

BUDGET INFORMATION

Fiscal year is July 1st through June 30th. Visions fiscal year will be represented by the graduating year. ie: 2020--2021 will reflect as “FY 2021”. Purchase orders will begin with the the fiscal year (FY). ie: 2021 will start with “21”. Requisitions numbers will be randomly assigned. Student Funds will have a “9” prior to fiscal year; “921”.

Name	Fiscal Year	FY	District	Student Activities
MesaUnifiedFY1617	2017	2016-2017	17???????	917????
MesaUnifiedFY1718	2018	2017-2018	18???????	918????
MesaUnifiedFY1819	2019	2018-2019	19???????	919????
Mesa UnifiedFY1920	2020	2019-2020	20???????	920????
Mesa Unified FY2021	2021	2020-2021	21???????	921????

Budget allocation is per pupil based on Research & Evaluations projected enrollment. The budget will be loaded to the same accounts as the previous fiscal year, based on the same budget percentage, unless Financial Services is notified by May 15th.

Fund and Account Balances can be either:

Fiscal Year Use - any remaining balance will be returned to the general fund.

Rollover - any remaining balance will be rolled over to same account in September of the next fiscal year. These funds can be spent prior to rollover.

Object codes classifications

Revenue - money has been collected and revenue is deposited to revenue code. The budget capacity is allocated to the appropriate function and expense object code.

Salary - is allocated to the appropriate function, salary object code and opt 3 code.

If opt3 is:

“00” indicates that it is a contract salary code

“01” indicates that it is an hourly salary code. Contract personnel could possibly have an hourly code in addition to their contract code if there is an extended contract or overtime.

Salary object code **range is: 6000 to 6199**

Expense - the budget capacity is allocated to the appropriate function and expense object code to purchase items.

Expense object code **range is: 6300 to 6999**

BUDGET INFORMATION

Credit - when issued from MDC the credited amount will be returned to the account that the item/s were initially purchased from. Credits for an outside vendor will be applied against that purchase order.

Refunds - are created at site on the district “**Refund Claim Form**” and processed through Accounting. Each person receiving refund or reimbursement will be setup as a vendor.

Ordering:

MDC - Warehouse Issues - usually delivered to site approximately within two to three days

Purchase Orders

Line Item - each item has a description including shipping on its own line. Multiple funds can be used. One time use (partial order and back orders allowed.)

Blanket - items to be purchased from same account number, created not to exceed a total dollar amount including shipping, handling and tax. Multiple purchases throughout fiscal year. Multiple payments throughout the fiscal year as items are received and invoiced. Blanket purchase orders cannot be used when funding is override or when purchasing furniture, equipment or technology.

The budget capacity of expense account codes, will either be “budget by line” or “budget control group”.

An account code loaded with budget capacity is for that particular account code only. There must be enough budget capacity to allow the warehouse issue or requisition to be entered. A transfer can be requested via email to fund approver. The account balance or unencumbered amount can be viewed utilizing “**Account Detail**”, “**General Ledger Report Writer**”, or “**Budget Control Group Reporting**”.

BUDGET INFORMATION

A **budget control group account** has multiple accounts linked with the budget capacity loaded to one account only (transfers are not required). Each type of **budget control group account** has its own perimeters or range, district funds are described below. Funds other than district have unique linkage, check with fund approver. The linked account balance or unencumbered amount can be viewed utilizing different **“Budget Control Group Reporting.”**

“Budget Control Group Reporting for District Linked Accounts - are run to see the unencumbered total.

Hourly Salary - four reports available for:

- Hourly Salary Elementary
- Hourly Salary Junior High
- Hourly Salary High School
- Hourly Salary Department

All hourly accounts are linked together independent of function or object codes. Unencumbered Amount is the Budget Balance column.

Supplies – S??? M&O supply accounts are linked by fund M&O (001) with the exception of accounts with an opt 1 (i.e. - override funding) or program code (i.e. Special Ed 200). Unencumbered Amount is the Budget Balance column.

Capital

C??? Capital – **6643 for instructional/supplemental aids** - All 6643 object accounts are linked together independent of function codes. Unencumbered Amount is the Budget Balance column.

C??? Capital for **6731 – 6739 - furniture, equipment, and technology** - All capital accounts are linked by object codes (6731-6733-6737-6739) independent of function codes. Unencumbered Amount is the Budget Balance column.

Gifts & Grants 1 - All Gift and Grants accounts are linked by opt1 gift number independent of function or object codes. Each gift and grant is assigned an opt1 code beginning with 6XX by the Accounting Department. Unencumbered Amount is the Budget Balance by Opt1 6XX (xx=gift number).

District funded (M&O) Print Shop (6611) and Postage Charges (6532) will be posted monthly to your appropriate account.

Charges for Print Shop and Postage are not immediately encumbered. These expenses must be tracked and enough budget capacity remain in account until payment has been made from account.