$100,159
503371	Palm Beach	EMERALD COVE MIDDLE SCHOOL	1,206.94	\$120,694
503382	Palm Beach	GLADES ACADEMY, INC	262.54	\$26,254

503385	Palm Beach	BRIGHT FUTURES ACADEMY	405.13	\$40,513
503386	Palm Beach	TOUSSAINT L'OUVERTURE HIGH	115.11	\$11,511
503400	Palm Beach	BELIEVERS ACADEMY	117.41	\$11,741
503401	Palm Beach	QUANTUM HIGH SCHOOL	284.79	\$28,479
503413	Palm Beach	SOMERSET ACADEMY BOCA EAST	357.50	\$35,750
503421	Palm Beach	WORTHINGTON HIGH SCHOOL	263.74	\$26,374
503441	Palm Beach	SOUTH TECH PREPARATORY ACADEMY	490.65	\$49,065
503961	Palm Beach	GARDENS SCHOOL OF TECHNOLOGY ARTS INC	311.12	\$31,112
504000	Palm Beach	RENAISSANCE CHARTER SCHOOL AT PALMS WEST	558.99	\$55,899
504001	Palm Beach	RENAISSANCE CHARTER SCHOOL AT WELLINGTON	592.85	\$59,285
504012	Palm Beach	SOMERSET ACADEMY CANYONS MIDDLE SCHOOL	858.16	\$85,816
504041	Palm Beach	SOMERSET ACADEMY BOCA MIDDLE SCHOOL	66.07	\$6,607
504050	Palm Beach	RENAISSANCE CHARTER SCHOOL AT CYPRESS	639.92	\$63,992
504061	Palm Beach	FRANKLIN ACADEMY CHARTER D	391.38	\$39,138
504072	Palm Beach	EAGLE ARTS ACADEMY	687.57	\$68,757
507004	Palm Beach	PALM BEACH VIRTUAL FRANCHISE	269.96	\$26,996
TOTAL		PALM BEACH	94,122.07	\$9,412,207

A+ School Recognition Guide

School District website navigation to:

Bonus Calculation Worksheet – Departments > Budget > Welcome to Budget > Resources and Tools > A+ Bonus Calculation Worksheet

Payroll Processing Guidelines – Departments > Budget > Welcome to Budget > Resources and Tools > A+ Bonus Payroll Processing Guidelines

Completing the Bonus Calculation Worksheet:

Please type in your School number in the **yellow** space below the title on the bonus calculation worksheet. This will automatically fill in your school name and your award amount. This item allows the form to give you an error message if you go over budget.

WORKSHEET FOR SCHOOL RECOGNITION BONUSES - FY18	
School #	#N/A
Award Amount	#N/A

The worksheet calculates bonuses for account 518410 and automatically calculates the fringe benefits for account 518410 that will be charged to your budget. Make sure that you have taken the fringe benefits charge into account when figuring how much to pay in bonuses to staff. Your budget will be charged an additional 7.65% in fringe benefits, so you will need to back this out from the bonus amount. For example: If you have \$40,000 allocated for bonuses and you have 50 people that will be getting those bonuses you would divide \$40,000 by 50 to get \$800. Before filling out the worksheet you will need to divide \$800 by 1.0765 to back out the fringe benefits charge. Therefore, you would use \$743.14 for the bonus amount in the column named **Bonus Amount Per Person (Gross Pay)**. The worksheet will automatically calculate the 7.65% for the fringe benefits charge of \$2,842.51, and the total charge to your budget is \$39,999.51 (the amount in the purple cell at the bottom of the pink column).

Be sure the amount highlighted in purple does not exceed your total available budget for bonuses.

NUMBER OF PARTICIPANTS AND BONUS AWARDS				CHARGES TO SCHOOL RECOGNITION FUNDS			INDIVIDUAL EMPLOYEE PAYCHECKS		
Employee Description	Function#	Bonus Amount Per Person (Gross Pay)	# of Staff Members	TOTAL Payroll Expense (Account 518410)	Fringe Benefits Expense to be Charged to A- Budget @ 7.65% (Account 521000)	TOTAL CHARGE TO A- BUDGET	Employee Bonus Pay	Employee Payroll Deductions @ 32.65%	Employee Net Pay
Teachers (Group 1)	5150	\$ 743.14	50	\$ 37,157.00	\$ 2,842.51	\$ 39,999.51	\$ 743.14	\$ 242.64	\$ 500.50
Teachers (Group 2)	5150			-	-	-	-	-	-
Teachers (Group 3)	5150			-	-	-	-	-	-
Paraprofessionals	5150			-	-	-	-	-	-
Administration	7310			-	-	-	-	-	-
Office Staff	7310			-	-	-	-	-	-
Food Service Staff	7310			-	-	-	-	-	-
Other Support Staff	7310			-	-	-	-	-	-
Custodial Staff	7902			-	-	-	-	-	-
Security Staff	7922			-	-	-	-	-	-
	5150			-	-	-	-	-	-
	5150			-	-	-	-	-	-
	5150			-	-	-	-	-	-
TOTAL			50	\$ 37,157.00	\$ 2,842.51	\$ 39,999.51			

The number of employees and bonus amounts must match on both the bonus calculation worksheet and payroll spreadsheet. The bonus amounts in the column named **Employee Bonus Pay** (the green column) on the bonus calculation worksheet and the bonus amounts on the payroll spreadsheet should match. Also, make sure the **number of bonuses per function** match on the bonus calculation worksheet and payroll spreadsheet. Please count each staff member as one even if they are only getting a portion of the bonus. If you have one staff member getting one-half of the bonus amount, you would list the actual bonus amount and one staff member on a separate line. The bonus calculation worksheet has three lines on the bottom that have drop down menus. You can choose the function from this menu. If you run out of lines, call the School Recognition contact to obtain a form with more lines.

NUMBER OF PARTICIPANTS AND BONUS AWARDS				CHARGES TO SCHOOL RECOGNITION FUNDS			INDIVIDUAL EMPLOYEE PAYCHECKS		
Employee Description	Function#	Bonus Amount Per Person (Gross Pay)	# of Staff Members	TOTAL Payroll Expense (Account 518410)	Fringe Benefits Expense to be Charged to A- Budget @ 7.65% (Account 521000)	TOTAL CHARGE TO A- BUDGET	Employee Bonus Pay	Employee Payroll Deductions @ 32.65%	Employee Net Pay
Teachers (Group 1)	5150	\$ 743.14	50	\$ 37,157.00	\$ 2,842.51	\$ 39,999.51	\$ 743.14	\$ 242.64	\$ 500.50
Teachers (Group 2)	5150			-	-	-	-	-	-
Teachers (Group 3)	5150			-	-	-	-	-	-
Paraprofessionals	5150			-	-	-	-	-	-
Administration	7310			-	-	-	-	-	-
Office Staff	7310			-	-	-	-	-	-
Food Service Staff	7310			-	-	-	-	-	-
Other Support Staff	7310			-	-	-	-	-	-
Custodial Staff	7902			-	-	-	-	-	-
Security Staff	7922			-	-	-	-	-	-
	5150			-	-	-	-	-	-
	51			-	-	-	-	-	-
	51			-	-	-	-	-	-
TOTAL			50	\$ 37,157.00	\$ 2,842.51	\$ 39,999.51			

Valid Function#
Select a valid function number by clicking the arrow and making a selection from the drop down menu.

The bottom of the bonus calculation worksheet shows you what to do to complete your budget transfer. You can post your own transfer, since the school is the budget manager for School Recognition Funds. This should be done before the request is submitted. Just follow the instructions on the bottom of the worksheet. **If you make an adjustment to your payment worksheets after you have completed your transfer, you will also need to adjust your transfer accordingly.**

Budget Amendment Required to Fund A+ Bonuses:				# of Staff Members Enter the number of staff members who have been awarded this bonus.	Amount	Budget Manager	Local Code	Amount
Fund	Function	Account	Amount					
DECREASE	1101	5150	551		0	0	\$ (39,999.51)	
INCREASE	1101	5150	518		0	0	37,157.00	
INCREASE	1101	5150	521500	0	0	0	2,842.51	
INCREASE	1101	7310	518410	0	0	0	-	
INCREASE	1101	7310	521500	0	0	0	-	
INCREASE	1101	7902	518410	0	0	0	-	
INCREASE	1101	7902	521500	0	0	0	-	
INCREASE	1101	7922	518410	0	0	0	-	
INCREASE	1101	7922	521500	0	0	0	-	

Valid Function#
5150
7310
7902
7922

Both the bonus calculation worksheet and payroll spreadsheet must be submitted. It is most helpful if these documents are submitted simultaneously.

Please refer to your payroll processing guidelines to find out when your checks will be distributed. The payroll processing guidelines include a schedule of when checks will be distributed based on the date completed payment worksheets are submitted.

Payroll Processing Guidelines for School Recognition Funds

To simplify submission of bonus payments, a query has been created which provides a list of employees for each school in a spreadsheet. Please follow the directions as outlined below to create a spreadsheet for payroll submission:

- Access PeopleSoft Human Resources/Payroll (HCM HRPRD)
- Run a query using the following navigation:
 - Reporting Tools > Query > Query Viewer
 - In the 'begins with' field enter: PB_PR_UPLD_A_PLUS and click 'search'
 - Click on the Excel link
 - In 'Dept ID' field: enter school number and click 'View Results'
- The query will display employee ID, employee pay group, employee name, and employee record number for those employees who were active at your location for FY17. Save the document in Excel.
- If a bonus is being paid to an employee who has transferred to another location and their information does not display on your query, please add their pay group, name, employee ID, amount, and combo code to the bottom of your list. If a bonus is being paid to an employee no longer with the District, please add them to the bottom of the list using the same fields described above (you do not need to include 'Dept Date', it is informational only). Should you need assistance with this information, please contact Payroll.
- You only need to enter the payroll combo code and dollar amount for employees to receive the bonus*; enter payroll combo code according to functions shown on the bonus calculation worksheet:
 - **Dept-BON1101-5150-0000** function 5150 = Instructional
 - **Dept-BON1101-7310-0000** function 7310 = Administrative
 - **Dept-BON1101-7902-0000** function 7902 = Custodial
 - **Dept-BON1101-7922-0000** function 7922 = Security

(Replace Dept with your school location number)

*** Please do not remove, hide, or otherwise rearrange the columns.**

All teachers and paras, regardless of their function at the school, should be paid from function 5150 for these bonuses. Any other functions not listed on the bonus calculator worksheet should roll into function 7310.

- **Please do not submit your spreadsheets directly to Payroll for processing.** Email your completed spreadsheet as an Excel email attachment to Mary Ussery in Budget at mary.ussery@palmbeachschools.org.

Fully completed payment worksheets submitted will be paid as follows:

Submitted by	Pay Check Date
October 20, 2017	November 17, 2017
November 3, 2017	December 1, 2017
November 17, 2017	December 15, 2017
December 1, 2017	December 29, 2017

Those received after these dates will be processed on the next available pay date.

Special processing for School Nurses:

School nurses are not District employees and are no longer eligible to receive School Recognition funds.

For questions related to the A+ Bonus Calculator worksheet, please contact Mary Ussery at 561-434-8834 (PX 48834).

For questions related to the Payroll Query/Excel Spreadsheet please contact Terri Schade at 561-434-8451 (PX 48451) or Teri Jensen at 561-434-8944 (PX 48944).

WORKSHEET FOR SCHOOL RECOGNITION BONUSES - FY18

School # #N/A
 Award Amount #N/A

Instructions: First, enter the school number into the area of the worksheet heading. Then, enter the Award Amount per person and number of employees in the YELLOW section of the spreadsheet. The total funding required to make the bonus payments is highlighted in PURPLE. The payment amounts that should be listed on the spreadsheet submitted to Payroll for processing are highlighted in GREEN. The required budget transfer is listed at the bottom of the spreadsheet.

Be sure the amount highlighted in purple does not exceed your total available budget for bonuses.

NUMBER OF PARTICIPANTS AND BONUS AWARDS				CHARGES TO SCHOOL RECOGNITION FUNDS			INDIVIDUAL EMPLOYEE PAYCHECKS		
Employee Description	Function#	Bonus Amount Per Person (Gross Pay)	# of Staff Members	TOTAL Payroll Expense (Account 518410)	Fringe Benefits Expense to be Charged to A+ Budget @ 7.65% (Account 521500)	TOTAL CHARGE TO A+ BUDGET	Employee Bonus Pay	Employee Payroll Deductions @ 32.65%	Employee Net Pay
Teachers (Group 1)	5150			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Teachers (Group 2)	5150			-	-	-	-	-	-
Teachers (Group 3)	5150			-	-	-	-	-	-
Paraprofessionals	5150			-	-	-	-	-	-
Administration	7310			-	-	-	-	-	-
Office Staff	7310			-	-	-	-	-	-
Food Service Staff	7310			-	-	-	-	-	-
Other Support Staff	7310			-	-	-	-	-	-
Custodial Staff	7902			-	-	-	-	-	-
Security Staff	7922			-	-	-	-	-	-
TOTAL			-	\$ -	\$ -	#N/A			

Budget Amendment Required to Fund A+ Bonuses:

	Fund	Function	Account	Department	Budget Manager	Local Code	Amount
DECREASE	1101	5150	551100	0	0	0	
INCREASE	1101	5150	518410	0	0	0	
INCREASE	1101	5150	521500	0	0	0	
INCREASE	1101	7310	518410	0	0	0	
INCREASE	1101	7310	521500	0	0	0	
INCREASE	1101	7902	518410	0	0	0	
INCREASE	1101	7902	521500	0	0	0	
INCREASE	1101	7922	518410	0	0	0	
INCREASE	1101	7922	521500	0	0	0	

Valid Function#
5150
7310
7902
7922

WORKSHEET FOR SCHOOL RECOGNITION BONUSES - FY17

School #	0000	Palm Beach School District
Award Amount	\$ 50,000.00	

Instructions: First, enter the school name and school number into the BLUE area of the worksheet heading. Then, enter the bonus amount per person and number of employees in the YELLOW section of the spreadsheet. The total funding required to make the bonus payments is highlighted in PURPLE. The payment amounts that should be listed on the spreadsheet submitted to Payroll for processing are highlighted in GREEN. The required budget transfer is listed at the bottom of the spreadsheet.

Be sure the amount highlighted in purple does not exceed your total available budget for bonuses.

NUMBER OF PARTICIPANTS AND BONUS AWARDS				CHARGES TO SCHOOL RECOGNITION FUNDS			INDIVIDUAL EMPLOYEE PAYCHECKS		
Employee Description	Function#	Bonus Amount Per Person (Gross Pay)	# of Staff Members	TOTAL Payroll Expense (Account 518410)	Fringe Benefits Expense to be Charged to A+ Budget @ 7.65% (Account 521500)	TOTAL CHARGE TO A+ BUDGET	Employee Bonus Pay	Employee Payroll Deductions @ 32.65%	Employee Net Pay
Teachers (Group 1)	5150	\$ 500.00	62	\$ 31,000.00	\$ 2,371.50	\$ 33,371.50	\$ 500.00	\$ 163.25	\$ 336.75
Teachers (Group 2)	5150	1,000.00	6	6,000.00	459.00	6,459.00	1,000.00	326.50	673.50
Teachers (Group 3)	5150	100.00	3	300.00	22.95	322.95	100.00	32.65	67.35
Paraprofessionals	5150	100.00	15	1,500.00	114.75	1,614.75	100.00	32.65	67.35
Administration	7310	500.00	3	1,500.00	114.75	1,614.75	500.00	163.25	336.75
Office Staff	7310	300.00	5	1,500.00	114.75	1,614.75	300.00	97.95	202.05
Food Service Staff	7310	250.00	6	1,500.00	114.75	1,614.75	250.00	81.63	168.38
Other Support Staff	7310	500.00	3	1,500.00	114.75	1,614.75	500.00	163.25	336.75
Custodial Staff	7902	100.00	3	300.00	22.95	322.95	100.00	32.65	67.35
Security Staff	7922	250.00	2	500.00	38.25	538.25	250.00	81.63	168.38
New Data Processor	7310	50.00	1	50.00	3.83	53.83	50.00	16.33	33.68
Head Custodian	7902	250.00	1	250.00	19.13	269.13	250.00	81.63	168.38
TOTAL			110	\$ 45,900.00	\$ 3,511.35	\$ 49,411.35			

Budget Amendment Required to Fund A+ Bonuses:

	Fund	Function	Account	Department	Budget Manager	Local Code	Amount
DECREASE	1101	5150	551100	0000	0000	0	\$ (49,411.35)
INCREASE	1101	5150	518410	0000	0000	0	38,800.00
INCREASE	1101	5150	521500	0000	0000	0	2,968.20
INCREASE	1101	7310	518410	0000	0000	0	6,050.00
INCREASE	1101	7310	521500	0000	0000	0	462.83
INCREASE	1101	7902	518410	0000	0000	0	550.00
INCREASE	1101	7902	521500	0000	0000	0	42.08
INCREASE	1101	7922	518410	0000	0000	0	500.00
INCREASE	1101	7922	521500	0000	0000	0	38.25

Valid Function#
5150
7310
7902
7922