
FISCAL YEAR BUDGET SALARIED EMPLOYEES PROCEDURE
(ACC-P002)
Milford Public School District

1.0 SCOPE:

- 1.1 This procedure applies when budgeting for salaried employees for the next fiscal year at the Milford Public Schools.

The on-line version of the procedure is official. Therefore, all printed versions are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Deputy Superintendent of Operations
- 2.2 Office Manager

3.0 APPROVAL AUTHORITY:

- 3.1 Deputy Superintendent of Operations

Authorized Signature on File
Signature _____ Date _____

4.0 DEFINITIONS:

- 4.1 MPS: Milford Public Schools
- 4.2 CIMS: Comprehensive Information Management for Schools

5.0 PROCEDURE:

- 5.1 Payroll System data is moved electronically to the budget module in the CIMS System.
- 5.2 Query is run to identify all employees hired after the first of the fiscal year. These employees are then adjusted in the Budget module to reflect a full year.
- 5.3 All employees who have retired or terminated will be removed from the budget module.
- 5.4 Pay tables in budget module are adjusted to reflect the contracted pay levels for the next fiscal year.
- 5.5 If contract is not yet settled, the current pay tables are used.
- 5.6 A report is run (Budget Forecasting – Account Distribution). This report will reflect any changes that have been made to this point.
 - 5.6.1 Accounting uses this report as a benchmark to compare all versions of the adjustments made.
- 5.7 The Account Distribution Report can be run with employees moving up one step on the pay tables and/or with the pay tables modified by a percentage.
- 5.8 Data from these reports are entered onto a spreadsheet. All anticipated changes are then added to this spreadsheet. This can include new positions, transfers between positions or any changes deemed necessary by administration.
- 5.9 Administration reviews the proposed salary budget and either accepts for inclusion into overall budget or asks for revisions.

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6.0 ASSOCIATED DOCUMENTS:

- 6.1 Budget Forecasting
- 6.2 Salary Budget
- 6.3 Account Distribution Report

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>
Salary Budget	Business Office	2 years	Shredded
Budget Forecasting	Business Office	2 years	Shredded
Acct. Distribution Report	Business Office	2 years	Shredded

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Revision:</u>	<u>Description of Revision</u>
08/25/2003	A	Initial Release
10/20/2004	B	Change title to Deputy Superintendent of Operations in 2.0 and add Office Manager to 2.0; change Approval Authority to only Deputy Superintendent of Operations; add new definition to 4.0; correct spelling in 6.0; add 6.3 to Associated Documents.

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