KILLEEN ISD FY 2016 BUDGET PLANNING INFORMATION

1. Worksheets will be available for planning starting Monday, May 4, 2015. All worksheets must be completely approved and in Budget's approval queue **by Friday, May 22, 2015.**

2. Budget planning will be done in TEAMS utilizing the same links as previously:
   a. ALLOCATE Budget Owner Allocations
   b. APPROVE Budget Owner Allocations

3. Detailed instructions on how to use TEAMS for budget planning can be found on the Budget Department website
   a. Procedures and Instructions Link
   b. Budget Planning 2015-2016 Links
   c. Clicking on the link below
      i. https://www.killeenisd.org/departmentDocs/c730/documents/TEAMSBudgetPlanningProcedures.pdf

4. Principals for regular campuses will need to plan travel, membership fees, supplemental pay, and awards for their campus. A listing of membership fees as verified by organizations can be found on the Budget Department website
   a. Budget Planning 2015-2016 links
   b. Clicking on the link below
      i. https://www.killeenisd.org/departmentDocs/c730/documents/MembershipDuesEstimateFY2016.pdf

   The organizations with no amounts have not responded to requests for the information.

5. High School and Middle School principals may notice changes to the budget codes shown on their worksheets. You will now not see codes with 00 in the subobject in your org number worksheets (though they still exist in the HS Focus Concept sheets). We have replaced all the codes using 00 with codes using CA, so you can more easily see what is yours. Since the codes with 00 in the subobject will no longer appear on the worksheet, if you budgeted or spent funds out of those codes in FY 2105, the worksheet will not show you how much was budgeted nor spent. You can pull that information from FY 2015 My Accounts.

6. If any org has unused codes and you want to start cleaning up the budget codes you see, please e-mail the codes to DL – Budgetary Services and let us know you don't want to see these codes past FY 2015. We can't delete codes, but we can end date them so they won't appear for FY 2016 or after, but you will still see them if you look in prior years.

7. Food for staff is no longer able to be planned by campuses or central organizations. Food for staff will be allocated at $15 per projected FTE at the organization. The projected FTEs have been sent from Human Resources to Budget and will be the figures used. These figures will not be increased nor decreased due to addition or reduction of personnel FTEs.

8. Funds cannot be moved into the district allocated staff food codes, nor can they be moved out by campuses or central organization; with the exception of Budgetary Services if a request for additional funds is approved by either Assistant Superintendent, Deputy Superintendent, or the Superintendent.

9. The total amount budgeted centrally for each organization's food for staff is the maximum amount that may be spent on staff food to include snacks, appreciations, staff development, working lunches, etc.   If, additional staff food needs arise, the organization manager can contact his/her CAAG member to request additional funds. If the CAAG member agrees, the CAAG member will take the request to the appropriate Assistant Superintendent, Deputy Superintendent, or Superintendent.

10. A budget reference manual is available on the Budget Department website to help clarify the different parts of the budget codes (funds, functions, objects, etc). Instructions for TEAMS budget planned are also found in this manual as are some tips on budget codes. The manual can be found on the Budget Department website
    a. Budget Home Page
    b. Budget Planning 2015-2016 Links
    c. Clicking on the link below
        i. https://www.killeenisd.org/departmentDocs/c730/documents/BudgetReferenceManual20152016.pdf

    If you download the file, you will be able to use Adobe Bookmarks to get through the document a little quicker.

11. If funds in addition to those allocated in total in your worksheet are needed, please complete a FY 2016 Request for Change in Budget form (which can be found on the Budget Department website under the FORMS BUDGET PLANNING link). Here you indicate if the increase is a one-time increase or if you are requesting a permanent change to your allocation. If you are trying to move funds to different budget codes than where you currently have them planned, but the amount you are requesting OVERALL does not increase, you do not need to fill out this form. Just make your changes in the TEAMS worksheet.

12. This form must have the approval (via signature on the form) from your CAAG member before it is turned in to Budget. All completed (including CAAG member's signature) **FY 2016 Request for Change in Budget forms are due to Budgetary Services on Friday, May 22, 2015**. Forms received after this time, or incomplete forms, may not be brought forward for consideration.