

2025-26 SCOE Budget Development Procedures

Budget Development can be a hectic and frustrating time of year. Don't let it get you down! The Business Services division is here to help 😊

All items that you need to prepare your 2025-26 Budgets are available at the following link:

<https://www.stancoe.org/divisions/business-services/internal-services>

Please feel free to contact us should you need help. Any person below can help you with any item. It will help us though if you address specific questions to the appropriate area whenever possible.

- Kurtis Carr: Purchasing, Receiving x1915
- Carla Costa: Budgets, Contracts, LCAPs, Charters, CalPads x1933
- Veronica Garnica: A/P, Revenue, Work Orders, Attendance x1914
- Melinda Allington: Phones, Computers, and Technology x1962

When budgets are ready to be submitted for approval, be sure to attach the following documents:

1. **Cabinet signed Budget Reports BDR110** – See link above for instructions on how to run this and other helpful reports.
2. **Account Number Changes and Percentage Changes Form:** For budget development, this form is used to change an account number of a position or the percentage allocation of a position. Submitting this form for budget development will not change current year, only the budget development year.
3. **Signed Master Agreements**
4. **Request For Contribution forms (if applicable)** – All grant and fee based budgets are expected to operate without contributions. If a contribution is needed, it is expected to be a short term contribution to offset an unexpected event in the program. A detailed explanation must be provided on the request form as to why a contribution is required and the plan for remediation so that a contribution will not be required in the future.

FINAL BUDGETS ARE DUE TO THE BUSINESS
OFFICE NO LATER THAN

FRIDAY MARCH 21, 2025

Budget Development Steps:

1. The 1st step of budget development is determining the FTE needed for each program. The Business Services Position Control Analyst will send you a listing. Please update the listing and return to Business Services by the due date on the Budget Calendar. You will need to attach an Account Number Change Form as well for any changes. Reminder: you may not move FTE from a “Fee/Grant Based” budget to a “SCOE Funded” budget.
2. Business services will update the FTE listing then load current FTEs with updated salary step changes and fringe rates into a budget model. Please note: this is only Cycle 1 payroll.
3. At the same time that the FTE list goes out, TLR will issue a listing of Tech Devices currently in each department’s inventory. Please review this listing and ensure that all is correct. Contact TLR for any questions or changes. The list needs to be completed by the due date on the Budget Development calendar. This list will be the basis for the figures that are loaded into Budget Development. Actual billing figures will be based on final inventory reports generated in the new fiscal year.
4. Business services then loads a model with the **prior year expenses** for the Cycle 2 payroll figures (including updated fringes), 4xxx, 5xxx, 6xxx, 7xxx, and 8XXX objects.
5. At this point, the models now constitute “draft budgets” that are ready for “working and updating”.
6. Draft Budgets:
 - a. Some departments will work directly in the models to create their final budgets. These departments run their own reports. These departments know who they are 😊
 - b. Some departments need a little additional help. They will receive pdf reports via email. The reports can then be updated manually to create final budgets.
 - c. Regardless of the method you use, update your budgets based on your best understanding at the time of development.
 - d. All Fee/Grant based budgets must balance with their own revenue. Contribution request forms are required if this is not the case.
 - e. Be sure to review your indirect calculations. The current rate is 9.59% unless your program has a mandatory state reduced rate. If you believe this to be the case, please contact your budget analyst to confirm.
7. If you need to update the FTE of staff after turning in the FTE reports, contact Marene Ramme directly @ x1905. She will help you figure out what steps need to occur.
8. Once you have finished creating your final version of your draft budgets
 - a. If you work directly with the models, run a fresh report, have your cabinet member sign the report, then email the signed report to Melinda Allington along with the other required forms mentioned on page 1.
 - b. If you manually entered your changes onto a paper report, have your cabinet member sign the report, then scan and email the signed report to Melinda Allington along with the other required forms mentioned on page 1.
9. If at any time you need guidance, assistance, or a shoulder to cry on please contact your Budget Analyst right away. They all have advanced degrees in Balancing with Certificates in Tissue Distribution 😊 Happy Budgeting!