

# \$ BUDGET \$

## School Site Budget Meeting Agenda

- ❖ Budget Tech Assignments
- ❖ Chart of Accounts
- ❖ LCAP Site Allocation
- ❖ Budget to Actuals Report
- ❖ Line Item Worksheet sample
- ❖ Personnel Requisitions (PRs)
- ❖ Time Sheets
- ❖ Cash Collections
- ❖ Master Rate Sheet
- ❖ Certificated Extra Duty & Subs Worksheet
- ❖ Questions; Suggestions; Concerns

*Rose Bisarra*

*Gerry De Dios*

*Valerie McOwen*

*Diandra Mora*

*Melissa Saldana*

*Candice Ratzenburg*

*Ramona Sepulveda*

*Lesley Tucker*



# Budget Tech Assignments

ROSE BISARRA			Ext 6518
Site / Resource	School / Program	Loc	
CA	Cactus	011	
CH	Chaparral	023	
DGM	David G. Millen	055	
DW	Desert Willow	029	
SAGE	Space & Aeronautics Gateway to Exploration	012	
SH	Shadow Hills	060	
TW	Tumbleweed	017	
31800	SIG Grant - Monitoring & Reporting	017	
58101	Magnet School Assistance Program Monitoring & Reporting	ALL	
60100	ASES - Program Monitorin & Reporting	ALL	
60110	ASES KIDS Code Pilot - Program Monitorin & Reporting	ALL	
63000	Lottery: Instructional Materials	001	
95000	Local Restricted	011, 023, 055, 029, 012, 060, 017	
Reporting	Cash Management Reporting		
	Federal Interest Reporting		

VALERIE MCOWEN			Ext 6601
Site / Resource	School / Department	Loc	
BS	Barrel Springs	030	
BV	Buena Vista	036	
DC	Dos Caminos	042	
IA / RTL	Innovation Academy / Ready to Learn	103, 124	
JH	Joshua Hills	020	
OC	Ocotillo	021	
OT	Oak Tree	007	
	Saturday School	123	
9000X.X	LCAP Monitoring & Reporting - District (Goal End "0")	ALL	
95000	Local Restricted	030, 036, 042, 020, 021, 007	

GERRY DE DIOS			Ext 6507
Reporting & Other Assignments	Backup for Reporting		
	SMAA Quarterly Reporting (Alternate Quarterly)		
	Teachers Staffing (Alternate Monthly)		
	Cash Management Reporting (Backup for Rose)		

MONA SEPULVEDA			Ext 6510
Resource	Department / Program	Loc	
00000	District Office, St. Mary's Private School, Retirees, Teacher Extra Duty, Superintendent, Business Services, Fiscal Services, Risk Management, Reprographics, IT, Facilities, Warehouse, Custodians, Grounds, District Vehicles, Transportation, Ed Serv, Ed Tech, Planetarium, Personnel Commission, HR, Teacher Support, District Moves, Student Testing and Assessment, Subs	001, 088, 150, 170, 201, 204, 205, 206, 208, 209, 210, 211, 213, 214, 216, 217, 218, 221, 224, 230, 231, 233, 235, 238, 680	
02090	Classroom Multimedia Project	ALL	
02091	Technology Update Fund	ALL	
06264	Administrator's Credentialing Program	001	
09030	Charter Admin & Sports Program	001	
30100	Title I - Program Monitoring & Reporting - DO & Ed Serv (Goal End "0")	218	
30600	Migrant Ed - Program Monitoring & Reporting	001	
30610	Migrant Ed Summer - Program Monitoring & Reporting	001	
40350	Title II - Program Monitoring & Reporting	001, 231, 233	
42010	Title III Immigrant - Program Monitoring & Reporting	218	
42030	Title III LEP - Program Monitoring & Reporting	218	
41270	Title IV - Program Monitoring & Reporting	218	
81500	RRMA - Routine Restricted Maintenance Account	212	
90110	Microsoft CA Settlement	209	
95000	Local Restricted - Ed Tech & Ed Services	221, 218	
Reporting	CARS Reporting - ALL Categorical Programs	ALL	

MELISSA SALDANA			Ext 6514
Resource/Site	School / Program	Loc	
75100	Low Performance Student Block	ALL	
78100	All Other State Income	ALL	
91200	SAVE (Other Local Ed Foundation)	ALL	
91500	Other Local-Immunitization Partnership	ALL	
91610	Lockheed Martin COVID19 Emergency Online Learning Grant	ALL	
COVID	All CARES ACT COVID Resources	ALL	
MZ	Manzanita	014	
PLP	Palmdale Learning Plaza	027	
PT	Palm Tree	024	
SW	Summerwind	028	
TA	Tamarisk	016	
YU	Yucca	013	
95000	Local Restricted	014, 027, 024, 028, 016, 013	

**Other Assignments** Payroll Error Correction (Downloading/Preparing JVA)

LESLEY TUCKER			Ext 6521
Resource/Dept/Site	School / Program /Dept	Loc	
PDC	PDC (Palmdale Discovery Ctr)	005	
YN	Yellen Special Ed Staffing	061	
00000	Special Ed, Health Services, Student Svcs and Welcome Ctr	225, 227, 228 & 241	
33100	Special Education - IDEA / Preschool Local Entitlements	ALL	
33150	Special Education - IDEA Federal Preschool	ALL	
33200	Special Education - Part of 33100 Previously Preschool Local Entitlements	ALL	
33270	Special Education - Mental Health Services	ALL	
33450	Special Education - Preschool Staff Development	ALL	
33850	Special Education - Early Ed Program & State Early Intervention Add'l	ALL	
56400	Health Services - Medi-Cal	ALL	
65000	Special Education - AB 602 / Out of Home Care	ALL	
65120.0	Special Education - Mental Health Services	ALL	
65120.7	Special Education - Mental Health Services (PSD) Ends FY1819	ALL	
91100	Health Services - SMAA	ALL	
95000	Local Restricted - YN, PDC	005, 061	

CANDICE RATZENBURG			Ext 6513
Site	School / Program	Loc	
CM	Cimarron	033	
DR	Desert Rose	025	
GP	Golden Poppy	031	
LA	Los Amigos	040	
MQ	Mesquite	034	
QV	Quail Valley	039	
PACHS	Palmdale Academy Charter High School	096	
73110	Employee Professional Development Block Grant	Human Resources	
11000	Lottery	ALL	
63000	Lottery	ALL	
14000	EPA (Education Protection Account)	ALL	
95000	Local Restricted	ALL	

DIANDRA MORA			Ext 6599
Site	Program/ Function	Loc	
District Office	Certificated/Classified/Management Position Control		
	HRS Discrepancy Report		
	SFS Pay Notification		
	Health & Welfare Reconciliation		
	Update PC Prods (LLL, SACS, LABOR)		
	Fund 76 Reconciliation		
	Cash Collections for Salary Overpayments - CTA/PETA/CSEA		

**Fund Table for Schools**

Fund	Description
01.0	General Fund
09.0	PACHS

# BUDGET – Chart of Accounts

**RESOURCE TABLE FOR SCHOOLS**

Where is the money coming from?  
Are there any special reporting requirements?

Resource	Description
<b>00000.0 - 01999.0</b>	<b>UNRESTRICTED RESOURCES</b>
00000.0	Unrestricted
<b>30000.0 - 59999.0</b>	<b>FEDERAL RESOURCES RESTRICTED</b>
30100.0	Title I- IASA Part A
31820.0	Comprehensive Support & Improvement Grant (CSI)
58101.0	Magnet Schools Assistance Program Grant (MSAP)
<b>80000.0 - 99999.0</b>	<b>LOCAL RESOURCES RESTRICTED</b>
90001.0	LCAP-PACHS
90001.6	LCAP-Curriculum and Instruction
90002.9	LCAP-Welcoming and Safe Environment
90003.8	LCAP-Parent Community Outreach
91200.0	Other Local Ed Foundation (SAVE Foundation)
95000.0	School Local Restricted

**GOAL TABLE**

Which students are being served?  
What is the instructional setting?

Code Range	Code	Description
<b>00000</b>	<b>UNDISTRIBUTED</b>	
	00009	Undistributed-Site
		<b>Use for Non-direct instruction programs (ie. School &amp; distr admin, instructional supervision, maintenance, operations)</b>
<b>10000-19999</b>	<b>GENERAL EDUCATION K-12</b>	
	11109	Regular Education K-12-Site Based
	11129	Magnet Program/Int'l Baccalaureate
	11139	AVID Site Based
	11149	Gate-Site
	11179	Foster Youth-Site
	35509	Regular Ed K-12 Community Day School (Oak Tree Only)
<b>40000-49999</b>	<b>SUPPLEMENTAL EDUCATION</b>	
	47609	Bilingual - Site
		<b>Use for activities/services provided to students from homes where English is not the primary language</b>

\*All Goals Above for PACHS: Account End 0

**FUNCTION TABLE FOR SCHOOLS**

What is the service or activity?

Code Range	Code	Description
<b>10000-19999</b>		<b>INSTRUCTIONAL</b>
		<b>REQUIRES A GOAL</b>
		Used for activities directly dealing with the interaction between teachers and students or activities that assist the instruction process
	10000	Instruction
	10010	Instruction - Fine Arts
	10030	Instruction - PE
	10040	Instruction - Music
<b>20000-29999</b>		<b>INSTRUCTIONAL RELATED SERVICES</b>
		Used for instruction-related services that provide admin, technical, and logistical support to facilitate and enhance instruction
	21400	Instructional Staff Development
	24200	Instructional Library, Media & Tech
	24950	Parent Participation
	27000	School Administration
<b>30000-39999</b>		<b>PUPIL SERVICES</b>
	31300	Attendance & Social Work Services
	31400	Health Services
	37000	Food Services

**OBJECT TABLE FOR SCHOOLS**

What is the expense type?

OBJECT	DESCRIPTION	OBJECT	DESCRIPTION
	<b>Certificated Personnel Salaries</b>		<b>Books and Reference Materials</b>
	<b>Teachers Salaries</b>		
	<i>(Used when Instructing Students)</i>	4210	Books and Reference Materials
1110	Tchr Salaries		<b>Materials and Supplies</b>
1160	Tchr Salaries-Instr. Subs-DO Paid (Sick/PN/Jury Duty/Ind.Accident)	4315	Supplies-PE Clothes
1162	Tchr Salaries-Intr. Subs-Sites/Dept. Paid (Prof. Dev.)	4320	Supplies (Less Than \$500 Per Item - Incl S&H/Tax/Fees)
1163	Tchr Salaries-Subs-Long Term (20+Days)	4380	Supplies-Technology (Less Than \$500 Per Item - Incl S&H/Tax/Fees)
1170	Tchr Salaries-Instructional Extra Duty / Period Subs	4393	Water, Bottled
1190	Tchr Salaries-Tutors/Home Teachers	4399	Holding-Admin (Use 5899)
		4420	Non Cap Asset (Between \$500-\$4,999 Per Item - Incl S&H/Tax/Fees) CANNOT Be Split Funded
	<b>Certificated Supervisors' and Administrators' Salaries</b>	4480	Non Cap Asset Technology (Between \$500-\$4,999 Per Item - Incl S&H/Tax/Fees) CANNOT Be Split Funded
1330	Principal		<b>Travel and Conferences</b>
1332	Principal-Subs		
1340	Assistant Principal	5210	Mileage (Non Conference)
	<b>Other Certificated Salaries</b>	5220	Conferences/Mileage (Incl: Registration; Airfare; Lodging; Meals; Mileage / Excl: Subs; Extra Duty)
	<i>(Used when NOT instructing students)</i>		

**LOCATION TABLE**

0050000	PDC (Palmdale Discovery Center)
0070000	Oak Tree
0110000	Cactus
0120000	The Sage Academy
0130000	Yucca
0140000	Manzanita
0160000	Tamarisk
0170000	Tumbleweed
0200000	Joshua Hills
0210000	Ocotillo
0230000	Chaparral
0240000	Palm Tree
0250000	Desert Rose
0270000	Palmdale Learning Plaza (PLP)
0280000	Summerwind
0290000	Desert Willow
0300000	Barrel Springs
0310000	Golden Poppy
0330000	Cimarron
0340000	Mesquite
0360000	Buena Vista
0390000	Quail Valley
0400000	Los Amigos
0420000	Dos Caminos
0550000	David G Millen
0600000	Shadow Hills
0610000	Yellen Site
0960000	PACHS
1030000	PIAC - Independent Achv Ctr

Fund	Resource	Goal	Function	Object	Location
01.0	00000.0	11109	10000	4320	0110000

# BUDGET

## LCAP Actions

### Resource# 90001.6 - HIGH LEVEL ACADEMIC PREPARATION / COLLEGE & CAREER READINESS

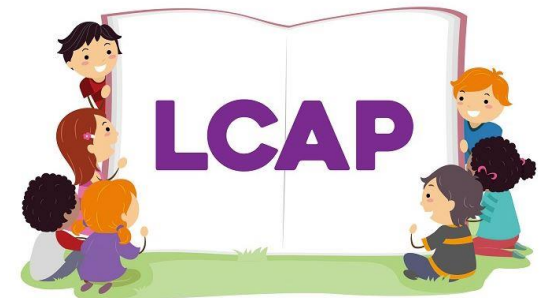
- Supplemental Instructional Materials, Supplies, PE Equipment & Contracts
- Supplemental Instructional Salaries, Extra Duty, Subs
- Supplemental Professional Development Supplies, Conferences, Extra Duty, Subs

### Resource# 90002.9 - WELCOMING, SAFE & HEALTHY LEARNING ENVIRONMENT

- Student Incentives
- Noon Duty & Interventionist Salaries
- Enrichment Activities

### Resource# 90003.8 - PARENT & COMMUNITY INVOLVEMENT

- Extra Duty Hours
- Supplies for Parent Center & Meetings
- Conferences (CABE)





# BUDGET

## Budget to Actuals Report

	A	B	C	E	G	I	J	O	P	S	T
1		<b>Title 1 - Minimum Requirements</b>				Title 1 30100 Allocation	54,514.00				<i>Actuals</i>
2		PD - Function 21400 \$ 5,304				Total Budget	54,514.00				<b>As of: 7/6/2021</b>
3	<i>See Remaining Overall Balance Cell T4.</i>	PI - Function 24950 \$ 1,477									
4										250.00	<b>54,264.00</b>
5	<u>F.R.G.FN.O.I.</u>	<u>Resour</u>	<u>Goç</u>	<u>Funcnt</u>	<u>Objec</u>	<u>Object Desc</u>	<u>FY 2021-2022 Prelim Budge</u>	<u>FY 2021-2022 Working Budge</u>	<u>Notes</u>	<u>Total Obligate</u>	<u>Remaining Balances</u>
6	01.0.30100.0.11109.10000.1110.03300000	30100.0	11109	10000	1110	Tchr Salaries	27,195	27,195.00	LST	0.00	27,195.00
7	01.0.30100.0.11109.21400.1970.03300000	30100.0	11109	21400	1970	Teacher Salaries N-I Extra Duty	8112	8,112.00	Leadership Teachers	0.00	8,112.00
8	01.0.30100.0.11109.10000.3111.03300000	30100.0	11109	10000	3111	STRS, Cert	4330	4,330.00		0.00	4,330.00
9	01.0.30100.0.11109.21400.3111.03300000	30100.0	11109	21400	3111	STRS, Cert	1296	1,296.00		0.00	1,296.00
10	01.0.30100.0.11109.10000.3331.03300000	30100.0	11109	10000	3331	MEDI, Cert	395	395.00		0.00	395.00
11	01.0.30100.0.11109.21400.3331.03300000	30100.0	11109	21400	3331	MEDI, Cert	120	120.00		0.00	120.00
12	01.0.30100.0.11109.10000.3411.03300000	30100.0	11109	10000	3411	H/W Benefits, Cert	3,993	3,993.00		0.00	3,993.00
13	01.0.30100.0.11109.10000.3511.03300000	30100.0	11109	10000	3511	SUI, Cert	14	14.00		0.00	14.00
14	01.0.30100.0.11109.21400.3511.03300000	30100.0	11109	21400	3511	SUI, Cert	104	104.00		0.00	104.00
15	01.0.30100.0.11109.10000.3611.03300000	30100.0	11109	10000	3611	W/C, Cert	743	743.00		0.00	743.00
16	01.0.30100.0.11109.21400.3611.03300000	30100.0	11109	21400	3611	W/C, Cert	224	224.00		0.00	224.00
17	01.0.30100.0.11109.10000.3711.03300000	30100.0	11109	10000	3711	Retiree Benefits, Cert	914	914.00		0.00	914.00
18	01.0.30100.0.11109.21400.3711.03300000	30100.0	11109	21400	3711	Retiree Benefits, Cert	280	280.00		0.00	280.00
19	01.0.30100.0.11109.10000.3751.03300000	30100.0	11109	10000	3751	OPEB Active Emp, Cert	396	396.00		0.00	396.00
20	01.0.30100.0.11109.10000.4320.03300000	30100.0	11109	10000	4320	Supplies	1,842	1,842.00	Instructional Supples	0.00	1,842.00
21	01.0.30100.0.11109.24950.4320.03300000	30100.0	11109	24950	4320	Supplies	1,477	1,477.00	Parent Supplies	250.00	1,227.00
22	01.0.30100.0.11139.21400.5310.03300000	30100.0	11139	21400	5310	District Membership	3,079	3,079.00	AVID Membership	0.00	3,079.00
Line Item   Disc 00000   <b>Title 30100</b>   LCAP 9000x.x   Loc Rest 95000   (+)											

*Budget to Actuals Reports will be sent via email monthly – or upon request*

# BUDGET – Line Item Worksheet

	A	B	C	E	G	I	J	O	P	
1						Discretionary 00000 Allocation	44,830.00			
2	<i>See Remaining Overall Balance Cell T3.</i>						Total Budget	44,105.00		
3										
4	<b>F.R.G.FN.O.L</b>	<b>Resour</b>	<b>Go</b>	<b>Functi</b>	<b>Obje</b>	<b>Object Desc</b>	<b>FY 2021-2022 Prelim Budg</b>	<b>FY 2021-2022 Working Budg</b>	<b>Notes</b>	
5	01.0.00000.0.00009.27000.1920.0330000	00000.0	00009	27000	1920	Teacher Salaries-admin interns	1000	1,000.00	Admin Intern	
6	01.0.00000.0.00009.24200.2201.0330000	00000.0	00009	24200	2201	Clas Support Sal - Extra Hours	70	70.00	Clas Support Sal-Extra Hrs	
7	01.0.00000.0.00009.27000.2421.0330000	00000.0	00009	27000	2421	Admin-Extra Hours	724	724.00	Office Extra Duty Hours	
8	01.0.00000.0.11109.10000.2931.0330000	00000.0	11109	10000	2931	Crossing Guards - Extra Duty	1,331	1,331.00	Noon Duty Extra Hrs	
31	01.0.00000.0.00009.27000.4320.0330000	00000.0	00009	27000	4320	Supplies	3,000	3,000.00	Admin Supplies & Toner	
32	01.0.00000.0.00009.31400.4320.0330000	00000.0	00009	31400	4320	Supplies	1,000	1,000.00	Health Supplies	
33	01.0.00000.0.00009.82000.4320.0330000	00000.0	00009	82000	4320	Supplies	7000	7,000.00	Custodian Supplies	
34	01.0.00000.0.11109.10000.4320.0330000	00000.0	11109	10000	4320	Supplies	13988	13,988.00	Instructional Supplies & Toner	
35	01.0.00000.0.00009.27000.4380.0330000	00000.0	00009	27000	4380	Supplies-Technology	1,000	1,000.00	Technology Supplies	
36	01.0.00000.0.00009.27000.4480.0330000	00000.0	00009	27000	4480	Non Cap Asset Technology	1,900	1,900.00	Tech Supplies Non Cap over \$500	
37	01.0.00000.0.00009.82000.5640.0330000	00000.0	00009	82000	5640	Repairs/Vendors	500	500.00	Franks Radio Repairs	
38	01.0.00000.0.00009.82000.5641.0330000	00000.0	00009	82000	5641	Repairs/Vendors - Maintenance	419	419.00	Franks Radio Contract	
39	01.0.00000.0.00009.27000.5641.0330000	00000.0	00009	27000	5641	Repairs/Vendors - Maintenance	679	679.00	Copier Maintenance	
40	01.0.00000.0.11109.10000.5641.0330000	00000.0	11109	10000	5641	Repairs/Vendors - Maintenance	6,910	6,910.00	Copier Maintenance	
41	01.0.00000.0.00009.27000.5712.0330000	00000.0	00009	27000	5712	Direct Costs-Printing	170	170.00	Admin Printing	
42	01.0.00000.0.11109.10000.5712.0330000	00000.0	11109	10000	5712	Direct Costs-Printing	500	500.00	Instructional Printing	
43	01.0.00000.0.00009.82000.5714.0330000	00000.0	00009	82000	5714	Direct Costs-Call Out	1,700	1,700.00	Emergency Calls	
44	01.0.00000.0.00009.82000.5715.0330000	00000.0	00009	82000	5715	Direct Costs-Maint	1,575	1,575.00	Maintenance Work Orders	
45	01.0.00000.0.00009.27000.5719.0330000	00000.0	00009	27000	5719	Direct Costs-Mailing Services	639	639.00	Postage	
	Line Item	Disc 00000	Title 30100	LCAP 9000x.x	Loc Rest 95000					

*Completed during preliminary budget meetings in April each year. Refer to throughout the year for purchases, salaries and balances*



# BUDGET

## Personnel Requisitions PRs

### Submit For:

- All Site Funded Positions
- All Stipends (Admin Intern, Yearbook, ASB, Leadership, Sports, etc.)
- All Extra Duty/Overtime (Classified & Certificated)

Please be sure to add correct account. Unsure? Check with your budget tech.

School/Department	Title Of Position	Date Initiated
Joshua Hills Elementary	FAMILY/COMMUNITY LIASON	07/20/2021
<b>ASSIGNMENT INFORMATION:</b>		
<input type="checkbox"/> Certificated	<input type="checkbox"/> Growth	<input type="checkbox"/> Change of Location
<input checked="" type="checkbox"/> Classified	<input type="checkbox"/> Substitute	<input type="checkbox"/> Change of Salary
<input type="checkbox"/> Mgt/Conf	<input type="checkbox"/> Change of Status	<input type="checkbox"/> Change of Classification
<input type="checkbox"/> Casual	<input type="checkbox"/> Change of Funding	<input type="checkbox"/> Change of P.C. #
<input type="checkbox"/> Grade Level		
<input type="checkbox"/> Subject	<input type="checkbox"/> Replacement for:	
	Name	Last Day Worked
<b>FUNDING</b>		
IFAS Account #		PeopleSoft Account #
Org Key	Object #	Fund Resource Goal Function Object Location %
		01.0 00000.0 00009 24950 2201 0200000 100%
Parent Community Liaison to work extra duty hours for 2021/22 school year. Not to exceed 5 hours.		EEP# Internal Tracking # JH-21/22-9 SPSA# GOAL#
Alicia Garcia-Perez	07/20/2021	
Administrator	Date	Student Services Date
<b>BUSINESS SERVICES</b>		
Fiscal Services Administrator	Date	Chief Business Officer Date
Job Classification	Work Location	Bargaining Unit Position Control # Entered By Date
<b>Comments:</b>		
<b>HUMAN RESOURCES</b>		
<i>This certifies the employee selection process is complete and in compliance with pertinent Education Codes (Merit System) and Personnel Commission Rules and Regulations.</i>		
Director, Personnel Commission:		Date:
LU	Initials	
HRS Entry Date	Date	Assistant Superintendent, Human Resources Date
<b>LAST Name, First Name (Employee)</b>		<b>PW9892906</b>
LAST Name, First Name (Employee)		Credential Code Social Security Number/ Employee Identification Effective Date
<b>ACTION CODES</b>		
01 Initial Employ	04 Ret From LOA	07 Job Reclass
02 LOA w/ Pay	05 Termination	10 Transfer
03 LOA w/o Pay	06 Promotion	11 Reemploy
	08 Demotion	12 Retire
	09 Job Assign Chg	13 New Assign
	10 Retmnt Chg	14 Reappoint
	11 End of Assign	15 Reassignment
	12 Data Chg	16 Salary Chg
		17 Labor Dist Chg
		18 Status Chg
		19 Data Chg
13	B	019/02
Action	Salary Schedule	Range/Step
020		Stipend
Pay Loc	Leave Reason	Begin Leave
CL	S	End Leave
Bargaining Unit	Calendar	Retirement Date
		Anniversary Date
<b>Comments:</b> Extra Hours 2021/2022 School Year (NTE 5 Hrs) - Parent/Community Liaison		
<b>BOARD APPROVAL</b>		<b>CABINET APPROVAL</b>
Board Meeting Date	Approved Not Approved Approval Not Required	Cabinet Date Approved Not Approved



# BUDGET

## Time Sheets



Must Include:

- Legible writing
- Signatures (Employee & Administrator)
- Reason (Example: Parent Nights, CyberQuest, Name of Person Subbing For, etc.)
- Accurate & complete account string & information. Not sure? Refer to your line item budget worksheet or contact your budget tech, not payroll please
- Keep a copy for your records

**PALMDALE SCHOOL DISTRICT**  
Certificated EXTRA HOURS Time Record

NAME: \_\_\_\_\_ MONTH: \_\_\_\_\_ YEAR: \_\_\_\_\_ TOTAL HRS: \_\_\_\_\_  
*(Print your name exactly as it appears on your contract.)*

APPROVED BY: (Principal) \_\_\_\_\_ DATE: \_\_\_\_\_ BOARD APPROVAL CC # \_\_\_\_\_  
*(Signature and Date)*

Day	School	Extra Hours	PeopleSoft Account Number (Extra Hours Only)						Signature of Employee
			Fund (0000) (3)	Resource (0000) (6)	Cost (0000) (5)	Function (0000) (5)	Object (0000) (4)	Location (0000) (7)	

**\*IMPORTANT INSTRUCTIONS:** This time record must be signed by the teacher and approved by the principal. An account number must appear on the time record.  
\*If this sheet is incorrect in any detail, it will be returned to you and YOU WILL NOT RECEIVE A PAYCHECK UNTIL THE FOLLOWING PAY PERIOD.

7/20/08



# BUDGET – Cash Collections Report



**PALMDALE SCHOOL DISTRICT  
COLLECTION REPORT**

➤ Do Not Send Cash Collections via Interoffice Mail

➤ Use Most Current Form

➤ First Line on Form is:

Textbooks

01.0.00000.0.00000.00000.8699.0000000

PE Clothes

01.0.95000.0.11109.10030.4315.xxx0000

Chromebook Repair

01.0.00000.0.00000.00000.8699.0000000

Standard

01.0.95000.0.00000.00000.8699.xxx0000

➤ Second Line on Form is:

Budget To Be Allocated

Enter the Account Number, Amount & Description of Funds to Be Deposited Ex: \$200 Lifetouch Rebate, Lost Library Books, etc.

Not Sure? Place in Suspense Account (Object 5899)

SCHOOL: SCHOOL NAME DATE: CURRENT DATE

PeopleSoft Account Numbers	Total Amount Collected
01.0-95000.0-00000-00000-8699-XXX0000 GL Account Number	1,000.00
<b>Budget to be Allocated</b>	
<b>(BREAKDOWN OF ABOVE AMOUNT)</b>	
01.0-95000.0-11109-10000-4320-XXX0000 GL Account Number	200.00
Life Touch Rebate Description	
01.0-95000.0-11109-10000-5716-XXX0000 GL Account Number	800.00
2nd Grade Field Trip Description	
Total: 1,000.00	
Principal/Administrator Signature	

**Instructions:**

The collection report must accompany any money sent to the Business Office.

Receipts must be written for money collected and copies of the receipts should be attached to the Report. (Receipts need to be in sequential order and should include any receipts that were voided.)

Collections should be forwarded by the first and fifteenth of each month. Additional collection reports should be forwarded when receipts exceed \$50.00.

Money collected will be posted to the account number indicated, if appropriate.

For DO Business Office Use Only									
COINS			ROLLED COINS			CASH		CHECKS	
Pennies	_____ x	.01 = _____	Pennies	_____ x	.50 = _____	_____ x	1.00 = _____	_____	_____
Nickles	_____ x	.05 = _____	Nickles	_____ x	2.00 = _____	_____ x	5.00 = _____	_____	_____
Dimes	_____ x	.10 = _____	Dimes	_____ x	5.00 = _____	_____ x	10.00 = _____	_____	_____
Quarters	_____ x	.25 = _____	Quarters	_____ x	10.00 = _____	_____ x	20.00 = _____	_____	_____
Half Dollars	_____ x	.50 = _____				_____ x	50.00 = _____	_____	_____
Dollars	_____ x	1.00 = _____				_____ x	100.00 = _____	_____	_____
TOTALS: _____									
PSD #			INITIALS			DATE			

# 2022 Master Rate Sheet

Name	Object	Sum of TOTAL
Admin Intern	1920	1,250
ASB Stipend K-8 Schools	1170	3,431
ASB Stipend TK-5 Schools	1170	1,898
AVID Tutor	2130	20
Bilingual Instr Asst Rate/Hr	2100	31
Bilingual Instructional Assistant Annually @ 5.75 Hr/Day	2100	30,741
Bilingual School Secretary	2410	86,780
Bilingual School Secretary Extra Duty	2421	59
Bilingual Typist Clerk Extra Duty	2421	32
Campus Security Asst Extra Duty	2921	46
Certificated Extra Duty	1970	51
Certificated Sub Retired	1160	251
Certificated Sub-Full Day	1160	190
Certificated Sub-Half Day	1160	96
Cheerleader Stipend	1170	2,402
Child Nutrition Mgr Extra Duty	2221	53
Custodian I Extra Duty	2231	52
Custodian II Extra Duty	2231	55
Health Assistant	2200	76,879
Health Assistant Extra Duty	2201	47
Instructional Assistant II	2100	29,264
Instructional Assistant II Extra Duty	2101	30
Instructional Assistant III	2100	30,741
Instructional Assistant III Extra Duty	2101	31
Instructional Asst I	2100	27,867
Instructional Asst I Extra Duty	2101	29
Instructional Coach	1910	139,930
Library Aide	2200	23,760
Library Aide Extra Duty	2201	31
Noon Duty	2930	10,910
Noon Duty Extra Hours	2931	20
Noon Duty Sub Hourly Rate	2932	20

# BUDGET

## Master Rate Sheet

Reference Master Rate Sheet to budget for extra duty, subs & positions

*Updates periodically. Will be provided via email.*





# BUDGET

## Certificated Extra Duty & Subs Worksheet

Palmdale School District  
**Salaries Control Record**  
 Fiscal Year 2020/2021  
 EXTRA DUTY HOURS

SCHOOL: Site Name

PROGRAM TITLE: \_\_\_\_\_

FUND ACCOUNT NUMBER: \_\_\_\_\_

POSITION TITLE: \_\_\_\_\_

DAYS/MONTH:	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Expended	Balance
<b>BEGINNING BALANCE IN HOURS**:</b>														<b>860</b>
Employee Name	BASED ON STUDENT CALENDAR DAYS													
Tchr 1													0.0	860.0
Tchr 2													0.0	860.0
Tchr 3													0.0	860.0
Tchr 4													0.0	860.0
Tchr 5													0.0	860.0
Tchr 6													0.0	860.0
Tchr 7													0.0	860.0
Tchr 8													0.0	860.0
Tchr 9													0.0	860.0
Tchr 10													0.0	860.0
Tchr 11													0.0	860.0
Tchr 12													0.0	860.0
Tchr 13													0.0	860.0
Tchr 14													0.0	860.0
Tchr 15													0.0	860.0
Tchr 16													0.0	860.0
Tchr 17													0.0	860.0
Tchr 18													0.0	860.0
Tchr 19													0.0	860.0
Tchr 20													0.0	860.0
Tchr 21													0.0	860.0
Tchr 22													0.0	860.0

*Template Will Be Provided via Email Upon Request*

# BUDGET



*Questions ?*



*Suggestions ?*



*Concerns ?*

