

**School District of Westfield
Budget Development Guide**

Budget Timeline

February 1	“Budget Development Guide” distributed to each building
March 1	“Budget Request Summary” due to Building Principals
April 1	Last day to submit PO’s and use P-Cards for current fiscal year
June 1	PO’s for the next fiscal year due to Building Principals
August 1	PO’s sent out and P-Card use allowed for new fiscal year
August 20	Annual Budget Hearing and Annual Meeting
October 17	Budget approved and tax levy certified by Board

Curricular Field Trip Requests

1. The “Budget - Curricular Field Trip Request” form can be found on the “District” homepage under “Forms.”
2. Print and complete the form.
3. Meet with the Building Principal for initial approval/denial.
4. Turn the form in to the Curriculum Director for final approval/denial.

Instructional Technology Requests

1. The “Budget - Instructional Technology Request” form can be found on the “District” homepage under “Forms.”
2. Print and complete the form. Use the Technology Director as a reference when making any software or hardware requests.
3. Meet with the Building Principal for initial approval/denial.
4. Turn the form in to the Curriculum Director for secondary approval/denial.
5. The form will then be sent to the Technology Director for final approval/denial.

Conference and Workshop Requests

1. The “Professional Development Guidelines and Request” form can be found on the “District” homepage under “Forms.”
2. Print and complete the form.
3. Meet with the Building Principal for initial approval/denial.
4. Turn the form in to the Curriculum Director for final approval/denial.

Textbooks

The Curriculum Review Process and Textbook Adoption Cycle will guide all textbooks purchasing. All class textbooks must be ordered through the Curriculum Director. Please direct any textbooks needs to the Curriculum Director for consideration.

“Budget Request Summary” Form

1. The “Budget Request Summary” form is found on the district homepage under “Forms.”
2. Save the worksheet to your H\:\ drive and open the document.
3. Fill in the blanks labeled “Department and Members” and “Budget Code.”
4. Be specific in the “Item Description” column (item name and product number).
5. When in doubt, round up all amounts to the nearest dollar.
6. Make sure to include shipping and handling for each object code (use 15% if you are unsure).
7. Check each object subtotal for accuracy.
8. Check the function total for accuracy.
9. If necessary, add rows by right clicking on a cell, clicking “Insert”, clicking “Entire Row,” and clicking “OK.”
10. When completed, save an electronic copy for yourself and give a hard copy to the Building Principal.

Budget Account Numbers

All account numbers used to record budgeted revenues and expenditures are required by the Wisconsin Department of Public Instruction. These account numbers are defined in the Wisconsin Uniform Financial Accounting Requirements (WUFAR). The following table is an explanation of the 17-digit account number used by the School District of Westfield.

What does **10-400-411-124000-000** mean?

FUND	LOCATION	OBJECT	FUNCTION	PROJECT
xx	xxx	xxx	xxxxxx	xxx
10	400	411	124000	000
General Fund	High School	General Supplies	Math Department	None

Fund

10 – General

27 – Special Education

Location

101 – Coloma Elementary

103 – Oxford Elementary

104 – Westfield Elementary

300 – Westfield Middle

400 – Westfield High

800 – District Wide

Object

310 – Purchased Service: Anything we buy that is a service (excluding transportation). This can primarily be described as “people time” through fixing something, a presentation, or a professional group you belong to.

342 – Employee Travel: Travel expenses incurred by district employees, including transportation costs, meals, lodging, and incidentals.

411 – General Supplies: Anything that is considered “consumable” for your classroom or activity with cost generally less than \$500 (per item).

430 – Instructional Media: Instructional media includes audiovisual, newspapers, periodicals, and any other type of media you may need for classroom instruction. For library budgeting, we still need to break out a couple of these items for the common-school funding purposes.

470 – Textbooks and Workbooks: Books (including workbooks), other than library, reference, or classroom textbooks that are acquired for instructional use. Workbooks will be purchased through your budgets, but classroom textbooks will be purchased in coordination with the Curriculum Director. Please be in contact with the Curriculum Director if you have textbook needs.

550 – Equipment Addition: Equipment addition is considered the purchase of new equipment that is not replacing existing items and generally costs over \$500 per item (not as a total combined cost).

560 – Equipment Replacement: Equipment replacement is considered the purchase of equipment that is replacing existing items and generally cost over \$500 per item (not as a total combines cost).

940 – Dues and Fees: Expenditures for conferences or memberships in professional organizations.

Function and Project

Please see the Business Manager if you are unsure about your function code number or you project code number.

Returns

You are responsible for taking care of any unsatisfactory shipments in a timely manner. Any shipping and restocking charges assessed to the district for items returned will be charged to the account from which the item was ordered.