BUDGET ADMINSTRATIVE GUIDE

The CPS is a well-funded district and employs a school-based/department-based management philosophy. School budgets include funding for permanent staff, allocations for the purchase of materials and supplies, and discretionary funds known as School Improvement Budgets. This means that you have a certain amount of flexibility in spending your budget in ways that best meet the needs of your school or department. Each school principal and department administrator is responsible for managing a fiscal year budget, which provides funding for permanent staff salaries and for the purchase of all necessary materials, supplies and services. The CPS fiscal year (FY) is July 1 through June 30.

As a principal (or department administrator) you are accountable for the financial resources you use to carry-out your school's or department's work. You must follow the City of Cambridge and Cambridge Public School District's financial policies and procedures for:

- ✓ Hiring staff,

- ✓ Purchasing goods (e.g. textbooks, instructional materials, office supplies, and field transportation) and services (e.g. outsides consultants), and

- ✓ Requesting attendance to and reimbursement for staff training and travel.

The following sections provide information about how the annual budget is developed; how you go about expending your budget; and how to monitor your expenditures.

BUDGET DEVELOPMENT CALENDAR

The Cambridge Public Schools (CPS) annual budget development process encompasses approximately 6-months each year. The annual cycle includes three phases: identifying priorities and areas of focus aligned with the district plan; developing the Superintendent's Proposed Budget; and budget review and adoption by the School Committee.

Principals and department administrators are important partners in developing the budget for the upcoming fiscal year. Each year all budgets are reviewed to ensure that resources are allocated in ways that support the School Committee Guidelines. Principals and department administrators review and adjust allocations to the various programs within the school or department and work with the district to address any additional needs. The chart below summarizes the various milestones in the annual budget development process.
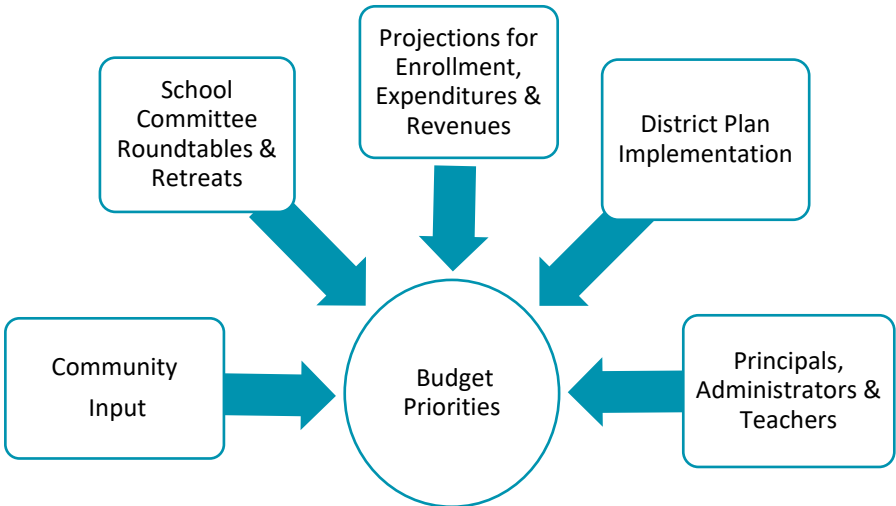
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October	**School Committee and Superintendent** Budget Co-Chairs and Superintendent meet to discuss budget calendar & schedule of upcoming roundtable meetings Preliminary School Committee Calendar of Budget Retreats, Roundtables and Public Hearings is drafted
October - February	**School Committee and Superintendent** A series of meetings, including Budget Retreats, Roundtables, District Plan Updates and Public Hearings provide on-going opportunities for the School Committee, as well as community stakeholders, including families and educators, to provide input related to the budget development.
December	**Finance/Budget Office** review and update expenditure and revenue projections: ▪ Analysis and projection of salaries & benefits ▪ Update of five-year enrollment projections ▪ Expenditure projections ▪ Initial discussions about revenue projections with City Fiscal team ▪ Update of Five-Year Financial Forecast
January	**City Manager establishes School Department revenue budget** **Schools and Departments receive budget materials** **Meetings with Principals, and Department Administrators.** Staffing plans, including enrollment-based increases and decreases, potential initiatives and cost saving proposals are discussed.
February	**Superintendent and Cabinet Budget Retreats**: ▪ Review and finalize enrollment-based requirements ▪ Review budget initiative/cost saving proposals ▪ Final decisions made to produce a balanced Proposed Budget

Month	Description
March	**Superintendent presents the Proposed Budget to School Committee.**
March	**Public Hearing on the Cambridge Public Schools Proposed Budget.**
March	**School Committee Budget Workshops.** The School Committee reviews the Proposed Budget and provides feedback to the superintendent.
April	**School Committee adoption of the Budget.**
May	**City Council Hearing on the School Committee's Adopted Budget**
May	**City Council Vote of Adoption of the City of Cambridge Budget**

BUDGET ALLOCATIONS

Each school or department is allocated funds to its General Fund budget for staff salaries, and for the purchase of various supplies, materials and services. For schools, enrollment is the key determinant for the allocation of staff and for funds allocated for the purchase of materials/ supplies/services. In addition, an enrollment-based formula is used to calculate allocations for School Improvement Plan and Professional Development Plan budgets. Budgetary decisions are influenced by many factors, and developing the annual fiscal year budget involves balancing competing needs while keeping student achievement at the forefront.

Key Drivers Influencing Budget Priorities

School Committee Roundtables & Retreats

Projections for Enrollment, Expenditures & Revenues

District Plan Implementation

Community Input

Budget Priorities

Principals, Administrators & Teachers

BUDGET FOR STAFF

Permanent salaries and benefits comprise almost 80% of the CPS General Fund Budget. Each school and department's budget for salaries is based on the budgeted permanent positions allocated to the school or department. For most departments, these budgeted positions change only occasionally as a result of either budget reductions or new budget initiatives. Salary funding for schools is also based on budgeted positions. The number and type of positions at each school are reviewed each year and adjusted based on enrollment needs. As a result, the number of staff assigned to a particular school may vary from year to year. Departments such as the Office of Student Services, Office of English language Learner Programs, and Visual & Performing Arts determine the needs for additional staff at each school.

BUDGET FOR SUPPLIES, MATERIALS AND SERVICES

School Budgets

The Elementary and High School budgets for supplies, materials and services are allocated using a _per pupil allocation_ formula based on enrollment (number of students) and student population (Free/Reduced lunch, English Language Learners, Special Education). The per pupil allocation budget is used for almost all purchases of materials and services required to support the school's staff and students including:

• copier leasing costs	• computer supplies
• instructional materials	• office supplies
• text books	• field trips
• library books	• art supplies
• after school tutoring	• Professional Development

Department Budgets

The budget allocation for supplies, materials and services for departments is based on historical spending patterns. These allocations are reviewed each year and may be adjusted based on need, new initiatives, or budget reductions.

Supplies and Materials NOT Covered By School/Department Budgets

 Certain expenses are covered outside of a school's budget. These expenses include:
- **_New curriculum implementation_**: When the district implements a new curriculum in a particular content area, a central administration budget funds the initial purchase of these

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materials. The content area curriculum coordinator oversees the curriculum review cycle and manages the selection and purchase of the new curriculum, including ensuring that all relevant classrooms receive appropriate materials, including any special education or Sheltered English Immersion sub-separate classrooms.

- *New classroom furniture***:** When a new classroom is added to the school due to enrollment, a district level budget is available for the purchase of classroom furniture and grade level instructional materials.

- *Technology***:** Funds for the purchase of student and teacher devices (including Chromebooks, laptops, desktops, interactive white boards, etc.) are budgeted in the Educational Technology Department's budget as is software used by multiple schools or departments. CPS has implemented a 5-year technology replacement schedule that is building-based; however, when a new classroom is added to a building, technology will be provided for the classroom that matches the school's existing structure.

- *Musical instruments:* The Visual & Performing Arts Department purchases and allocates musical instruments to schools based on program requirements.

- *Custodial supplies and utilities*: Schools are not responsible for custodial supplies or utility costs, including phone, electricity, heating. These items are budgeted and purchased by the Facilities Management Department.

- *Replacement of damaged furniture:* A limited central administration budget is available to replace damaged furniture. Contact the Office of the Chief Operating Officer to report damaged furniture.

- *Tuition Reimbursements and Instructional Materials Reimbursements*: The collective bargaining agreement for CEA Unit A (teachers) and Unit B (administrators) includes a provision to reimburse unit members up $450 each school year for instructional materials that they purchase using personal funds. The agreement also includes a provision for tuition reimbursement for staff who have applied and been approved. (More information about the Tuition Reimbursement application process can be found on the CPS website.) A central administration budget funds these reimbursements. Forms for these reimbursements are available on the CPS website and should be submitted to the Financial Operations office for processing and payment.

SAMPLE OF PER PUPIL ALLOCATION

	FY 2020 Projected Enrollmnt	School Base Allocation	School Enrollment Allocation	F/R Allocation	ELL Allocation	OSS Allocation	FY 2020 Total Allocation	Per Pupil	Inc/(Dec) From FY 2019	FY19 Allocation
FY 2020 GENERAL ALLOCATION										
(For Instructional Materials, Supplies and Services)										
Amigos	436	13,500	47,960	8,110	3,052	2,878	75,499	173	2,560	72,940
Baldwin	345	10,500	37,950	6,003	1,380	4,140	59,973	174	143	59,830
Cambridgeport	313	10,500	34,430	6,949	1,565	3,380	56,824	182	(1,036)	57,860
Fletcher/Maynard	309	10,500	33,990	12,236	1,854	5,377	63,957	207	1,038	62,919
Graham & Parks	364	10,500	40,040	8,736	11,284	3,713	74,273	204	2,278	71,995
Haggerty	268	10,500	29,480	5,789	2,680	3,055	51,504	192	1,683	49,821
Kennedy/Longfellow	286	10,500	31,460	10,468	7,722	2,917	63,067	221	(2,206)	65,272
King Open	361	10,500	39,710	9,747	2,888	5,632	68,477	190	4,497	63,980
M. L. King	336	10,500	36,960	7,258	1,680	2,621	59,018	176	144	58,874
Morse	292	10,500	32,120	8,059	2,628	4,730	58,038	199	3,419	54,619
Peabody	308	10,500	33,880	6,653	1,848	4,250	57,131	185	-	57,131
Tobin	310	10,500	34,100	7,254	1,240	3,534	56,628	183	3,571	53,057
*Subtotal	3,928	129,000	432,080	97,261	39,821	46,227	744,389	190	16,091	728,297
Upper Schools										
Cambridge St	281	13,500	30,910	10,116	843	5,227	60,596	216	5,028	55,568
Putnam Ave	274	13,500	30,140	9,535	274	4,768	58,217	212	1,306	56,911
Rindge Ave	291	13,500	32,010	7,333	582	4,714	58,139	200	3,835	54,304
Vassal Lane	303	13,500	33,330	8,908	3,030	3,818	62,586	207	2,430	60,156
Subtotal	1,149	54,000	126,390	35,893	4,729	18,526	239,538	208	12,599	226,939
Secondary Schools										
C.R.L.S.**	1986	561,000	218,460	52,430	11,916	21,449	865,255	436	(919)	866,174
RSTA		266,790					266,790		20,100	246,690
HS Extension****	46	65,000	5,060	1,711	-	828	72,599	1,578	(165)	72,764
Subtotal	2,032	892,790	223,520	54,142	11,916	22,277	1,204,644	593	19,016	1,185,629
Grand Total	7,109	1,075,790	781,990	187,295	56,466	87,030	2,188,571	308	47,705	2,140,865

*Excludes enrollment in Special Start Program
** CRLS Base includes $286,000 for partners +$385,000 (96,2500 X 4 LCs) minus $5,000 for software costs trferred to Ed. Tech. budget

SCHOOL IMPROVEMENT PLAN (SIP) BUDGETS

Each principal has a budget for the implementation of a School Improvement Plan. School Improvement Plan funds are allocated to each school using a per pupil formula based on enrollment (number of students) and student population (Free/Reduced lunch, English Language Learners, Special Education). In order to use these funds, a principal must develop and submit a School Improvement Plan to the Deputy Superintendent of Teaching & Learning or the Assistant Superintendent of Curriculum & Instruction for approval.

PROFESSIONAL DEVELOPMENT PLAN BUDGETS

Each principal has a budget for the implementation of a Professional Development Plan. These funds may be used for staff training and professional development. In order to use these funds, a principal must develop and submit a Professional Development Plan to the Deputy Superintendent of Teaching & Learning or the Assistant Superintendent of Curriculum & Instruction for approval

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SAMPLE SIP AND PD ALLOCATION

FY 2020 SCHOOL IMPROVEMENT PLAN ALLOCATIONS

	FY 2020 Projected Enrollmnt	School Enrollment Allocation	F/R Allocation	ELL Allocation	OSS Allocation	Family Engage*	FY 2020 Total Allocation	Per Pupil	Inc/(Dec) From FY 2019	FY 2019 Allocation
Elementary Schools		$ 115	$ 115	$ 100	$ 100					
Amigos	436	50,140	15,543	3,052	4,796	5,000	78,531	180	3,036	75,496
Baldwin	345	39,675	11,506	1,380	6,900		59,461	172	172	59,288
Cambridgeport	313	35,995	13,318	1,565	5,634		56,512	181	(1,264)	57,776
Fletcher-Mayn. Acad.	309	35,535	23,453	1,854	8,961		69,803	226	1,355	68,448
Graham & Parks	364	41,860	16,744	11,284	6,188		76,076	209	2,717	73,359
Haggerty	268	30,820	11,095	2,680	5,092		49,687	185	2,039	47,648
Kennedy-Longfellow	286	32,890	20,063	7,722	4,862		65,537	229	(2,750)	68,287
King Open	361	41,515	18,682	2,888	9,386		72,471	201	5,621	66,850
M. L. King	336	38,640	13,910	1,680	4,368		58,598	174	174	58,424
Morse	292	33,580	15,447	2,628	7,884		59,539	204	4,282	55,257
Peabody	308	35,420	12,751	1,848	7,084		57,103	185	-	57,103
Tobin	310	35,650	13,904	1,240	5,890		56,684	183	4,388	52,295
*Subtotal	3,928	451,720	186,416	39,821	77,045		760,002	193	19,772	740,230
Upper Schools						Family Engage*				
Cambridge St	281	32,315	19,389	843	8,711	25,000	86,258	334	6,540	79,718
Putnam Ave	274	31,510	18,276	274	7,946	25,000	83,006	320	1,694	81,312
Rindge Ave	291	33,465	14,055	582	7,857	25,000	80,959	310	4,808	76,152
Vassal Lane	303	34,845	17,074	3,030	6,363	25,000	86,312	305	3,035	83,277
**Sub-Total	1,149	132,135	68,794	4,729	30,877	100,000	336,535	317	16,076	320,459
Secondary Schools										
CRLS (4 Lrng Comm.)	1986	228,390	100,492	11,916	35,748		376,546	425	(1,137)	377,683
HS Extension *	46	5,290	13,780	-	1,380		20,450	1,758	(216)	20,666
Sub-Total	2,032	233,680	114,271	11,916	37,128		396,995	195	(1,354)	398,349
Grand Total	7,109	817,535	369,482	56,466	145,050		1,493,533		34,495	1,459,038

Notes:
* Elementary enrollment excludes Special Start program enrollment
** Upper School Family Engagement Allocation moved from General Allocation to SIP allocation

Abbreviations used Above:
F/R = Eligible for Free and Reduced Federal Lunch
ELL = Students identified as English Language Learners
OSS = Students on an Individual Education Plan through the Office of Student Services

FY 2020 PROFESSIONAL DEVELOPMENT PLAN ALLOCATIONS

	FY 2020 Projected Enrollmnt	FY 2019 Allocation	$25 Per Pupil	Special Allocation*	FY 2020 Total Allocation	Inc/(Dec) From FY 2019
Elementary Schools						
Amigos	436	10,450	10,900		10,900	450
Baldwin	345	8,600	8,625		8,625	25
Cambridgeport	313	8,000	7,825		7,825	(175)
Fletcher/Maynard	309	7,575	7,725		7,725	150
Graham & Parks	364	8,775	9,100		9,100	325
Haggerty	268	6,425	6,700		6,700	275
Kennedy/Longfellow	286	7,450	7,150		7,150	(300)
King Open	361	8,375	9,025		9,025	650
M. L. King	336	8,325	8,400		8,400	75
Morse	292	6,775	7,300		7,300	525
Peabody	308	7,700	7,700		7,700	0
Tobin	310	15,900	7,750	8,750	16,500	600
Subtotal	3,928	104,350	98,200	8,750	106,950	2,600
Upper Schools						
Cambridge St*	281	6,275	7,025		7,025	750
Putnam Ave*	274	6,650	6,850		6,850	200
Rindge Ave *	291	6,650	7,275		7,275	625
Vassal Lane	303	7,200	7,575		7,575	375
Subtotal	1,149	26,775	28,725	0	28,725	1,950
Secondary Schools						
C.R.L.S.	1986	49,800	49,650		49,650	(150)
RSTA		20,600			20,600	
HS Extension	46	1,375	1,150	200	1,350	(25)
Subtotal	2,032	71,775	50,800	200	71,600	(175)
Grand Total	7,109	202,900	177,725	8,950	207,275	4,375

*Special Allocation for Montessori Teacher Training

Revised December 2019

BUDGET ACCOUNTING STRUCTURE

The Cambridge Public School District budget is a component of the larger City of Cambridge budget. The City's budget accounting structure is organized by **Fund**, **Department** and **Account.** All budgets follow this structure.

Account   Fund   Department   Project

5XXXX   15000   8XXXXX   SCXXXXX

Account: **5XXXX**	Account numbers are five-digit numbers that always begin with a 5.
Fund: **XXXXX**	Most of the district's expenditures occur in the **School General Fund, which is fund 15000**. There are also grant, capital and revolving funds.
Department: **8XX XXX** AU Program	Department numbers are six digits in length and always begin with an **8.** The second and third digits indicate the Accountable Unit *("AU")*. The last three digits denote the Program
Project: **SCXXXXX**	Project numbers are five digits and sometimes begin with the relevant two-digit fiscal year. They are used only for grant, capital and revolving funds. General Fund expenses do not have projects.

Account Codes

Within each Department/Program, funds are budgeted in line item detail by account code. Account Codes are numerical codes used to categorize expenses. Account codes help to identify what is being expensed. For example, account code 54201 is used when purchasing office supplies. All Account Codes begin with the number *5* and fall into one of four statutory categories: (1) Salary and Wages; (2) Other Ordinary Maintenance; (3) Travel and Training; and (4) Extraordinary Expenses.

Statutory Categories

Statutory Category	Abbreviation	Account Code Range	Description
Salary, Wages, Benefits	**SW**	51000-51999	Permanent &, Temporary Salaries and Benefits.
Other Ordinary Maintenance	**OOM**	52000-55999	Materials, Supplies Services
Travel /Training	**TT**	57000-57801	Conferences, Stipends, Travel
Extraordinary Expenses	**EE**	58000-58999	Furniture, Equipment

Budgets are monitored for over-expenditure at the statutory category level rather than at the account code level.   This will be discussed further in the **Budget Monitoring** section. For a complete list of account codes, please refer to the Appendix at the end of this section.

Fund Codes

All schools and departments maintain a *General Fund* budget. This serves as the chief operating fund for the school district. **The CPS General Fund code is 15000** and most often you will use this fund number when filling out forms that require budget information. The majority of school expenses are deducted from the General Fund budget. When grant funds are awarded by the state and federal governments, as well as private sources, for a specific purpose and are accounted for separately. When this occurs, a separate Grant Fund budget is established. Revolving and Capital funds have different codes as well.

Department, Including "AU" and Program Codes

The department number is a six-digit number that always begins with an **8.** Each School/Department is assigned a **unique two-digit ID, known as the Accountable Unit or AU.** The AU is always the 2nd and 3rd. digits of the Department number. The final three digits denote the **Program.** For example, Department/Program 815110 is Amigos School Kindergarten Program. The chart below is samples of a few CPS accountable unit and program codes. For a complete list of all department and program numbers, please refer to the appendix.

COMPONENTS OF DEPARTMENT NUMBERS – *SAMPLE LIST ONLY*

Dept	Accountable Unit *(AU)*		Program Numbers	
8	**13**	Haggerty School	**128**	Elementary Art
8	**15**	Amigos School	**132**	Dual Immersion
8	**42**	Science	**155**	School Improvement Plan
8	**98**	Human Resources	**660**	Professional Development

Project Codes

Project numbers are the letters "SC" followed by five digits and sometimes begin with the relevant two-digit fiscal year (ex. SC19XXX). All **grant, revolving, and capital** fund expenses have a project. General Fund expenses do not have projects.

PROCEDURES FOR EXPENDING BUDGETED FUNDS

The CPS Fiscal Year is July 1 through June 30. Funds budgeted during a particular fiscal year must be expended during the course to support the requirements of the current year. At the end of the fiscal year, unspent balances are returned to the City.

- ✓ Unspent balances cannot be saved for the next year.
- ✓ Using funds to buy materials or services that will be used in the next fiscal year is <u>not</u> permitted except in special cases, which must be approved by the City Auditor.
- ✓ Expenses incurred in the current fiscal year may not be paid with funds budgeted in the next fiscal year

Budgeted funds are expended either through the **payroll system** or through the **Purchasing/Accounts Payable (vendor payment) system**. The following section provides an overview of the forms and procedures required for various types of expenditures, and directs you to the appropriate section of this Guide for specific information.

Salaries (Accounts 51111 to 51119)

 Funds budgeted in these account codes are for permanent, full- and part-time employee salaries and are based on budgeted positions. The funds are expensed each time a payroll cycle is run and paychecks are cut. Schools and Departments are responsible for making sure that time and attendance records for assigned staff are sent to the Payroll Department at the conclusion of each pay period. See the ***Payroll Section*** of this Guide for additional information and instructions. When there is a vacancy in a budgeted position that you wish to fill, or if you plan to reassign an employee from one budgeted position to another, or to reappoint an employee, you will need to complete a Staff Requisition Form in TalentEd. See the ***Position Management Section*** of this Guide for additional information and instructions.

Temporary Salaries (Accounts 51201 & 51202)

Funds budgeted in these codes are used to pay individuals for additional services such as tutoring, before and after school programming, curriculum development, etc. To temporarily hire an individual and expend these funds from the school's (or department's) budget, a **Service**

Agreement is generally required. See the *Service Agreement Section* of this Guide for additional information.

Substitute Salaries (Accounts 51203, 51204)

Building substitutes are budgeted positions and are expensed each time a payroll cycle is run and paychecks are cut. Funds expended in these codes (51203 and 51204) are for other types of substitutes and are charged to a central district budget unless substitutes are used to cover for professional development. Day-to-Day substitutes for teaching staff do not show up on Position Management reports, but Extended Term Substitutes (ETS) names are added to the position management reports. To move a day-to-day substitute to an ETS position or to post for an ETS position, you must submit a Staff Requisition in TalentEd.

Operating Expenses (Accounts 52000 to 55999)
Equipment, Furniture (Accounts 58000-58999)

Funds budgeted in these codes are used to purchase instructional materials, textbooks, office supplies, outside consultants, and field trips, as well as equipment, and furniture. To purchase these items and expend these funds from the school's (or department's) budget, you will need to submit a Standard Requisition Form to the Purchasing Department. See the *Purchasing* section of this Guide for additional information**.** Please note that some procurement laws and state reporting requirements necessitate multiple codes for similar goods or services. For instance, professional development consultants are expensed with account 53107, but other professional services are account 53101 and instructional services are account 55107.

Travel & Training (Accounts 57000 to 57888*)*

Funds budgeted in these accounts are used for professional development, including in-state and out-of-state travel, and teacher workshop stipends for attending (account 57105) or facilitating (account 57108) professional development. These expenses often require a purchase order or a payment voucher, and can be for travel request, conference attendance reimbursement, mileage reimbursement, payment for attendance or facilitation of training, etc. To request reimbursement for conferences and trainings that require overnight or day-long travel, you will need to submit the appropriate forms and documentation to the Office of Curriculum & Instruction. See the *Travel & Training* section of this Guide for additional information on all types of travel and training costs.

BUDGET MONITORING

Principals and department administrators are responsible for monitoring the school or department's budget and expenditures. To assist you, the Budget Office emails a budget report to each school and department on a weekly basis. If you are not receiving this report, please contact the Budget Office (contact information is available at the end of this section) to be added to the distribution list. The Budget Office is available to answer any questions you may have and to provide additional information if necessary.

Expenditure Status Report

The Expenditure Status Report is emailed to you every week. This report tracks both expenditures on the account code level and at the Statutory Category level. You can use this report to track how much you are spending for specific items (account code detail) and to monitor your remaining balance by Statutory Category.

SAMPLE EXPENDITURE STATUS REPORT

Revised December 2019

Original Budget: The adopted budgeted amount.

Revised Budget: This amount includes any transfers to (or from) one account or department's budget to another.

Pre-Encumbrance: Amount on hold prior to a purchase order being encumbered. CPS does not yet use this functionality.

Encumbrance: Amount reserved or obligated for purchases of goods and services through the Cambridge Public Schools' purchasing process. Please refer to the ***Purchasing Section*** of this Guide for additional information.

Expenditure: When a requested item is received or service provided, payment is made to the vendor. The reserved or encumbered amount will decrease by this amount expensed, and the amount expensed (the "Expenditure") will increase.

Current Balance: The Current Balance is calculated as follows: Revised Budget –Encumbrances - Expenditures = Current Balance

Report ID: CPSES_01
Department from: 810000 to 828999
Budget Period: 2020
Accounting Period Through: 12
Fund from: 15000 to 15000
Account from: 51201 to 59999

City of Cambridge, Massachusetts
School Expenditure Status Report

Query: CPSES_01

Print Date: 8/4/2019
Print Time: 21:02:22 PM
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	Account	Fund	Dept		Original Budget	Revised Budget	Pre-Encumbrance	Encumbrance	Expenditure	Current Bala
SW	51301	15000	818150	Overtime/Peakload Require	3,110.00	3,110.00	0.00	0.00	0.00	3,110.00
OOM	53405	15000	818150	Postage	1,800.00	1,800.00	0.00	0.00	0.00	1,800.00
OOM	54201	15000	818150	Office Supplies Summary	3,000.00	3,000.00	0.00	4,615.50	0.00	(1,615.50)
	Statutory Category Balances				7,910.00	7,910.00	0.00	4,615.50	0.00	3,294.50
818										
	Salaries and Wages				7,110.00	7,110.00	0.00	0.00	0.00	7,110.00
	Other Ordinary Maintenance				61,368.00	61,368.00	0.00	38,165.59	0.00	23,202.41
	Travel and Training				0.00	0.00	0.00	0.00	0.00	0.00
	Extraordinary Expenditures				0.00	0.00	0.00	0.00	0.00	0.00
	Accountable Unit 818 Totals:				68,478.00	68,478.00	0.00	38,165.59	0.00	30,312.41

Revised December 2019

Statutory Category: Balances for the Statutory Categories display at the bottom of the report. The Current Balance by Statutory Category is what is available to spend.

Statutory Categories

Statutory Category	Abbreviation	Account Code Range	Description
Salary, Wages, Benefits	**SW**	51000-51999	Permanent &, Temporary Salaries and Benefits.
Other Ordinary Maintenance	**OOM**	52000-55999	Materials, Supplies Services
Travel /Training	**TT**	57000-57801	Conferences, Stipends, Travel
Extraordinary Expenses	**EE**	58000-58999	Furniture, Equipment

How to Manage Your Budget by Statutory Category or "Bucket"

1. At the beginning of the fiscal year, School/Department budgets are allocated to specific account codes based on prior year actual expenditures and discussions with the principal/department administrator.
2. Although your budget is allocated to specific account codes, you may under-expend some accounts and over-expend other accounts without requesting a budget transfer **IF:**
   - The account codes belong to the <u>same Statutory Category</u> (for example, account 53302, Field Trips, and account 55103 Instructional Materials),

     ~AND~
   - There are enough funds available overall in the Statutory Category.
3. If, however, you decide to spend more in one category (for example, Other Ordinary Maintenance) and less in another category (for example Travel & Training), you must contact the Budget Office and request a Statutory Transfer.
4. Requests for Statutory Transfers can be approved up until April 15th of each fiscal year. This is because both a School Committee Order and a City Council Order is required.
5. Use the Expenditure Status Report to monitor the Statutory Category remaining balances.

Over-Expenditure Monitoring

Each school or department budget is monitored for over-expenditure at the **Statutory Category** level: Salary and Wages (SW), Other Ordinary Maintenance (OOM), Travel and Training (TT) and Extraordinary Expenditures (EE). A Statutory Category is "bucket" of funding. Only the account

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code range assigned to the Statutory Category may be used when expending funds in each "bucket." Although funds within each Statutory Category are allocated to specific account codes, expenditures may exceed the account code allocation as long as the Statutory Category **total** is not exceeded. This functionality minimizes the need for budget transfers between account codes.

Tips For Managing Your Budget

✓ Meet with a budget analyst prior to the fiscal year to review your school or department's expenditure history. Based on this meeting, your new fiscal year's budget will be allocated to account codes that reflect your planned expenditures.

✓ You have the flexibility to exceed the budgeted amount in a particular <u>account</u> as long as the total current balance within a particular Statutory Category is adequate to cover the expense. An example is illustrated below:

> In the sample report above, the budget for Account 54201, has been exceeded by $1,615.50. (The parentheses imply a negative amount.) This is O.K. because the net balance in the "Other Ordinary Maintenance Accounts (OOM)" statutory category is a positive balance of $23,202.41. You can always ask your budget analyst to shift budget amounts within a statutory category, so that the report reflects fewer negative numbers.

✓ Funds budgeted in School Improvement Plan (SIP) Program and Professional Development Plan (PD Plan) Program may not be transferred out of those budgets. Use of these funds is based upon approved plans. Statutory Category Balances are maintained separately for these programs.

Tracking Service Agreement Expenditures

✓ The salary expenses for temporary staff who are employed through a Service Agreement (refer to **Service Agreement Section** of this guide) are **not reserved or encumbered**. The Service Agreement stipulates the total amount of the contract, but this amount will *NOT* be reserved and reflected in the "Encumbrance" column of the Budget Report.

✓ To ensure that you do not over commit temporary salary funds by issuing too many Service Agreements, it is important to maintain an internal list of all service agreement contract amounts.

✓ Expenditures for Service Agreements occur when an individual service provider submits a payment voucher, which reports his/her time for a specified period of time, to the Payroll Department. The Payroll Department will review the voucher and process it for payment. The amount of the payment voucher will be deducted from your budgeted temporary salary at that point and then reflected as an "Expenditure" on the Budget Report.

✓ It is helpful to encourage staff to submit payment vouchers in a timely manner so that the expense is recorded.

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BUDGET FREQUENTLY ASKED QUESTIONS

Q. Who do I call if I have a budget related question?
A. Please contact a budget analyst in the CPS Finance Department. A list of contacts is available at the end of this section.

Q. What is an expenditure?
A. An expenditure occurs when a payment has been made to an employee, a vendor or another department for supplies or services. An expenditure reduces the current available balance

Q. What is an encumbrance on the Expenditure Status Report?
A. Amount reserved or obligated for purchases of goods and services through the Cambridge Public Schools' purchasing process. The encumbrance amount on the Expenditure Status Report will coincide with the Procurement Activity Report that is sent out by the Purchasing Office. The Expenditure Status Report will show the total purchase orders that have been encumbered. The Procurement Activity Report provides a detailed listing by account and department.

Q. Why aren't submitted payment vouchers reflected in my budget balance?
A. There is always a delay in posting payment vouchers. Once payroll process the vouchers it could take two weeks for the expense to reflect in the balance.

Q. What if I don't have enough money in my budget?
A. If you do not have enough money in your budget to create a purchase order or to process a payment voucher, contract the Finance Department for assistance.

Q. How can I find out how much money I have left in my budget?
A. Each week you will receive your Expenditure Status Report via email. This report shows all transactions that have been processed and the available balance. The balance for your budget is controlled at a Statutory Category level.

Q. What is a Statutory Category?
A. Statutory Category refers to one of four expenditure categories: Salary & Wages (SW), Other Ordinary Maintenance (OOM), Travel and Training (TT), and Extraordinary Expenditures (EE). Each Statutory Category functions as a "bucket" of funding. Only the account code range assigned to the Statutory Category may be used when expending funds in each "bucket."

Q. How can I make sure that I use the correct account code for purchases?
A. A complete list of accounts will be in the Appendix. If you are unsure which account to use, you can contact the Purchasing Office or your Budget Analyst.

Q. How do I close a Purchase Order?
A. Usually the PO is automatically closed after final payment is made. You should always let Accounts Payable (A/P) know whether you have received the full order or partial order. If the

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full order has been received, the PO will close at the time of payment, and the remaining balance (if any) will return to your budget. If, however, you notice a PO with a small balance on your open PO report, and you have received the full order, you should send a request to Purchasing to close the PO. This will ensure that all of your unspent funds are available to you for future purchases.

GLOSSARY OF TERMS

Account Code: Lowest level accounting detail for expenditures. These codes are specific to the expenditure. For example, 51112 is used to code a teacher's salary expense, while 51113 is used to code a custodian's salary expense.

Accountable Unit (AU): The Cambridge School's budget is organized by accountable unit (known as AU).   An accountable unit is a school or department, managed by an administrator is responsible for the staff and budget. Each school and department is assigned a unique two-digit AU code. This code is always the 2nd and 3rd digit in the Department number.

Department: The Department code is part of the accounting structure. It is a six-digit number that always begins with an **8.** The two-digit AU code assigned to each school and department is always the 2nd and 3rd. digits of the Department number. The final three digits denote the Program.

Encumbrance: The obligated Purchase Order amount which is equal to the total cost of the goods purchased or the service contracted amount. Once an item is received or services provided, and a payment is made to the vendor, the obligated or encumbered amount will decrease by the amount paid or expensed.

Expenditure: Payment made to vendor or to an employee. An expenditure can occur through the payroll system (e.g. employee salary, a workshop stipend, additional compensation), through the Purchasing system (e.g. paying a vendor for supplies), or through an internal accounting entry (e.g. a reimbursement to another department or city agency).

Fiscal Year: July 1st through June 30th. Fiscal year funds may only be used for expenditures that occur during the fiscal year. Funds may not be "saved" for a future year; nor many bills from a prior year be paid with funds in a current fiscal year. Purchases made with fiscal year funds should be for use during the fiscal year in which the purchase is made.

Form 20: A form 20 is used to authorize an internal accounting transfer such as moving an expense from one account to another. This form is used to charge payroll expenses such as additional compensation and workshop stipends, when a department provides supplies or services to another department or to reimburse a city agency.

Fund: The *General Fund* services as the chief operating fund or budget. The majority of school/department expenditures are from the General Fund, which is fund 15000. *Grant Funds* are monies awarded by the state and federal governments and private sources for a specific purpose, and are accounted for separately. *Revolving Funds* are established to track revenues and expenditures designated for a particular purpose.

Program: Within each accountable unit are programs. The primary purpose of the programs is to allow the district to report budget information programmatically. Examples of programs include: Kindergarten, Elementary Instruction Grades 1-8, Art, Physical Education, and Science.

Requisition: A requisition notifies the relevant department of a request. It is important to note that there are multiple requisition forms.

- The **Staff Requisition** is used for posting positions or transferring staff and is available on TalentEd and is routed through the Budget Office and the Human Resources Department.
- The **Professional Services Requisition** form is used to procure services from consultants, non-profit organizations, mental health agencies, social service agencies, and other professional or technical service providers.
- A **Standard Requisition Form** is used to purchase supplies or any other services. Both of these requisition forms are available on the CPS website and are submitted to the Purchasing Department.
- The **Travel Requisition Form** is used to request approval for travel as well as reimbursement for costs that will be incurred during that travel. This form can be found on the CPS website and is submitted to the Office of Curriculum & Instruction.

CONTACT INFORMATION

The Budget Office is responsible for the overall management of school department funds, including expenditures and revenues for all fund types. The Budget Office assists schools and departments in administering and controlling their individual budgets. It also ensures appropriate administration of public funds for schools and reconciles budget transactions with the City's Budget and Auditing Departments.

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APPENDIX: BUDGET CODES, Account Codes

Account Code	Description	Account Code	Description
Salaries and Wages			
51111	Administrator Salaries	51206	Temporary Clerical help (Agency)
51112	Teacher Salaries	51301	Overtime
51113	Custodial Salaries	51410	Attendance Incentive
51114	Food Service Salaries	51413	Longevity
51115	Clerical Salaries	51503	Grievance Payments
51116	Paraprofessional Salaries	51504	Workers Compensation Payments
51117	Other Full-Time Salaries	51710	Health Insurance
51118	Part-Time Aides Salaries	51720	Dental Insurance
51119	Building Substitute Teacher Salaries	51730	Pensions
51201	Temporary Salaries-Professional	51731	MTRB Pension
51202	Temporary Salaries-Student/Supp Staff	51750	Medicare
51203	Substitute Teachers Day-to-Day	51760	Clothing Allowance
51204	Extended Term Substitute Teachers	51770	Fringe Benefits
Other Ordinary Maintenance Accounts			
52102	Fuel	52420	Elevator Maintenance/Repairs
52103	Power/Electricity	52421	Sprinkler Services
52104	Natural Gas	52432	Maintenance-Water Filters/Clear
52105	Chemicals (Pool Supplies)	52440	Locksmith Services
52106	Gasoline	52701	Copier Leases and Services
52107	Diesel	52702	Facilities Rental
52401	Repairs and Maintenance-Services	52703	Equipment Rental
52403	Plumbing Services	52902	Moving Supplies/Services
52404	Roof Repairs	52903	Trash Disposal
52405	Flooring Supplies/Services	52904	Custodial Supplies/Cleaning Services
52406	Carpentry Services	52905	Extermination Services
52407	Brickwork/Masonry Supplies/Services	52999	Misc. Maintenance Services
52408	Electrical Services	53101	Professional & Tech Services
52409	Grounds/Fencing Supplies/Services	53102	Legal Services
52410	Painting Services	53104	Engineering Services
52411	Window/Glass Supplies/Services	53106	Fees
52412	HVAC Contracted Services	53107	Professional Development Contract
52413	Energy Management Services	53201	Tuition to Other Schools
52414	Radio Services	53301	Student Transportation
52416	Fire Alarm Services	53302	Field Trips (including Expenses)
52419	Computer Equipment Services	53402	Telephone

Account Code	Description	Account Code	Description
Other Ordinary Maintenance Accounts *continued*			
53403	Advertising	54320	Elevator Supplies
53404	Reproduction/Printing	54321	Equipment Maintenance
53405	Postage	54399	Miscellaneous Maintenance Supplies
53802	Environmental Services	54802	Motor Vehicle Supplies
53803	Security Services	54803	Gasoline & Fuel
53804	Athletic Services	54902	Food Supplies
53805	Unemployment Benefits	54903	Non-Food Supplies
53806	MBTA/Transportation	55101	Education Technology/Hardware
53807	Insurance	55102	Testing Materials
53808	Interpreters/Translations	55103	Instructional Materials
53809	Lead Insp. Risk Assessment	55104	Athletic Supplies
54201	Office Supplies	55106	Textbook, Book & Periodicals
54303	Plumbing Supplies	55107	Instructional Services
54304	Roof Supplies	55118	Instructional Equipment (staff)
54305	Floor/Tiles Supplies	55119	Instructional Hardware (students)
54306	Carpentry Supplies/Door Supplies	55201	Medical/Surgical Supplies/Services
54307	Brickwork Supplies	55802	Computer Supplies
54308	Electrical Supplies	55803	Graduation Services/Ceremonies
54309	Grounds/Fencing Supplies	55804	Computer Software
54310	Painting Supplies	55806	Miscellaneous
54311	Window Supplies	55808	Indirect Costs
54312	HVAC Supplies	55814	Scholarship Payments
Travel and Training Accounts			
57101	Business Travel (In City)	57202	Seminar/Conf/Training (Out of State)
57103	Seminar/Conf/Training (In City)	57301	Dues, Subscription, Memberships & Affiliations (non-instructional)
57104	Seminar/Conf/Training (In State)		
57105	Workshop/Prof Dev Stipends	57601	Court Judgments/Damage Settlements
57106	Tuition Reimbursement	57602	Lump Sum Settlements, Worker's Comp
57107	Participant Incentives	57604	Employee Medical Services/Exp (W/C)
57108	Workshop/Prof. Dev. Facilitators		

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Account Code	Description	Account Code	Description
Extraordinary Expenditure Accounts			
58501	Capital Equipment/Furniture	58810	Painting
58502	Computer Network/Telecomm	58811	Windows
58504	New Equipment/Motor Vehicle	58812	Ceilings
58550	Computer Hardware	58813	Asbestos Removal
58803	Plumbing	58814	Insulation Projects
58804	Roofs	58815	Plumbing
58805	Floors	58816	Boilers
58806	Doors & General Carpentry	58817	Energy Controls
58807	Brickwork/Masonry	58818	HVAC
58808	Electrical	58819	Security Systems
Extraordinary Expenditure Accounts-Fixed Assets Capital Projects			
58802	Clerk of Works	58930	Demolition Costs
58901	Fixed Assets (CIP) Summary	58935	Architectural Services
58905	Preliminary Design Services	58936	Legal Services
58910	Final Design Services	58940	Project Management
58915	Construction Supervision	58945	Surveys/Test
58920	Construction	58950	Contingency
58925	Engineering	58990	Retainage

APPENDIX: BUDGET CODES, Fund Codes

Fund Code	Description
General Fund	
15000	School Department General Fund
15001	School Department Fund-Prior Year
Revolving Fund	
24000	School Department Revolving Fund
24100	School Department/Food Services Revolving Fund
24300	School Department/Childcare Revolving Fund
24500	School Department/Facilities Revolving Fund
Grant Fund	
25000	School Department Grant Fund
Capital Fund	
31200	School Department Capital Fund

APPENDIX: BUDGET CODES, Department (AU) Codes

Dept Code	Description	Dept Code	Description
Elementary Schools		**Upper Schools**	
810	Baldwin School	806	Rindge Ave Upper School
813	Haggerty School	807	Cambridge St Upper School
815	Amigos School	808	Putnam Ave Upper School
817	King School	809	Vassal Lane Upper School
818	King Open School		
820	Morse School	**Secondary Schools**	
821	Peabody School	830	Cambridge Rindge & Latin School
823	Tobin School	831	Learning Community C (CRLS)
824	Fletcher/Maynard Academy	832	Learning Community R (CRLS)
825	Graham & Parks School	833	Learning Community L (CRLS)
827	Kennedy/Longfellow School	835	Learning Community S (CRLS)
828	Cambridgeport School	836	High School Extension Program
		873	Rindge School of Technical Arts (RSTA)
Curriculum/Learning Support Departments			
840	English Language Arts	**Operations and Business Service Departments**	
841	Primary Education	865	Student Registration Center
842	Science	867	Safety & Security
843	History & Social Science	871	Central Maintenance
844	World Language	880	Purchasing/Accounts Payable
848	Mathematics	881	Payroll
849	Athletics	882	Food Services
850	Office of Student Services (tuition)	883	Facilities Management
851	Educational Technology	885	Transportation
852	Office of Student Services	892	Information Communications & Technology Services (ICTS)
853	Visual & Performing Arts		
854	Library Media Services		
858	English Language Learner Programs		
859	Title 1		
860	Health & Physical Education		
862	Home Based Program		

Dept Code	Description	Dept Code	Description
School District Management Offices			
868	Office of Curriculum & Instruction	894	Chief Operating Officer
869	Office of Elementary Education	895	Chief Financial Officer/Budget
886	Legal Counsel	896	Superintendent of Schools
890	Family Engagement & Communication	897	School Committee
891	School Support	898	Human Resources
893	Deputy Superintendent of Teaching & Learning	899	Fixed Assets/System-wide Accounts

APPENDIX: BUDGET CODES, Program Codes

Program Code	Description	Program Code	Description
Elementary		**Secondary**	
104	Wraparound Zone Preschool	210	Language Arts
105	Montessori Early Childhood	212	Math
106	Montessori Elementary Instruction	214	Science
109	Home-Based Early Childhood Education	216	History & Social Science
110	Kindergarten	217	Educational Technology
111	Intervention	218	World Language
115	Basic Skills Instructional	220	AVID
117	Computer Education	222	Art
119	Literacy Coordinator	224	Music
120	Science	226	Physical Education
121	Math Coach	228	ESL Support
124	World Language	232	Day Care Program
126	Physical Education	234	Health and Safety
128	Art	238	Dramatic Arts
129	Dramatic Arts	240	Visual & Performing Arts-General
130	Music	242	Guidance
131	Sheltered English Immersion (SEI)	244	Library Media
132	Dual Language	246	Student Services
133	ESL Support	248	Cambridge Partners
137	Health and Safety Education	249	Parent Support Services
138	Reading	250	General Instructional Support
142	Library Media	252	School Management & Supervision
144	Student Support Services	255	School Improvement Plan
145	Nursing Services		
147	Extended Day		
148	General Instructional Support		
149	Parent Support Services		
150	School Management & Supervision		
155	School Improvement Plan		
Rindge School of Technical Arts (RSTA)			
253	General Instructional Support	274	Carpentry
254	Management and Supervision	276	Computer Programming
257	Business Education	277	Early Education
258	Information Technology	278	Health Assisting
259	First Works	279	Culinary Arts
260	Auto Mechanics	281	Technology Education
261	Creative Design	282	Engineering
262	Printing & Reproduction	288	Career Counseling
270	Bio Technology	290	Cooperative Education
272	Media Technology		

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Program Code	Description	Program Code	Description
Special Education		**Curriculum & Learning Support**	
310	Home Instruction & Tutoring	410	Summer School
315	OT/PT	432	Summer Program
320	Speech/Language	620	General Curriculum Support
325	Behavior Management	621	Science Administration
330	Academic Strategies Support	622	Physical Education Administration
340	Self-Contained Instruction (10 month)	626	English Language Learner Administration
341	Self-Contained Instruction (11 month)	627	Library Media Administration
355	Related Services	628	Language Arts Administration
360	Mental Health/Diagnostic	629	History & Social Science Administration
365	Team Chairs	630	Teachers Resource Room
370	Adaptive/Assistive Technology	631	Cable Television
372	Day Tuition	633	World Language Administration
374	Residential Tuition	635	Mathematics Administration
375	Management & Supervision	637	Education Technology Administration
380	Advanced Learning	642	Primary Education Administration
385	Summer Program	650	Out-of-School Time (OST)
390	Sp.Ed. Parent Advisory Council (SEPAC)	651	Title 1 Program Administration
395	Pre-School Education (10 month)	652	Visual & Performing Arts Administration
396	Pre-School Education (11 month)	660	Staff Development
		670	Grants Development
Operations		815	Research, Evaluation & Assessment
730	Food Services	816	Strategic Planning
740	Plant Maintenance/Operations	817	Equity/Cultural Proficiency
745	Custodial Operations	820	Curriculum Review & Implementation
747	Plant Maintenance Projects	901	Athletics
750	Transportation-Regular Bus		
755	Transportation-Special Education (In-City)		
760	Transportation-Special Educ (Out of City)		
770	Safety and Security		
893	Family Resource Center		
Administration			
710	Purchasing	850	Chief Operating Officer
715	Accounting & Budgeting	860	Chief Financial Officer
720	Payroll	865	Legal Services
725	Accounts Payable	870	Superintendent of Schools
780	Information Technology	871	Asst Supt Management
810	Family Engagement & Communications	880	School Committee
835	Human Resources	890	Affirmative Action
837	System-wide Employee Benefits	895	Debt Services
840	Deputy Superintendent Administration	898	System-wide Accounts

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