



*** ExCEL Paperwork**

ExCEL August Institute - August 1, 2011

PROGRAM TITLE :		21 CCLC			
SCHOOL/DEPARTMENT NAME & NUMBER:		Serrano ES			
GRANT AMOUNT TO BE BUDGETED: <i>(Mandatory)</i>				\$ 100,000.00	
Obj. Code	Object of Expenditures	Job Code	FTE	FUNCTION	2011-12 Proposed Budget
1000s	<u>Certificated Salaries</u>				
1101	Classroom Teacher	0700		1000	
1102	Substitute Days	0761		1000	
1104	Extended Days	0745		1000	
1105	Extended Hours	0744		1000	\$ 25,000.00
1108	Stipends	0749		1000	\$ 5,000.00
1201	Librarian	0831		2420	
1202	Guidance Welfare, & Attendance	0923		3110 / 3130	
1203	Physical & Mental Health	0934		3140	
1308	Certificated Administrators' Stipends			2100	
1309	Other Certificated Administrators' Salaries	046X, 056X		2100	
1901	TSAs & Other Certificated Salaries	0800		2100	
	Total Certificated Salaries		0.00		\$ 30,000.00
2000s	<u>Classified Salaries</u>				
2101	Instructional Aides - Permanent	A03/T-10	0.13	1000	\$ 15,000.00
2102	Instructional Aides -Extra Hours			1000	
2103	Instructional Aides - Overtime			1000	
2910	Other Classified Salaries - UESF Para	R10-R80		2100	
2204	Operations Salaries - Permanent			8200 / 8300	
2205	Operations Salaries - Temporary			8200 / 8300	
2206	Operations Salaries - Overtime			8200 / 8300	
2301	Classified Supervisor/Administrator			2100	
2402	Techs, Clerks & Other Office Salaries	1424-50		2100	
2404	Techs, Clerks & Other Office Overtime			2100	
2901	Other Class Salaries - Civil Service	9977		2100	
2902	Other Classified Salaries - Extra Hours			2100	
2903	Other Class Salaries - Overtime			2100	
2401	Other Classified Salaries - Local 21	101X-105X		7700	
2401	Accountants' Salaries	163X-165X		7300	
2902	Student Salaries			1000	
	Total Classified Salaries		0.13		\$ 15,000.00

1105: Funds allocated for Certificated staff and Extended Calendar Requests.

1108: Funds allocated for the Certificated ExCEL ASP Lead Teacher

2101: Funds allocated for Classified staff (paraprofessionals).

Don't forget to calculate the FTE.

3000s	<u>Certificated Employee Benefits</u>				
3001	Unallocated Benefits (Certificated Salaries X 6.17%)				\$ 1,851.00
3101	STRS (Certificated Salaries X 8.25%)				\$ 2,475.00
3701	Retirees Medical Subsidy (Cert Salaries X 9.50%)				\$ 2,850.00
3401	HSS/Medical (Certificated FTE X \$9,100)				\$ -
	Total Certificated Benefits				\$ 7,176.00
3000s	<u>Classified Employee Benefits</u>				
3002	Unallocated Benefits (Class UESF X 6.17%)				\$ 925.50
3315	PARS (Class UESF Salaries X 6.25%)				\$ 937.50
3002	Unallocated Benefits (Class Non-UESF Salaries X 12.37%)				\$ -
3312	City Retirement - Class Civil Service Salaries X 25.59%				\$ -
3312	City Retirement - Class Loc 21 Salaries X 18.09%				\$ -
3702	Retirees Medical Subsidy (Class Salaries X 9.50%)				\$ 1,425.00
3402	HSS/Medical (Classified FTE X \$9,100)				\$ 1,137.50
	Total Classified Benefits				\$ 4,425.50

Benefits for Certificated and Classified Staff are automatically calculated with proposed budgeted salaries.

4000s	Books & Supplies				
4211	Reference & Library Books			2420	
4310	Classroom Instructional Materials			1000	
4313	Other Supplies			2100	\$ 499.50
4490	Audio Visual Equipment <\$25,000 per unit			2420	
4490	All Other Equipment <\$25,000 per unit			2100	
4551	Printing - In House			2100	
4552	Postage - In House			2100	
	Total Books & Supplies				\$ 499.50
5000s	Services & Other Operating Expenses				
5100	Sub-Agreements for Services			2100	
5201	Mileage			2100	
5202	Travel/Conference			2100	
5310	Dues & Memberships			2100	
5622	Rental/Lease of Equipment			2100	
5630	Rental/Lease of Facilities			8700	
5642	Repair & Maintenance - Equipment			2100	
5803	Consultant Fees			2100	\$ 42,899.00
5810	Student Transportation			1000	
5811	Student Field Trips			1000	
5850	Printing & Engraving - Outside Vendor			2100	
5890	Other Services & Other Expenses			2100	
5911	Telephone			2100	
5912	Postage - Fed/Ex; meters, etc.			2100	
	Total Services & Other Operating Expenses				\$ 42,899.00
	Sub-total				\$ 100,000.00
	TOTAL BUDGET				\$ 100,000.00
	Principal's Signature				
	Program Manager's Signature (<i>mandatory</i>)				Date

Funds allocated to purchase supplies with grant funds left in SFUSD budget

Funds contracted to the ExCEL ASP CBO Partner OR any other entity that the school site would like to contract directly with.

11-12 Grant Budgeted Amount should MATCH the Total Budget

*How do you HIRE and PAY Teachers?!

***Certificated Staff**

*** Extended Calendar Request (ECR) * Certificated Stipends ***

**SAN FRANCISCO UNIFIED SCHOOL DISTRICT
ExCEL After School Programs**

CERTIFICATED STIPENDS

For ExCEL Use Only

Resource:

Org:

School: Serrano ES Request Date: 3/3/11 Total Pay\$ 878.10 Total Benefits\$: 213.22

Teachers **CANNOT** work until you receive Extended Calendar Approval Number

TEACHER NAME	EMPLOYEE ID # MANDATORY	TOTAL # OF HOURS FOR THE YEAR	PAY RATE \$29.27 per hour	TOTAL PAY	TOTAL BENEFITS	RACE/ ETHNICITY
Coalinga California	98765	35	29.27	1024.45	248.74	
Floyd Virginia	86420	44	29.27	1287.88	312.70	
Purple Balloon	1458	100	29.27	2927.00	700.14	

of hours the Certificated staff person will be working for the academic school year

Benefits are not automatically calculated; ensure that the amount is identified prior to submitting the EC Request

Extended Calendar Approval Number: _____ (Allow 10 days for approval)

***Friendly Reminder:**
Until authorization is received by SFUSD HR the staff person CANNOT begin working in the ASP.

\$6,000 limit per staff/year

EXTENDED DAY/HOUR TIME REPORT

NAME _____ EMPLOYEE ID _____

ADDRESS _____

CITY/STATE/ZIP _____

EMPLOYEE SIGNATURE _____ DATE _____

SITE/LOCATION OF SERVICES _____

APPROVED EARNINGS CODE (6 DIGITS) _____

RESOLUTION/AUTHORIZATION NUMBER _____

EMPLOYEE WORK LOCATION _____

Stipend Amount: \$ _____

APPROVED BY: _____

ADMINISTRATOR _____

DATE SUBMITTED _____

Submit completed forms to the Payroll Office by the **18th of the month** to insure prompt payment. All fields must be completed in order to process for payment.

After the "J" Resolution has been approved by the Board of Education, department or site administrators must submit approved Extended/Hours Time Report forms to the Payroll department within 30 calendar days of the completion of the extended days/hours service. However, the department of site administrators must submit all Extended Days/Hours Time Report forms for services performed during the month of June no later than July 15th of each calendar year.



	DATE OF SERVICE		TIME SERVED	
	MONTH	DAY	DAY	HOURS
End of previous month		21	_____	_____
		22	_____	_____
		23	_____	_____
		24	_____	_____
		25	_____	_____
		26	_____	_____
		27	_____	_____
		28	_____	_____
		29	_____	_____
		30	_____	_____
		31	_____	_____
Beginning of present month		1	_____	_____
		2	_____	_____
		3	_____	_____
		4	_____	_____
		5	_____	_____
		6	_____	_____
		7	_____	_____
		8	_____	_____
		9	_____	_____
		10	_____	_____
		11	_____	_____
	12	_____	_____	
	13	_____	_____	
	14	_____	_____	
	15	_____	_____	
	16	_____	_____	
	17	_____	_____	
	18	_____	_____	
	19	_____	_____	
	20	_____	_____	
TOTAL			_____	_____
		DAYS		HOURS

FOR OFFICE USE ONLY

PAYPERIOD END DATE: _____

INITIALS: _____

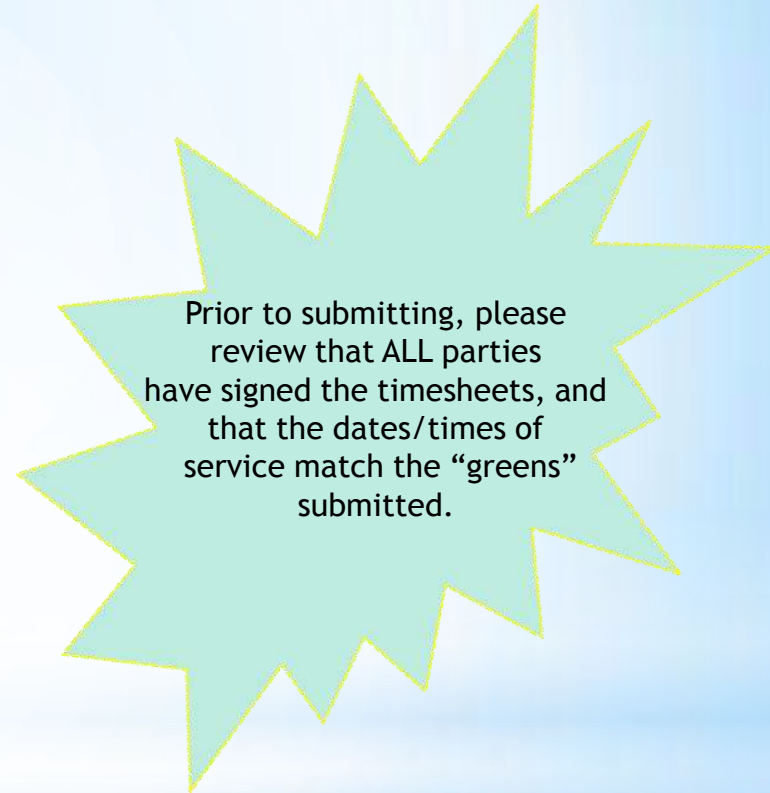
San Francisco Unified School District: CERTIFICATED TIME REPORT
 (teachers must sign-in & sign-out daily)

Employee:		Work Assignment:	
Pay Period:		To	

*This completed form must be submitted with the signed **“GREEN”***

15min=.25, 30min=.5, 45min=.75, 1hour =1

Date	Sign-In Time	Sign-Out Time	Total After School Hours
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			



Employee Signature: _____ Date: _____

Site Administrator Signature: _____ Date: _____

Site Coordinator Signature: _____ Date: _____

Teacher Hour Tracker

Teacher	Budgeted Hours	Total Stipend	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	Total Hours Used	Total Paid	Hours Remaining	\$ available
Denver Colorado	120	\$3,512.40	5	6	7	8	9	12	12				54	\$1,580.58	66	\$1,931.82
Eureka California	70	\$2,048.90	8	8	5	8	3	5	8				37	\$1,082.99	33	\$965.91
Houston Texas	60	\$1,756.20	5	5	5	5	5	5	5				30	\$878.10	30	\$878.10
Springfield Illinois	55	\$1,609.85	4	6	8	3	4	8	3				32	\$936.64	23	\$673.21
		\$0.00											0	\$0.00	0	\$0.00
		\$0.00											0	\$0.00	0	\$0.00
		\$0.00											0	\$0.00	0	\$0.00
		\$0.00											0	\$0.00	0	\$0.00
		\$0.00											0	\$0.00	0	\$0.00
		\$0.00											0	\$0.00	0	\$0.00
		\$0.00											0	\$0.00	0	\$0.00
		\$0.00											0	\$0.00	0	\$0.00
		\$0.00											0	\$0.00	0	\$0.00
Total	305	\$8,927.35	22	25	25	24	21	30	28	0	0	0	153	\$4,478.31	152	\$4,449.04

Fill in budgeted hours and total stipend will auto fill.

Every month input hours worked and “total hours used”, “total paid”, “hours remaining” and “\$ Available” will auto fill.

Track teachers hours monthly using the sample spreadsheet provided.

Teachers will not be paid if the amount of hours worked is more than the number of hours available.

Please contact your ExCEL ASP District Coordinator to make an adjustment.

Teacher Hour Tracker

Teacher	Budgeted Hours	Total Stipend	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	Total Hours Used	Total Paid	Hours Remaining	\$ available
Denver Colorado	85	\$2,487.95	5	6	7	8	9	12	12				54	\$1,580.58	31	\$907.37
Eureka California	70	\$2,048.90	8	8	5	8	3	5	8				37	\$1,082.99	33	\$965.91
Houston Texas	46	\$1,346.42	5	5	5	5	5	5	5				30	\$878.10	16	\$468.32
Springfield Illinois	55	\$1,609.85	4	6	8	3	4	8	3				32	\$936.64	23	\$673.21
Coalinga California	35	\$1,024.45	Amended hours										0	\$0.00	35	\$1,024.45
Floyd Virginia	44	\$1,287.88											0	\$0.00	44	\$1,287.88
		\$0.00											0	\$0.00	0	\$0.00
		\$0.00											0	\$0.00	0	\$0.00
		\$0.00											0	\$0.00	0	\$0.00
		\$0.00											0	\$0.00	0	\$0.00
		\$0.00											0	\$0.00	0	\$0.00
		\$0.00											0	\$0.00	0	\$0.00
		\$0.00											0	\$0.00	0	\$0.00
		\$0.00											0	\$0.00	0	\$0.00
		\$0.00											0	\$0.00	0	\$0.00
Total	335	\$9,805.45	22	25	25	24	21	30	28	0	0	0	153	\$4,478.31	182	\$5,327.14

*Denver and Houston had hours reduced as of 3/3/11, -35 hrs and -14 hrs respectively.

Make a notation of changes for yourself

Track teachers hours monthly using the sample spreadsheet provided.

Teachers will not be paid if the amount of hours worked is more than the number of hours available.

Please contact your ExCEL ASP District Coordinator to make an adjustment.

*How do you HIRE and PAY paras?!

***Classified Staff**

REQUEST for POSITION FUNDING (RPF)

Contact Person:	Yashica Crawford	Date: 8/16/10
Department / Division:	Student Support Services	
Work Location:	Lowell HS	LOCATION # 5 digits) _____
Phone:	555-5252	FAX: 555-7771
This request has been approved by all responsible parties:	I certify that this request complies with all applicable S.F. Board of Education policies and procedures.	
Name of Authorizing Signature:	Dr Principal	
Signature:		Date:

THIS IS MANDATORY. In narrative form, what changes are you requesting and why?

- Houston Texas will be working 8 hours a week (2 hours a day/4 days a week), 132 days (176 – 44), starting September 1st until May 27th, 2012
- He will provide tutoring and enrichment activities for the Lowell HS ASP, Monday – Thursday.
- The position is 0.2 FTE.
- Hourly: \$20.97, salary:\$2,768.04 + benefits: \$2,384.72 = \$5,152.76.

CHECK BOXES AND PROVIDE COMPLETE INFORMATION, AS APPLICABLE.

<input type="checkbox"/> CERTIFICATED	<input checked="" type="checkbox"/> CLASSIFIED	FTE: <u>0.2</u>
<input checked="" type="checkbox"/> ESTABLISH POSITION AS A RESULT OF BUDGET TRANSFER OR ADDITIONAL FUNDING <input type="checkbox"/> ESTABLISH "APPROVED EARNINGS CODE" Overtime for CLASSIFIED ONLY <input type="checkbox"/> ESTABLISH "APPROVED EARNINGS CODE" Extra Hours for CLASSIFIED ONLY		
<input checked="" type="checkbox"/> CHANGE OF FUNDING / CHANGE OF FTE/CHANGE OF JOB CODE FOR A POSITION POSITION NUMBER: _____ NAME OF INCUMBENT: <u>Houston Texas</u>		
<input type="checkbox"/> DELETE POSITION: POSITION NUMBER: _____ NAME OF INCUMBENT: _____		

Start Date: 9/1/10 **End Date:** 5/27/11

1 FTE	2 Fund	3 Resource	4 Year	5 Goal	6 Function	7 Object	8 Org	9 Job Code	10 Position Number	11 Approved Earnings code
0.2			2012			2101	697	A03		
Total FTE										

Detailed descriptions work BEST!

Cross your check:

- SFUSD budget to make sure funding was identified
- Paras daytime status (hours and hourly pay)

Please submit completed RPF to
Ms. Rhonda Winchester @
20 Cook St.
 along with the completed SRPA.

SITE REQUEST FOR PERSONNEL ACTION (SRPA)

1. **Certificated** **Classified** Position Number (Mandatory): EXCEL Input

2. **FUNDING SOURCE:** (Check One or Both) General Fund Categorical (Cat. FTE: _____)
 Appropriation Number(s): EXCEL Input

3. **LOCATION:** Lowell **Location Code:**
 High School Middle School Elementary Child Development Central Services Other

4. **CANDIDATE INFORMATION:** Work Phone # (415) 533-5252
 Name Texas, Houston SS# 101-00-1101 Home Phone # (415) 533-7771

5a. **ASSIGNMENT:** (Certificated Staff)
 Open Position Limited Assignment: From _____ To _____
 FTE _____ Job Code _____ Effective Dates: From _____ To _____
 TPER _____ TPR1 _____ TPR2 _____ ET _____ TT _____ CTC _____ CTN _____ INT _____ PINT _____ DTD _____

5b. **ASSIGNMENT:** (Classified Staff)
 Hour/Week 8 School Term (10 month) Full Year (12 month)
 FTE 0.2 Job Code EXCEL Input Effective Dates: From 9/1/10 To 5/27/11

6. **ACTION TYPE:**
 New Position Transfer From _____
 Replacement for: (Print) _____ Employee ID 10101
 Reason for Replacement: (Check One)
 FMLA Leave Education Leave Personal Leave New Position Termination
 Family Care Leave Leave to accept other City/District Position Retirement Sabbatical Leave Deceased
 Maternity Leave City & County of SF Employment Resignation Military Leave Other

7. **POSITION TITLE:** Principal Assistant Principal Department Head Head Counselor
 Counselor Dean Teacher Psychologist Speech Therapist Social Worker
 Librarian Nurse Clerical Paraprofessional Other ASP Program Leader

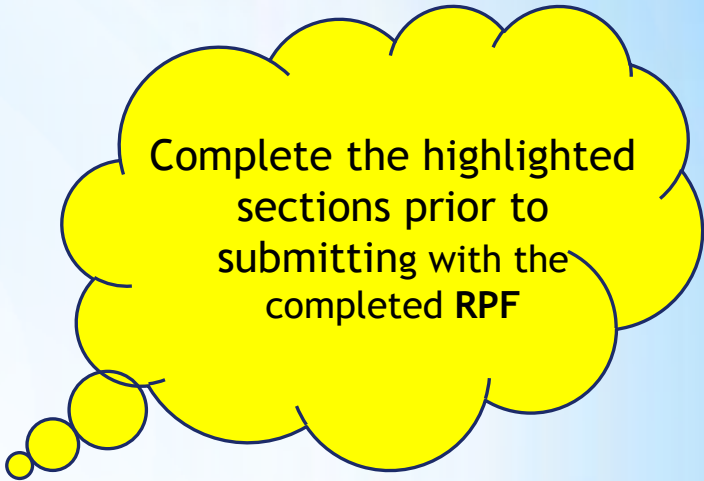
8. **POSITION DESCRIPTION:**
 Grade (s) 9-12 Subject After School Tutor / Program Leader
 General ELD SDAI Core Special Education (Type _____)
 Bilingual (Language: _____) Other _____
 Credential Type(s): _____ Expiration Date(s): _____

9. **ACTION REQUESTED BY:**
Dr. Principal Dr. [Signature] Principal 533-1234 8/16/10
Print Name Signature Title Phone # Date
 Check if requester is other than the lead administrator at the program/site.

10. **RECOMMENDED CANDIDATE'S SIGNATURE:**
 (Signature signifies that upon approval by the Human Resources Department the candidate will accept this position.)
Houston Texas [Signature] 8/16/10
Candidate Print Name Candidate Signature Date

11. **Federal/State Approval:** _____ Date: _____
Federal/State Accounting Office: _____ Date: _____

12. **SFUSD Human Resources Approval:**
 Date Received: _____ Requisition No.: (DEPT#/DHR#) _____
 Date Requisition Approved: _____ Date Appointment Approved by HR: _____



PURCHASING using SFUSD FUNDS!

1. Check your SFUSD budget to see if you have funds.
2. Check in with your school principal regarding your purchase.
3. Shop around to make sure you get the best price!
4. Make sure the vendor accepts Purchase Orders
5. Complete and submit an ExCEL Expenditure Request Form

ExCEL AFTER SCHOOL PROGRAMS

San Francisco Unified School District
ExCEL After School Programs

EXPENDITURE REQUEST FORM

ExCEL District Coordinator

- Aurelio Cisneros
- Michael Luk
- Yashica Crawford
- Lucy Hong
- Matt Pemberton
- Karen Polk
- Jennifer Quevedo- Serrano
- Alice Tam

Expenditure Type

- Cash Reimbursement (\$1-\$500)
- District Purchase (\$1-\$500)
- Purchase (\$501-\$1499)
- Purchase (\$1500- Above)
- Field Trip

School Site: _____

Date: _____

Name: _____

Phone Number: _____

List Items: _____

Fax Number _____

Object Code(s)

- 4300 Educational Supplies
- 5811 Field Trip
- 4490 equipment
- 5810 Transportation

Payable To

Name/Vendor

Cost

Including taxes and freight

- Estimate* *Actual*

Site Approval _____
Site Administrator's Signature

FAX Expenditure Request (415) 750-8653

For ExCEL Use Only

Requisition Number _____ Object Code _____

ExCEL Approval _____
Date _____

20 Cook Street San Francisco, CA 94118 Tel 415-750-4500 Fax 415-750-8653

- Submit 2 weeks prior to purchase.
- Approval **MUST** be given before purchase is made
- Turn in ORIGINAL receipts (with agenda, flyer, and sign in/out sheets , if applicable)

Don't forget your administrator's signature. 😊

* Under \$1,500

- * ExCEL will provide the site with a Purchase Order (PO) number.
- * Must submit ORIGINAL INVOICE to ExCEL Office for payment; failure to submit receipt will delay payment.


* Above \$1,500 and ELECTRONIC equipment

- * ExCEL office will process the purchase and payment.
- * Please ensure to provide your complete contact information:
 - * School Name, Complete Address, Contact Person and Contact Number
- * FYI: Turn around time for the purchase will be a little lengthily due to the SFUSD purchasing process.

* **The Dollar Amount
Matter\$**

*WHAT IS THIS?!

*Budget Status Report
(BSR)



GROUP DESCRIPTION:
Fund: 01 GENERAL FUND
Resource: 41248 NCLB 21ST CNTURY
Org: 621 S.F.INTERNATIONAL HIGH

FMS Budget Status Report - FY 2011 Detail
For Resource: 41248 NCLB 21ST CNTURY LRNG-ONE TIME - by
As of July 26, 2011

DATE	OBJECT	FUNCTION	REQ. #	WARRANT/PO_ID	VENDOR/Description:	BUDGETED	ENCUMBRANCE	EXPENDITURE	AVAILABLE
Object: 1000 Group:									
01/01/00	1105 - Certificated Hourly	Goal: 1110 - Function: 1000			kn-item-budget	7,437.58			
02/20/11	1105 - Certificated Hourly	Goal: 1110 - Function: 1000			Certificated Payroll - 02/20/1			4,127.27	
03/20/11	1105 - Certificated Hourly	Goal: 1110 - Function: 1000			Certificated Payroll - 03/20/1			2,641.22	
04/20/11	1105 - Certificated Hourly	Goal: 1110 - Function: 1000			Certificated Payroll - 04/20/1			1,681.11	
05/20/11	1105 - Certificated Hourly	Goal: 1110 - Function: 1000			Certificated Payroll - 05/20/1			581.11	
06/20/11	1105 - Certificated Hourly	Goal: 1110 - Function: 1000			Certificated Payroll - 06/20/1			1,668.11	
01/01/00	1108 - Other Duties Stipend	Goal: 1110 - Function: 1000			kn-item-budget	2,000.00			
1000s Object Group Summary:						9,437.58	0.00	6,549.13	2,888.45
Object: 3000 Group:									
3000s Object Group Summary:						2,257.33	0.00	943.23	1,314.10
Object: 5000 Group:									
01/01/00	5803 - Consultant Fees	Goal: 1110 - Function: 2100			kn-item-budget	88,305.09			
01/24/11	5803 - Consultant Fees	Goal: 1110 - Function: 2100		0000090181	SMALL SCHOOLS FOR EQUITY		58,805.09		
02/28/11	5803 - Consultant Fees	Goal: 1110 - Function: 2100			To reverse prior year (9514			20,081.00	
04/01/11	5803 - Consultant Fees	Goal: 1110 - Function: 2100		0000091144	REFUGEE TRANSITION		29,500.00		
05/01/11	5803 - Consultant Fees	Goal: 1110 - Function: 2100	1530226111	619738	SMALL SCHOOLS FOR EQUITY			16,164.26	
05/01/11	5803 - Consultant Fees	Goal: 1110 - Function: 2100	30326111	619739	SMALL SCHOOLS FOR EQUITY			1,726.45	
05/01/11	5803 - Consultant Fees	Goal: 1110 - Function: 2100	30226111	619738	SMALL SCHOOLS FOR EQUITY			3,272.12	
05/05/11	5803 - Consultant Fees	Goal: 1110 - Function: 2100					-16,164.26		
05/05/11	5803 - Consultant Fees	Goal: 1110 - Function: 2100					-3,272.12		
05/05/11	5803 - Consultant Fees	Goal: 1110 - Function: 2100					-1,726.45		
06/30/11	5803 - Consultant Fees	Goal: 1110 - Function: 2100	1530626311	627021	SMALL SCHOOLS FOR EQUITY			16,556.96	
07/18/11	5803 - Consultant Fees	Goal: 1110 - Function: 2100					-16,556.96		
5000s Object Group Summary:						88,305.09	50,585.30	57,800.79	-1,281.00
Total for Fund: GENERAL FUND Resource: NCLB 21ST CNTURY LRNG-ONE TIME						92,900.00	50,585.30	65,308.15	-1,281.00

School Code

Resource code

Amount identified in SFUSD budget

Amount contracted out

Amount spent



* Questions?