
Monitoring of School and Department Budgets Procedure (ACC-P004)

Milford Public School District

1.0 SCOPE:

- 1.1 This procedure describes the process in which the Accounting Department monitors school site budgets for the Milford Public School District.

The on-line version of this procedure is official. All printed versions are uncontrolled copies.

2.0 RESPONSIBILITY:

- 2.1 Deputy Superintendent of Operations

3.0 APPROVAL AUTHORITY:

- 3.1 Business Office Manager

Authorized Signature on File
Signature Date

4.0 DEFINITIONS:

- 4.1 None

5.0 PROCEDURE: -

- 5.1 The Accounting Department monitors all fifteen school site budgets and department budgets.
- 5.2 Each school is allocated a school year budget based on number of pupils in total.
 - 5.2.1 It is the school's responsibility on how the school site budget is allocated.
- 5.3 The Accounting Department review requisitions and purchase orders for proper accounts.
- 5.4 The CIMS System monitors each school site account.
 - 5.4.1 The system will warn the requisitioner if that particular requisition is over budget.
 - 5.4.1.1 The requisitioner must send the requisition along with a budget transfer request to the Accounting Department in order for the requisition to be made into a purchase order.
- 5.5 When the Accounting Department runs the General Ledger Detail Report, any over budget account is flagged for review.
 - 5.5.1 Accounting will work with the school site or department head to rectify the discrepancy.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Budget Transfer Request

Monitoring of School and Department Budgets Procedure (ACC-P004)
Milford Public School District

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
General Ledger Detail Report	Account Office	One month	Discard as Desired	Locked Office
CIMS Database	Electronic	Permanent	N/A	Electronic

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
8/25/03	A	Initial Release
10/04/2004	B	Changed 2.0, Responsibility
04/25/2005	C	Changed title in 3.1

* * * E n d o f p r o c e d u r e * * *