

To: Accounts Payable Department
From: Financial Management, Charter Schools
Date: December 21, 2016 Paid: January 6, 2017
Subject: FY 2017 School Recognition Awards Payments, Charter Schools

					Funding Strip						
	Name of Charter School	Vendor #	Description	Pmt Amt	Dept	Fund	Func	Acct	Prog	B/M	Local
1	WESTERN ACADEMY CHARTER SCHOOL	3265	FY17 SCH RECG AWRD	46,318.00	2911	1101	5150	539700	0000	BD08	000
2	IMAGINE SCHOOLS - CHANCELLOR CAMPUS	0239	FY17 SCH RECG AWRD	101,978.00	3381	1101	5150	539700	0000	BD08	000
3	TOUSSAINT L'OUVERTURE HIGH SCHOOL	0373	FY17 SCH RECG AWRD	15,223.00	3386	1101	5150	539700	0000	BD08	000
4	MONTESSORI ACADEMY OF EARLY ENRICHMENT	3267	FY17 SCH RECG AWRD	20,461.00	3394	1101	5150	539700	0000	BD08	000
5	SOMERSET ACADEMY BOCA EAST	8135	FY17 SCH RECG AWRD	33,942.00	3413	1101	5150	539700	0000	BD08	000
6	RENAISSANCE CS AT WEST PALM BEACH	8146	FY17 SCH RECG AWRD	94,013.00	3431	1101	5150	539700	0000	BD08	000
7	BEN GAMLA-PALM BEACH	7712	FY17 SCH RECG AWRD	28,893.00	3941	1101	5150	539700	0000	BD08	000
8	SOMERSET ACADEMY BOCA MIDDLE SCHOOL	8523	FY17 SCH RECG AWRD	6,288.00	4041	1101	5150	539700	0000	BD08	000
9	RENAISSANCE CS AT CENTRAL PALM	8908	FY17 SCH RECG AWRD	77,550.00	4051	1101	5150	539700	0000	BD08	000
Total				424,666.00							



THE SCHOOL DISTRICT OF
PALM BEACH COUNTY, FL

HEATHER KNUST
BUDGET DIRECTOR

MICHAEL J. BURKE
CHIEF FINANCIAL OFFICER

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

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

December 20, 2016
Bulletin #P 17-197 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: FY17 SCHOOL RECOGNITION AWARDS

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. Each school's award has been placed in the respective school budget in **fund 1101, function 5150, account 551100, program 0000.**

School eligibility is based on the following statutory criteria:

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

Florida statute 1008.36 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
- Temporary personnel for the school to assist in maintaining and improving student performance

➤ **Carryover Funds**

Carryover funds from a previous year must be used as determined by the plan approved for that year. **The statute also requires the use of funds be determined jointly by the school's staff and School Advisory Council**

(SAC). If agreement was not reached by February 1, 2017, the award must be equally distributed to all classroom teachers currently teaching in the school. Please refer to the contact listed above for assistance with compiling the list of eligible persons.

➤ **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.

Attachments:

FY17 School Recognition Awards
A+ School Recognition Guide
Payroll Processing Guidelines for School Recognition Funds
Sample Worksheets for School Recognition Bonuses

RMA/MJB/HK:mu/sms

Approved:



Robert M. Avossa, Ed.D., Superintendent

2016-17 Florida School Recognition Program Awards by School Based on 2015-16 Performance Data

District #	School #	District Name	School Name	FTE	Award Amount
50	2141	PALM BEACH	ACREAGE PINES ELEMENTARY SCHOOL	414.73	\$ 41,473
50	1451	PALM BEACH	ADDISON MIZNER ELEMENTARY SCHOOL	836.31	\$ 83,631
50	395	PALM BEACH	ALEXANDER W DREYFOOS JUNIOR SCHOOL OF THE ARTS	1,319.07	\$ 131,907
50	2511	PALM BEACH	BAK MIDDLE SCHOOL OF THE ARTS	1,347.77	\$ 134,777
50	741	PALM BEACH	BARTON ELEMENTARY SCHOOL	916.62	\$ 91,662
50	2541	PALM BEACH	BEACON COVE INTERMEDIATE SCHOOL	788.85	\$ 78,885
50	2401	PALM BEACH	BELLE GLADE ELEMENTARY SCHOOL	631.67	\$ 63,167
50	3941	PALM BEACH	BEN GAMLA-PALM BEACH	288.93	\$ 28,893
50	2561	PALM BEACH	BINKS FOREST ELEMENTARY SCHOOL	1,019.53	\$ 101,953
50	961	PALM BEACH	BOCA RATON COMMUNITY HIGH SCHOOL	3,152.75	\$ 315,275
50	951	PALM BEACH	BOCA RATON ELEMENTARY SCHOOL	331.62	\$ 33,162
50	1911	PALM BEACH	CALUSA ELEMENTARY SCHOOL	1,101.82	\$ 110,182
50	1821	PALM BEACH	CHRISTA MCAULIFFE MIDDLE SCHOOL	1,119.72	\$ 111,972
50	2071	PALM BEACH	CITRUS COVE ELEMENTARY SCHOOL	1,010.81	\$ 101,081
50	1531	PALM BEACH	CLIFFORD O TAYLOR/KIRKLANE ELEMENTARY	1,220.15	\$ 122,015
50	2581	PALM BEACH	CORAL REEF ELEMENTARY SCHOOL	963.35	\$ 96,335
50	2731	PALM BEACH	CROSSPOINTE ELEMENTARY SCHOOL	682.89	\$ 68,289
50	2121	PALM BEACH	CRYSTAL LAKES ELEMENTARY SCHOOL	655.27	\$ 65,527
50	1941	PALM BEACH	CYPRESS TRAILS ELEMENTARY SCHOOL	433.43	\$ 43,343
50	1741	PALM BEACH	DEL PRADO ELEMENTARY SCHOOL	884.23	\$ 88,423
50	2721	PALM BEACH	DISCOVERY KEY ELEMENTARY SCHOOL	803.94	\$ 80,394
50	2711	PALM BEACH	DON ESTRIDGE HIGH TECH MIDDLE SCHOOL	1,243.80	\$ 124,380
50	2491	PALM BEACH	DR. MARY MCLEOD BETHUNE ELEMENTARY	523.06	\$ 52,306
50	2461	PALM BEACH	EAGLES LANDING MIDDLE SCHOOL	1,339.48	\$ 133,948
50	2101	PALM BEACH	EGRET LAKE ELEMENTARY SCHOOL	683.82	\$ 68,382
50	3361	PALM BEACH	ELBRIDGE GALE ELEMENTARY SCHOOL	981.60	\$ 98,160
50	3371	PALM BEACH	EMERALD COVE MIDDLE SCHOOL	1,199.66	\$ 119,966
50	3341	PALM BEACH	EQUESTRIAN TRAILS ELEMENTARY	785.21	\$ 78,521
50	61	PALM BEACH	EVERGLADES ELEMENTARY	943.93	\$ 94,393
50	831	PALM BEACH	FOREST PARK ELEMENTARY SCHOOL	526.83	\$ 52,683
50	2551	PALM BEACH	FRONTIER ELEMENTARY SCHOOL	584.16	\$ 58,416
50	821	PALM BEACH	GALAXY ELEMENTARY SCHOOL	622.66	\$ 62,266
50	1251	PALM BEACH	GLADE VIEW ELEMENTARY SCHOOL	321.21	\$ 32,121
50	2421	PALM BEACH	GOLDEN GROVE ELEMENTARY SCHOOL	548.00	\$ 54,800
50	631	PALM BEACH	GREENACRES ELEMENTARY SCHOOL	704.49	\$ 70,449
50	2571	PALM BEACH	HERITAGE ELEMENTARY SCHOOL	896.49	\$ 89,649
50	671	PALM BEACH	HIGHLAND ELEMENTARY SCHOOL	1,038.29	\$ 103,829
50	3381	PALM BEACH	IMAGINE SCHOOLS CHANCELLOR CAMPUS	1,019.78	\$ 101,978
50	2621	PALM BEACH	INDEPENDENCE MIDDLE SCHOOL	1,340.19	\$ 134,019
50	201	PALM BEACH	JOHN F. KENNEDY MIDDLE SCHOOL	721.80	\$ 72,180
50	2091	PALM BEACH	JUPITER FARMS ELEMENTARY SCHOOL	542.15	\$ 54,215
50	81	PALM BEACH	JUPITER HIGH SCHOOL	2,721.48	\$ 272,148
50	1731	PALM BEACH	JUPITER MIDDLE SCHOOL	1,226.40	\$ 122,640
50	1831	PALM BEACH	K. E. CUNNINGHAM/CANAL POINT ELEMENTARY	314.42	\$ 31,442
50	141	PALM BEACH	LAKE PARK ELEMENTARY SCHOOL	340.66	\$ 34,066
50	1232	PALM BEACH	LAKE SHORE MIDDLE SCHOOL	657.21	\$ 65,721
50	1931	PALM BEACH	LIGHTHOUSE ELEMENTARY SCHOOL	676.59	\$ 67,659
50	2031	PALM BEACH	LIMESTONE CREEK ELEMENTARY SCHOOL	911.42	\$ 91,142
50	211	PALM BEACH	LINCOLN ELEMENTARY SCHOOL	560.50	\$ 56,050
50	1751	PALM BEACH	LOGGERS' RUN COMMUNITY MIDDLE SCHOOL	1,088.37	\$ 108,837
50	2241	PALM BEACH	MANATEE ELEMENTARY SCHOOL	1,178.28	\$ 117,828
50	661	PALM BEACH	MARSH POINTE ELEMENTARY	911.88	\$ 91,188
50	3394	PALM BEACH	MONTESSORI ACADEMYOF EARLY ENRICHMENT, INC	204.61	\$ 20,461
50	1951	PALM BEACH	MORIKAMI PARK ELEMENTARY SCHOOL	803.33	\$ 80,333
50	2051	PALM BEACH	NEW HORIZONS ELEMENTARY SCHOOL	622.96	\$ 62,296

2016-17 Florida School Recognition Program Awards by School Based on 2015-16 Performance Data

District #	School #	District Name	School Name	FTE	Award Amount
50	291	PALM BEACH	NORTHBORO ELEMENTARY SCHOOL	651.33	\$ 65,133
50	271	PALM BEACH	NORTHMORE ELEMENTARY SCHOOL	445.13	\$ 44,513
50	2601	PALM BEACH	ODYSSEY MIDDLE SCHOOL	712.58	\$ 71,258
50	1991	PALM BEACH	OMNI MIDDLE SCHOOL	1,392.72	\$ 139,272
50	2821	PALM BEACH	OSCEOLA CREEK MIDDLE SCHOOL	663.50	\$ 66,350
50	1101	PALM BEACH	PAHOKEE ELEMENTARY SCHOOL	385.20	\$ 38,520
50	111	PALM BEACH	PALM BEACH GARDENS ELEMENTARY SCHOOL	716.31	\$ 71,631
50	7004	PALM BEACH	PALM BEACH VIRTUAL FRANCHISE	195.55	\$ 19,555
50	651	PALM BEACH	PALM SPRINGS ELEMENTARY SCHOOL	831.85	\$ 83,185
50	611	PALM BEACH	PALM SPRINGS MIDDLE SCHOOL	1,480.21	\$ 148,021
50	2161	PALM BEACH	PANTHER RUN ELEMENTARY SCHOOL	751.75	\$ 75,175
50	2001	PALM BEACH	PARK VISTA COMMUNITY HIGH SCHOOL	2,811.40	\$ 281,140
50	2861	PALM BEACH	PIERCE HAMMOCK ELEMENTARY SCHOOL	500.47	\$ 50,047
50	2371	PALM BEACH	PIONEER PARK ELEMENTARY SCHOOL	266.07	\$ 26,607
50	2591	PALM BEACH	PLEASANT CITY ELEMENTARY SCHOOL	316.54	\$ 31,654
50	2611	PALM BEACH	POLO PARK MIDDLE SCHOOL	861.88	\$ 86,188
50	4051	PALM BEACH	RENAISSANCE CHARTER SCHOOL AT CENTRAL PALM	775.50	\$ 77,550
50	3431	PALM BEACH	RENAISSANCE CHARTER SCHOOL AT WEST PALM BEACH	940.13	\$ 94,013
50	781	PALM BEACH	ROLLING GREEN ELEMENTARY SCHOOL	824.63	\$ 82,463
50	341	PALM BEACH	ROOSEVELT ELEMENTARY SCHOOL	431.01	\$ 43,101
50	1321	PALM BEACH	ROSENWALD ELEMENTARY SCHOOL	250.36	\$ 25,036
50	2741	PALM BEACH	ROYAL PALM BEACH ELEMENTARY SCHOOL	615.21	\$ 61,521
50	3413	PALM BEACH	SOMERSET ACADEMY BOCA EAST	339.42	\$ 33,942
50	4041	PALM BEACH	SOMERSET ACADEMY BOCA MIDDLE SCHOOL	62.88	\$ 6,288
50	2431	PALM BEACH	SOUTH GRADE ELEMENTARY SCHOOL	737.35	\$ 73,735
50	1681	PALM BEACH	SPANISH RIVER COMMUNITY HIGH SCHOOL	2,160.85	\$ 216,085
50	771	PALM BEACH	STARLIGHT COVE ELEMENTARY SCHOOL	848.39	\$ 84,839
50	151	PALM BEACH	SUNCOAST COMMUNITY HIGH SCHOOL	1,468.27	\$ 146,827
50	2691	PALM BEACH	SUNRISE PARK ELEMENTARY SCHOOL	832.67	\$ 83,267
50	281	PALM BEACH	SUNSET PALMS ELEMENTARY SCHOOL	1,096.84	\$ 109,684
50	2011	PALM BEACH	TIMBER TRACE ELEMENTARY SCHOOL	845.49	\$ 84,549
50	3386	PALM BEACH	TOUSSAINT L'OUVERTURE HIGH	152.23	\$ 15,223
50	1661	PALM BEACH	VERDE ELEMENTARY SCHOOL	979.51	\$ 97,951
50	31	PALM BEACH	WATERS EDGE ELEMENTARY SCHOOL	849.13	\$ 84,913
50	1971	PALM BEACH	WATSON B. DUNCAN MIDDLE SCHOOL	1,304.46	\$ 130,446
50	2191	PALM BEACH	WELLINGTON HIGH SCHOOL	2,294.06	\$ 229,406
50	1701	PALM BEACH	WELLINGTON LANDINGS MIDDLE	1,045.93	\$ 104,593
50	3251	PALM BEACH	WEST BOCA RATON HIGH SCHOOL	1,794.35	\$ 179,435
50	481	PALM BEACH	WEST GATE ELEMENTARY SCHOOL	737.82	\$ 73,782
50	1401	PALM BEACH	WEST RIVIERA ELEMENTARY SCHOOL	682.43	\$ 68,243
50	2911	PALM BEACH	WESTERN ACADEMY CHARTER SCHOOL	463.18	\$ 46,318
50	2451	PALM BEACH	WESTERN PINES COMMUNITY MIDDLE	1,066.08	\$ 106,608
50	351	PALM BEACH	WESTWARD ELEMENTARY SCHOOL	544.27	\$ 54,427
50	1781	PALM BEACH	WHISPERING PINES ELEMENTARY SCHOOL	877.81	\$ 87,781
50	1391	PALM BEACH	WYNNEBROOK ELEMENTARY SCHOOL	850.22	\$ 85,022
Total				87,561.15	\$ 8,756,115

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 remember to type in your School name and number in the blue space on the bonus calculation worksheet.

A	B	C	D	E	F	G	H	I	J
WORKSHEET FOR SCHOOL RECOGNITION BONUSES - FY10									
Instructions: First, enter the school name and school number into the BLUE area of the worksheet. The total funding required to make the bonus payment submitted to Payroll for processing are highlighted in GREEN. The									
School Number Enter the four-digit school number on this line.				enter the bonus amount per person and number of employees in the BPLE. The payment amounts that should be listed on the spreadsheet are listed at the bottom of the spreadsheet.					

The worksheet calculates bonuses for account 518410 only 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 \$2842.51, and the total charge to your budget is \$39,999.51 (the amount in the purple cell at the bottom of the pink column).

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 & 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 FY16. 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** function5150 = Instructional
 - **Dept-BON1101-7310-0000** function7310 = Administrative
 - **Dept-BON1101-7902-0000** function 7902 = Custodial
 - **Dept-BON1101-7922-0000** function 7922 = Security

(Replace Dept with your school location number)

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 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 a drop down menu. You can choose the function from this menu. If you run out of lines you can use another page. You can use as many pages as you need and add them together to complete the worksheet.

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.	ment	Budget Manager	Local Code	Amount
	Fund	Function	Acc					
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.

*** 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
January 13, 2017	February 10, 2017
January 27, 2017	February 24, 2017
February 10, 2017	March 10, 2017
February 24, 2017	March 24, 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 - FY17

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			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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			-	\$ -	\$ -	\$ -			

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

**Sample School
0001**

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	250.00	5	1,250.00	95.63	1,345.63	250.00	81.63	168.38
Teachers (Group 3)	5150	100.00	2	200.00	15.30	215.30	100.00	32.65	67.35
Paraprofessionals	5150	100.00	10	1,000.00	76.50	1,076.50	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	6	1,800.00	137.70	1,937.70	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	100.00	1	100.00	7.65	107.65	100.00	32.65	67.35
Head Custodian	7902	250.00	1	250.00	19.13	269.13	250.00	81.63	168.38
	5150			-	-	-	-	-	-
TOTAL			104	\$ 40,900.00	\$ 3,128.85	\$ 44,028.85			

Budget Amendment Required to Fund A+ Bonuses:

	Fund	Function	Account	Department	Budget Manager	Local Code	Amount
DECREASE	1101	5150	551100	0001	0001	0	\$ (44,028.85)
INCREASE	1101	5150	518410	0001	0001	0	33,450.00
INCREASE	1101	5150	521500	0001	0001	0	2,558.93
INCREASE	1101	7310	518410	0001	0001	0	6,400.00
INCREASE	1101	7310	521500	0001	0001	0	489.60
INCREASE	1101	7902	518410	0001	0001	0	550.00
INCREASE	1101	7902	521500	0001	0001	0	42.08
INCREASE	1101	7922	518410	0001	0001	0	500.00
INCREASE	1101	7922	521500	0001	0001	0	38.25

Valid Function#
5150
7310
7902
7922