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Weslaco Independent School District

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Finance/Budget – Frequently Asked Questions & Answers For the 2024-2025 Fiscal Year

- 1. When does a budget amendment need Board approval?**
 - A budget amendment needs Board approval when you are transferring funds from one function to another function, involving Local/State funds. New grants or roll-forward budgets involving Local/State funds also need Board approval.
- 2. What is the process for a budget amendment that needs Board approval?**
 - For a standard budget amendment, enter it in the ERP system and make sure everyone in the Approval Chain releases it. Once we receive it we will prepare it and submit it with our Board Amendments. For new grants or roll-forward budgets, you need to email us a budget in Excel format.
- 3. What is the deadline to submit Board Amendments?**
 - Board amendments need to be received in the Business Office 3 weeks before the scheduled Regular Board Meeting. We need time to prepare them and turn them in to the Board Secretary 2 weeks before the Board Meeting. Regular Board Meetings are normally scheduled on the 3rd Tuesday of the month.
- 4. When are Roll-forward budgets involving Local/State funds approved?**
 - Normally, they are submitted for approval in the October Board meeting.
- 5. How long does it take to get a budget transfer posted?**
 - Budget transfers are posted on a daily basis. The user who inputted the budget transfer in the ERP system is able to track the status. They can see who is on the Approval Chain and who has or hasn't released it.
- 6. Where can I get a list of Account Codes?**
 - We have lists with a breakdown of accounts by fund, function, object, sub-object, organization, and program intent code. You can find them on the Weslaco ISD webpage under Documents & Forms:
 - <https://www.wisd.us/departments/assistant-superintendent-for-administration/business-finance/documents-forms>
- 7. Where can I find Adopted Budgets and Audit Books for present and prior years?**
 - You can visit the Financial Transparency Page on the Weslaco ISD webpage. On our District webpage click on Resources, then Financial Transparency:
 - <https://www.wisd.us/resources/financial-transparency>