HARRIS COUNTY DEPARTMENT OF EDUCATION

BUDGET PLANNING WORKBOOK
Fiscal Year 2013-14

<u>Provided by the Business Services Division</u>
Jesus J. Amezcua, Assistant Superintendent, CPA
Rosa Maria Torres, Chief Accounting Officer
Teresa Coronado, Budget Analyst, MBA
John A. Weber, Accounting & Reporting Compliance Officer, RTSBA

HCDE BUDGET PLANNING WORKBOOK

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Section 1-Introduction

HARRIS COUNTY DEPARTMENT OF EDUCATION

To: **All HCDE Budget Managers**
From: **John E. Sawyer. Ed.D. County Superintendent**
Ref: **2013-2014 Performance Budgeting Process**
Date: **January 31, 2013**

During the last two fiscal years, HCDE has been able to achieve one of its objectives, which was to utilize only current resources and not depend on projected carry over funds. Achieving this objective has not been easy and has required tough decisions but it has resulted in a stronger HCDE. For FY2012, the fund balance was increased by $2.5 million after all adjustments. Your participation has been key to achieve this difficult objective.

Going forward to fiscal year 2013-2014, we expect similar policy positions on budget development. *Any growth in the budget should be substantiated with revenue growth.* Now is the time to review fees schedules and revenue projections. Our Business Office Staff will engage in revenue evaluation with each budget manager: *the end result will be a contingency plan to end 2013 as we start focusing on 2014.*

For fiscal year 2013-2014, we request that you develop a performance based budget that meets the following three budget goals:

(1) Develop a Balanced budget;
(2) Meet revenue projections and identify potential enhancement;
(3) Implement efficiencies – proprietary divisions to be self supporting and support divisions to operate efficiently.

Our Board has adopted a Budget Calendar, and the Business Office Staff has created a Budget Instructions Manual that will guide the development of the budget. Each budget will be reviewed by the Budget Committee and each division must be ready to discuss a *SWOT analysis* and a *Need Assessment* of your division during the budget meetings. Our goal is to develop *operations and financial plans* that meet the needs of our stakeholders: Educational clients, students and taxpayers.

cc. Board of Trustees

Mission Statement

Catalyst for Excellence in Educating All Learners

Goals

- Implement research initiatives assessing community educational needs.
    - Partner with businesses to research career readiness.

- Develop effective programs securing/promoting educational success for every learner.

- Gather data informing the educational community of proven strategies.

- Create innovative delivery systems and models promoting learning.

- Inform, educate, and train educators.

- Leverage resources for the best outcomes.

HARRIS COUNTY DEPARTMENT OF EDUCATION
FY2012-2013 Organization Chart

Public

Attorney

HCDE Board of Trustees

Superintendent

Assistant Superintendent for Professional Support Services

- Client Development
- Communications & Public Information
- External Relations Liaison Officer
- Instructional Support Services
- Research & Evaluation
- Resource Development
- Alternative Certification

Assistant Superintendent for Business Services

- Business Services
- Internal Purchasing
- Center for Safe & Secure Schools

Executive Director Human Resources

- Human Resources

Executive Director Facilities

- Choice Partners
- Construction
- Maintenance & Operations
- Records Management

Chief Information Officer

- Technology
- Texas Virtual School Network

State Director Texas Learns

- Texas Learns

Assistant Superintendent for Student Services

- Adult Education
- Cooperative for After School Enrichment (CASE)
- Special Schools
- Therapy Services

Head Start

Early Childhood Intervention (ECI)

Consultant for School Governance

NOTE: Solid lines are direct reports and dotted lines are indirect reports.

HARRIS COUNTY DEPARTMENT OF EDUCATION
FY 2013-14 Budget Planning Calendar

Process	Date	Activity	Location	Participants
Budget		Budget Planning with Budget Analyst and Accounting Staff		
Planning		Strategic Planning Process Begins		Divisions
	Tuesday, December 18, 2012	Board Meeting, 1 PM Approve calendar for FY 2013-14 Proposed Budget		Board
	Friday, January 11, 2013	Budget Information & Instructions Available on the HCDE portal		Business Svcs
	Friday, January 11, 2013	Accountability Steering Committee		Divisions
Needs Assessment	Thursday, January 31, 2013	Budget Prep Training	9 AM Room 501	Business Svcs-Budget Mgrs
and	Wednesday, February 13, 2013	Needs Assessment to be conducted		Divisions
Budget	Thursday, February 14, 2013	Budget Entry Training	9 AM Lab 504	Business Svcs-Budget Entry
Development	Friday, February 15, 2013	Budget Entry Training	9 AM Lab 504	Business Svcs-Budget Entry
DUE	**Friday, February 22, 2013**	**DUE: Proposed Budgets to Business Analyst**		**Budget Mgrs**
	March 11-15, 2013	*Spring Break*		*Department Closed*
DUE	**Friday, March 22, 2013**	**DUE: Risk Assessment**		**Budget Mgrs**
Budget	*April, 2013*	*HCDE Goals & Strategic Plan Integration*		Board, Superintendent
Analysis	Monday, April 1, 2013	Budget Committee Planning Workbook to Budget Committee 2 Hr. Budget Committee Planning Meeting		Business Analyst HCDE Budget Committee
DUE	**Tuesday, April 2, 2013**	**SWOT Analysis for Divisions**		**Budget Mgrs**
DUE	Thursday, April 4, 2013	Final FY12-13 Acccountability Objectives to be sent to Research & Evaluation		
	April 1-19, 2013	Division Budget Presentations		HCDE Budget Committee

HARRIS COUNTY DEPARTMENT OF EDUCATION

FY 2013-14 Budget Planning Calendar

Process	Date	Activity	Location	Participants
Supt' Review	Wednesday, May 1, 2013	Supt. Budget Review Session: Draft 1 Proposed Budget		Assistant Superintendents Superintendent, Bus.Svcs
	Tuesday, May 7, 2013	Supt. Budget Review Session: Draft 2 Proposed Budget		Superintendent, Bus. Svcs
Board Workshops	Tuesday, May 14, 2013	Budget Work Session # 1		Board Budget Committee Superintendent, Bus. Svcs
	Monday, May 20, 2013	Supt. Budget Review Session: Draft 3 Proposed Budget		Superintendent, Bus. Svcs
	Tuesday, May 21, 2013	Budget Work Session # 2		Board Budget Committee Superintendent, Bus. Svcs
	Monday, May 27, 2013	*Memorial Day*		*Department Closed*
	Wednesday, June 5, 2013	3rd Budget Work Session, 9 AM (As needed)		Board Budget Committee Superintendent, Bus. Svcs
Budget Approval	Monday, June 03, 2013	Post Budget Notice in the Houston Chronicle Post Budget on the web		Business Svcs
	Friday, May 31, 2013	Agenda Items Due-Including Budget Book		Business Svcs
	Tuesday, June 18, 2013	Final Accountability Objectives presented to Board		
	Tuesday, June 18, 2013	(1) Board Budget Committee, 12 PM Present Finalized Budget and Approve Recommendation (2) Public Hearing on the Budget, 12:45 PM (3) Board Meeting, 1 PM Adopt the budget		Board Budget Committee Superintendent, Bus. Svcs Board Board
	Friday, August 30, 2013	Risk Assessment Review is due		
	Sunday, September 1, 2013	FY13 Budget is effective		Divisions

Board Budget Committee: Morris, Morales, Sawyer

HCDE Budget Committee: Sawyer, Harris, Pitre, Griffin, Hooper, Schul, Truitt, Amezcua, Coronado, Rawlinson, Torres

HCDE BUDGET PLANNING WORKBOOK
How to Use This Workbook

The purpose of the BUDGET PLANNING WORKBOOK is to provide guidance related to the budgeting process. It is a reference document for use throughout the budget year:

Planning Phase ⟹ Implementation Phase ⟹ Evaluation Phase
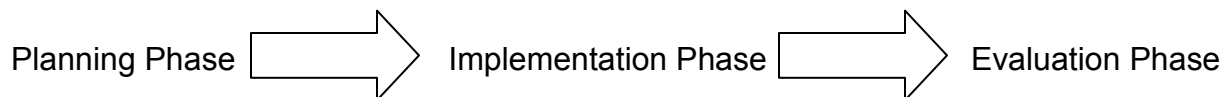
BASIS FOR BUDGETING PROCEDURES
Board policies CAA-LOCAL, Fiscal Management Goals and Objectives: Financial Ethics, and CE-LOCAL, Annual Operating Budget. (**Section 9-Board Policies Applicable to Budget Process**.)

STEP 1:   Review the Budget Highlights (page 8) and Instructions for the Budget Process (pages 15).

STEP 2:   Attend the Budget Training Workshop:

>   Budget Preparation Training
>   - Thursday, January 31, 2013   9AM, Room 501
>
>   Budget Entry Training
>   - Thursday, February 14, 2013 9AM, Room 504
>   - Friday, February 15, 2013 9AM, Room 504

STEP 3:   Prepare and Submit Required Budget Forms by February 22, 2013.

STEP 4:   Division Budget Presentations will be held April 1 through April 19, 2013. Teresa Coronado from Business Services (713) 696-1344 will contact divisions and schedule the Budget Presentations.

STEP 5:   Finalize budget and obtain Board approval on June 18, 2013

Feedback is encouraged!
E-mail or call Teresa Coronado at 713-696-1344 with your comments and suggestions.

2-Planning

HCDE BUDGET PLANNING WORKBOOK
Highlights of the FY 2013-14 Budget

REQUIRED FORMS:
1. Budget Return Form Checklist

Pentamation Forms:
2. Revenue Worksheet
3. Expenditure Worksheet

Web Based Forms:
4. Needs Assessment Form
5. Capital Justification Form
6. Travel Justification Form
7. Request for Additional Funds Form
8. SWOT Analysis Form-Due at Budget Hearing
9. Budget Manager Overview Form –Due April 4, 2013

Other Forms:
10. Position Listing Form
11. Divisional Organizational Chart (include all positions without names)
12. Fee Schedule & Grant Budgets
13. Request for Division/Program Information (previously called Factor for Funder Identification Form)
14. Replacement Asset Schedule
15. Fixed Asset Inventory

PERSONNEL COSTS

Human Resources will calculate payroll costs based on the **POSITION LISTING FORMS**. Overtime and part time budget amounts must be filled in by budget manager if being requested. Business Services will input the payroll costs portion of your budget in the Budget Module. **Do not input any numbers in the payroll costs (6100) portion of your budget in the Budget Module.**

GRANT BUDGETS

Submit grant budgets for FY 2013-2014. Estimated budgets are acceptable.

BUDGET HEARINGS:

Division presentations will be April 1 -190, 2013. Teresa Coronado will contact the divisions directly to schedule the Budget Hearings.

RESOURCES AVAILABLE ON THE HCDE PORTAL:
BUSINESS SERVICES \ BUDGET PLANNING FY14

- FY 2013-14 Budget Planning Workbook
- Account Codes folder
- Budget Books folder-available upon completion

INDIRECT COSTS

Use the FY 2012-13 rate of 10.486% to estimate the indirect costs for your FY 2013-14 grants. If the indirect cost rate or amount is restricted for your grant, you must use the restricted rate or amount. NOTE: The maximum indirect cost amount allowable must be used.
DUE DATE: FEBRUARY 22, 2013

Harris County Department of Education

BUDGET PROCESS & DEVELOPMENT MODEL
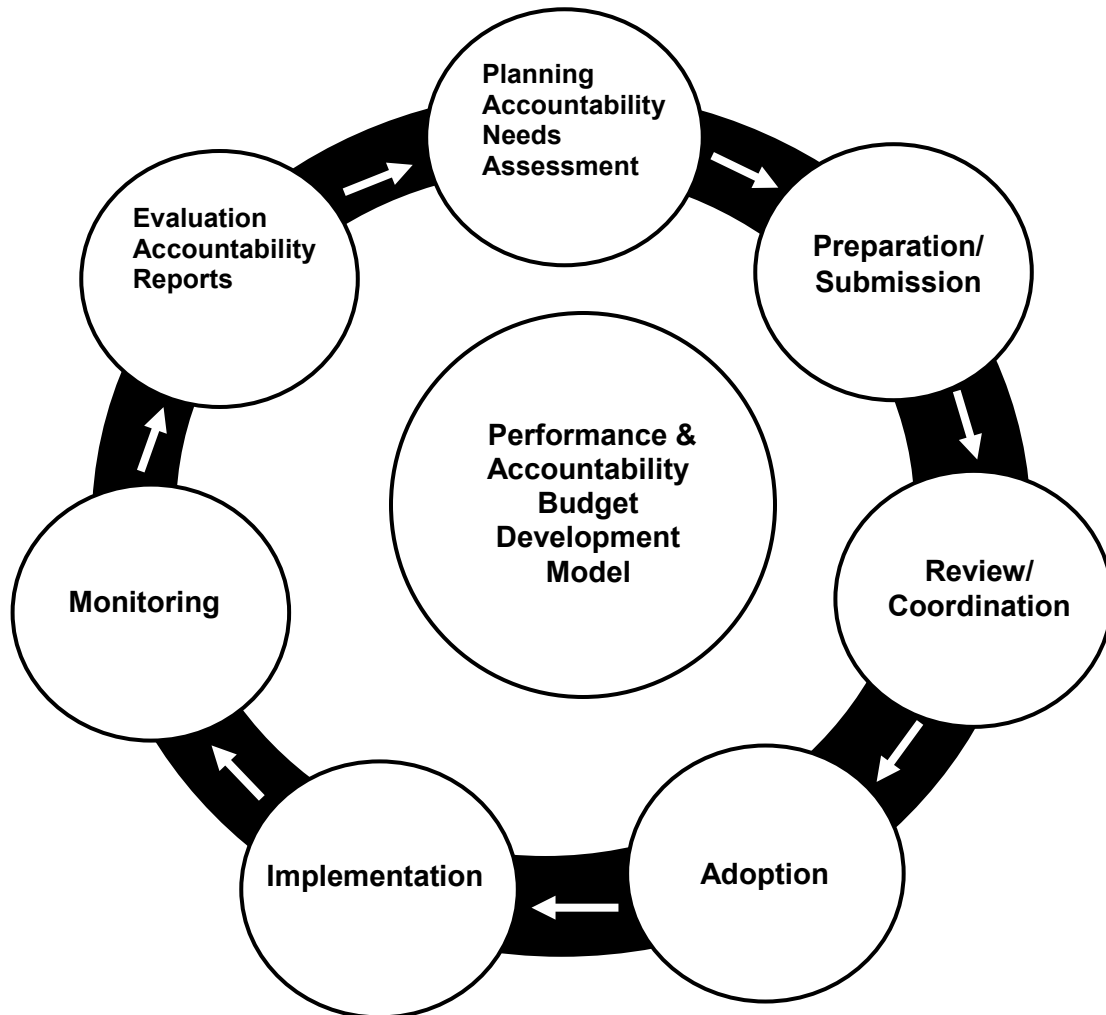
Budgeting is a year-round activity, from the proposed budget estimates to the final amended budget and expenditures in the annual financial report.

Budgeting, implementation, and project performance are the responsibilities of the budget manager. The budget is a managerial tool. Planning is the key to successful budgeting.

Budget managers are also responsible for the accuracy and reasonableness of their estimates, for amending their budget in advance of incurring an expenditure, amending their budgets as circumstances and program needs change, and for the final results of their budget.

BUDGET DEVELOPMENT PROCESS

The annual Budget Development Process and the annual Planning Process are overlapping and augment one another, although the focus of each is different. The Budget Development Process is comprised of three major phases: planning, implementation, and evaluation.

The budgetary process begins with sound planning. Planning defines the goals and objectives and develops strategies to attain those goals and objectives. Once these plans have been established, budgetary resource allocations are made to support them. Budgetary resource allocation is the implementation phase of budgeting. The allocations cannot be made, however, until plans have been established.

Finally, the budget is evaluated for its effectiveness in attaining goals and objectives. Evaluation typically involves an examination of: how funds were expended, what outcomes resulted from the expenditure of funds, and to what degree these outcomes achieved the objectives stated during the planning phase. This evaluation phase is important in determining the following year's budgetary allocations. Budget preparation is not a one-time exercise to determine how funds are allocated rather, it is part of a continuous cycle of planning and evaluation to achieve department goals.

The development of division annual budgets should be part of ongoing planning processes and those levels. Beyond the budgetary requirements for federal and state programs, the HCDE board and the Superintendent largely will determine the budget preparation process and related budget responsibilities.

PLANNING PHASE

The first phase of the Budget Development Process is planning. Planning involves defining the mission, goals and objectives of divisions and the department. Importance is placed upon sound budget planning for the following reasons:

- In implementing the type, quantity, and quality of divisional services, the budget becomes the limiting force.

- Providing quality education and services is very important to the public interest.

- The scope and diversity of the department's operations make comprehensive planning necessary for good decision-making.

Since strategies to attain the goals and objectives need to be developed before starting the actual budget calculation process, it is important that

each division prepare statements in the "Goals and Objectives" and "Performance Evaluation" forms as the initial exercise in planning the annual division budget. This exercise comprises developing narrative and quantitative statements. These statements must be consistent with the HCDE Accountability System. This information will be used to analyze and justify the department's programs and operational request, as well as to ensure that individual division goals and objectives are consistent with the department's overall mission and goals. Line item budgeting remains the primary fiscal tool; thus completion of the "Goals and Objectives" and "Performance Evaluation" forms is an important step in summarizing and evaluating each division and its budget.

Listed below are standardized definitions to be used in the development of these statements and completion of the appropriate forms. It is recommended that strict adherence to these definition parameters be kept in order to insure consistency throughout the district:

- *Division Function:* A statement of specific overall mission.
- *Division Goals:* "Broad" statements of desired results; ultimate accomplishments; overall end results.
- *Division Objectives:* "Specific" statements of desired program accomplishments; usually measurable; shows progress toward a goal; desired results of activities. Clearly stated measurable objectives should represent a concise summary of the principal work activities in which progress can be monitored and evaluated periodically throughout the fiscal year. Objectives should be stated in common "action-oriented phrases such as "to maintain," "to increase," "to reduce," "to facilitate," "to continue," etc. These are the same as the Accountability Objectives.
- *Performance Measures:* Specific quantitative and qualitative measures of work performed by division must be included in this section. Quantitative measures are defined as observable and in narrative format. These are the measures that Research & Evaluation analyze for the Accountability system.

With the Budget Development Process, divisions are allowed time to integrate the Department goals into their specific budget requests. During division budget hearings the Business Services Division will review revenue projections and refined budget requests to develop a preliminary department budget. As a result of this collaborated process, the Business Services Division will be able to present a preview of the proposed 2013-2014 budget to the Board of Trustees before the May Workshop. This preview will enable the Board of Trustees and the Superintendent to review and discuss the direction of the budget before the June 18th public hearing.

IMPLEMETATION PHASE

Revenue Projections

In order to meet the future needs of the department, directors should forecast the source and amount of resources or revenue available. Therefore, projections of revenue from the three major sources should be made. These revenue sources include Local, State, and Federal aid.

- **Local Revenues** typically consists of monies generated by the local tax efforts and fees for service. Factors that need to be taken into account include such things as assessed property values, property value growth/decline rates, applicable tax rates, historical collection rates. Factors for fees for service are market value for services, demand for service, and current market conditions.

- **State Revenues** traditionally consists of monies received as a result of state funding. The tool that plays a major part in the estimation of this type of resources is the state provided "Summary of Finances" which takes into account several components.

- **Federal Revenues** involve a variety of amounts and sources. These sources generally are federally distributed funds, which can flow through the district, Region Education Centers, Texas Education Agency, or directly from the federal source. Methods of allocations can vary from payment of indirect costs to applications for specific grants.

Expenditure Projections

In order to support the mission, goals and objectives of the department, directors should forecast the operating costs for all funds necessary to achieve those intents. Expenditures/expenses should be classified by the major object classes according to the types of items purchased or services obtained. These budgetary allocations should project costs for the major expenditure categories (objects), which include:

- Payroll Costs (6100) are the costs of employee salaries and benefits. These costs make up 59% or more of annual operating expenditures and should be based primarily upon FTE projections. When appropriating this area, it is important that the division director conduct a full analysis of the personnel situation as well as submit recommendations addressing the findings. The "Position Listing" form is the management tool that can assist to address this issue. Therefore, this form needs to be completed and submitted to the Business Services Division by the Budget Request deadline.

- Professional and Contracted Services (6200), Supplies and Materials (6300) and Other Operating Costs (6400) are typically variable and miscellaneous expenditures. The completion of

expenditure estimates for these costs should be directly related to service levels.

- Capital Outlay Costs (6600) includes items that are inventoried and become part of the department's fixed assets group such as furniture, audio-visual equipment, computer equipment, and other equipment. These costs should be forecasted and budgeted based on an overall department Replacement Asset Schedule rather than on an division basis, the proper "Capital Outlay Justification" form needs to be submitted as well.

Implementation, the second phase of the Budget Development Process, is the process of allocating resources to the prioritized needs of the department in support of its planned mission, goals, and objectives. Although budget formats and policies are by no means uniform in the public arena, formal budgets play a far more important role in the planning, control and evaluation of public entities than in those of privately owned organizations. In educational settings, the adoption of a budget implies that a set of decisions have been made by school board members and administrators which culminate in matching resources with its needs. As such, the budget is a product of the planning process. The budget also provides an important tool for the control and evaluation of sources and uses of resources. With the assistance of the accounting system, directors are able to execute and control the activities that have been authorized by the budget and evaluate performance based upon comparisons between budgeted and actual operations.

The link between planning and budget preparation in educational entities gives budgets a unique role in these organizations. Budgets in the public arena are often considered the ultimate policy document since they are the financial plan used to achieve its goals and objectives reflecting:

- Public choices about what goods and services will and will not be produced.

- The department's priorities among the wide range of activities in which they are involved.

- How a public entity has acquired and used its resources.

The budget, itself, then becomes intrinsically a political document reflecting administrators' accountability for fiduciary responsibility to citizens.

The annual operating budget or financial plan is proposed by the Superintendent and enacted by the Board of Trustees after public discussion.

Directors, principals, and other staff of the department under the direction of the Superintendent, will develop the budget. Budget Preparation

Training will be held January 31, 2013. The budget deadline set for divisions is February 22, 2013, and the Business Services Division will compile the budget requests. During the months of April and May, various budget meetings will be scheduled with the Superintendent, the Executive Team and Division Directors.

The Superintendent's Budget Review Team will review various budget options for personnel and financing. This entails maintaining competitive salaries and benefits for our employees, providing adequate funding for services, providing for construction and repairs to facilities, and other miscellaneous projects.

Budget workshops will be held on May 14, May 21, and June 5 to review the preliminary budget estimates and legislative impact of various bills. The citizens of Harris County and Department employees will be invited to attend the budget workshops. On June 18, the Board of Trustees will approve the final budget which will be implemented on September 1, 2013.

EVALUATION PHASE

Evaluation is the last step of the department's budget cycle. Information is compiled and analyzed to assess the performance of each individual division and campus, as well as the Department as a whole. This information is a fundamental part of the planning phase for the following budget year.

In the educational context, budgeting is a valuable tool in both planning and evaluation processes. Budgeting provides a vehicle for translating educational goals and programs into financial resource plans. Thus, operational planning (to attain divisional goals) should determine budgetary allocations. This link between operations and financial planning is critical to effective budgeting. In addition, such a budgeting practice may enhance the evaluation of budgetary and educational performance since resource allocations are closely associated with instructional plans.

HCDE BUDGET PLANNING WORKBOOK
Instructions for the Budget Process

Review Board policies CAA-LOCAL, <u>Fiscal Management Goals and Objectives: Financial Ethics</u>, and CE-LOCAL, <u>Annual Operating Budget</u>, (found on pages 74-82) to learn the Board's expectations for performance in the budget process.
<u>http://www.tasb.org/policy/pol/private/101000/</u>

A. Determine the goals and accountability objectives for your division. A needs assessment will be necessary. Research & Evaluation is available to help, please contact them directly. This information will help you plan your budgetary needs.

B. Plan your budget using your needs assessment information and historical budget information. It is recommended to use at least the last three years of final reports for revenues and expenditures-budget and actual. Instructions for printing reports are on **HCDE Portal:\Business Services\Reports in Pentamation**.

C. Complete, print and submit the required forms:

1. **Budget Return Checklist** (page 38)
Pentamation Forms:
2. Revenue Worksheet (only revenue generating divisions, page 20)
3. Expenditure Worksheet (page 26)
Web Based Forms:
4. Needs Assessment Form (page 30)
5. Capital Outlay Justification Form (page 33)
6. Travel Justification Form (page 35)
7. Request for Additional Funds Form (page 36)
8. SWOT Analysis -NOTE: DUE AT BUDGET HEARING
9. Budget Manager Overview (page 34)-NOTE: DUE APRIL 4, 2013
Other Forms:
10. Position Listing Form (page 23)
11. Divisional Organizational Chart
12. Fee Schedule - (only revenue generating divisions, page 18)
13. Request for Division/Program Information (previously called Factor for Funder Identification Form) (page 48)
14. Replacement Assets Schedule (only if applicable, page 51)
15. Fixed Asset Inventory (page 28)

Specific instructions for each form are on the pages listed.

NOTE: All payroll costs (61XX-XXXX) will be calculated by Human Resources using the **Position Listing Form**. Overtime and part time budget amounts must be filled in by Budget Manager if being requested.

HCDE BUDGET PLANNING WORKBOOK
Instructions for the Budget Process

NOTE: If necessary, a **Replacement Asset Schedule** has been provided. These are assets that are scheduled for replacement this year. If items need to be replaced, highlight the item and put replacement costs into the budget using the appropriate expenditure object codes.

    6394-XXXX-Replacement Capital Outlay < $5,000
    6399-XXXX-Items less < $1,000
    664X-XXXX-Replacement Capital Outlay > $5,000

D. Compile the Budget Return Forms in the order listed on the Checklist of Budget Return Forms. **NOTE**: Submit grant budgets with budget package.

E. Review the completed budget package with your Executive Team-level supervisor and submit the signed budget package **as soon as it is finished** but no later than Friday February 22, 2013.

F. Division budget presentations will be April 1 – April 19, 2013. Teresa Coronado will contact the divisions directly to schedule the Budget Hearings.

G. Budget will be on the Board Agenda on June 18, 2013. Once approved, the Budget Book will be posted on the HCDE Portal and the HCDE website.

HCDE BUDGET PLANNING WORKBOOK
Account Code Structure-Pentamation System

The complete Account Code looks as follows:

1994-41-050-99-**050 63990000** is the **Supplies & Materials** code in the **Business Services** budget.

BUDGET CODE: ACCOUNT CODE:

Fund Code	FY Code	Function Code	Location Code	Program Code	Budget Manager Code	Class Object Code	Sub-Object Code

NUMBER OF DIGITS:

(3)	(1)	(2)	(3)	(2)	(3)	(4)	(4)

FY = Fiscal Year. The Fiscal Year Code is the last digit of the fiscal year. For example:
For fiscal year (FY) 2013-14, the fiscal year code is 4.

INSTRUCTIONS FOR ACCESSING ACCOUNT CODES ARE LOCATED ON THE HCDE Portal.

Complete lists of codes and descriptions can be found on:
HCDE Portal\Business Services\Account Codes

They include:

     Fund Codes
     Function Codes
     Location Codes
     Program Codes
     Budget Manager Codes
     Object Codes: Revenues and Expenditures

HCDE BUDGET PLANNING WORKBOOK
Revenue Estimates

Revenue Generating Divisions must submit a Fee Schedule (sample below).

Description	FY 2012-13 Estimated Rev.			FY 2013-14 Estimated Rev.		
	No.	Price	Total Revenue Received	No.	Price	Total Revenue Estimated
Fees for Services:						
1) Training	3	$ 10,000	$ 30,000	4	$ 10,000	$ 40,000
2) Services to In-County ISD	24	2,750	66,000	24	$ 2,800	$ 67,200
2) Services to Out-of-County ISD	10	3,000	30,000	15	$ 3,100	$ 46,500
3) New Program FY 2013	0	0	-	2	$ 1,500	$ 3,000
Workshops	6	1,000	6,000	4	$ 1,500	$ 6,000
Totals:			102,000			$122,700
4) *Miscellaneous Revenues*			6,500			$ -
Grand Total Revenues:			**$108,500**			**$ 122,700**

Estimating Process:
1) In this example line item, no price increases were proposed for FY 2014.
2) Illustrates different price (fee) schedules for in-county and out-of-county clients.
3) New program was developed for FY 2013-14; and two clients will participate.
4) One-time miscellaneous revenues.

Instruction for Estimating Grant Revenues

LOCAL GRANTS
Local revenues may be estimated based on:
1) historical estimates
2) planning estimates
3) continuing service agreements which overlap the fiscal year

STATE & FEDERAL GRANTS
Estimated grant awards may be based on:
1) historical estimates
2) preliminary award correspondence
3) conversations with the grantor agency

HCDE BUDGET PLANNING WORKBOOK
Instructions for the
<u>DEPARTMENT REVENUE BUDGET WORKSHEET</u>

Please see the following page to see the corresponding headings.

COLUMN HEADING	DESCRIPTION
ORGANIZATION/ ACCOUNT	The budget code and account code
TITLE	The name of the account code

PRIOR YEAR BUDGET	FY 2011-12 budget amount at December 31, 2011
	This is a canned report off the Pentamation system, and cannot be customized at this time.

CURRENT YEAR SECTION:	
BUDGET	FY 2012-13 budget amount at December 31, 2012
YTD ACTUAL	FY 2012-13 revenues at December 31, 2012
PROJECTED	Zero filled—not used

REQUESTED SECTION:	**COMPLETED BY THE DIVISIONS**
BASE	This column is completed by the division. Enter the amounts being requested for the FY14 budget.
NEW PROGRAMS	In this column show any new activity that the division wants to implement.
	For every amount in the NEW PROGRAMS column, you must explain the increase or new amount on the Justification for Budget Increase(Decrease) Return Form.

The REQUESTED REVENUE BUDGET WORKSHEET is broken down by account code groups. Each account code group, such as local property taxes (571X), local revenue from school districts (572X) etc., also has a subtotal.

SELECTION CRITERIA: budorgn.orgn4='970'

FUND – 1994 – GENERAL FUND
FUNCTION – 00 – UNDISTRIBUTED

| ORGANIZATION | PRIOR YEAR | ----------- CURRENT YEAR ----------- | | | ---- REQUESTED ---- | |
ACCOUNT ---------TITLE---------	BUDGET	BUDGET	YTD ACTUAL	PROJECTED	BASE	NEW PROGRAMS
1994-00-607-00-970-19940060700970	471,298	581,323	0	0	0	0
57110099 DISTR CURRENT TAX						
TOTAL LOCAL PROPERTY TAXES	471,298	581,323	0	0	0	0
1994-00-607-00-970-19940060700970	1,900,000	2,107,500	2,102,490	0	0	0
57250000 TUITION ISD IN CO						
1994-00-607-00-970-19940060700970	250,000	250,000	124,055	0	0	0
57260000 FEES SVCS IN COUN						
TOTAL LOCAL REV-SCHL DISTRICTS	2,150,000	2,357,500	2,226,545	0	0	0
1994-00-607-00-970-19940060700970	0	0	0	0	0	0
57490000 OTHER LOCAL REVEN						
TOTAL LOCAL REVENUE-OTHER	0	0	0	0	0	0
TOTAL REVENUE-LOCAL/INTER SOU	2,621,298	2,938,823	2,226,545	0	0	0
TOTAL REVENUE	2,621,298	2,938,823	2,226,545	0	0	0
TOTAL UNDISTRIBUTED	2,621,298	2,938,823	2,226,545	0	0	0
TOTAL GENERAL FUND	2,621,298	2,938,823	2,226,545	0	0	0

Annotations over column headers:
- FY12 12/31/11 (over PRIOR YEAR BUDGET)
- FY13 12/31/12 (over CURRENT YEAR BUDGET)
- FY13 12/31/12 (over YTD ACTUAL)

MEMORANDUM

To: **Budget Managers**

From: **Natasha Truitt**
              Executive Director, Human Resources

Date: **January 31, 2013**

Re: **Instructions for Completing the Position Listing Form**

The Position Listing form represents the number of full-time positions and part-time, overtime, stipend, and substitute budget amounts for your division for the FY12. <u>This form should</u> be reviewed, updated (if necessary), initialed and <u>submitted by February 22, 2013</u>.

After reviewing each job description for each position listed, please initial the column on the right.

Also, please make notations to your Position Listing Form, if:

- There are any changes to a position (i.e.: days, title, etc.)
- There is a request to increase the number of positions
- There is a request to create new positions,
- There is a request to reclassify a position, or if
- There is a request for part-time, overtime, stipend, allowance, and substitute budget amounts

Budget amounts for part-time, overtime, stipend, allowance, and substitute pay will not carry over from last fiscal year. Therefore, please submit this form with your requests.

Please know that a Budget Manager's failure to complete and submit a Position Listing form containing any request for changes by February 22, 2013 may result in the request being rejected or postponed until the next fiscal year.

The following instructions should be used to complete the Position Listing form.

1.   <u>Number of Positions Requested</u>
      Indicate the number of positions needed. Please review the number of positions approved for the prior budget year and the current number of incumbents.

2.   <u>Budget Code and Account Code</u>
      Include the budget and account code for all full-time positions, part-time, overtime, stipend, and substitute budget amounts. Refer to the Business Services Account Codes folder on the HCDE Portal for a list of all expenditure codes with descriptions for 6100 accounts. This file is labeled 9-Expenditure Codes With Descriptions.

3.   <u>Priority Code</u>
      The Budget Manager should prioritize personnel requests using the priority codes listed at the bottom of the Position Listing form.

4. <u>Goal</u>
Enter the appropriate HCDE goal number that correlates with that particular personnel request.

5. <u>Job Description Review</u>
The Budget Manager should initial after reviewing the job description. If changes are necessary, then a revised job description should be submitted.

POSITION RECLASSIFICATIONS

If you are requesting reclassification of positions, change of duty days, position title changes, or adding new positions, please attach a memorandum, providing sufficient and explanatory justification for such changes. A <u>Position Analysis Questionnaire</u> must be submitted if you are requesting reclassification of a position. A proposed job description should be attached if there are any changes to the performance responsibilities.

NEW POSITIONS

If you are adding a new position to your budget, the request should be accompanied with a memorandum containing specific information as to the need for the new position, benefits to the program and/or Department, and how the new position will assist your division in carrying out its goals and objectives and/or the goals of the Department. Please include a proposed job description and an organizational chart if requesting a new position.

Please complete and submit the form by February 22, 2013.

Please do not hesitate to contact me should you have any questions or need additional information.

HARRIS COUNTY DEPARTMENT OF EDUCATION

FY 2014 Budget Planning Page

Position Listing

030 - HUMAN RESOURCES - ADMINISTRATION

Position description	Position	Board Approved Positions	Positions requested for FY2014	Budget code	Account	Percent	Priority Code	Goal Number	Job description reviewed (initial)
A-3 BENEFITS COORDINATOR	**A0**50701030	1.0	_____				_____	_____	_____
				19934103099030	61190000	1.0000			
A-9 EXECUTIVE DIRECTOR	**A1**65701030	1.0	_____				_____	_____	_____
				19934103099030	61190000	1.0000			
A-3 HR GENERALIST	**A1**75701030	1.0	_____				_____	_____	_____
				19934103099030	61190000	1.0000			
A-4 HR MANAGER	**A2**15701030	1.0	_____				_____	_____	_____
				19934103099030	61190000	1.0000			
A-3 HR COORDINATOR	**A2**70701030	3.0	_____				_____	_____	_____
				19934103099030	61190000	1.0000			
S-5 ADMINISTRATIVE ASSISTANT	**S6**20701030	1.0	_____				_____	_____	_____
				19934103099030	61290000	1.0000			
S-4 BENEFITS ASSISTANT	**S6**25701030	1.0	_____				_____	_____	_____
				19934103099030	61290000	1.0000			
S-4 HR CLERK	**S7**55701030	1.0	_____				_____	_____	_____
				19934103099030	61290000	1.0000			

Priority Codes:
A. Crucial to program completion
B. Required for optimal program completion
C. Desirable to expand program services
D. Proposed new service/program
E. Discontinued/downsize service or program

_____   _____

Budget Manager Approval   Date

Page 1 of 2

HARRIS COUNTY DEPARTMENT OF EDUCATION

FY 2014 Budget Planning Page

Non-Salary Budget Listing

030 - HUMAN RESOURCES

Account title	Budget code	Account	Budget	New Budget requested for FY2014	Priority Code	Goal Number
STIPENDS	19934103099030	61130000	0.00	_____	_____	_____
OVERTIME	19934103099030	61210000	4,050.00	_____	_____	_____
PART-TIME HELP	19934103099030	61250000	19,000.00	_____	_____	_____
EMPLOYEE ALLOWANCES	19934103099030	61390000	4,050.00	_____	_____	_____

Priority Codes:
A. Crucial to program completion
B. Required for optimal program completion
C. Desirable to expand program services
D. Proposed new service/program
E. Discontinued/downsize service or program

_____   _____
Budget Manager Approval   Date

HCDE BUDGET PLANNING WORKBOOK
Instructions for the
REQUESTED EXPENDITURE BUDGET WORKSHEET

COLUMN HEADING	DESCRIPTION
ORGANIZATION/ ACCOUNT	The budget code and account code
TITLE	The name of the account code

PRIORYEAR BUDGET	FY 2011-12 budget amount at December 31, 2011

NOTE: This is a canned report off the Pentamation system, and cannot be customized at this time.

CURRENT YEAR SECTION:

BUDGET	FY 2012-13 budget amount at December 31, 2012
YTD ACTUAL	FY 2012-13 expenditures at December 31, 2012
PROJECTED	Same information as YTD ACTUAL

REQUESTED SECTION: BASE	**COMPLETED BY THE DIVISIONS** This column is completed by the division *. Enter the amount request for FY14 budget.
	* Do not fill out the payroll costs section (61XX). This information is provided by HR.
NEW PROGRAMS	In this column show any new activity that the division wants to implement.
	For every amount in the NEW PROGRAMS column, you must explain the increase or new amount on the Justification for Budget Increase(Decrease) Return Form.

The REQUESTED EXPENDITURE BUDGET WORKSHEET is broken down by function and account code groups. Each function has a subtotal. Each account code group, such as professional salaries, support salaries, employee benefits, etc., also has a subtotal.

```
SELECTION CRITERIA: budorgn.orgn4='970'

FUND – 1994 – GENERAL FUND
FUNCTION – 11 – INSTRUCTION
```

| ORGANIZATION | PRIOR YEAR | ---------- CURRENT YEAR ---------- | | ---- REQUESTED ---- | |
ACCOUNT ---------TITLE---------	BUDGET	BUDGET	YTD ACTUAL	PROJECTED	BASE	NEW PROGRAMS
1994-11-607-99-970-19941160799970	10,000	30,000	6,725	6,725	0	0
61120000 TEACHER SUBSTITUT						
1994-11-607-99-970-19941160799970	30,000	28,753	9,469	9,469	0	0
61130000 STIPENDS						
1994-11-607-99-970-19941160799970	0	0	0	0	0	0
61160000 SALARIES-SUMMER P						
1994-11-607-99-970-19941160799970	841,935	865,510	311,087	311,087	0	0
61190000 SALARY-PROF STAFF						
TOTAL PROFESSIONAL SALARIES	881,935	924,263	327,281	327,281	0	0
1994-11-607-99-970-19941160799970	0	0	0	0	0	0
61210000 OVERTIME						
1994-11-607-99-970-19941160799970	80,926	129,602	35,804	35,804	0	0
61290000 WAGES-SUPPORT STA						
TOTAL SUPPORT SALARIES	80,926	129,602	35,804	35,804	0	0
1994-11-607-99-970-19941160799970	73,659	78,899	25,879	25,879	0	0
61410000 FICA/MEDICARE						
1994-11-607-99-970-19941160799970	72,351	55,042	21,109	21,109	0	0
61420000 GROUP HEALTH & LI						
1994-11-607-99-970-19941160799970	436	9,488	3,287	3,287	0	0
61430000 WORKERS COMPENSAT						
1994-11-607-99-970-19941160799970	2,890	3,831	1,124	1,124	0	0
61450000 UNEMPLOYMENT COMP						
1994-11-607-99-970-19941160799970	0	7,037	86	86	0	0
61460000 TRS						
1994-11-607-99-970-19941160799970	5,135	5,674	1,960	1,960	0	0
61470000 TRS-CARE ADMIN FE						
1994-11-607-99-970-19941160799970	0	0	0	0	0	0
61480000 CAFETERIA PLAN AD						
1994-11-607-99-970-19941160799970	360	398	134	134	0	0
61490000 EAP						
TOTAL EMPLOYEE BENEFITS	154,831	160,369	53,579	53,579	0	0
TOTAL PAYROLL EXPENDITURES	1,117,692	1,214,234	416,664	416,664	0	0
1994-11-607-99-970-19941160799970	0	0	0	0	0	0
62150000 TEMPORARY SERVICE						
1994-11-607-99-970-19941160799970	1,000	0	0	0	0	0
62190000 PROFESSIONAL SERV						
TOTAL PROFESSIONAL SERVICES	1,000	0	0	0	0	0
TOTAL CONTRACTED SERVICES	1,000	0	0	0	0	0
1994-11-607-99-970-19941160799970	20,450	16,000	15,471	15,471	0	0
63210000 TEXTBOOKS						
TOTAL TEXTBOOKS/READING MATERIA	20,450	16,000	15,471	15,471	0	0

MEMORANDUM

HCDE

TO: Division Directors

FROM: Thomas Plapp

DATE: January 31, 2013

SUBJECT: Fixed Asset Annual inventory

The Fixed Asset Annual inventory will be conducted in conjunction with the budget planning process. As you review your fixed assets, you <u>may</u> identify capital outlay needs that need to be budgeted.

Attached is a list of your fixed assets inventory (assets with a unit cost < $5000). Please follow the instructions below to complete your annual inventory and remain in compliance:

1. Locate every asset on the list.
2. Write the letter "F" next to each asset found and <u>include its physical location</u> or write "Lost" next to asset(s) not found. Each item should have a notation.
3. If any additional assets are found, make a list and send in with your results. Be sure to include a description, tag#, serial# and location for each.
4. Finally, indicate which asset(s) previously sold or disposed of, then send the results to me.
5. Sign and date the inventory list and **submit it with the budget packet**.*

Divisions not sending me results <u>and</u> a signed inventory report will be considered incomplete. If you have any questions, please contact at 713-696-1361 or directly at 281-960-4484.

Results are due on February 22, 2013

*Larger divisions may need more time to conduct a thorough inventory. If you need an extension please contact me.

SELECTION CRITERIA: (((assets.dept = "925")) AND ((assets.unitcost <= 5000)))

                       LOCATION: 701 ADMIN BLDG ON IRVINGTON

ASSET ID   DESCRIPTION   Department   Status   Located (Y/N)

10787   MACBOOK PRO LAPTOP   925   ACTIVE   _____

10924   LENOVO THINKPAD   925   ACTIVE   _____

10991   MACBOOK PRO   925   ACTIVE   _____

11337   CANNON IMAGE PROGRAF   925   ACTIVE   _____

11731   13" MAC BOOK PRO   925   ACTIVE   _____

11799   MACBOOK PRO LAPTOP   925   ACTIVE   _____

6457   HP Laserjet Printer   925   A   _____

6805   Credenza   925   A   _____

6811   60" Desk   925   A   _____

6870   Credenza   925   A   _____

7357   Corner Workstation   925   A   _____

7814   19" FLAT PANEL MONITOR   925   A   _____

7815   19" FLAT PANEL MONITOR   925   A   _____

8034   "L" WORK STATION"   925   A   _____

8035   "L" WORKSTATION –   925   A   _____

8552   32" LCD MONITOR-06   925   ACTIVE   _____

9270   MAC PRO COMPUTER   925   ACTIVE   _____

9316   COLOR LASER JET PRINTER   925   ACTIVE   _____

9379   APPLE LAPTOP COMPUTER   925   ACTIVE   _____

9552   HP COLOR PRINTER   925   ACTIVE   _____

9844   APPLE 30" FPM   925   ACTIVE   _____

999086   EPSON SCANNER(2)   925   ACTIVE   _____

999087   EPSON 2480 SCANNER   925   ACTIVE   _____

999099   PALM PILOT/BLUE TOOTH   925   ACTIVE   _____

999900   CANON DIGITAL CAMERA   925   ACTIVE   _____

HCDE

HARRIS COUNTY DEPARTMENT OF EDUCATION

Needs Assessment Instrument Instructions

In an effort to plan the professional development and budget for the Division and the Department, we are requesting that all division heads conduct a divisional needs assessment. The information gathered from the needs assessment should be used in the development of your budget for the 2013-2014 year. In addition, the information will also be used to plan the organization wide and division staff development activities.

The Elements have been included to assist you in formulating your division needs for the coming year. Please **list your division needs** under the appropriate element. Based on these needs and data, the Department (HCDE) goals will be reflective of the Division Needs Assessment that we will include in the Accountability Report to the Superintendent and the Board of Trustees.

The accountability system is a way of tracking progress towards meeting the goals. It also reports the previous activity. As you plan your strategies and objectives to meet your goals, a need assessment are needed to identify those areas that you feel are needed for goal attainment. Among the categories that you should consider include:

1. **Organizational Structure Needs-** An organizational structure need consists of activities such as task allocation, coordination and supervision.
2. **Policy Needs-** A policy need involves HCDE local or legal policy.
3. **Business Model Needs-** A business model describes the rationale how the division creates, delivers, and retains its core service/product.
4. **Strategies & Marketing Needs-**A marketing strategy describes the method of focusing resources to have increased sales or market niche.
5. **Fiscal Needs-** A fiscal need is the use of government expenditure.
6. **Human Resources Needs-** A human resource need involves employees.
7. **Division Identified Special Needs not included in 1 to 6-**Any other need not described above.

For each need that you identify, you must include the following fields:

*   **Comprehensive Description of the need (The What)**
*   **Justification (The Why)**
*   **Timeline (The When)**
*   **Implementation (The How)**
*   **Funding Need (if available, it the Cost)**

Attached is a form that is designed to assist you in the endeavor.

HCDE
HARRIS COUNTY DEPARTMENT OF EDUCATION

Divisional Needs Assessment for <u>Business Services</u>

As you prepare your budget for the next fiscal year, thinking about the following seven elements may help you review characteristics of your division that reflect your capacity and needs to meet your goals. Think about your desired level of capacity for each category, your current capacity, and what resources you may need to meet the desired level. For each need that is identified, please complete the areas below. If an area does not apply put N/A.

1. Organizational Structure Needs: Reorganize current organizational structure.	**__N/A**
a) Comprehensive Description (What) Current market conditions have caused a change in	
b) Justification (Why) Decrease in projected revenues from $15,000 to $8,000	
c) Timeline (When) September 1, 2013	
d) Implementation (How) When incumbent retires, the attached organizational chart will become effective	
e) Funding Need (Costs) None	
2. Policy Needs: Update CDA Local to add NSF check fees for returned checks.	**__N/A**
a) Comprehensive Description (What) Bank charges $20 for NSF checks and presently, we do not charge customers.	
b) Justification (Why) NSF check fees totaled $480 in FY12.	
c) Timeline (When) September 1, 2013	
d) Implementation (How) Notify customers via memo, then implement policy.	
e) Funding Need (Costs) None, the customer fees will cover the NSF charges.	
3. Business Model Needs:	**XN/A**
a) Comprehensive Description (What)	
b) Justification (Why)	
c) Timeline (When)	
d) Implementation (How)	
e) Funding Need (Costs)	
4. Strategies & Marketing Needs:	**XN/A**
a) Comprehensive Description (What)	
b) Justification (Why)	
c) Timeline (When)	
d) Implementation (How)	
e) Funding Need (Costs)	
5. Fiscal Needs: Grant changed local match to 40% from 32%.	**__N/A**
a) Comprehensive Description (What) Local match for grant increased from 32% to 40%.	
b) Justification (Why) Compliance with grant.	
c) Timeline (When) Effective 10/1/13.	
d) Implementation (How) Need to increase the amount of local revenue used to pay salaries.	
e) Funding Need (Costs) Local match increased to $318,000 from $293,000.	
6. Human Resources Needs:	**__ N/A**
7. Division-Identified Special Needs not included in 1-6 Technology infrastructure needs to be updated. __N/A	
a) Comprehensive Description (What) All desktop computers need to be on Office 7.	
b) Justification (Why)	
c) Timeline (When) September 1 –November 15, 2013	
d) Implementation (How)	
e) Funding Need (Costs) $100 cost per computer for a total of $	

HCDE BUDGET PLANNING WORKBOOK
Instructions for Budgeting for Capital Outlay

POLICY

HCDE policy (CFB-Legal, CFB-Local) requires that <u>all assets over $1,000</u> be tracked and inventoried on an annual basis. These items are listed on the Fixed Asset Inventory List and physically located and counted each year by the Fixed Asset Clerk or by the Division. The fixed asset inventory list is the basis for replacement values for insurance purposes.

Estimated Useful Life schedule.

ASSET CLASS	ESTIMATED USEFUL LIFE
Land	Indefinite
Buildings	40 Years
Furniture	10 Years
Technology Equipment	3 Years
Other Equipment	5 Years

RESPONSIBILITY

Division Directors are responsible for locating assets under their supervision (on their list). Instructions for the <u>Fixed Asset Annual Inventory</u> are located on the following page. When assets are moved or become obsolete, the Division Director should properly complete the <u>Fixed Asset Transfer Request Form</u>. The form can be located on the HCDE portal/Facilities/Fixed Assets Transfer Form.

NEW PURCHASES

663X-Capital assets are identified as any item having a value of $5,000 or more <u>and</u> have an expected useful life of more than one year. Items should be considered individually and not in groups when using these criteria. (The only exceptions are computers and printers. More on this below.) These items are charged to 663X (new purchase).

6393-Assets having a value of $1,000 or more, but less than $5,000 unit cost, should use object codes 6393 (new purchase).

6399-All items, such as desks, file cabinets, etc., under $1,000 should be charged to general supply object code 6399. Do not use object code 6393 for items under $1,000.

HCDE BUDGET PLANNING WORKBOOK

Instructions for Completing the
REPLACEMENT ASSETS SCHEDULE

Some fixed assets (i.e., land) will last a lifetime. Others are replaced when the asset becomes unusable or needs fixing and is too expensive to repair. The Replacement Asset Schedule shows only when the asset becomes eligible for replacement. The following steps will guide you in including these replacements in your proposed budget.

1. Review the Replacement Asset Schedule for assets that are scheduled to be replaced during the next fiscal year. This report is generated by the computer system, based on the estimated useful life of the asset. **If you did not get the report, no assets are scheduled for replacement this year.**

2. Evaluate the 'REPLACEMENT DATE' for each of the fixed assets listed on your **Replacement Asset Schedule**. If you believe that the expected life of any of the assets should be increased, change the replacement date on the list by lining through the printed dated and printing the new date just above it. When you have completed this step, you can concentrate on those assets that need to be replaced in FY 2013-14.

3. Estimate the cost of replacing each item using current price catalogs (Butler, Hallmark, Office Depot, etc.). If you are unsure of any aspect of replacing a particular item, contact Internal Purchasing Support for assistance.

4. Highlight the items you wish to replace and put replacement costs into your budget using the appropriate expenditure object codes.

> **6394-**Assets having a value of $1,000 or more, but less than $5,000 unit cost, should use object codes 6394 (replacement) with the appropriate sub-object.
>
> **6399-**All other items, such as desks, file cabinets, etc., under $1,000 unit cost should be charged to the general Supplies and Materials object code 6399. In general, do not use object code 6394 for items under $1,000.
>
> **664X-**Capital assets are identified as any item having a value of $5,000 or more and have an expected useful life of more than one year. Items should be considered individually and not in groups when using these criteria. These items are charged to 664XXXXX-Replacement.

4-CAPITAL OUTLAY JUSTIFICATION FORM

Request Date:	2/13/13
Division Name:	Business Services
Division Director:	Jesus Amezcua
Position Title:	Asst. Superintendent for Business Services.

Priority	Description	Goal #	Qty.	Estimated Cost
1	Digital projector	1	1	$3,202
2	IBM Computer	3	2	$2,076
3				
4				
5				
6				
7				
8				
9				
10				
			Total:	$5,278

Description	Fund	Func	Loc	Prog	BMC	Acct code	Amount
New Purchase Technology	1994	41	050	99	050	63930002	$2,076
Replacement	1994	41	050	99	050	63940004	$3,202
						Total:	$5,278

Justification
Digital projector is a replacement asset (noted on Replacement Asset Schedule). Two computers needed for new employees due to the increase in volume.

The 1st table shows the items by cost. The 2nd table shows item by account code.

NOTE: Total amounts should equal the amounts in codes 6393, 6394, 663X and 664X on the Requested Expenditure Budget Worksheet.

Instructions to entering the Budget Manager Overview Information

1. On the HCDE Portal, click on link "Workflow Forms".
2. Enter login and password on the
3. Launch Budget Manager Overview and enter information as shown below:

Division Name
000

Program Narrative	Division 2013-2014 Objectives
Enter description of division, including purpose, market,	Service Delivery Objective
	1. Service Delivery Objective for this division from the Accountability System.
	Client Satisfaction Objective
	2. Client Satisfaction Objective for this division from the Accountability System.
	Compliance Objective
	3. Compliance Objective for this division from the Accountability System.
	Outcomes Objective
	4. Outcomes Objective for this division from the Accountability System.
	Financial Objective
	5. Financial Objective for this division from Accountability.

Division Goals	Prior Year Highlights
1. Enter divisional goals. 2. Enter divisional goals.	This section should include highlights from FY12-13.

HCDE Goals

Goal 1	Goal 2	Goal 3	Goal 4	Goal 5	Goal 6

Personnel Allocations

Position	11/12	12/13	13/14
Director	1	1	1
Manager	1	1	1
Coordinator	2	2	2
Administrative Assistant	1	1	1
Total	10	10	10

General Operating Fund Expenditures by Object

	2011/12 Actual	2012/13 Projected	2013/14 Budget
Payroll	651,307	659,908	676,069
Contracted Services	140,034	79,600	74,705
Supplies & Materials	54,220	50,740	49,674
Other Operating Expenses	105,630	63,800	66,600
Capital Outlay	0	0	0
Facility Charges	62,113	88,414	76,518
Total Budget	1,013,304	942,462	943,566

Performance Measures

Performance Measures	Actual 2011/12	Projected 2012/13	Projected 2013/14
Service Delivery Objective measure that is used in Accountability.	90%	90%	90%
Client Satisfaction Objective measure that is used in Accountability.	75%	75%	75%
Compliance Objective measure that is used in Accountability..	100%	100%	100%
Outcomes Objective measure that is used in Accountability.	90%	90%	90%
Financial Objective measure that is used in Accountability.	$815.00	$815.00	$815.00

5-TRAVEL JUSTIFICATION FORM

Request Date:	2/13/13
Division Name:	Business Services
Division Director:	Jesus Amezcua
Position Title:	Asst. Superintendent for Business Services

IN-STATE TRAVEL

Position	Destination	Goal # View	# of Persons	Unit Cost	Estimated Cost
Asst Superintendent	Austin	2	1	800.00	2400.00
Managers	Austin	2	3	800.00	2400.00
				Total	4800.00

OUT-OF-STATE TRAVEL

Position	Destination	Goal # View	# of Persons	Unit Cost	Estimated Cost
Asst Superintendent	Seattle, Washington	2	1	1800.00	1800.00
Managers	Seattle, Washington	2	2	1800.00	3600.00
				Total	5400.00

Description	Fund	Func	Loc	Prog	BMC	Acct code	Amount
Employee Travel lodging	1994	41	050	99	050	6411000	3,170.00
Employee Travel meals	1994	41	050	99	050	6412000	1,780.00
Empl Travel transportation	1994	41	050	99	050	6413000	3,200.00
Employee Travel reg fees	1994	41	050	99	050	6414000	2,050.00
						Total:	10,200.00

Justification

In-State travel includes Asst. Superintendent and three Manager attending meeting for TASBO and TASA.
Out-of-State travel includes Asst. Superintendent and two Managers attending the GFOA (Government Finance Association Summer Conference).

NOTE: Total amounts should equal the amounts in codes 6411, 6412, 6413, and 6414 on the Requested Expenditure Budget Worksheet.

6-REQUEST FOR ADDITIONAL FUNDS

Request Date:	2/13/13
Division Name:	Business Services Priority Need#: 2
Division Director:	Jesus Amezcua
Position Title:	Asst Superintendent for Business Services

1.   Description of Need: (500 characters max)

Accounts Payable experienced a dramatic increase in the volume of Purchase Authorizations and Purchase Orders in the last two years.

2. Amount Needed:

		%	One Time Cost	Recurring Cost
6100 – Payroll Cost	31,566	96.00	○	◉
6200 – Professional and contracted services	0	0.00	○	◉
6300 – Supplies & Materials	1,250	4.00	○	◉
6400 – Other Operating Cost	0	0.00	○	◉
6600 – Capital Outlay	0	0.00	○	◉
Total Amount	32,816	0.00		

3.   Supporting Data or Justification: (500 characters max)

Accounts Payable has seen a dramatic increase in the volume of Purchase Authorizations and Purchase Orders from 2,598 in 2011 to 6,356 in 2012. In 2013, there have been 4,897 processed in the first half of the fiscal year.

4.HCDE Goals: Check all that apply. View Goals.

Goal 1	Goal 2	Goal 3	Goal 4	Goal 5
☐	☐	X	☐	☐

5. Performance Objective: 85% of all Purchase Authorizations and Purchase Orders will be processed within 2 days.

6. Evaluation and Outcomes to be Achieved: The outcomes will be measured by the Accountability Process and by the A/P Manager.

Section 3-
Preparation & Submission

HCDE BUDGET PLANNING WORKBOOK

1) FY 2013-14 BUDGET RETURN CHECKLIST

Please identify the intent of your program: ___Support ___Revenue Producing

DIVISION: _____   **BUDGET MANAGER CODE:** _____

The Budget Package is due to the Business Office on **February 22, 2013**, includes the following (before the package is submitted all the following must be completed):

1. ____BUDGET RETURN FORM CHECKLIST

   PENTAMATION FORMS-hard copy and electronic submission

2. ____REVENUE BUDGET WORKSHEET – (only revenue generating divisions)
3. ____ EXPENDITURE BUDGET WORKSHEET

   WEB BASED FORMS-hard copy and electronic submission

4. ____NEEDS ASSESSMENT
5. ____ CAPITAL OUTLAY JUSTIFICATION FORM
6. ____TRAVEL JUSTIFICATION FORM
7. ____REQUEST FOR ADDITIONAL FUNDS FORM
8. ____SWOT ANALYSIS –Due at Budget Hearing
9. ____BUDGET MANAGER OVERVIEW (Due April 4, 2013)

   SPREADSHEET FORMS-hard copy

10. ____POSITION LISTING FORM (complete with updates and corrections)
11. ____DIVISIONAL ORGANIZATIONAL CHART (include all positions without names)
12. ____FEE SCHEDULES & GRANT BUDGETS-revenue generating divisions only
13. ____REQUEST FOR DIVISION/PROGRAM INFORMATION (previously called Factor for Fund Identification Form).
14. ____REPLACEMENT ASSET SCHEDULE *
15. ____FIXED ASSET INVENTORY

Estimated Revenue Budget: $_____

Requested Expenditure Budget: $_____(non Payroll expenses)

Budget Manager Signature/Date: _____

Executive Team Supervisor Signature/Date: _____

* All budgets may not receive the REPLACEMENT ASSETS SCHEDULE every year.

HCDE BUDGET PLANNING WORKBOOK
Budget Return Forms

2) DEPARTMENT REVENUE BUDGET WORKSHEET

Place completed PENTAMATION form(s) here.

3) REQUESTED EXPENDITURE BUDGET WORKSHEET

Place completed PENTAMATION form(s) here.

HCDE
HARRIS COUNTY DEPARTMENT OF EDUCATION

Divisional Needs Assessment for <u>Business Services</u>

As you prepare your budget for the next fiscal year, thinking about the following seven elements may help you review characteristics of your division that reflect your capacity and needs to meet your goals. Think about your desired level of capacity for each category, your current capacity, and what resources you may need to meet the desired level. For each need that is identified, please complete the areas below. If an area does not apply put N/A.

1. Organizational Structure Needs: Reorganize current organizational structure.	**__N/A**
a) Comprehensive Description (What) Current market conditions have caused a change in	
b) Justification (Why) Decrease in projected revenues from $15,000 to $8,000	
c) Timeline (When) September 1, 2013	
d) Implementation (How) When incumbent retires, the attached organizational chart will become effective	
e) Funding Need (Costs) None	
2. Policy Needs: Update CDA Local to add NSF check fees for returned checks.	**__N/A**
a) Comprehensive Description (What) Bank charges $20 for NSF checks and presently, we do not charge customers.	
b) Justification (Why) NSF check fees totaled $480 in FY12.	
c) Timeline (When) September 1, 2013	
d) Implementation (How) Notify customers via memo, then implement policy.	
e) Funding Need (Costs) None, the customer fees will cover the NSF charges.	
3. Business Model Needs:	**XN/A**
a) Comprehensive Description (What)	
b) Justification (Why)	
c) Timeline (When)	
d) Implementation (How)	
e) Funding Need (Costs)	
4. Strategies & Marketing Needs:	**XN/A**
a) Comprehensive Description (What)	
b) Justification (Why)	
c) Timeline (When)	
d) Implementation (How)	
e) Funding Need (Costs)	
5. Fiscal Needs: Grant changed local match to 40% from 32%.	**__N/A**
a) Comprehensive Description (What) Local match for grant increased from 32% to 40%.	
b) Justification (Why) Compliance with grant.	
c) Timeline (When) Effective 10/1/13.	
d) Implementation (How) Need to increase the amount of local revenue used to pay salaries.	
e) Funding Need (Costs) Local match increased to $318,000 from $293,000.	
6. Human Resources Needs:	**__ N/A**
7. Division-Identified Special Needs not included in 1-6 Technology infrastructure needs to be updated. __N/A	
a) Comprehensive Description (What) All desktop computers need to be on Office 7.	
b) Justification (Why)	
c) Timeline (When) September 1 –November 15, 2013	
d) Implementation (How)	
e) Funding Need (Costs) $100 cost per computer for a total of $	

4-CAPITAL OUTLAY JUSTIFICATION FORM

Request Date:	2/13/13
Division Name:	Business Services
Division Director:	Jesus Amezcua
Position Title:	Asst. Superintendent for Business Services.

Priority	Description	Goal #	Qty.	Estimated Cost
1	Digital projector	1	1	$3,202
2	IBM Computer	3	2	$2,076
3				
4				
5				
6				
7				
8				
9				
10				
			Total:	$5,278

Description	Fund	Func	Loc	Prog	BMC	Acct code	Amount
New Purchase Technology	1994	41	050	99	050	63930002	$2,076
Replacement	1994	41	050	99	050	63940004	$3,202
						Total:	$5,278

Justification

Digital projector is a replacement asset (noted on Replacement Asset Schedule). Two computers needed for new employees due to the increase in volume.

The 1st table shows the items by cost. The 2nd table shows item by account code.

NOTE: Total amounts should equal the amounts in codes 6393, 6394, 663X and 664X on the Requested Expenditure Budget Worksheet.

5-TRAVEL JUSTIFICATION FORM	
Request Date:	2/13/13
Division Name:	Business Services
Division Director:	Jesus Amezcua
Position Title:	Asst. Superintendent for Business Services

IN-STATE TRAVEL					
Position	**Destination**	**Goal # View**	**# of Persons**	**Unit Cost**	**Estimated Cost**
Asst Superintendent	Austin	2	1	800.00	2400.00
Managers	Austin	2	3	800.00	2400.00
				Total	4800.00

OUT-OF-STATE TRAVEL					
Position	**Destination**	**Goal # View**	**# of Persons**	**Unit Cost**	**Estimated Cost**
Asst Superintendent	Seattle, Washington	2	1	1800.00	1800.00
Managers	Seattle, Washington	2	2	1800.00	3600.00
				Total	5400.00

Description	**Fund**	**Func**	**Loc**	**Prog**	**BMC**	**Acct code**	**Amount**
Employee Travel lodging	1994	41	050	99	050	6411000	3,170.00
Employee Travel meals	1994	41	050	99	050	6412000	1,780.00
Empl Travel transportation	1994	41	050	99	050	6413000	3,200.00
Employee Travel reg fees	1994	41	050	99	050	6414000	2,050.00
						Total:	10,200.00

Justification
In-State travel includes Asst. Superintendent and three Manager attending meeting for TASBO and TASA. Out-of-State travel includes Asst. Superintendent and two Managers attending the GFOA (Government Finance Association Summer Conference).

NOTE: Total amounts should equal the amounts in codes 6411, 6412, 6413, and 6414 on the Requested Expenditure Budget Worksheet.

6-REQUEST FOR ADDITIONAL FUNDS

Request Date:	2/13/13
Division Name:	Business Services Priority Need#: 2
Division Director:	Jesus Amezcua
Position Title:	Asst Superintendent for Business Services

1. Description of Need: (500 characters max)

Accounts Payable experienced a dramatic increase in the volume of Purchase Authorizations and Purchase Orders in the last two years.

2. Amount Needed:

		%	One Time Cost	Recurring Cost
6100 – Payroll Cost	31,566	96.00	⊙	◉
6200 – Professional and contracted services	0	0.00	⊙	◉
6300 – Supplies & Materials	1,250	4.00	⊙	◉
6400 – Other Operating Cost	0	0.00	⊙	◉
6600 – Capital Outlay	0	0.00	⊙	◉
Total Amount	32,816	0.00		

3. Supporting Data or Justification: (500 characters max)

Accounts Payable has seen a dramatic increase in the volume of Purchase Authorizations and Purchase Orders from 2,598 in 2011 to 6,356 in 2012. In 2013, there have been 4,897 processed in the first half of the fiscal year.

4.HCDE Goals: Check all that apply. View Goals.

Goal 1	Goal 2	Goal 3	Goal 4	Goal 5
☐	☐	X	☐	☐

5. Performance Objective: 85% of all Purchase Authorizations and Purchase Orders will be processed within 2 days.

6. Evaluation and Outcomes to be Achieved: The outcomes will be measured by the Accountability Process and by the A/P Manager.

HARRIS COUNTY DEPARTMENT OF EDUCATION
FY 2014 Budget Planning Page

Position Listing

030 - HUMAN RESOURCES - ADMINISTRATION

Position description	Position	Board Approved Positions	Positions requested for FY2014	Budget code	Account	Percent	Priority Code	Goal Number	Job description reviewed (initial)
A-3 BENEFITS COORDINATOR	**A0**50701030	1.0	_____				_____	_____	_____
				19934103099030	61190000	1.0000			
A-9 EXECUTIVE DIRECTOR	**A1**65701030	1.0	_____				_____	_____	_____
				19934103099030	61190000	1.0000			
A-3 HR GENERALIST	**A1**75701030	1.0	_____				_____	_____	_____
				19934103099030	61190000	1.0000			
A-4 HR MANAGER	**A2**15701030	1.0	_____				_____	_____	_____
				19934103099030	61190000	1.0000			
A-3 HR COORDINATOR	**A2**70701030	3.0	_____				_____	_____	_____
				19934103099030	61190000	1.0000			
S-5 ADMINISTRATIVE ASSISTANT	**S6**20701030	1.0	_____				_____	_____	_____
				19934103099030	61290000	1.0000			
S-4 BENEFITS ASSISTANT	**S6**25701030	1.0	_____				_____	_____	_____
				19934103099030	61290000	1.0000			
S-4 HR CLERK	**S7**55701030	1.0	_____				_____	_____	_____
				19934103099030	61290000	1.0000			

Priority Codes:
A. Crucial to program completion
B. Required for optimal program completion
C. Desirable to expand program services
D. Proposed new service/program
E. Discontinued/downsize service or program

_____   _____

Budget Manager Approval   Date

HARRIS COUNTY DEPARTMENT OF EDUCATION

FY 2014 Budget Planning Page

Non-Salary Budget Listing

030 - HUMAN RESOURCES

Account title	Budget code	Account	Budget	New Budget requested for FY2014	Priority Code	Goal Number
STIPENDS	19934103099030	61130000	0.00	_____	_____	_____
OVERTIME	19934103099030	61210000	4,050.00	_____	_____	_____
PART-TIME HELP	19934103099030	61250000	19,000.00	_____	_____	_____
EMPLOYEE ALLOWANCES	19934103099030	61390000	4,050.00	_____	_____	_____

Priority Codes:
A. Crucial to program completion
B. Required for optimal program completion
C. Desirable to expand program services
D. Proposed new service/program
E. Discontinued/downsize service or program

_____   _____

Budget Manager Approval   Date

8) FEE SCHEDULES & GRANT BUDGETS

Place completed form(s) here.

Request for Division/Program Information

__Directions:__ Please read each question below and fill-in the corresponding box with the most current division/program information. When answering questions, consider your division's vision, established programs, special initiatives, participant/student data and accomplishments. When complete, please e-mail document to Joyce Akins at jakins@hcde-texas.org and cc: Gayla Rawlinson at grawlinson@hcde-texas.org. For questions, call Joyce Akins at x8292.

Division Information			
Division:		Year Established:	Number of Employees:
Primary Location:			Contact:
Main Phone:	( )	Main Web Address:	

	YES ☐	NO ☐	
Does your division provide external services?	YES ☐	NO ☐	How many clients do you serve annually?
Does your division receive assistance from tax funds?	YES ☐	NO ☐	If yes, how much?
Is your division grant funded?	YES ☐	NO ☐	If yes, how much?

Program Information					
Program Title:		Year Established:	Contact:		
Primary Location:			Secondary Location:		
Program Phone:	( )	How many participants does your program serve?			
Does your program provide external or internal services?	E ☐	I ☐	Does your program generate revenue?	YES ☐	NO ☐
Does your program work with school districts?	YES ☐	NO ☐	If yes, please list major ISDs.		
Does your program work with non-educational organizations?	YES ☐	NO ☐	If yes, please list major organizations.		

Division Vision and Purpose	
Explain the purpose of your division in five sentences or less	
Express the vision that guides your programming in three sentences or less	

Program Service	
Describe your primary clients (target pop) in two sentences or less	

Describe your services in 10 sentences or less	
Explain how clients benefit from your services in three sentences or less	
Describe a client's actual experience (in their words, if possible) with your division, in 15 sentences or less. Include any success stories	
Division Cost per Service – Space Not Limited	
List each service with an estimated cost and time needed for completion	
Provide how program fees are determined for a client	
Accessing Service – Each Row is Five Sentences or Less	
Explain products your division sales (i.e. books; curricula; tool kits)	
Explain how clients hear about your division's program services	
Explain how clients access and receive program services	

Explain payment to HCDE for program services	

Program Accomplishments	
Please list at least three division accomplishments (i.e. student outcomes, products, awards, certifications)	**1.** **2.** **3.** **4.** **5.**

Factors of Funder Identification	
Existing collaborations your division has that could help expand resources for the program	
Brief description of program requiring funding	
Existing/or special project where funding could improve program	
How funding would be used	
Estimate $ needed for implementation	

HCDE BUDGET PLANNING WORKBOOK
Budget Return Forms FY 2014

10) REPLACEMENT ASSETS SCHEDULE

List for FY 2013-14:

ABC-East	$9,075.98
ABC-West	3,733.66
Asst. Superintendent-Pitre	1,177.94
Business Support Services	4,798.00
Chief Information Officer	1,313.40
Communication & Public Information	6,934.08
Department Wide	4,437.23
Facilities-ABC NEast	646.95
Facilities-Support Services	102,864.30
Facilities-Support Services	13,442.12
Highpoint-East	11,614.15
Highpoint-North	12,971.32
Human Resources	10,070.70
Instructional Support Services	5,061.05
Purchasing Cooperatives	546.66
Records Management Services	56,876.91
Research & Evaluation	1,326.77
Resource Development	1,812.01
Technology Support Services	429,555.65
Texas Learns	1,199.90

Grants:

CASE	4,826.86
ECI	8,955.23
Head Start	91,890.18
Texas Virtual School Network	28,955.31
Total:	$814,086.36

Section 4-
Review & Coordination

HARRIS COUNTY DEPARTMENT OF EDUCATION
Business Services Division Contact List

BUSINESS OFFICE – 1ST FLOOR 6300 IRVINGTON

FAX Number: 713-696-0740

Jesus J. Amezcua, CPA - Assistant Superintendent for Business Services
Phone 713-696-1371

- Business Office, Purchasing & CSSS
- Financial Analysis & Board Agenda
- School Finance

Elisabeth Montes, Executive Assistant
Phone 713-696- 8249

- Week In Review
- Board Agenda / SFC Support
- Forms/Publications Support

Rosa Maria Torres, Chief Accounting Officer
Phone 713-696-1349

- Local, State & Federal Grants
- Business Services Manager
- Financial Statements, Investment Analysis

Laurie Pruett, Staff Accountant **Ext. 1370**	**Donee Moore, Head Start Accountant** **Ext. 8251**
- 21st Century & related CASE Grants - Financial Reporting & Analysis	- Head Start Grants - Financial Reporting & Analysis
Staff Accountant **Ext. 1370**	**Tom Nguyen, A/R Specialist** **Ext. 8248**
- Adult Ed & other misc. grants - Financial Reporting & Analysis	- Customer Invoicing, Cash Receipts - WMS payments & deposits-A/R
Sr. Accounting Clerk **Ext. 8246**	**Jeanette Johnson, Part-time** **Ext. 1372**
- Bank Reconciliations, Journal Entries, PA's - Budget Transfers, Financial Statements - TX Learns, TXVSN, & ECI - Financial Reporting & Analysis	- Deposits, Data Entry - Payroll Assistant

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Yvette Hamm, Accounting Manager
Phone 713-696-8240

- Payroll and Accounts Payable
- General Ledger

Kedra Johnson, Payroll Specialist **Ext. 8289**	**Deanna Garcia, Payroll Specialist** **Ext. 1747**
- Payroll Processing - Time Reports	- Payroll Processing - Time Reports
Lynette Howard, A/P Specialist- All Grants Except CASE **Ext. 1745**	**Iykeryia Smith, A/P Specialist General Fund & CASE Grant** **Ext. 8245**
- Check Processing-PAs & POs - Mileage & Travel Expense Reimbursement	- Check Processing-Payment Authorizations - Mileage & Travel Expense Reimbursement
Kellsa Christophe, A/P Specialist- General Fund & CASE Grant **Ext. 8244**	
- Check Processing- Purchase Orders	

HARRIS COUNTY DEPARTMENT OF EDUCATION
Business Services Division Contact List Continued

John Weber, Accounting & Reporting Compliance Officer
Phone 713-696-0749

- Financial Reporting & Analysis
- PAFR
- CAFR
- Risk Assessment
- Compliance

Teresa Coronado, Budget Analyst
Phone 713-696- 1344

- Work Flow Analysis ● Business Design ● Budget Process, Training & GFOA Book ● Investments ● Taxes

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PURCHASING – 2nd FLOOR 6300 IRVINGTON
FAX NUMBER: 713-696-0732

Jorgannie Garza, Director of Purchasing
Phone 713-696-8242

- Manages Purchasing Division
- CH Local Compliance
- Board Agenda - Expenditures over $25,000

Kendra Jackson, Buyer **Ext. 1744** • Formal (over $25/K) & Informal ($25/K & under) • RFPs, ITBs & Quotes • Monthly Board Agenda - Expenditure Contracts	**Elouise Lopez, Purchasing Clerk** **Ext. 1760** • Process Purchase Orders • Open New Credit Accounts • Support Internal Purchasing Department
Maya Thornton, Buyer **Ext. 2112** **Procurement Manager** • P-Card Administration • eBid Administration • Requests for Proposals • Board Agenda Items • Website Updates • Training	**Enrique Kladis,** **Ext. 1386** **Procurement Coordinator** • Requisition/Purchase Order Processing • RFPs, ITBs & Quotes • Contracts • Board Agenda Items

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SAFE & SECURE SCHOOLS – 2nd FLOOR 6300 IRVINGTON

Laurie Shah, Emergency Mgmt Specialist Ext. 1772
- Emergency Planning, Response & Recovery
- Training and Exercises
- Outreach

Abbott Tellis, Comm. Tech Specialist   Ext. 3142
- Safe School Plans
- CSSS applications administration
- CSSS internet administration

Rosie Flores, CERT Coordinator   Ext. 1778
- Coordinator of TEEN CERT program in area schools

John E. Wilson, Senior Consultant for Center for Safe & Secure Schools
Phone 713-696-1305
• Provide consultant services in school safety as requested by HCDE Superintendent and participating school Districts
• Engage school superintendents in Harris County area in the support of the Center for Safe and Secure Schools
• Represent the Center for Safe and Secure Schools at selected professional meetings and activities
• Training and Exercises

MOST E-MAIL ADDRESSES are first name initial & last name @ hcde-texas.org unless noted otherwise.

Section 5- Adoption

HCDE BUDGET PLANNING WORKBOOK
Budget Adoption Information

GOAL-TO PRESENT THE PROPOSED BUDGET FOR ADOPTION
AT THE JUNE 2013 BOARD MEETING

At the December 18, 2012 Board meeting, the budget calendar was adopted showing the tentative adoption of the FY 2013-14 Budget on June 18, 2013.

Should activities in the State Legislature every odd year when it is in session, or other unforeseen issues arise that affect the budget process, the Budget may be presented to the Board at a later date.

Budgeting is a year-round activity, from the proposed budget estimates to the final amended budget and expenditures in the annual financial report.

Budgeting, implementation, and project performance are the responsibilities of the budget manager. The budget is a managerial tool. Planning is the key to successful budgeting.

Once the Planning, Preparation & Submission, and Review & Coordination phases of the budget process have been completed, the HCDE budget is ready for Adoption.

Administration presents an official budget to the Board of Trustees annually at the June or July board meetings for approval for the succeeding fiscal year beginning September 1. The operating budget includes proposed expenditures and the means of financing them (estimated revenues). The budget is presented in relation to Department and division goals, and highlights of the budget are discussed in the Executive Budget Summary report in the Budget Book. Final budget allocations are formally approved by the Board, which subsequently establishes a tax rate sufficient to support the approved budget.

Throughout the fiscal year, the budget will probably need to be amended because of changes in program needs or identification of previously unidentified expenditures. Budget amendments are presented at each regularly-scheduled meeting of the Board of Trustees.

All General Fund budget appropriations lapse at fiscal year end, August 31.

BUDGET RESPONSIBILITY
Budget managers are responsible for the accuracy and reasonableness of their estimates, for amending their budget in advance of incurring expenditures, amending their budgets as circumstances and program needs change, and for the final results of their budget.

Budgets are controlled by the budget manager and expenditures may not legally exceed appropriations.

Section 6-Implementation

HCDE BUDGET PLANNING WORKBOOK
Time and Effort Reporting—All Federally Funded Employees

Time and Effort Reporting is a requirement applying to all federally-funded grants. HCDE has determined that it is in its best interest to implement this system for all personnel paid by federal grants. Divisions with federal grants should complete the Time and Effort format most appropriate to their situation; the forms should be held on file in the Division.

During FY 2013-14 all federal grant Budget Managers should ensure that an appropriate reporting instrument and process for their budget(s) is being used. Contact Business Services if you need any assistance.

SINGLE SOURCE
Where employees are expected to work solely on a single Federal award or cost objective, charges for their salaries and wages will be supported by periodic certifications that the employees worked solely on that program for the period covered by the certification. These certifications will be
- prepared at least semi-annually and
- will be signed by the employee or supervisory official having first-hand knowledge of the work performed by the employee.

SPLIT FUNDED
Where employees work on multiple activities or cost objectives, a distribution of their salaries or wages will be supported by personnel activity reports or equivalent documentation that meets the following standards:
1) They must reflect an after-the-fact distribution of the actual activity of each employee,
2) They must account for the total activity for which each employee is compensated,
3) They must be prepared monthly and coincide with one or more pay periods, and
4) They must be signed by the employee.

Budget estimates or other distribution percentages determined before the services are performed do not qualify as support for *Time and Effort* to Federal awards.

IMPORTANT-MATCHING FUNDS REQUIREMENTS
Salaries and wages of employees used in meeting cost sharing or matching require-ments of Federal awards must be supported in the same manner as those claimed as allowable costs under Federal awards in that Time and Effort paperwork must be completed.

SOURCE: OMB Circular A-87, Cost Principles for State, Local and Indian Tribal Governments, Attachment B: Selected Items of Cost, h. Support of Salaries and Wages.

HCDE BUDGET PLANNING WORKBOOK
Purchase of Capital Assets Budgeted for the Current Year

Purchases of capital assets are approved during the budget process, when a budget is approved, or in the application process when a federal grant has been approved and awarded to the Department.

In order for capital items to be used to their maximum productivity, they should be purchased <u>as soon as possible</u> once the budget has been approved. Budgets will be reviewed mid-year. If you have not purchased your capital outlay, you will be asked for justification and these funds may be re-directed.

Section 7- Monitoring

HCDE BUDGET PLANNING WORKBOOK
Review Budget Reports Monthly

Budget Managers should have access to your budget reports on the Pentamation financial system, and have the security clearance to run the following reports from your computer:

- Detail Revenue Status Report
- Detail Expenditure Status Report
- Revenue Audit Trail Report
- Expenditure Audit Trail Report

Instructions for printing these reports are at **HCDE Portal: \Business Services\Reports**.

The status reports are line item total reports and the audit trail reports are line item detail reports. Business Services closes the monthly books on the second working day of the following month.

Budget managers should run their Budget reports monthly. The Pentamation financial system is a real time system, and information is updated daily. Therefore, reports may also be run any time you want to see the current status of your budget.

After running your monthly reports, use the following review process:

1) Check if there are any 'over budget' accounts. An account may be 'over budget' if the total of expenditures plus encumbrances is greater than the budgeted amount any time during the fiscal year. Refer to payroll and expenditures account examples on the following pages.

2) Review all transactions to ensure that they are correctly coded.

3) If a transaction is coded incorrectly, make a copy of the report page, highlight the transaction, and write the correct account number right on the report page near the transaction. Send to staff accountant for correction.

4) If a budget adjustment is necessary, complete the Budget Adjustment Request form using the instructions in this WORKBOOK, obtain the required signatures, and send to Business Office for processing.

The biggest challenge of monitoring a budget is knowing when specific expenditures should appear in the budget and what to do if they do not appear. Business Services Division is here to answer any questions or solve any budget problems.

Budget managers are primarily responsible for ensuring that their budget(s) expenditures do not exceed the budgeted amount.

HCDE BUDGET PLANNING WORKBOOK
Budget Analysis Example – Payroll Account

GIVEN: Sample line item from the EXPENDITURE STATUS REPORT at January 31 (The DETAIL EXPENDITURE STATUS REPORT does not show the 'percent' column.)

Correct Budget Example

ACCOUNT	TITLE	BUDGET	PERIOD EXPEND	ENCUMB OUTSTAND	Y T D EXPEND	AVAILABLE BALANCE	YTD/ BUD
61190000	SALARY-PROF STAFF	48,403.00	2,029.22	0.00	20,059.44	28,343.56	**41.41**

Refer to the MONTHLY PERCENTAGE TABLE below and you see that the percent at January 31 is **42**% and it agrees with the STATUS REPORT amount of **41.41**. It appears this account is OK so far.

Over-Budget Example

ACCOUNT	TITLE	BUDGET	PERIOD EXPEND	ENCUMB OUTSTAND	Y T D EXPEND	AVAILABLE BALANCE	YTD/ BUD
61190000	WAGES-SUPPORT STAFF	28,416.00	859.66	0.00	17,602.35	10,813.65	**61.9**

Refer to the MONTHLY PERCENTAGE TABLE below and you see that the percent at January 31 is **42**% and it does NOT agree with the STATUS REPORT amount of **61.9.** It appears that this account is going to be significantly over-spent by the end of the year if the rate of payroll costs charged to this budget stays the same over the year. There is possibly the need to amend the budget.

Some things you can do include checking your proposed budget submission to make sure the correct staffs are charged to this account, checking account detail to make sure the correct staff are charged to the correct code, and call John Weber for assistance.

MONTHLY PERCENTAGE TABLE		
MONTH & PENTAMATION SYSTEM PERIOD		**PERCENT**
September	Period 1	8%
October	Period 2	17%
November	Period 3	25%
December	Period 4	33%
January	**Period 5**	**42%**
February	Period 6	50%
March	Period 7	58%
April	Period 8	67%
May	Period 9	75%
June	Period 10	83%
July	Period 11	92%
August	Period 12	100%

HARRIS COUNTY DEPARTMENT OF EDUCATION
EXPENDITURE STATUS REPORT

SELECTION CRITERIA: orgn.orgn4='050'
ACCOUNTING PERIOD: 5/13

SORTED BY: FUND,BUDGET MANAGER,FUNCTION,ACCOUNT
TOTALED ON: FUND,BUDGET MANAGER,FUNCTION
PAGE BREAKS ON: FUND,BUDGET MANAGER

FUND-1993 GENERAL FUND
BUDGET MANAGER-050 BUSINESS SERVICES
FUNCTION-41 GENERAL ADMINISTRATION

ACCOUNT	- - - TITLE - - - -	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
61190000	SALARY-PROF STAFF	677,351.00	27,973.44	.00	251,174.84	426,176.16	37.08
61210000	OVERTIME	6,700.00	.00	.00	.00	6,700.00	.00
61250000	PART-TIME HELP	25,000.00	487.44	.00	6,722.61	18,277.39	26.89
61290000	WAGES-SUPPORT STAFF	307,174.00	12,636.86	.00	113,731.74	193,442.26	37.03
61390000	EMPLOYEE ALLOWANCES	52,850.00	2,135.42	.00	19,218.78	33,631.22	36.36
61410000	FICA/MEDICARE	68,869.00	3,160.75	.00	25,370.31	43,498.69	36.84
61420000	GROUP HEALTH & LIFE INS	39,780.00	1,655.20	.00	15,912.56	23,867.44	40.00
61430000	WORKERS COMPENSATION	8,233.00	293.47	.00	2,822.16	5,410.84	34.28
61450000	UNEMPLOYMENT COMP	3,728.00	133.79	.00	1,206.04	2,521.96	32.35
61460000	TRS	2,861.00	.00	.00	.00	2,861.00	.00
61470000	TRS-CARE ADMIN FEE	5,505.00	224.09	.00	2,090.78	3,414.22	37.98
61490000	EAP	303.00	12.11	.00	114.26	188.74	37.71
62110000	LEGAL SERVICES	.00	330.00	.00	374.00	-374.00	.00
62120000	AUDIT SERVICES	45,000.00	.00	20,700.00	2,750.00	21,550.00	52.11
62190000	PROFESSIONAL SERVICES	2,000.00	.00	.00	.00	2,000.00	.00
62190038	CONSULTANTS-SFC	12,000.00	.00	.00	.00	12,000.00	.00
62480000	CONTR M&R-EQUIPMENT	1,000.00	.00	.00	.00	1,000.00	.00
62490000	CONTR MAINT & REPAIRS	2,000.00	.00	.00	.00	2,000.00	.00
62560000	TELEPHONES,CELL & PAGERS	2,600.00	.00	.00	1,095.67	1,504.33	42.14
62650000	RENTAL SPACES-EVENTS	1,000.00	.00	.00	.00	1,000.00	.00
62900000	OTHER CONTRACTED SVCS	10,000.00	.00	.00	9,822.00	178.00	98.22
63290000	READING MATERIALS	6,000.00	.00	1,810.00	3,306.42	883.58	85.27
63930002	NEW PURCH-TECH<$5,000	5,000.00	.00	.00	.00	5,000.00	.00
63950000	COPIER CHARGES	8,000.00	.00	.00	3,917.70	4,082.30	48.97
63960000	PRINTING & FORMS	11,324.00	-13.00	1,378.14	1,622.88	8,322.98	26.50
63970000	SOFTWARE PURCHASES	1,400.00	.00	.00	1,146.97	253.03	81.93
63990000	GEN SUPPLIES & MATERIALS	22,700.00	4,213.85	307.46	8,824.37	13,568.17	40.23
64110000	EMPL TRAVEL-LODGING	8,000.00	.00	.00	86.25	7,913.75	1.08
64120000	EMPL TRAVEL-MEALS	2,200.00	.00	.00	54.00	2,146.00	2.45
64130000	EMPL TRVL-TRANSPORTATION	3,000.00	.00	.00	189.27	2,810.73	6.31
64140000	EMPL TRVL-CONF REG & FEE	8,000.00	.00	.00	.00	8,000.00	.00
64150000	BUSINESS MEETING MEALS	2,500.00	154.34	.00	2,021.20	478.80	80.85
64150038	BUSINESS LUNCHS-SFC	3,000.00	680.00	.00	1,575.77	1,424.23	52.53
64170000	LOCAL DAILY MILEAGE	500.00	16.65	.00	25.53	474.47	5.11
64180000	REFRESHMENTS MEETINGS	500.00	.00	.00	29.58	470.42	5.92
64180038	REFRESHMENTS-SFC	1,000.00	.00	.00	74.89	925.11	7.49
64910000	RECORDS MGMT FEES	2,600.00	295.36	.00	1,074.01	1,525.99	41.31
64940000	WORKSHOP REG & FEES	10,000.00	.00	1,680.00	804.00	7,516.00	24.84
64950000	AWARDS RECOGNITION	500.00	.00	.00	.00	500.00	.00
64960000	ADV, BIDS & NOTICES	12,000.00	295.78	.00	11,117.92	882.08	92.65
64970000	MEMBRSHP DUES & LICENSIN	4,000.00	.00	.00	1,863.00	2,137.00	46.58
64980000	POSTAGE	7,000.00	148.49	.00	1,563.61	5,436.39	22.34
64990000	MISC OPERATING COSTS	14,100.00	37.50	.00	993.38	13,106.62	7.05
64990038	MISC COST-MEETINGS-SFC	3,000.00	.00	.00	166.06	2,833.94	5.54
	TOTAL GENERAL ADMINISTRATION	1,410,278.00	54,871.54	25,875.60	492,862.56	891,539.84	36.78

Annotation (left, pointing to YEAR TO DATE EXP): This is 37% of $677,351. It corresponds between Period 4 at 33% and Period 5 at 42%.

Annotation (top, pointing to AVAILABLE BALANCE -374.00): When budgeting, please consider .

Section 8- Evaluation

HCDE BUDGET PLANNING WORKBOOK
Budget Amendment Procedures

Introduction
A budget is an estimate of planned expenditures and expected revenues. Many changes can take place between estimating for the proposed budget in March and April and the start of the new fiscal year in September. Program and operational changes will mean budget changes. These changes to the budget are made in the form of budget amendments. **Always use the most recent version of the Budget Amendment Request Form on the Portal/Divisions/Business Services/Forms/Budget Forms**.

Responsibility for budget development and budget performance rests with the budget managers.

When to Prepare a Budget Amendment
It is essential, for <u>planning</u> and <u>control</u> and <u>management objectives</u>, to revise the budget as it becomes necessary. Budget amendments should be processed if one of the following occurs:

1. An expenditure is greater than estimated, causing the account to be overdrawn.
   EXAMPLE: You budgeted $500 for registration for you and your staff to attend a workshop. When the registration materials arrive, you notice that the fee is $600. Prepare a budget amendment increasing your registration account budget by $100 to the budget in this account and reducing $100 by transferring from another account in the budget.

2. The program plan for your division has changed, resulting in the need to move funds from one account to another and add new accounts.
   EXAMPLE: You originally appropriated $2,000 in your budget to pay a temporary agency for help needed during your busy time of the year. Consequently, you and your staff agree to work the overtime and, thereby, not have to spend the $2,000 in temporary or contracted services. Prepare a budget amendment to reduce the temporary staff account from $2,000 to $0 and increase your overtime account by the amount needed. If there is any difference in amount, it may be applied to another budget account where money is needed.

3. You have requests from customers to provide more services than you had originally anticipated.
   EXAMPLE: Client ISD requests to participate in the HighPoint program. The budget was been prepared prior to this request. A budget amendment should be prepared to increase the estimated revenues <u>and</u> to increase account budgets to cover the additional expenditures that will result from serving more students.

4. Your program is reduced, resulting in both your estimated revenues and budgeted expenditures (appropriations) being less than originally budgeted.
   EXAMPLE: A contract with a school district to provide special education services is not renewed. Prepare a budget amendment to decrease both the estimated revenue account(s) and the applicable appropriations of the expenditure accounts to reflect the reduction in budgeted services.

HCDE BUDGET PLANNING WORKBOOK
Budget Amendment Procedures

<u>Budget Amendment Approval Signature Requirements</u>
Budget amendments for locally-funded budgets are always signed by the budget manager and by Business Services. Most amendments are done to cover unexpected expenditures or to move funds to a newly-created account code. These amendments do not increase or decrease the total local budget and will not require Board approval. They may be entered into the General Ledger upon receipt in the Business Office and approval by the Assistant Superintendent for Business Services. .

Some budget amendments, however, require special approval, as follows:

1. Board approval is required if the budget amendment increases or decreases the total estimated revenues or budgeted expenditures (appropriations) of a line item or account budget or if a new source of revenue is identified for the Division/Department.

2. Director of Technology (or designee) approval is required if the budget amendment increases or decreases a capital outlay account related to computer equipment or other technology equipment or software.

3. Executive Director of Human Resources approval is required if the budget amendment increases or decreases a payroll related account (61XX accounts).

4. If the budget is state- or federally-funded, the budget amendment must be approved by grantor agency <u>before</u> it can go the HCDE board for approval. Refer the application and amendment instructions.

5. Superintendent approval is required anytime funds are appropriated from fund balance--before it goes to the HCDE board for approval. Each request is reviewed for merit and need.

6. In addition, check with your Executive Team supervisor to see if your budget amendments require their approval/signature.

<u>Backup Required</u>
Attach a copy of your current <u>Detail Expenditure Status Report</u> to your Budget Amendment Request form. Highlight the line items on the Status Report being amended.

HCDE BUDGET PLANNING WORKBOOK
Budget Amendment Procedures

Amendment Guidelines for State and Federal Grants through TEA
Budget managers may transfer within the approved budget to meet unanticipated required expenditures and to make limited changes to the previously approved budget. However, certain types of changes require prior approval from TEA.

An amendment is necessary when:

- the proposed revision would result in the need for additional funding.

- except as noted in the guidelines for specific programs, cumulative transfers among direct cost categories exceed (at any time during the grant period) 25%* of the total current approved budget for the program. The cumulative total is defined as the total amount of additions to any class-object code not including deletions.

    * Check your grant for the applicable percentage.

- any transfer of funds allotted for training costs, i.e. from direct payments to trainers to other expense categories.

- any budget amendment to a grant containing construction costs.

- any revision to the scope or objectives of the grant (regardless of the necessity of an amendment to the associated budget)

- a request to extend the period of the grant.

- an increase in the quantity of capital outlay items requested.

- an increase/decrease in the number of positions approved on Schedule #3B-Payroll Costs.

- adding an item which requires prior approval.

- adding a new class/object code not previously budgeted.

- any other unspecified reason.

Under no circumstances may the total expenditures exceed the total amount approved. Also, budget amendments must be approved by TEA and the notice of grant award (NOGA) from TEA received in Business Services <u>before</u> they are presented to the HCDE Board for approval.

HCDE BUDGET PLANNING WORKBOOK
Budget Amendment Procedures

<u>Processing a Budget Amendment</u>
The budget manager initiates the budget amendment.

- If the amendment does not require one of the 'special approvals' listed above, forward it directly to the Chief Accounting Officer.

- If the budget amendment requires 'special approval' (as previously described), it should be forwarded to the appropriate director, who will forward it to Business Services once approved.

- If the budget amendment requires HCDE Board approval, forward it to the Business Services in plenty of time for it to be included in the Budget Amendment Report for the next board meeting agenda. Check the Business Services monthly calendar for due dates.

Business Services will review the budget amendment to assure that appropriate approvals have been obtained, that the budget codes are correct, and that adequate funds are available for any accounts being decreased.

HCDE BUDGET PLANNING WORKBOOK
Instructions for Completing the
<u>Budget Amendment Request Form</u>

NOTE: **Use the most current version of the form from the Portal/Divisions/Business Services/Form/Budget Forms**

Fill in all the appropriate sections of the Budget Amendment Request Form so the request can be processed as smoothly and quickly as possible.

Division/ Budget: Type the name of your division and budget. Example: *CASE-After School Partnership Program*

Fiscal Year: Type the current budget fiscal year.

Business Posting Date: BUSINESS SERVICES WILL COMPLETE

Business Tracking Number: BUSINESS SERVICES WILL COMPLETE

Budget Code/ Account: Enter your account number under the appropriate headings. This form reflects the Pentamation account code structure.

Account Description: Enter account description from your Budget Report.

CHECK HERE: Fund Balance Appropriation? Check if this is a Fund Balance appropriation.

New Code? Check here if this is a new account code-not already on your budget report.

ORIGINAL BUDGET: From your budget report, enter the current budget amount.

INCR(DECR): Use whole dollar amounts only-<u>not dollars and cents</u>-when entering amounts under the "Increase" (Decrease)" column.

REVISED BUDGET Enter the result of the addition or subtraction of your current budget amount plus or minus your amendment amount.

Explanation: Reason for the amendment: transfer of funds, new funding source, additional funds received, etc. For example, "Transfer funds to cover anticipated travel expenses."

HCDE BUDGET PLANNING WORKBOOK
Instructions for Completing the
<u>Budget Amendment Request Form</u>, continued

Budget Manager	The signature of the division budget manager or his designee is required. This signature is the one authorized on the <u>Signature Authority Form</u> on file
Approval:	with Business Services.
/Date:	Date the request is sent.
Other Approval:	Amendments to payroll costs (61XX): Executive Director of HR Amendments to technology/assets codes: Director of Technology 　　　(6393XXX2, 6394XXX2, 6636XXXX, and 6646XXXX) Amendments from fund balance: Superintendent or designee
/Date:	Date of "Other Approval" signature
Budget Review:	Signature approval by the Chief Accounting Officer
/Date:	Date of 'Chief Accounting Officer' signature
CFO Approval:	Signature of approval by the Asst. Superintendent for Bus.(or designee) BUSINESS SERVICES WILL COMPLETE
/Date:	Date of 'Asst. Superintendent for Business Services' signature
Board of	**Required, Yes? No?** If yes, amendment will go on the <u>Budget Amendment Report</u>.*
Trustees Approval:	Date: Date of Board meeting. BUSINESS SERVICES WILL COMPLETE

* The Budget Amendment will not be signed or processed until it is approved by the Board.

Questions about budget amendments and this form should be directed to Teresa Coronado at extension 1344.

HARRIS COUNTY DEPARTMENT OF EDUCATION
Budget Amendment Request Form

*Submit **two copies of BA form** * - along with a **copy of your Detail Expenditure Status Report** for backup-to Business Services.*

Division/Budget:									Fiscal Year: **FY 2013-14**	Business Posting Date:		Business Tracking Number:	
BUDGET CODE						**ACCOUNT**			CHECK HERE: Fund Balance Appropriation?	CHECK HERE: New Code?	**ORIGINAL BUDGET**	**INCR (DECR)** (Round to whole dollar)	**REVISED BUDGET**
Fund Code	Fiscal Year	Func-tion	Loca-tion	Pro-gram	Budget Mgr	Class Object	Sub-Object	Account Description					
											$ -	$ -	$ -
											$ -	$ -	$ -
											$ -	$ -	$ -
											$ -	$ -	$ -
											$ -	$ -	$ -
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											$ -	$ -	$ -
											$ -	$ -	$ -
											$ -	$ -	$ -
								Totals:			$ -	$ -	$ -

Explanation: *Please provide a detailed explanation below. Attach additional sheets if necessary.*

Budget Manager Approval Signature:	Other Approval:	Budget Review:	Asst Superintendent Approval:	Board of Trustees Approval : Required? __YES ___NO
Date:	Date:	Date:	Date:	Date:

* ORIGINAL: Business Support Services
  COPY: If provided, Business Support Services will return Copy to Originator after processing.

Section 9-
Board Policies
Applicable to Budget
Process

All Trustees, employees, vendors, contractors, consultants, volunteers, and any other parties who are involved in the Departments financial transactions shall act with integrity and diligence in duties involving the Departments fiscal resources.

Note: See the following policies and/or administrative regulations regarding conflicts of interest, ethics, and financial oversight:

- Code of ethics:

  for Board members—BBA
  for employees—DH

- Financial conflicts of interest:

  for public officials—BBFA
  for all employees—DBD

- Financial conflicts involving federal funds: CBB

- Systems for monitoring the Departments investment program: CDA

- Budget planning and evaluation: CE

- Compliance with accounting regulations: CFC

- Activity fund management: CFD

- Criminal history record information for employees: DC

- Disciplinary action for fraud by employees: DCD, DCE, and DF series

- No retaliation: DG

FRAUD AND FINANCIAL IMPROPRIETY

The Department prohibits fraud and financial impropriety, as defined below, in the actions of its Trustees, employees, vendors, contractors, consultants, volunteers, and others seeking or maintaining a business relationship with the Department.

DEFINITION

Fraud and financial impropriety shall include but not be limited to:

1. Forgery or unauthorized alteration of any document or account belonging to the Department.

2. Forgery or unauthorized alteration of a check, bank draft, or any other financial document.

3. Misappropriation of funds, securities, supplies, or other Department assets, including employee time.

4. Impropriety in the handling of money or reporting of Department financial transactions.

5. Profiteering as a result of insider knowledge of Department information or activities.

6. Unauthorized disclosure of confidential or proprietary information to outside parties.

7. Unauthorized disclosure of investment activities engaged in or contemplated by the Department.

8. Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the Department, except as otherwise permitted by law or District policy. [See DBD]

9. Inappropriately destroying, removing, or using records, furniture, fixtures, or equipment.

10. Failing to provide financial records required by state or local entities.

11. Failure to disclose conflicts of interest as required by law or Department policy.

12. Any other dishonest act regarding the finances of the Department.

FINANCIAL CONTROLS AND OVERSIGHT	Each employee who supervises or prepares Department financial reports or transactions shall set an example of honest and ethical behavior and shall actively monitor his or her area of responsibility for fraud and financial impropriety.
FRAUD PREVENTION	The Superintendent or designee shall maintain a system of internal controls to deter and monitor for fraud or financial impropriety in the Department.
REPORTS	Any person who suspects fraud or financial impropriety in the Department shall report the suspicions immediately to any supervisor, the Superintendent or designee, the Board President, or local law enforcement. Reports of suspected fraud or financial impropriety shall be treated as confidential to the extent permitted by law. Limited disclosure may be necessary to complete a full investigation or to comply with law. All employees involved in an investigation shall be advised to keep information about the investigation confidential.
PROTECTION FROM RETALIATION	Neither the Board nor any Department employee shall unlawfully retaliate against a person who in good faith reports perceived fraud or financial impropriety. [See DG]
FRAUD INVESTIGATIONS	In coordination with legal counsel and other internal or external departments or agencies, as appropriate, the Superintendent, Board

President, or a designee shall promptly investigate reports of potential fraud or financial impropriety.

RESPONSE
If an investigation substantiates a report of fraud or financial impropriety, the Superintendent or designee shall promptly inform the Board of the report, the investigation, and any responsive action taken or recommended by the administration.

If an employee other than the Superintendent is found to have committed fraud or financial impropriety, the Superintendent or designee shall take or recommend appropriate disciplinary action, which may include termination of employment. If a contractor or vendor is found to have committed fraud or financial impropriety, the Department shall take appropriate action, which may include cancellation, of the Department's relationship with the contractor or vendor.

When circumstances warrant, the Board, Superintendent, or designee may refer matters to appropriate law enforcement or regulatory authorities. In cases involving monetary loss to the Department, the Department shall seek to recover lost or misappropriated funds.

The final disposition of the matter and any decision to file a criminal complaint or to refer the matter to the appropriate law enforcement or regulatory agency for independent investigation shall be made in consultation with legal counsel.

ANALYSIS OF FRAUD
After any investigation substantiates a report of fraud or financial impropriety, the Superintendent or designee shall analyze conditions or factors that may have contributed to the fraudulent or improper activity. The Superintendent or designee shall ensure that appropriate administrative procedures are developed and implemented to prevent future misconduct. These measures shall be presented to the Board for review.

FISCAL YEAR	The Department shall operate on a fiscal year beginning September 1 and ending August 31.
SCHEDULES	The Superintendent, Assistant Superintendent – Business Services or designee shall supervise the development of a budget calendar and a specific plan for budget preparation. The budget schedule shall include time lines for designated individuals or groups to submit budget proposals.
BUDGET PLANNING	Budget planning shall be an integral part of overall program planning so that the budget effectively reflects the Department's programs and activities and provides the resources to implement them. In the planning process, general Departmental goals, specific program goals, and alternatives for achieving program goals shall be considered. Budget planning and evaluation are continuous processes and should be a part of each month's activities.
BUDGET MEETING	The annual public meeting to discuss the proposed budget shall be conducted as follows:

1. The Board President shall request at the beginning of the meeting that all persons who desire to speak on the proposed budget sign up on the sheet provided.

2. Prior to the beginning of the meeting, the Board may establish time limits for speakers.

3. Speakers shall confine their remarks to the appropriation of funds as contained in the proposed budget.

4. No Trustee, officer or employee of the Department shall be required to respond to questions during the meeting from speakers or the public.

TAX RATE MEETING	The annual public meeting to discuss the proposed tax rate shall be conducted as follows:

1. The Board President shall request at the beginning of the meeting that all persons who desire to speak on the proposed tax rate sign up on the sheet provided.

2. Prior to the beginning of the meeting, the Board may establish time limits for speakers.

3. Speakers shall confine their remarks to the appropriation of funds as contained in the proposed the tax rate.

No officer or employee of the Department shall be required to respond to questions from speakers during the meeting.

AUTHORIZED EXPENDITURES	The adopted budget provides authority to expend funds for the purposes indicated and in accordance with state law, Board policy, and the Department's approved purchasing procedures. The expenditure of funds shall be under the direction of the Superintendent, Assistant Superintendent–Business Services or appropriate designee(s) who shall ensure that funds are expended in accordance with the adopted budget.
BUDGET AMENDMENTS	The budget shall be amended when a change in expenditures is made between or among divisions increasing/decreasing revenue object accounts and other resources.
FINANCIAL REPORTS AND STATEMENTS	The Assistant Superintendent Business Services or the department's designee shall be responsible for preparation of an annual financial statement that shows the following for each fund subject to its authority during the fiscal year:

1. The total receipts of the fund, itemized by source of revenue, including taxes, assessments, service charges, grants of state money, gifts, or other general sources from which funds are derived;

2. The total disbursements of the funds, itemized by the nature of the expenditure; and

3. The balance in the fund at the close of the fiscal year.

ANNUAL AUDIT	The Board shall have the Department's fiscal accounts audited annually, at Department expense, by a Texas certified or public accountant holding a permit from the State Board of Public Accountancy. Prior to the audit engagement, the Board shall require any auditor or auditing organization proposing to perform this audit to provide a written proposal or an engagement letter.

The audit report shall include financial statements and shall indicate whether those statements are presented in accordance with generally accepted accounting principles. The report shall contain either an expression of opinion regarding the financial statements, taken as a whole, or an assertion that an opinion cannot be expressed. When an overall opinion cannot be expressed, the reasons therefore shall be stated.

In an effort to provide adequate cash flow for HCDE operations, the Department shall maintain an unassigned fund balance equal to a minimum of two months of operations costs.

This amount would be determined by first adding budgeted operations and maintenance costs plus debt service requirements. This total would be divided by 12 and then multiplied by two to calculate the two months operating costs requirements.

ORDER OF EXPENDITURE	The order of spending and availability is to reduce restricted, committed, assigned, and then unassigned funds. Negative amounts are not reported for restricted, committed, or assigned funds in any fund.

DEFINITIONS	Fund balance shall mean the gross difference between governmental fund assets and liabilities reflected on the balance sheet.

The fund balance of the general fund, one of the governmental fund types, is of primary significance because the general fund is the fund which finances most functions of the Department.

The five classifications of fund balance of the general fund include:

NONSPENDABLE FUND BALANCE

1. **Nonspendable fund balance** shall mean that portion of the gross fund balance that is not expendable (such as inventories) or is legally earmarked for a specific use such as the self funded reserves program.

   Example of fund balance reserves for which fund balance is not available for financing general operating expenditures are:

   a. Inventories

   b. Prepaid items

   c. Deferred expenditures

   d. Self funded risk management programs

   e. Long term receivables

   f. Outstanding encumbrances

RESTRICTED FUND BALANCE

2. **Restricted fund balance** includes amounts constrained to a specific purpose by the provider, such as grantor.

   a. Federal or state granting agency (i.e. CASE, Adult Education, ECI, Head Start)

   b. Construction funds (QZAB, PFC)

   c. Retirement of long term debt

COMMITTED FUND BALANCE

3. **Committed fund balance** shall mean that portion of the fund balance that is constrained to a specific purpose by the Board of Trustees.

ASSIGNED FUND BALANCE

4. **Assigned fund balance** shall mean that portion of the fund balance that is spendable or available for appropriation but has been tentatively earmarked for some specific purpose by the Board of Trustees and/or the Superintendent.

In current practice, such plans or intent may change and never be budgeted or result in expenditures in future periods of time. Examples of assigned fund balances which the department may have tentative plans for expenditures in future period include:

a. Capital replacement (expenditures for equipment, furniture, software)

b. Building construction, repair and renovation

c. Insurance deductibles

d. Claims and judgments

e. Employee retirement leave reserves

f. Expansion and moving costs

g. Program start up costs

h. Debt service reduction

i. Other legal uses

UNASSIGNED FUND BALANCE

5. **Unassigned fund balance** includes amounts available for any legal purpose. This portion of the total fund balance in the general fund is available to finance operating expenditures.

Unassigned fund balance shall mean the difference between the total fund balance and the total of the nonspendable fund balance restricted fund balance, committed fund balance and assigned fund balance.

Original Adoption: 4/19/05
Revision(s):   10/21/08
6/16/09
12/14/10
4/19/11

**Revenues
are generated through**
(1) Billings
    a. Fees
    b. Grants
(2) Taxes
(3) Other

**General System's design
and framework to meet
Equalization Mandate**

How do we
capture this
data?

Expenditures are spent
Either through
(1) Grant
    reimbursement or
(2) budget
    appropriation

**HCDE Member
Districts**
receive benefit
THROUGH

Direct Benefit
Indirect Benefit

(1) Product
(2) Service

Performance Measures ....
By Program
    By Savings
        By District

Equalization Mandate
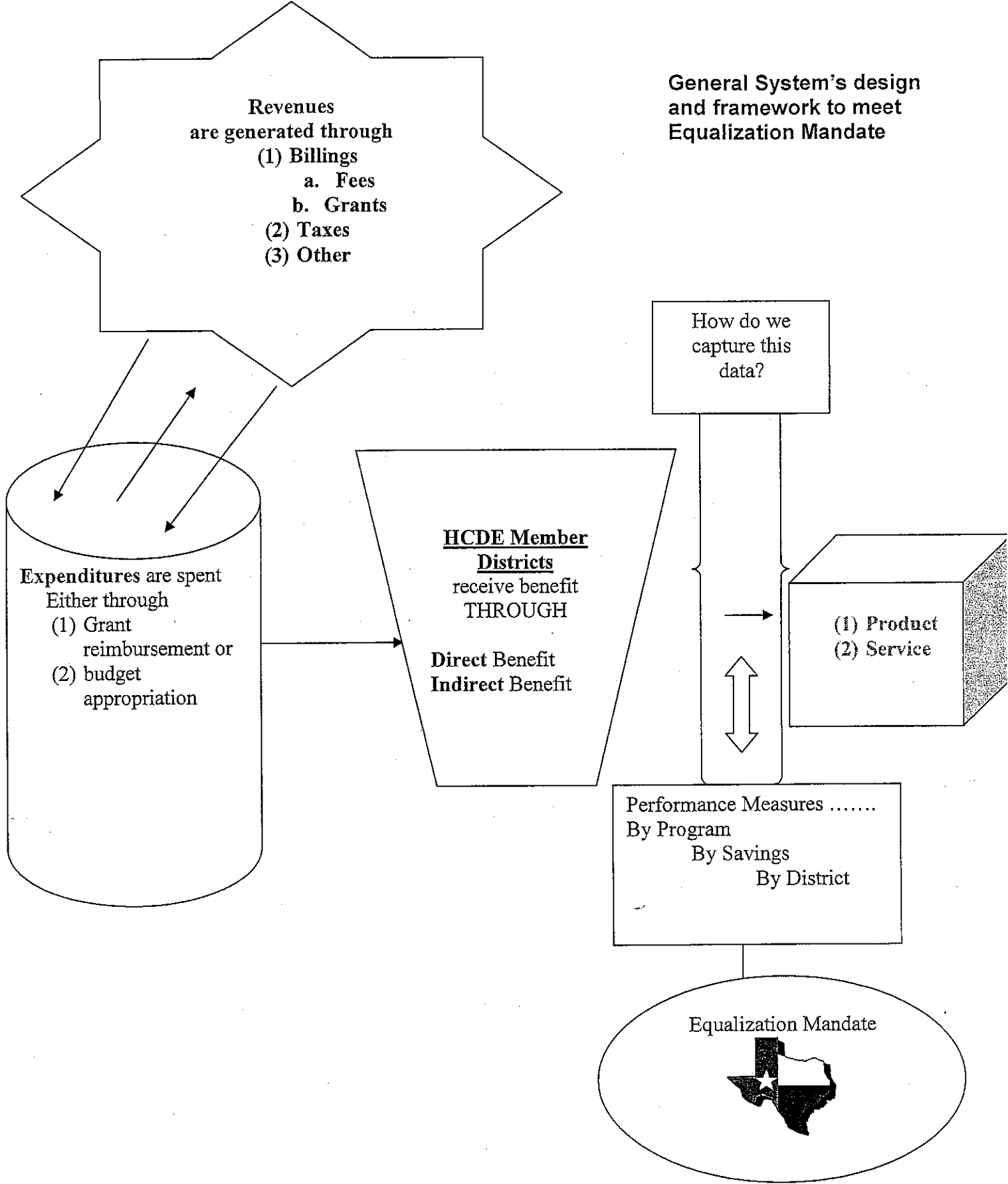
Source:

Harris County Department of Education Statutory Mandate

(1) To provide opportunities to promote education in Harris County

How By leveraging local funds to promote and enhance educational services across the county in terms of grants, programs, and services

(2) To utilize equalization funds to equalize education costs across Harris County

How By providing a series of direct student services including, special education services, early education and intervention programs, adult education services, teacher training and professional development services. Direct student services are supplemented by a number of support programs including records management services, technology services, safe and secure school services, fiscal accountability services, facility services, and other specialized cooperatives designed to meet school district needs.

Purpose:

This process is being identified to enhance the accountability and efficiency of each division and department.

New Goal the design and implementation of a system's framework that will account for HCDE's programmatic performance measures and economic benefits to member districts

Resources:

Each division is charged with the task to develop a framework that will capture information necessary to evaluate program results and savings to member districts.

Who The Office of Research and Evaluation along with the Business Office, Human Resources, and Technology Divisions will develop strategic brainstorming sessions that assist each division in the design of a system that will provide such data.

Timeline:

This process is a 12 month process that will begin with the current budget process and will be fine turned during the next 12 months given feedback and participation from member divisions.

When Beginning with your current budget requests, the hearings will incorporate developing such system of evaluation and reporting as well as brainstorming the design of the system.

Section 10-
Account Codes

HARRIS COUNTY DEPARTMENT OF EDUCATION
Account Code Structure

The Sungard Pentamation financial software account number is made up of the following fields:

<p style="text-align:center;color:red">ACCOUNT NUMBER</p>

BUDGET CODE: **ACCOUNT CODE:**

Fund Code	FY Code	Function Code	Location Code	Program Code	Budget Manager Code	[Class] Object Code	[Sub] Object Code

Number of digits in each code field:

3	1	2	3	2	3	4	4

EXAMPLE:

The Account Number for 'Supplies and Materials' in the Business Services budget looks like this:

1 9 9 4   - 4 1 - 0 5 0 - 9 9 - 0 5 0   6 3 9 9 - 0 0 0 0

It is most commonly written without the dashes and with a break between the budget code and the account code, as: 19934105099050   63990000

Please refer to the detailed code descriptions on Sharepoint: Business Services\Account Codes folder.

HARRIS COUNTY DEPARTMENT OF EDUCATION
Fund Codes With Fiscal Year

In the 2012-13 Budget, the Fiscal Year Code is '3'

100 - GENERAL FUND
- 170   Local Construction
- 171   Job Order Contracts
- 172   QZAB and Maintenance Tax Notes
- 190   Retirement Leave Benefits
- **199   General Fund**

200 - FEDERAL GRANTS
- 205   Head Start
- 206   Head Start Training
- 207   Head Start Healthy Living
- 209   Head Start ARRA-Expansion
- 223   Temporary Assistance for Needy Families
- 230   Adult Basic Education (ABE) Regular
- 234   ABE EL/Civics
- 238   Drug Prevention and Intervention
- 255   OneStar Americorps Grant
- 267   TX 21st Century Grant Cycle 6
- 282   TX 21st Century Grant Cycle 5
- 284   Texas LEARNS Program Improvement
- 285   Texas LEARNS Even Start
- 287   Texas LEARNS
- 288   CASE After School Partnership
- 289   Early Childhood Intervention (ECI)
- 293   NASA K-12 Coop
- 294   Citizenship Grant

300 - STATE GRANTS
- 381   Adult Basic Education Regular
- 382   Temporary Assistance to Needy Families
- 383   Texas Virtual School Network
- 389   ECI Keep Pace State

400 - LOCAL GRANTS
- 409   Dropout Recovery
- 463   Houston Endowment Grant
- 479   Head Start In-Kind
- 481   ECI Maintenance of Effort (MOE)
- 488   Exxon Mobil Grant
- 489   EFHC Science
- 498   EFHC Local Grants
- 499   Other Local Grants

500 - DEBT SERVICE
- 599   Debt Service

600 - CAPITAL PROJECTS FUND
- 698   PFC Refunding Bonds
- 699   PFC Capital Projects

700 - INTERNAL SERVICE FUNDS
- 753   Workers Compensation
- 799   Facility Support Services

800 - TRUST AND AGENCY FUNDS
- 807   ABC-Northeast Activity Funds
- 808   Zenith Project Activity Funds
- 811   Highpoint-East Activity Funds
- 812   Student Activity Funds
- 813   Journalism Club
- 814   Highpoint-North Activity Funds
- 815   Courtesy Committee
- 816   ABC-East Activity Funds
- 817   Head Start Activity Funds
- 829   Blair Endowment-Scholastic Program

900 - ACCOUNT GROUPS
- 901   General Capital Assets
- 902   PFC Capital Assets
- 903   Long Term Debt
- 904   PFC Long Term Debt

HARRIS COUNTY DEPARTMENT OF EDUCATION
Function Codes

HCDE uses Texas Education Agency's <u>Financial Accountability System Resource Guide</u> (Resource Guide) account codes. The current version 14 is effective as of January 2010.

- List of Function Codes
- HCDE-used Function Codes with General Description
- Scanned copy from the Resource Guide with Function Code Descriptions and Examples

List of Function Codes

CODE	TITLE
11	Instruction
12	Instructional Resources and Media Services
13	Curriculum Development and Instructional Staff Development
21	Instructional Leadership
23	School Leadership
31	Guidance, Counseling and Evaluation Services
32	Social Work Services
33	Health Services
34	NOT USED
35	Food Services
36	NOT USED
41	General Administration
51	Plant Maintenance and Operations
52	Security and Monitoring Services
53	Data Processing Services
61	Community Services
62	School District Administrative Support Services
71	Debt Service
81	Facilities Acquisition and Construction
91	NOT USED
92	NOT USED
93	Payments to Fiscal Agent/Member Districts of Shared Services Arrangements
95	NOT USED
97	NOT USED
99	Other Intergovernmental Charges

HARRIS COUNTY DEPARTMENT OF EDUCATION
HCDE-used Function Codes with General Description

CODE	GENERAL DESCRIPTION
11	Instruction – Function 11 is used for transactions that deal directly with the interaction between teachers and students. This function includes expenditures for direct classroom instruction and other activities that enhance the delivery of learning opportunities to students. Teaching may be provided in the classroom, at home, in the hospital, and other learning situations, including television, radio, telephone, telecommunications, multimedia and/or correspondence. Expenditures include salaries and fringe benefits for teachers, teacher assistants, substitutes, special education speech and occupational instructional services, and physical therapy. Includes purchase of instructional equipment, supplies, and materials.
12	Instructional Resources and Media Services – Function 12 is used for expenditures that are directly used for resource centers, establishing and maintaining libraries and other facilities dealing with educational resources and media. Includes expenditures for salaries and fringe benefits of librarians, library assistants, media center personnel and other staff related to media services, expenditures for supplies and materials associated with media center and resource centers such as library books, films, video cassettes, CD-ROM disks, equipment purchases, and upkeep of the equipment.
13	Curriculum Development and Instructional Staff Development – Function 13 is used for expenditures directly used to aid instructional staff in planning, developing, and evaluating the process of providing learning experiences for students. Includes research personnel salaries and fringe benefits for research personnel and training personnel. Includes expenditures associated with staff development, in-service training and development of curriculum.
21	Instructional Leadership – Function 21 is used for expenditures directly used for managing, directing, supervising, and leadership to staff who provide general and specific instructional services. Includes salaries and fringe benefits for instructional supervisors, educational program coordinators or directors, and related support staff. Includes expenditures for supplies and materials associated with the upkeep of the instructional support area.
23	School Leadership – Function 23 is used for expenditures used to direct and manage a school campus. They include activities performed by the principal, assistant principals, and other assistants while they supervise campus operations, evaluate campus staff, and assign duties to staff maintaining the records of the students on campus. Includes expenditures for salaries and fringe benefits for the above named groups and any supplies and materials needed to maintain campus administration.

Continued Next Page

CODE	GENERAL DESCRIPTION
31	Guidance, Counseling and Evaluation Services – Function 31 is used for expenditures directly and exclusively used for assessing and testing students' abilities, aptitudes, and interests; counseling students with respect to career and educational opportunities and helping them establish realistic goals. Includes costs of psychological services, identification of individual characteristics, testing, educational counseling, and student evaluation. Includes expenditures for salaries and fringe benefits for counselors and related staff, psychologists, psychiatrists, and diagnosticians. Includes expenditures for testing materials, student appraisal services, and supplies and materials needed to test students outside of the classroom.
32	Social Work Services – Function 32 is used for expenditures that are directly used for investigating and diag- nosing student social needs, case work and group work services for the child and/or parent, interpreting the social needs of the student for other staff members and promot-ing modification of the circumstances surrounding the student which relate to his/her social needs. Includes expenditures for salaries and fringe benefits of attendance officers, social workers, and other related staff and expenditures for equipment, supplies and materials.
33	Health Services – Function 33 is used for expenditures that provide physical health services for students, including medical, dental and nursing services. Includes expenditures for salaries and fringe benefits of school physicians, dentists, nurses and nurses' aides, contracted medical services, medical and health supplies, and expenditures needed to maintain the health services function.
35	Food Services – Function 35 is used for expenditures for a food service operation. Includes salaries and fringe benefits for food service supervisors, cooks, snack bar staff and other related staff, expenditures for food, non-food and commodities purchases, storage and transportation, and related expenditures.
41	General Administration – Function 41 is used for expenditures for the purposes of managing and governing the entire organization, not applicable to a specific function. Expenditures included in this function are salaries and fringe benefits for the Superintendent's Office, Board of Trustees, Business Services, Purchasing, Communications & Public Information, and Human Resources.
51	Plant Maintenance and Operations – Function 51 is used for expenditures to keep the building and grounds operational, clean, comfortable, and in effective working condition and state of repair, and insured. Includes salaries and fringe benefits for custodial staff, building maintenance staff, and warehouse staff. Includes expenditures for utilities, insurance premiums for buildings, property and equipment, and expenditures needed to maintain the physical plant.

CODE	GENERAL DESCRIPTION
52	Security and Monitoring Services – Function 52 is used for expenditures to keep student and staff safe at school, to and from school, or at campus-sponsored events. Includes expenditures for salaries and fringe benefits of security guards and campus police, hand held communication devices, and related supplies and materials.
53	Data Processing Services – Function 53 is used for expenditures for data processing services, whether in-house or contracted. Includes computer facility management, computer processing, and systems development, analysis and design. Including salaries and fringe benefits of chief information officer, network managers, PC network managers, and other related staff. Includes expenditures for maintaining networks, software, and services to the end user.
61	Community Services – Function 61 is used for expenditures that are for activities other than regular public education and adult basic education services. Includes providing resources to non-public schools, higher education institutions and proprietary types of services incurred for outside entities in the community. Expenditures include related parenting programs, parental involvement programs, and parental and educational services to adults other than adult basic education. Includes expenditures for staff providing child care for teen parents attending school, staff pro-viding child care for teachers or working parents, baby-sitting after hours and after school daycare and other related expenditures needed to maintain the programs. HCDE uses this function for expenditures for Center for Safe and Secure Schools, Education Foundation, and Scholastic Arts and Writing Program.
62	School District Administrative Support Services – Function 62 is used for expenditures relating to performing certain administrative support services including indirect instructional services such as guidance and counseling, social work, and health and food services as well as general administrative services such as budgeting, accounting, tax administration, and joint purchasing. HCDE uses this function for expenditures for School Governance and Fiscal Accountability, Food Co-ops, Purchasing Co-ops, Choice Facility Partners, and Records Management Services.
71	Debt Service – Function 71 is used for expenditures to retire recurring bond, capital lease principal, other debt related services, debt service fees and debt interest. Expenditures include bond, capital lease, and long-term debt principal and interest payments, and interest on short-term notes.
81	Facilities Acquisition and Construction – Function 81 is used for expenditures to acquire, equip, and/or make additions to real property and sites, including lease and capital lease transactions. Include acquisition or purchase of land and buildings, remodeling or construction of buildings, major site improvements, and capital outlay to equip new facilities.

HARRIS COUNTY DEPARTMENT OF EDUCATION
HCDE-used Function Codes with General Description

CODE	GENERAL DESCRIPTION
93	Payments to Fiscal Agent/Member Districts of Shared Services Arrangements – Function 93 is used for payments from a member district to a fiscal agent of a shared services arrangement; or payments from a fiscal agent to a member district of a shared services arrangement.
99	Other Intergovernmental Charges – Function 99 is used to record intergovernmental charges not defined above, including amounts paid to county appraisal districts for costs relating to the appraisal of property, and salaries and related expenditures to obtain instructional services from another school district for grade levels not provided by the sending school district.

HARRIS COUNTY DEPARTMENT OF EDUCATION

BM CODE	BUDGET NAME	LOCATION CODE	BM CODE	BUDGET NAME	LOCATION CODE
131	ABC-East	601	901	Head Start-Fifth Ward Center	643
132	ABC-West	602	901	Head Start-Humble Center	631
201	Adult Education	672	901	Head Start-Irvington	610
014	Alternative Teacher Certification	014	901	Head Start-J D Walker Center	652
011	Asst Superintendent-Harris	011	901	Head Start-Kashmere Center	655
012	Asst Superintendent-Pitre	012	901	Head Start-La Porte Center	661
010	Board of Trustees	010	901	Head Start-Pugh Center	646
050	Business Support Services	050	901	Head Start-R P Harris Center	654
093	Chief Information Officer	093	901	Head Start-Scott/Dogan Center	656
925	Comm and Public Information	925	901	Head Start-Sheffield Center	611
922	Co-op for After School Enrichment	922	901	Head Start-Tidwell Center	612
005	Ctr for Safe and Secure Schools	005	901	Head Start-Channelview Center	657
051	Ctr-School Gov and Fiscal Account	051	901	Head Start-San Jacinto Center	658
052	Debt Service	052	970	Highpoint-East	607
098	Department Wide	098	971	Highpoint-North	608
109	Digital Learning and Instr Technology	109	030	Human Resources	030
112	ECI Keep Pace	673	304	ISS-Bilingual Education	304
920	Education Foundation	920	301	ISS-Division Wide	301
094	External Relations Officer	094	306	ISS-Early Childhood	306
083	Facilities Support Services	070	309	ISS-EC Winter Conference	309
084	Facilities-ABC East	601	307	ISS-English Language Arts	307
084	Facilities-ABC West	602	302	ISS-Math	302
083	Facilities-Adult Education	672	315	ISS-Professional Development	315
088	Facilities-Building Replace Schedule	088	303	ISS-Science	303
083	Facilities-Caplin Warehouse	078	308	ISS-Social Studies	308
083	Facilities-Central Support	071	314	ISS-Speaker Series	314
086	Facilities-Construction	079	313	ISS-Special Education	313
084	Facilities-Highpoint East	607	089	Job Order Contracts-also CFP	070
084	Facilities-Highpoint North	608	092	Marketing Services	092
083	Facilities-Irvington Warehouse	083	013	Principal Certification	013
087	Facilities-Local Construction	VARIOUS	951	Purchasing Co-op	951
083	Facilities-Melbourne Warehouse	084	950	Purchasing Support Services	950
083	Facilities-North Post Oak	089	095	QZAB and Maint Tax Notes Fund	095
083	Facilities-Print Shop Crosstimbers	670	954	Records Management Services	671
083	Facilities-Risk Management	080	924	Research and Evaluation	924
083	Facilities-RMS-Crosstimbers	671	927	Research Institute of Texas	927
955	Gulf Coast Food Cooperative	955	923	Resource Development	923
901	Head Start-Barrett Station Center	644	099	Retirement Leave Benefits	099
901	Head Start-Baytown Center	651	312	Scholastic Arts and Writing Program	312
901	Head Start-Burnett Center	645	111	Special Education Therapy Services	111
901	Head Start-Compton Center	641	501	Special Schools Administration	501
901	Head Start-Coolwood Center	621	102	State TEA Emp Portion Health Ins	102
			103	State TEA Supplemental Comp	103
			101	State TRS On Behalf Payments	101
			001	Superintendent's Office	001

	Business Services Reserves the following:	
	Admin Bldg-6300 Irvington	071
	Warehouse	666

090	Technology Support Services	090
091	Texas Virtual School Network	091
205	Texas LEARNS	637
926	TX Center for Grants Development	926

HARRIS COUNTY DEPARTMENT OF EDUCATION
Program Codes

Use With Revenue Object Codes Only
00 - Undistributed

Use With Expenditure Object Codes
99 -Undistributed

HARRIS COUNTY DEPARTMENT OF EDUCATION

Listed in numerical order by budget manager code:

BM CODE	FUND	BUDGET NAME	BUDGET MANAGER
001	199	Superintendent's Office	John Sawyer
005	199	Center for Safe and Secure Schools	Jesus Amezcua/Otis Harr
010	199	Board of Trustees	John Sawyer
011	199	Assistant Superintendent-Harris	Celes Harris
012	199	Assistant Superintendent -Pitre	Linda Pitre
013	199	Principal Certification	Jesus Amezcua
014	199	Alternative Teacher Certification	Linda Pitre
030	199	Human Resources	Natasha Truitt
050	199	Business Support Services	Jesus Amezcua/RosaMaria Torres
051	199	Center for School Governance and Fiscal Accountability	Jesus Amezcua
052	599	Debt Service	Jesus Amezcua/RosaMaria Torres
083	799	(Locations 070, 071, 078, 080, 083, 084, 089, 670, 671,	Les Hooper
084	799	Facilities Operations (Locations 601, 602, 607, 608)	Les Hooper
086	199	Facilities Construction (Location 079)	Les Hooper
087	170	Local Construction	Les Hooper
088	199	Facilities Asset Replacement Schedule	Les Hooper
089	171	Job Order Contracts (Choice Facility Partners)	Les Hooper
090	199	Technology Support Services	Jim Schul/Danny Vu
091	199	Texas Virtual Schools Network	Jim Schul/Angela Clark
092	199	Marketing Services	Noemi Lopez
093	199	Chief Information Officer	Jim Schul
094	199	External Relations Officer	Pat Strong
095	199	Qualified Zone Academy Bonds (QZAB) and	Jesus Amezcua/RosaMaria Torres
098	199	Department Wide	Jesus Amezcua/RosaMaria Torres
099	190	Retirement Leave Benefits Fund	Natasha Truitt
101	199	State TRS On Behalf Payments	Rosa Maria Torres
102	199	State TEA Employee Portion Health Insurance	Rosa Maria Torres
103	199	State TEA Supplemental Compensation	Rosa Maria Torres
109	199	Digital Learning and Instructional Technology	Jim Schul/Jeanie Cole
111	199	Special Education Therapy Services	Jean Polichino
112	199	Early Childhood Intervention (ECI) Keep Pace	Joy Bayley

HARRIS COUNTY DEPARTMENT OF EDUCATION

Listed in numerical order by budget manager code:

BM CODE	FUND	BUDGET NAME	BUDGET MANAGER
131	199	ABC East	Mindy Robertson
190	199	Technology Cloud Project	Jim Schul/Danny Vu
132	199	ABC West	Victor Keys
201	199	Adult Education	Eduardo Honold
205	199	Texas LEARNS	Clem Gallerson
301	199	Instructional Support Services (ISS)-Division Wide	Linda Pitre
302	199	ISS-Math	Linda Pitre
303	199	ISS-Science	Lisa Felske
304	199	ISS-Bilingual Education	Linda Pitre
307	199	ISS-English Language Arts	Linda Pitre
308	199	ISS-Social Studies	Linda Pitre
309	199	ISS-Early Childhood Winter Conference	Linda Pitre
312	199	Scholastic Arts and Writing Program	Linda Pitre
313	199	ISS-Special Education	Linda Pitre
314	199	ISS-Speaker Series	Linda Pitre
315	199	ISS-Professional Development	Linda Pitre
501	199	Special Schools Administration	Dee Mattox-Hall
901	205	Head Start (Also Funds 206, 207, 209, 479, and 817)	Venetia Peacock
920	199	Education Foundation	Jesus Amezcua/RosaMaria Torres
922	199	Cooperative for After School Enrichment (CASE)	Lisa Carruthers
923	199	Resource Development	Gayla Rawlinson
924	199	Research and Evaluation	Jeannette Truxillo
925	199	Communications and Public Information	Tammy Lanier
926	199	Texas Center for Grants Development	Gayle Rawlinson
927	199	Research Institute of Texas	Jeannette Truxillo
950	199	Purchasing Support Services	Jorgannie Garza
951	199	Purchasing Co-op	Jorgannie Garza
954	199	Records Management Services	Curtis Davis
955	199	Gulf Coast Food (Purchasing) Co-op	Jorgannie Garza
970	199	Highpoint East	David Oquin
971	199	Highpoint North	Calvin Singleton

HARRIS COUNTY DEPARTMENT OF EDUCATION
Revenue Codes

Other Resources & Operating Transfers In

5614 0000	Loan Proceeds
5615 0000	Operating Transfers In
5649 0000	Other Resources

Local Revenues-Tax Revenues

5711 0000	Current Tax Revenues
5712 0000	Delinquent Tax Revenues
5713 0000	Taxes-Special Assessments
5714 0000	HCTO Tax Coll Fee Offset
5719 0000	Tax Penalties & Interest

Local Revenues-Tuition & Fees from School Districts

5725 0000	Tuition-Schools-In County
5725 0001	Tuition-Schools-Out of County
5726 0000	Fees for Svcs-In County
5726 0001	Fees for Svcs-Out of County
5727 0000	Staff Development-In County
5727 0001	Staff Development-Out of County
5728 0000	Vendor Participation Fees
5728 0002	GCC Food Co-op Expo
5729 0000	Misc Tuit & Fees-In County
5729 0001	Misc Tuit & Fees-Out of County

Local Revenues-Tuition & Fees from Entities Other than School Districts

5734 0000	Tuition-Adult Education
5735 0000	Tuition-Schools
5736 0000	Fees for Services
5737 0000	Staff Developmnt Revenues
5738 0000	Vendor Member Fees
5739 0000	Misc Tuition & Fees Revenues

Local Revenues-Other Revenues

5742 0000	Bank Deposit Earnings
5742 0001	Investment Pool Earnings
5742 0002	Investment Security Revenues
5742 0003	Market Gains & Losses
5743 0000	Rental Revenues
5744 0000	Gifts & Other-Non Profits
5745 0000	Insurance Recovery
5748 0000	In Kind Revenue
5749 0000	Other Local Revenues

Local Revenues From Intermediate Sources

5769 0000	Rev-Local Govt O/T ISDs

Local Revenues-Local Grants

5798 0000	Local Grant
5799 0000	Local Indirect Cost
5799 0001	Local Ind Cost-Peer Mediation
5799 0002	Local Ind Cost-Houston Endowmen

State Revenues

5812 0000	State Rev-Found Schl Prog-Comp
5819 0000	State Rev-Other Found Schl-TEA
5829 0000	State Rev-TEA Distributed
5831 0000	TRS On-Behalf Payments
5832 0000	TRS Active Care Supplemental
5832 0001	TEA Ins-Employee Portion
5839 0000	State Rev-State Agency Distributed
5849 0000	State Rev-Shared Services

Federal Revenues

5919 0000	Fed Rev-Other Govts
5929 0000	Fed Rev-TEA Distributed
5932 0000	Medicaid Adm Claim (MAC)-ECI
5939 0000	Fed Rev-State Agency Distributed
5949 0000	Fed Rev-U.S. Govt Direct
5959 0000	Fed Rev-Shared Services
5999 0000	Federal Indirect Cost
5999 0001	Ind Cost-Fed Adult Ed Reg
5999 0005	Ind Cost-TEA LEARNS Contract
5999 0006	Ind Cost-HS Jan-Aug
5999 0007	Ind Cost-HS Sept-Dec
5999 0008	Ind Cost-Adult Ed TANF
5999 0009	Ind Cost-ECI-DARS
5999 0010	Ind Cost-CASE Partnership-TWC
5999 0016	Ind Cost-Tx LEARNS Even Start
5999 0017	Ind Cost-Tx LEARNS Prog Improv
5999 0021	Ind Cost-Americorps One Star
5999 0023	Ind Cost-CASE TEA Cycle 4
5999 0025	Ind Cost-CASE TEA Cycle 5
5999 0027	Ind Cost-Head Start Healthy Living
5999 0031	Ind Cost-Head Start ARRA Expans
5999 0032	Ind Cost-CASE TEA Cycle 6
5999 0034	Ind Cost-DLIT NASA Grant
5999 0035	Ind Cost-Adult Education-TWC Gra

HARRIS COUNTY DEPARTMENT OF EDUCATION
Expenditure Codes

EXPENDITURE CODE		DESCRIPTION
Payroll Costs-61XX		
6112	0000	Teacher Substitutes
6113	0000	Stipends
6114	0000	Recruitment Incentives
6115	0000	Salary-Prof-Part-time
6116	0000	Salaries-Summer Pay
6116	0001	Salaries-Saturday Pay
6117	0000	Inservice Pay-Professional
6118	0000	Instructors-P/T Degreed
6119	0000	Salaries-Prof Personnel
6121	0000	Overtime
6122	0000	Substitutes-Teacher Assts
6123	0000	Inservice Pay-Paraprofessional
6124	0000	Salaries-Instr Aides
6125	0000	Part-Time Help
6126	0000	Wages-Summer Pay-Aides
6127	0000	Wages-Custodial Staff
6128	0000	Wages-Technical Staff
6129	0000	Wages-Support Staff
6138	0000	Non Employee Allowances
6139	0000	Employee Allowances
6141	0000	FICA/Medicare
6142	0000	Group Health & Life Ins
6143	0000	Workers Compensation
6144	0000	TRS On-Behalf Payments
6145	0000	Unemployment Comp
6146	0000	Teacher Retirement System
6147	0000	TRS Care Admin Fee
6148	0000	Cafeteria Plan Admin Fee
6149	0000	Employee Assistance Plan
6199	0000	Retirement Leave Benefits
Professional & Contracted Services-62XX		
6211	0000	Legal Services
6212	0000	Audit Services
6213	0000	Tax Appraisal Fees
6214	0000	Security Services
6215	0000	Temporary Services
6219	0000	Professional Services
6239	0000	Media Fees-Reg IV ESC
6243	0000	Contr M&R-Disaster Recovery
6244	0000	Contr M&R-Electrical
6245	0000	Contracted M&R-Networks
6246	0000	Contracted M&R-Bldgs & Grounds
6247	0000	Contracted M&R-Vehicles
6248	0000	Contracted M&R-Equip
6249	0000	Contr Maint & Repairs
6255	0000	Utilities-Water
6256	0000	Telephones, Cell & Pagers
6257	0000	Utilities-Electricity
6258	0000	Utilities-Gas
6259	0000	Data Lines-Technology
6264	0000	Improvement-Leased Property
6265	0000	Rental Space-Events
6266	0000	Leases & Rentals-Equipment
6267	0000	Rentals-Buses
6268	0000	Leases & Rentals-Buildings
6269	0000	Leases & Rentals-Copiers
6291	0000	Consulting Services
6298	0000	Microfilm Services
6299	0000	Other Contracted Services
Supplies & Materials-63XX		
6311	0000	Gasoline & Other Fuels
6315	0000	Building Supplies & Materials
6317	0000	Vehicle Parts & Supplies
6318	0000	Custodial Supp & Materials
6319	0000	Maintenance Supplies
6321	0000	Textbooks
6329	0000	Reading Materials
6339	0000	Testing Materials
6341	0000	Food Purch-Cafeterias
6342	0000	Non-Food-Kitchen Supp

EXPENDITURE CODE		DESCRIPTION
Supplies & Materials-63XX (Continued)		
6391	0000	Instructional Materials
6392	0000	Records Storage Boxes-RMS
6393	0001	New Purchase-Equipment <$5,000
6393	0002	New Purchase-Technology <$5,000
6393	0003	New Purchase-Furniture <$5,000
6393	0004	New Purchase-Other <$5,000
6394	0001	Replacement-Equipment <$5,000
6394	0002	Replacement-Technology <$5,000
6394	0003	Replacement-Furniture <$5,000
6394	0004	Replacement-Other <$5,000
6395	0000	Copier Charges
6396	0000	Printing & Forms
6397	0000	Software Purchases
6398	0000	Food-Classrooms on Campus
6399	0000	General Supplies < Unit cost < $1,000
Miscellaneous Operating Costs-64XX		
6411	0000	Employee Travel-Lodging
6412	0000	Employee Travel-Meals
6413	0000	Employee Travel-Transportation
6414	0000	Employee Travel-Conf Registration Fees
6415	0000	Food-Business Meeting Meals
6416	0000	Food-Receptions
6417	0000	Local Daily Mileage
6418	0000	Refreshments-Meetings
6419	0000	Board Travel-Lodging
6419	0001	Board Travel-Meals
6419	0002	Board Travel-Transportation
6419	0003	Board Travel-Conf Reg Fees
6419	0004	Non Employee Travel-Lodging
6419	0005	Non Employee Travel-Meals
6419	0006	Non Employee Travel-Transportation
6419	0007	Non Employee Travel-Conf Reg Fees
6427	0000	Insurance-Auto
6428	0000	Liability Insurance
6429	0000	Property Insurance
6439	0000	Election Costs
6487	0000	Facility Support Charges
6488	0000	Respite Care
6489	0000	In Kind-Donated Svcs/Supp
6491	0000	Records Mgmt Fees
6492	0000	Permits & Fees
6493	0000	Expenditures-SSA
6494	0000	Workshop Registration & Fees
6495	0000	Awards Recognition
6496	0000	Advertising, Bids & Notices
6497	0000	Membership Dues & Licensing Fees
6498	0000	Postage
6499	0000	Misc Operating Costs
Debt Service Costs-65XX		
6511	0000	Bond Principal
6519	0000	Debt Principal
6520	0000	Bond Interest
6529	0000	Interest Expense
6599	0000	Other Debt Service Fees
Capital Outlay-66XX		
6611	0001	Land Purchases
6619	0000	Land Improvements
6621	0000	Bldgs-Matls O/T Construction
6622	0000	Bldg Const-Architect Fees
6623	0000	Bldg Const-Demolition
6627	0000	Bldg Const-Fees
6628	0000	Construction in Progress
6629	0000	Bldg Purchase, Construction & Improvemen
6631	0000	Vehicle Purchase >$5,000
6635	0000	Equipment Purchase >$5,000
6636	0000	Technology Purchase >$5,000
6639	0000	Other Equipment Purchase >$5,000
6644	0000	Replacement-Equipment >$5,000
6645	0000	Replacement-Buildings >$5,000
6646	0000	Replacement-Tech Equipment >$5,000
6647	0000	Replacement-Vehicles >$5,000
6648	0000	Replacement-Furniture >$5,000
6649	0000	Replacement-Other Items>$5,000
6659	0000	Capital Leases

Please contact John Weber for assistance in setting up additional codes required for your budget.

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HARRIS COUNTY DEPARTMENT OF EDUCATION
Expenditure Codes with Descriptions

This is the list of account codes customized for use in HCDE only. There is a more comprehensive listing of account codes and definitions from TEA also available.

Payroll Costs 61XX-XXXX

You may NOT amend the accounts in 61XX Class without first contacting the Business Office.

All 61XX-XXXX codes are for HCDE <u>employees</u> only.

6112 0000 Teacher Substitutes
Pay teacher substitutes when teachers are absent due to sickness, jury duty, staff development, etc.

6113 0000 Stipends
Pay lump sum for teachers performing extra duties, such as tutoring, or after-school programs.

6114 0000 Recruitment Incentives
Used in hiring new teachers- Used only Human Resources

6115 0000 Salaries-Professional Part-Time
Pay salaries for professional employees who are working part-time.

6116 0000 Salaries-Summer Pay
Payment of salaries during the summer.

6117 0000 In-service Pay-Professional
Payment of non-instructional extra pay to professional instructors.

6118 0000 Instructors-P/T Degreed
Salaries to part-time instructors with degrees.

6119 0000 Salaries-Professional Personnel
Salaries expense for teachers, counselors, principals, assistant principals, librarians, nurses, and other professional employees.

6121 0000 Overtime
Payment to any employee authorized to work overtime.

6122 0000 Substitutes-Teacher Assts
Pay substitutes when teacher assistants are absent due to sickness, jury duty, staff development, etc.

HARRIS COUNTY DEPARTMENT OF EDUCATION
Expenditure Codes with Descriptions

This is the list of account codes customized for use in HCDE only. There is a more comprehensive listing of account codes and definitions from TEA also available.

6123 0000 In-service Pay-Aides
Payment of non-instructional extra pay to aides.

6124 0000 Salaries-Instructional Aides
Payment of part-time wages to instructional aides.

6125 0000 Part-Time Help
Pay for part-time instructors teaching classes, clerical and support staff substitutes and additional help in the office. For outside Temporary Services, use 6215-0000.

6126 0000 Wages-Summer Pay-Aides
Payment of wages during the summer.

6127 0000 Wages-Custodial Staff
Pay wages of custodial staff employees.

6128 0000 Wages-Technical Staff
Pay salaries of technical staff employees.

6129 0000 Wages-Support Staff
Pay salaries of support staff employees, such as administrative assistants, campus clerical staff, and other clerical support staff.

6139 0000 Employee Allowances
Payment of employee allowances.

6141 0000 FICA/Medicare
Social Security and Medicare employer contribution.

6142 0000 Group Health & Life Insurance
This is the Department's portion of the Health Insurance Plan.

6143 0000 Workers Compensation
Workers' Compensation expenditures for Department employees.

6144 0000 Teacher Retirement System (TRS) On-Behalf Payments
Represents payments into TRS from the State on behalf of the Department.

HARRIS COUNTY DEPARTMENT OF EDUCATION
Expenditure Codes with Descriptions

This is the list of account codes customized for use in HCDE only. There is a more comprehensive listing of account codes and definitions from TEA also available.

6145 0000 Unemployment Compensation
Payment of unemployment benefits for employees that have left the Department.

6146 0000 Teacher Retirement System
Payments to Texas Retirement System-ALL FEDERAL GRANT PROGRAMS.
GENERAL FUND: FIRST 90 DAYS NEW EMPLOYEES.

6147 0000 TRS Care Administration Fee
Payment of TRS Care administrative fee charges required by the State.

6148 0000 Cafeteria Plan Administration Fee
Fee that covers the cost of administering the cafeteria plan.

6149 0000 Employee Assistance Plan
Fee for the cost of the Employee Assistance Program.

6199 0000 Retirement Leave Benefits
Payment of sick leave and personal leave remaining upon retirement.

Professional & Contracted Services 62XX-XXXX

6211 0000 Legal Services
Payment of attorney fees for legal work done for the Department.
FOR BUSINESS SERVICES USE ONLY. DO NOT AMEND.

6212 0000 Audit Services
Payment of audit services used by the Department, such as the annual audit of financial records.

6213 0000 Tax Appraisal Fees
Payment of tax appraisal and collection fees assessed by Harris County Appraisal District based on the Department's property values and Harris County Tax Office.

6214 0000 Security Services
Payment for security services at the Administration building and the campuses.

6215 0000 Temporary Services
Payment for temporary services from outside employment agencies.

HARRIS COUNTY DEPARTMENT OF EDUCATION
Expenditure Codes with Descriptions

This is the list of account codes customized for use in HCDE only. There is a more comprehensive listing of account codes and definitions from TEA also available.

6219   0000   Professional Services
Payment of contracted professional services such as consultants, physical therapy, counseling, testing, technology training, etc.

6239   0000   Media Fees-Region IV ESC
Payment of contracted media services from the service center.

6243   0000   Contracted Maintenance & Repair-Disaster Recovery
Payment of contracted services for normal upkeep, repairs, maintenance and renovation of the disaster recovery system.

6244   0000   Contracted Maintenance & Repair-Electrical
Payment of contracted services for normal upkeep, repairs, maintenance, and renovation of all electrical pertaining to buildings.

6245   0000   Contracted Maintenance & Repair-Networks
Payment of contracted services for normal upkeep, repairs, maintenance, and renovation of data processing equipment. This includes data drops and data cabling installation made by outside companies.

6246   0000   Contracted Maintenance & Repair-Buildings & Grounds
Payment for normal upkeep, maintenance, and renovation of buildings and grounds, including repairs to elevators, buildings, heating and cooling components, electrical, plumbing, fire equipment and liquid waste removal.

6247   0000   Contracted Maintenance & Repair-Vehicles
Payments for normal upkeep, maintenance, and renovations of vehicles.

6248   0000   Contracted Maintenance & Repair-Equipment
Payments for normal upkeep, maintenance, and renovation of equipment.

6249   0000   Contracted Maintenance & Repairs-All
Payments for the normal upkeep, maintenance, and renovation of other equipment, including copier maintenance agreements.

6255   0000   Utilities-Water
Payments for water usage, wastewater treatment and garbage disposal.

HARRIS COUNTY DEPARTMENT OF EDUCATION
Expenditure Codes with Descriptions

This is the list of account codes customized for use in HCDE only. There is a more comprehensive listing of account codes and definitions from TEA also available.

6256   0000   Telephones, Cell & Pagers
Payment of telephone and telecommunication charges, including monthly phone line charges, cellular phones, pagers, local area and wide area network connection charges.

6257   0000   Utilities-Electricity
Payments of monthly electricity usage.

6258   0000   Utilities-Gas
Payment of monthly natural gas usage.

6259   0000   Data Lines-Technology
Payments for data lines and other utilities not listed in the 625X series.

6264   0000   Improvement-Leased Property
Payment of improvements made to leased property.

6265   0000   Rental Space-Events
Payment of rental space for events and conferences.

6266   0000   Leases & Rentals-Equipment
Payment of the leasing and/or rental of equipment.

6267   0000   Rentals-Buses
Payment for bus rentals.

6268   0000   Leases & Rentals-Buildings
Payment for building rentals and leasing of office space.

6269   0000   Leases & Rentals-Copiers
Payment of copier leases and rentals.

6261   0000   Consulting Services
Payment for consultants not included in 62190000.

6298   0000   Microfilm Services
Payment of contracted microfilming services.

6299   0000   Other Contracted Services
Payment of all contracted services not listed in above 629X series.

HARRIS COUNTY DEPARTMENT OF EDUCATION
Expenditure Codes with Descriptions

This is the list of account codes customized for use in HCDE only. There is a more comprehensive listing of account codes and definitions from TEA also available.

Supplies & Materials 63XX-XXXX

6311 0000 Gasoline & Other Fuels
Purchase of gasoline, motor oil and other fuels needed to operate vehicles and machinery.

6315 0000 Building Supplies & Materials
Payment for supplies and materials used to maintain and operate Department buildings, including telecommunications, extermination, air conditioning, heating and electrical, plumbing, roof repair, and fire equipment.

6317 0000 Vehicle Parts & Supplies
Payment for parts and materials used to maintain and operate vehicles.

6318 0000 Custodial Supplies & Materials
Charges to campuses for custodial supplies.

6319 0000 Maintenance Supplies
Supplies needed to maintain and operate Department equipment and buildings; everything not listed in the above 631X series.

6321 0000 Textbooks
Textbooks used by the Department and furnished free to students.

6329 0000 Reading Materials
Purchase of reading materials, including reference books, subscriptions for periodicals and magazines and other reading materials.

6339 0000 Testing Materials
Purchase of student testing materials, including testing forms, booklets, tutorial materials and books.

6341 0000 Food Purchases for Cafeterias
Head Start Only - Purchase of food used to feed Head Start program students through kitchens or cafeterias at their locations. Use 6398 for purchasing snacks and drinks for after school programs or classrooms. Use 6418 for refreshments at meetings.

6342 0000 Non-Food-Kitchen Supplies

HARRIS COUNTY DEPARTMENT OF EDUCATION
Expenditure Codes with Descriptions

This is the list of account codes customized for use in HCDE only. There is a more comprehensive listing of account codes and definitions from TEA also available.

Head Start Only. Purchase of non-food items, such as napkins, brooms, straws, small equipment purchases, marketing materials, and any other non-food items. All other campuses and divisions should use 6399 for these items.

6344 0000 USDA Commodities
Purchase of USDA commodities for the Head Start Program.

6391 0000 Instructional Materials
Purchase of classroom and instructional supplies and materials, including pens, pencils, paper, workbooks and other classroom items.

6392 0000 Records Storage Boxes from Records Management Services
Purchase of records storage boxes needed by Records Management division.

6393 **0001** New Purchase-Equipment <$5,000
Purchase of equipment whose unit cost is less than $5,000. Items less than $1,000 unit cost should be charged to 6399 General Supplies.

6393 **0002** New Purchase-Technology <$5,000
Purchase of technology equipment whose unit cost is less than $5,000. Items less than $1,000 unit cost should be charged to 6399 General Supplies.

6393 **0003** New Purchase-Furniture <$5,000
Purchase of furniture whose unit cost is less than $5,000. Items less than $1,000 unit cost should be charged to 6399 General Supplies.

6393 **0004** New Purchase-Other <$5,000
Purchase of equipment other than above whose unit cost is less than $5,000. Items less than $1,000 unit cost should be charged to 6399 General Supplies.

6394 **0001** Replacement-Equipment <$5,000
Purchase of replacement equipment whose unit cost is less than $5,000. Items less than $1,000 unit cost should be charged to 6399 General Supplies.
BUDGET ACCESS BY BUSINESS SERVICES ONLY

6394 **0002** Replacement-Technology <$5,000
Purchase of replacement technology equipment whose unit cost is less than $5,000. Items less than $1,000 unit cost should be charged to 6399 General Supplies.

HARRIS COUNTY DEPARTMENT OF EDUCATION
Expenditure Codes with Descriptions

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BUDGET ACCESS BY BUSINESS SERVICES ONLY

6394 **0003** Replacement-Furniture <$5,000
Purchase of replacement furniture whose unit cost is less than $5,000.
Items less than $1,000 unit cost should be charged to 6399 General Supplies.

BUDGET ACCESS BY BUSINESS SERVICES ONLY

6394 **0004** Replacement-Other <$5,000
Purchase of other types of equipment whose unit cost is less than $5,000.
Items less than $1,000 unit cost should be charged to 6399 General Supplies.

BUDGET ACCESS BY BUSINESS SERVICES ONLY

6395 0000 Copier Charges
Charges for copier usage per division.

6396 0000 Printing & Forms
Charges for printing and pre-printed forms.

6397 0000 Software Purchases
Purchase of computer software including site license, applications, and anything associated with the software.

6398 0000 Food-Classrooms on Campus
Purchase of snacks/food <u>for students</u> at the campus classroom level.

6399 0000 General Supplies
Purchase of general supplies and materials not listed above in the 639X series, including supplies for a satellite dish, technology supplies and any other supplies.

Miscellaneous Operating Costs 64XX-XXXX

6411 0000 Employee Travel-Lodging
Payment of lodging expenses associated with employee business travel outside the county. Lodging in the HCDE service area is not typically allowed. Discuss with the CFO. Refer to allowable travel reimbursement expenses.

6412 0000 Employee Travel-Meals
Payment of employee meal expenses associated with employee travel.

HARRIS COUNTY DEPARTMENT OF EDUCATION
Expenditure Codes with Descriptions

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6413   0000   Employee Travel-Transportation
Payment of airline fares and mileage associated with out of town employee travel. Covers the cost of an airline ticket or total mileage driven to and from the conference/seminar city. Local miles driven inside the city to/from campuses and other districts should be charged to Object Code 6417-In County Mileage.

6414   0000   Employee Travel-Conference Registration Fees
Payment of or reimbursement for out-of-town conference registration fees. Use 6494 for local training or workshop fees.

6415   0000   Food-Business Meetings
Payment of food for various working meetings such as the cabinet meeting, steering committees, division retreats, trainings, workshops, and business meals with HCDE clients.

6416   0000   Food-Receptions
Payment of food for various receptions held at the Department for retirements, holiday festivities, Board Member Recognition, etc.
UNALLOWABLE: Division celebrations for birthdays, holidays, etc. are not business expenses and will not be paid for by HCDE.

6417   0000   Local Daily Mileage/Parking/Toll Charges
Payment of local mileage travel within the Department service area for travel between campuses, other admin buildings, other business locations.
Use code 6413 for mileage travel outside the county.

6418   0000   Refreshments-Meetings
Payment for the cost of providing refreshments, such as coffee, tea, sodas, etc., and snacks at meetings, professional development, and training.

Board Travel
Payment for or reimbursement to board members for expenses incurred attending professional conferences and other travel on official HCDE business. Does not include any expenses for Board family members.
6419   0000   Board Travel-Lodging
6419   0001   Board Travel-Meals
6419   0002   Board Travel-Transportation

HARRIS COUNTY DEPARTMENT OF EDUCATION
Expenditure Codes with Descriptions

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6419 0003 Board Travel-Conference Registration

Non-Employee Travel
Payment for or reimbursement to non employees for expenses incurred attending professional conferences and other travel allowed by Federal and State grants.
6419 0004 Non-Employee Travel-Lodging
6419 0005 Non-Employee Travel-Meals
6419 0006 Non-Employee Travel-Transportation
6419 0007 Non-Employee Travel-Conference Registration

6427 0000 Auto Insurance
1) Payment of all types of insurance for HCDE vehicles; called BUSINESS AUTO or AUTOMOBILE.
2) Premium overpayments get deposited here.

6428 0000 Liability Insurance
1) Payment of all liability insurance, NOT including vehicles; called GENERAL or SCHOOL PROFESSIONAL LIABILITY.
2) Premium overpayments get deposited here.

6429 0000 Property Insurance & Bonding
1) Payment of property insurance premiums covering buildings, equipment, and any other property requiring insurance to safeguard the district's assets; called PROPERTY & CASUALTY, FLOOD INSURANCE.
2) Also bonding insurance costs for employees who deal with large sums of money; called BONDING, CRIME, COMMERCIAL CRIME, or E & O COVERAGE.
3) Premium overpayments get deposited here.

6427 **0001** Insurance Deductibles-Auto
Payments to insurance company for policy deductibles.

6428 **0001** Insurance Deductibles-Liability
Payments to insurance company for policy deductibles.

6429 **0001** Insurance Deductibles-Property
Payments to insurance company for policy deductibles.

HARRIS COUNTY DEPARTMENT OF EDUCATION
Expenditure Codes with Descriptions

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6487 0000 Facility Support Charges
Charged to divisions based on square footage used or individual facility campus budget.
FOR BUSINESS SERVICES USE ONLY. DO NOT AMEND.

6488 0000 Respite Care
USED BY ECI KEEP PACE PROGRAM ONLY.

6489 0000 In Kind-Donated Services/Supplies
For recording any in-kind services and supplies received by the Head Start program.

6491 0000 Records Management Fees
Recording records storage fees charged to budgets by Records Management Services.

6492 0000 Permits & Fees
Payment of various fees required for maintaining the facilities.

6493 0000 Expenditures-Shared Service Arrangements
Payments for reimbursement of expenses incurred by school districts participating in a shared services arrangement with HCDE.
FEDERAL OR STATE GRANTS ONLY.

6494 0000 Workshop Registration Fees
Payment of local workshop and registration fees. Use 6414 for out of town workshop and registration fees.

6495 0000 Awards Recognition
Payments for plaques and other types of awards given to employees as service awards, incentive awards and retirement awards, for example.
Included here is the $25 per employee recognition per fiscal year.

6496 0000 Advertising, Bids & Notices
Purchase of newspaper space to post bid notices, employment openings, and any other type of advertising.

6497 0000 Membership Dues
Payment of membership and organization dues and fees such as TASBO, TASA, TASB, etc.

6498 0000 Postage
Recording postage costs.

HARRIS COUNTY DEPARTMENT OF EDUCATION
Expenditure Codes with Descriptions

This is the list of account codes customized for use in HCDE only. There is a more comprehensive listing of account codes and definitions from TEA also available.

6499 0000 Miscellaneous Operating Costs
Payment of anything else not covered in the above 64XX series.
Debt Service Costs 65XX-XXXX

6511 0000 Bond Principal
Payment to retire bond principal.

6519 0000 Debt Principal
Payment to retire debt principal other than in 6511 above.

6520 0000 Bond Interest
Payment of bond interest.

6529 0000 Interest Expense
Payment of interest other than in 6520 above.

6599 0000 Other Debt Service Fees
Payment of allowable fees related to debt service activity, including fiscal agent fees.

Capital Outlay 66XX-XXXX

6611   0000 Land Purchases
Payment made for land purchases acquired by HCDE.

6619 0000 Land Improvements
Payment of land purchase, land improvement other than buildings and associated fees, including costs necessary to alter the land for its intended use.

6621 0000 Buildings-Materials Other Than Construction
Pay for supplies & materials not directly associated with building improvements.

6622 0000 Building Construction-Architect Fees
Pay for architect fees associated with building renovations or erecting a building.

6623 0000 Building Construction-Demolition
Pay for building demolition associated with the purchase of a previously owned building.

HARRIS COUNTY DEPARTMENT OF EDUCATION
Expenditure Codes with Descriptions

This is the list of account codes customized for use in HCDE only. There is a more comprehensive listing of account codes and definitions from TEA also available.

6627 0000 Building Construction-Fees
Pay for permit fees and other fees associated with building a new building or renovations made to a purchased building.

6628 0000 Construction in Progress
Expenditures of an on-going construction project not to be recognized as a capital asset until completion.

6629 0000 Building Purchase, Construction & Improvements
Purchase of a building or for materials and labor to construct a new building, including expenditures for substantial alteration or remodeling of existing buildings that materially increases the building life and/or usefulness. Also, architect fees and any other fees associated with building construction or purchase.

6631 0000 Vehicle Purchase >$5,000
Purchase of vehicles over $5,000 unit cost and a useful life of more than one year.

6635 0000 Equipment Purchase >$5,000
Purchase of equipment over $5,000 unit cost and a useful life of more than one year, including telephone systems, intercommunication and telecommunication systems, high-capacity copiers and large sized equipment.

6636 0000 Technology Purchase >$5,000
Purchase of technology equipment over $5,000 unit cost and a useful life of more than one year, including mainframes and mini-computers.

6639 0000 Other Equipment Purchase >$5,000
Purchase of all other types of equipment over $5,000 unit cost not listed in the 663X series. Also includes the purchase of mainframe computer software applications, such as a financial software package needed for accounting.

6644 0000 Replacement-Equipment >$5,000
Purchase of replacement equipment over $5,000 unit cost.
FUND BALANCE RESERVE: BUDGET ACCESS BY BUSINESS SERVICES ONLY

6645 0000 Replacement-Buildings >$5,000
Replacement of buildings over $5,000 unit cost.
FUND BALANCE RESERVE: BUDGET ACCESS BY BUSINESS SERVICES ONLY

HARRIS COUNTY DEPARTMENT OF EDUCATION
Expenditure Codes with Descriptions

This is the list of account codes customized for use in HCDE only. There is a more comprehensive listing of account codes and definitions from TEA also available.

6646   0000   Replacement-Technology Equipment >$5,000
Purchase of replacement technology equipment over $5,000 unit cost.
FUND BALANCE RESERVE: BUDGET ACCESS BY BUSINESS SERVICES ONLY

6647   0000   Replacement-Vehicles >$5,000
Purchase of replacement vehicles over $5,000 unit cost.
FUND BALANCE RESERVE: BUDGET ACCESS BY BUSINESS SERVICES ONLY

6648   0000   Replacement-Furniture >$5,000
Purchase of replacement furniture over $5,000 unit cost.
FUND BALANCE RESERVE: BUDGET ACCESS BY BUSINESS SERVICES ONLY

6649   0000   Replacement-Other Items >$5,000
Purchase of any other replacement items not listed above in the 664X series.

Section 11-
Glossary of Terms

HCDE BUDGET PLANNING WORKBOOK
Glossary of Terms

Account Code – This is the second part of the Pentamation Account Code. It is an eight digit numerical sequence consisting of the 4-digit object code and 4-digit sub-object code used to accounting purposes. Follows the Budget Code. See **Object Code** and **Sub-object Code**.

Account Number (Budget Number) – Consists of the **Budget Code** and the **Account Code**; the numerical sequence necessary to reflect budget operations and conditions, such as estimate revenues, appropriations, and encumbrances, the net balance, and other related information.

Accounting Period – A period at the end of which and for which financial statements are prepared; for example, September 1 through August 31.

Accountability. The state of being obliged to explain one's actions, to justify what one does. Accountability requires governments to answer to citizenry—to justify the raising of public resources and the purposes for which they are used.

Accounting Procedure. The arrangement of all processes that discover, record, and summarize financial information to produce financial statements and reports and to provide internal control.

Accounting System. The methods and records established to identify, assemble, analyze, classify, record, and report a government's transactions and to maintain accountability for the related assets and liabilities.

Administrative Costs. Costs related to the performance of executive duties, supervision, management, direction, correlation, or coordination of a function or entity.

Allocate. To divide a lump-sum appropriation into parts which are designated to expenditure by specific organization units and/or for specific purposes, activities, or objectives.

Allocation.   Part of a lump-sum appropriation that is designated for expenditure by specific organization unit and/or for specific purposes, activities, or objectives.

Appropriation (Estimated Expenditure). An authorization (budget) granted by a legislative body, or the school board of trustees, to make expenditures and to incur obligations for special purposes—usually limited in purpose, amount, and as to the time when it may be expended.

Audit Committee. Group of individuals assigned specific responsibility for addressing issues related to the independent audit of the financial statements on behalf of the entity under audit.

Blended Component Unit. Presentation of the data of a component unit as though it were one or more fund(s) of the primary government. The Harris County Department of Education Public Facility Corporation is a blended component of Harris County Department of Education.

Board of Education – The elected or appointed body that has been created according to State law and vested with responsibilities for educational activities in a given geographical area. These bodies are sometimes called school boards, governing boards, school trustees, etc.

Budget. A plan of financial operation embodying an estimate or proposed expenditures for a given period and the proposed means of financing them.

Budget Committee. Group of individuals assigned specific responsibility for addressing issues related to the preparation o the proposed budget on behalf of the entity.

Budget Code – This is the first part of the Pentamation Account Code. It is fourteen digit numerical sequence consisting of the 3-digit fund code, 1-digit year code, 2-digit function code, 3-digit location code, 2-digit program code, and the 3-digit budget manager code, used to accounting purposes; precedes the **Account Code**. See **Fund Code**, **Function Code**, **Location Code**, **Program Code**, and **Budget Manager Code**.

Budget Manager Code – Denotes a program, purpose, or division applicable to the revenue or expenditure; part of the **Budget Code**: XXX-X-XX-XXX-XX-**XXX**.

Capital Assets. Land, improvements to land, buildings, building improvements, vehicles, machinery, equipment, and all other tangible or intangible assets that are used in operations and that have an initial useful life extending beyond a single reporting period.

Capital Budget – A plan of proposed capital outlays and the means of financing them for the fiscal period. It is usually a part of the current budget. A capital program is sometimes referred to as a capital budget.

Capital Outlay – Expenditures which result in the acquisition of or addition to fixed assets. A fixed asset is defined as a tangible item whose expected useful life is over one year and whose value is more than $1,000 and less than $5,000 per item. It is not depreciated. A capital asset is defined as a tangible item (fixed asset) whose expected useful life is over one year and whose value exceeds $5,000 per item. It is depreciated if applicable.

Capital Expenditure – charges for the acquisition at the delivered price including transportation, costs of equipment, land, buildings, or improvements of land or buildings, fixtures and other permanent improvements of land or buildings, fixtures, and other permanent improvements with a value in excess of $5,000 and a useful life expectancy of greater than 1 year.

Capital Project – A plan for capital expenditures to be incurred each year over a fixed period of years to meet capital needs arising from the long term work program. It sets forth each project or other contemplated expenditure in which the local education agency is to have a part and specifies the full resources estimated to be available to finance the projected expenditures.

CASE – **Cooperative for After School Enrichment** – A division of Harris County Department of Education formed in 1999, to mobilize the community to work together to ensure that every child in Harris County has access to an after-school program.

Consultant – A resource person who provides assistance to the regular personnel through conference, demonstration, research, or other means.

Contracted Services – Labor, material, and other costs for services rendered by personnel who are not on the payroll of the local education agency.

Current – As used in this manual, the term has reference to the fiscal year in progress.

Current Budget – The annual budget prepared for and effective during the present fiscal year.

Current Year's Tax Levy – Taxes levied for the current fiscal period.

Deficit – The excess of the expenditures of a fund over the fund's resources.

Depreciate/Depreciation – [Verb] to consider something as having less value each year over a fixed period, for the calculation of income tax; [Noun] the amount or percentage by which something decreases in value over time, usually one year.

Designated Fund Balance – Management's intended use of available expendable financial resources in governmental funds reflecting actual plans approved by the Education Board.

Direct Costs/Direct Expenses. Expenses specifically traceable to specific goods, services, units, programs, activities or functions.

Direct Debt – Debt that is to be repaid by the reporting government itself rather than by an overlapping or underlying government.

ECI – Early Childhood Intervention – Is one of 58 ECI programs in Texas, helps families with infants who are developing later than children their age in sitting, walking, talking or playing with toys

EFT – Electronic Funds Transfer – Electronic payments and collections.

Effective Tax Rate – tax rate would impose the same total taxes as last year if you compare properties taxed in both years

Encumbrances. These represent commitments related to contracts not yet performed and are used to control expenditures for the year and to enhance cash management. A purchase order is issued for the purchase of goods and services to be received in the future. When an invoice is received and paid, the encumbrance is reduced or liquidated by the amount of the invoice paid. If the whole purchase order is completed, it is closed and only the expenditure paid remains on the general ledger.

Effectiveness. Term used by auditors to describe the degree to which an entity, program, or procedure is successful at achieving its goals and objectives.

Efficiency. Term used by auditors to describe the degree to which an entity, program, or procedure is successful at achieving its goals and objectives with the least use of scarce resources.

Expenditures. These are defined as a decrease in net financial resources. Expenditures are accounted for using the modified accrual basis of accounting. In other words, an expenditure is usually recognized in the accounting period when an item has been received and the organization becomes liable for payment of the goods or services.

Final Amended Budget – Term used in connection with budgetary reporting. The original budget adjusted by all reserves, transfers, allocations, supplemental appropriations, and other legally authorized legislative and executive changes applicable to the fiscal year, whenever signed into law or otherwise legally authorized.

Financial Resources – Resources that are or will become available for spending.

Fiscal Year (FY) – A twelve-month period of time to which the annual budget applies and at the end of which the entity determines its financial position and the results of its operations.

Fixed Asset – A permanently owned thing; an asset of a business that is central to its operation and is not traded. Usually not depreciated in governmental accounting.

Food Service – Function 35; those activities that have as their purpose the preparation and serving of regular and incidental meals, lunches, or snacks in connection with school activities.

Full-time Equivalent (FTE) – is a ratio that represents the number of hours that an employee works compared to 40 hours.

Function Code – As applied to expenditures, this term has reference to an activity or service aimed at accomplishing a certain purpose; for example, Instruction, Administration, etc.; part of the **Budget Code**: XXX-X-**XX**-XXX-XX-XXX.

Fund – A sum of money or other resources set-aside for specific activities of a school district. The fund accounts constitute a complete entity and all of the financial transactions for the particular fund are recorded in them.

Fund Code – 3-digit code assigned to accounts for funds with separate purposes; part of the **Budget Code**: **XXX**-X-XX-XXX-XX-XXX.

Fund Balance – The difference between assets and liabilities reported in a governmental fund.

Fund Balance:
> **Assigned** – Amounts constrained by the state's intent to be used for specific purposes, but are neither restricted nor committed, should be reported as assigned fund balance. Intent should be expressed by: the Texas Legislature, or a body (a budget or finance committee, for example) or official to which the governing body has delegated the authority to assign amounts to be used for specific purposes.
> **Unassigned** – represents fund balance that has not been assigned to other funds and has not been restricted, committed or assigned to specific purposes within the general fund
> **Committed** – Amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the government's highest level of decision-making authority (the Texas Legislature)
> **Restricted** – constraints placed on the use of resources are either: Externally imposed by creditors (such as through debt covenants), grantors, contributors or laws or regulations of other governments; or imposed by law through constitutional provisions or enabling legislation.
> **Non-Spendable** – classification includes amounts that cannot be spent because they are either: Not in spendable form, or legally or contractually required to be maintained intact.

Fiduciary Responsibility. Pertaining to the holding of something in trust; custody; care; to expect with assurance that public funds will be guarded and spent appropriately.

Fiscal Accountability. Responsibility of governments to justify that their actions in the current period have complied with public decisions concerning the raising and spending of public moneys in the short term-usually one year.

Function. Group of related activities aimed at accomplishing a major service or program for which a government is responsible.

GASB – **Governmental Accounting Standards Board –** An independent organization that establishes and improves standards of accounting and financial reporting for U.S. state and local governments.

General Fund. The fund used to account for all financial resources, except those to be accounted for in another fund.

General Ledger. A record containing the accounts needed to reflect, in summary and in detail, the financial position and the results of operations of a government.

Governmental Accounting. The composite activity of analyzing, recording, summarizing, reporting and interpreting the financial transactions of governmental units and agencies.

Governmental Funds – A generic classification used by the GASB to refer to all funds other than proprietary and fiduciary funds. The General Fund, special revenue funds, capital projects funds, debt service funds, and permanent funds are the types of fund s referred to as *governmental funds*.

Grants. Contributions or gifts of cash or other assets from another government to be used or expended for a specified purpose, activity or purpose.

IGR – **Internal Grant Resources –** A program in HCDE's Resource Development Division.

Independent Auditors' report. In the financial audit, the independent auditor's report typically will offer (or disclaim) an opinion on whether a set of financial statements is fairly presented in conformity with generally accepted accounting principles.

Indirect Costs/Indirect Expenses. Expenses that cannot be specifically traceable to specific goods, services, units, programs, activities or functions and so must be allocated on some systematic and rational basis.

Internal Service Funds. Proprietary fund type that may be used to report any activity that provides goods or services to other funds, departments, or divisions of the primary government, on a cost-reimbursement basis.

Interfund Transfers. Flows of assets, such as cash, between funds and blended components of the primary government without equivalent flow of assets in return and without a requirement for repayment.

Location Code – Denotes the physical address of the revenue or expenditure; part of the **Budget Code**: XXX-X-XX-**XXX**-XX-XXX.

Matching Requirement. Requirement that a grant recipient contribute resources to a program that equal or exceed a predetermined percentage of amounts provided by the grantor.

Materiality. In the context of financial reporting, the notion that an omission or misstatement of accounting information is of such significance as to make it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement.

Object (of expenditure). In the context of classification of expenditures, the good purchased or the service obtained. For example: professional services 62190000, or Supplies and Materials, 63990000.

Object Code – As applied to expenditures, this term has reference to an article or services received; for example, payroll costs, or purchased and contracted services; part of the **Account Code**: **XXXX**-XXXX.

Other Resources – An increase in current financial resources that is reported separately from
revenues to avoid distorting revenue trends.

Other Uses – A decrease in current financial resources that is reported separately from expenditures to avoid distorting expenditure trends.

Office of Management and Budget (OMB). Agency of the federal government with regulatory oversight of Single Audits. They publish lists of allowable and non-allowable expenditures for federal grants.

On-behalf Payments. Direct payments by one entity (the paying government) to a third-party recipient for the employees of another legally separate entity (the employer government). The situation with the State that pays into the Teacher Retirement System on behalf of the employees of HCDE (and school districts, etc.) based on a percentage of gross payroll costs.

Original Budget. First complete appropriated budget. The original budget may be adjusted by reserves, transfers, allocations, supplemental appropriations, and other legally authorized legislative and executive changes before the beginning of the fiscal year. The original budget should also include actual appropriation amounts automatically carried over from prior years by law.

Pass-through Grants. Grants and other financial assistance received by a governmental entity to transfer to, or spend on behalf of, a secondary recipient.

Pentamation Account Code – The Pentamation Account Code is divided into two codes: The Budget Code (14 digit numerical sequence) and the Account Code (an 8 digit numerical sequence) These are both further described in this glossary.

Principal of Bonds – The face value of bonds.

Professional Staff – This is a full time equivalent count of teachers, professional support staff,
campus administrators, and central administrators.

Program Code – The definition of an effort to accomplish a specific objective or objectives consistent with funds or resources available; part of the **Budget Code**: XXX-X-XX-XXX-**XX**-XXX.

Proprietary Fund - Sometimes referred to as *income-determination, business-like, or commercial-type* fund of state or local government. Examples are enterprise funds and internal service funds.

PFC – stands for Public Facility Corporation

Program. An organizational unit within a budget.

Proprietary Funds. Funds that focus on the determination of operating income, changes in net assets, financial position, and cash flows. HCDE has an internal service fund that is a proprietary fund type.

Reimbursement – Cash or other assets received as a repayment of the cost of work or services performed, or of other expenditures made for or on behalf of another governmental unit or department, or for an individual, firm, or corporation.

Reserve – An amount set aside for a specified purpose, or an account which records a portion of the fund balance that is to be segregated for some future use and, therefore, is not available for further appropriation and expenditure.

Revenues. These are defined as increases in current financial resources. Revenues are accounted for in a variety of revenues, including property taxes, user charges, grants, and other types of revenue. There are three major categories: Local and Intermediate Sources, State and Federal. Local revenues are property taxes collected, interest income, and other local resources. State revenues are received from the State of Texas or its agencies. Federal revenues are received from the federal government and its agencies, either directly or through the State of Texas.

Special Education – This refers to the population served by programs for students with disabilities.

Special Revenue Fund – A governmental fund type used to account for the proceeds of specific revenue sources (other than for major capital projects) that are legally restricted to expenditures for specific purposes.

Sub-object Code – A subdivision within an expenditure object classification.

TASB – Texas Association of School Boards – A nonprofit statewide educational association that serves and represents local Texas school districts.

TEA – Texas Education Agency.

TRS – The **T**eacher **R**etirement **S**ystem of Texas is a public employee retirement system that is a multiple employer defined benefit pension plan. Based on salary and wages, State law provides for a
- State or Federal grant contribution rate of 6.0% and a
- member contribution rate of 6.4% for TRS retirement and 0.65% for TRS active care, and
- reporting entity contribution of 0.55%.

Tax Rate Components – **See I & S Tax** (Interest and sinking) **M & O** (Maintenance and Operations) **Tax.**

Taxes – Compulsory charges levied by a governmental unit for the purpose of financing services performed for the common benefit.

Unreserved and Undesignated Fund Balance – Available expendable financial resources in a governmental fund that are not the object of tentative management plans.