

Welcome to the Colorado Department of Education (CDE) simplified budget template. This template is designed to assist you and your district with the development, approval and publication of your District's proposed, adopted or amended budget. This spreadsheet has many links. Please double check your work to make sure that links are working properly. CDE is not responsible for any errors or discrepancies in the creation of your budget. It is your responsibility to ensure that all formulas and totals are working properly.

Before you begin, the most important data you will need are as follows:

1. A spreadsheet or document that calculates your proposed budget for staffing for the following year. It is important that you include proposed, steps, increments, recurring and non-recurring pay raises, Pera/Medicare and District share of insurances. This spreadsheet will need to have subtotals by:
 - a. Fund
 - b. Location
 - c. SRE (if utilized)
 - d. Program
 - e. Object
 - f. Job Code
 - g. Grant

2. Try not to delete rows, columns or tabs of the spreadsheet since it affects links and the data file. Better to "hide" than "delete".

3. Then follow these step by step instructions for modification of the template to fit your District's customized needs.

Tab	Column	Row	Instruction
Cover	D	9	Insert official district name.
Cover	B-L	Feb-50	Change color to district colors.
Cover	E	11	Type in budget type (Proposed, Adopted, Mid-Year Adjustment).
Cover	E	14	Type in correct fiscal year.
Cover	F	26	Insert District Logo.
Cover	C	40-48	Type in District address, names & date.
TOC	J	All	Double check table of contents to each tab page in the footer under page setup in Excel.
BudgetAssump	All	All	Fill in desired budget assumptions. Feel free to add, subtract or modify to fit your district's unique needs. The staffing sections pull from here
AppropRes	J	All	Double check that links are working and totals are correct.
AppropRes	C	8	Fill in school district name and county.
BFB Usage Resolution	All	28-31	Make sure the Funds that are deficit spending show up on the lead resolution based on the appendix.
BFB Usage Calc Worksheet	All	I-K	Double check that links are working and totals are correct.
Interfund Resolution	J	22-	Enter funds that borrow from other funds. Estimate a maximum amount of borrowing. Food Service and Grants fund typically borrow from the General Fund due to delays and grant reimbursements. Add or delete funds as necessary.
Graphs	All	All	Check to make sure the graphs are working. Feel free to modify or enhance.
Pupil Count	E, G	19-Aug	Fill in pupil count (FTE) and Funded Pupil Count (FPC).
Staffing (before GF Program Tabs & and on each tab individually)	All	All	Type in subtotals of all staffing by EE category and account number. Feel free to use detail and subtotal or just enter subtotals from another spreadsheet. Then link salaries and benefits to proper tabs by fund, SRE, program and object. Also link FTE subtotals to same tabs of the spreadsheet.
All Fund/Program	F, H, J	All	Fill in historical detail for the 3 "Actuals" columns for each expense line item and for the FTE Summary. Look at Audit. Needs to tie to Audit

All Fund/Program	L	All	Fill in current year adopted or revised budget.
All Fund/Program	F	7	Fill in Fund/Program Budget Manager.
All Fund/Program	C	10	Review/Modify Fund/Program Description.
All Fund/Program	P	19-27	Fill in the new year budget for these line items based on past history, expected increases, inflation, or other known factors.
GF Rev Detail	P	Oct-59	Fill in the new year budget for these line items based on past history, expected increases, or other known factors.
GF Rev Detail	P	10, 12, 29	Fill in new year budget for Total Program Funding components based on estimates of pupil count and Per-Pupil Revenue.
All Fund Tabs	P	11-Oct	Fill in estimated fund balance based on prior year audit +/- current year expected net income.
Fund1 Summary	All	All	Modify to fit your district funds that are not "standard". If not needed, delete tab and links on the table of contents, appropriation, etc.
Fund2 Summary	All	All	Modify to fit your district funds that are not "standard". If not needed, delete tab and links on the table of contents, appropriation, etc.
Debt	All	All	Fill In your district's debt amortization schedule details.
Uniform Budget Summary	All	All	Double check that all totals are coming over from the fund summary tabs and that all links are working.
SchoolSumm	F-L	5	Fill in school projected enrollments. Make sure Col M, Row5 equals the Pupil Count tab.
SchoolSumm	F-L	6	Fill in school names.
SchoolSumm	F-L	All	Fill in school detail by major program group. Feel free to add more or less detail to fit your district's needs. This tab is not required and can be deleted if desired (but is recommended).

4. Once completed, proof every single page. This is a complex spreadsheet designed to fit many different districts with different funds and account codes. Look for broken links. Make sure totals are linking properly.
5. Save and Save Often!
6. Once completed, depending on your version of Excel and PDF, print to pdf as follows:
 - a. File – Save as Adobe PDF – Add All Tabs – Convert to PDF.
OR
 - b. File – Print (select a pdf printer) – Print entire notebook in PDF.
7. You now have a complete budget document with the following key elements:
 - All Fund Pages
 - Useful supplemental pages
 - Required resolutions
 - Uniform Budget Summary
 - Budget String File for potential upload
8. Don't forget:
 - a. Proposed Budget to the Board of Education no later than 5/31
 - b. Proposed Budget available for public inspection on website
 - c. Board of Education adopts budget no later than 6/30
 - d. Change Cover page to "Adopted Budget"
 - e. Post to Financial Transparency webpage