

THE BUDGET BUZZ

Budget Services

In this issue:

- Budget team
- Website
- FAQ
- Technology CIs
- FSRP
- ESS
- Trust Checks
- Storeroom Orders
- Benefit Rates

Hello from Budget

Everyone is busy and sometimes you may have a lot of information coming your way. We hope that this newsletter will provide a quick recap of important information as well as new information.

Thanks,
Your Budget Team



We would like to invite you to visit our [Budget website](#), where you can find a lot of useful information, such as:

- 2020-21 School Budget Guidelines – includes average salary by job code, benefits rates and fund descriptions
- Budget Manual – Steps on how to perform budget tasks, such as PCFs (with screen shots)
- Budget Analyst School Assignment
- Valid Function/Object list
- FLDOE Red Book – State chart of accounts and guidelines on how to spend funds



BUDGET TEAM

Do you know who your Budget Analyst is? This information can be found on our website under [Helpful Resources](#).

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What is the correct FA/CI combination for field trip transportation?

FA 7800 student transportation CI 390 other purchased services for DCPS bus companies, CI 360 for all other bus companies.

What GL do we use for copier leases and maintenance?

Use GL 630369 for copier lease and 630359 for copier maintenance.

How do I find a fund number for my school?

Using transaction Y_SED_05000006, enter your fund center number and run by the 4th report, report by fund, it will give you a list of funds at your school.

How do I release funds tied to a PR so I can change the GL?

In change mode: Highlight the line you need to change. Click the trash-can above to delete the line temporarily and click save. Deleting the line will release the funds from being committed. Once funds have been released you can transfer funds to the correct CI. Now you can change the GL on the PR by highlighting the line, right click on the trash-can above and choose undelete. This will put the line back and allow for edits.

TECHNOLOGY RELATED CI'S

FLDOE updated the Red Book to include technology related items. Below are some of the most frequently used commitment items.

- 359 - Technology-Related Repairs and Maintenance. Expenditures for technology-related repairs and maintenance.
- 369 - Technology-Related Rentals. Expenditures for computer and related equipment rentals, licenses and fees for Internet research subscriptions.
- 519 - Technology-Related Supplies. Expenditures for supplies used for technology-related purposes, such as flash drives and other supply items not reported in subobjects 644, Noncapitalized Computer Hardware, 649, Technology-Related Noncapitalized Fixtures and Equipment, or 692, Noncapitalized Software.
- 648 - Technology-Related Capitalized Fixtures and Equipment.
- 649 - Technology-Related Noncapitalized Fixtures and Equipment.

FSRP Funding

Statute 1008.36

FSRP funds are to be used for the following:

- a) Nonrecurring bonuses to the faculty and staff;
 - b) Nonrecurring expenditures for educational equipment or materials to assist in maintaining and improving student performance; or
 - c) Temporary personnel for the school to assist in maintaining and improving student performance.
- * Please exhaust older FSRP funds before using the newer funds
 - * At this time we do not expect to receive any new FSRP funding for FY 2021

Bookkeepers now have access to the following transactions:

- **ZBP_COMP**
- **ZHRPD_RPT_0554_HOURS**

**See attachments for directions*

Substitutes

The substitute vendor for DCPS in FY 2021 is ESS.

Schools are given a TDE allocation of 4 days for every general funded instructional position. If the budget in 10000/6400/313 is exceeded, schools are required to cover the additional cost from a general fund non-salary account.

50% Non-Sal and Disc.

50% of Non-Salary and Discretionary funds have been reserved for each FC. At this time we do not know when/if these funds will be released.

[Storeroom Orders]

Effective July 1st, only certain funds will be allowed for purchases made in the storeroom. Project managers and district administrators will determine if a fund is allowed.

Below is a list of funds currently approved for use in the storeroom. If you are attempting to use a fund not listed below, please contact the budget department and the project manager for resolution. FSRP funds will not be allowed for storeroom orders.

TRUST CHECKS

Trust checks have been issued for General and Extended Day funds.

How do you locate the trust check amount in SAP?

1. Budget drill-down report.
SAP transaction code:
Y_SED_0500006
2. Fund #
3. Fund Center #
4. Commitment Item 510
5. Execute report
6. Double click on expenditures to display the trust check amount.

Upcoming Events

August

- * Early Returns
- * Extended day & Community ED PCFs
- * Fall Count process begins

September

- * Teacher Lead Payments
- * Early Return Stipends Paid
- * Tutoring funds available for schools

20-21 BENEFIT RATES

Benefit Rate Breakdown for FT, PT, Temp, Bonus, Paras

TOTAL BENEFITS for Full Time		36.69%
210	Retirement	10.00%
220	Social Security/Medicare	7.65%
230	Group Health (\$8,073 per employ-	17.54%
230	Group Life (\$11 per employee)	0.02%
240	Workers Comp	0.94%
250	Unemployment	0.00%
294	Flex Benefits-Formula (\$250 per employee)	0.54%
295-299	Terminal Leave & Annual Leave	0.00%

TOTAL BENEFITS for PT>6 month		18.59%
210	Retirement	10.00%
220	Social Security/Medicare	7.65%
240	Workers Comp	0.94%
250	Unemployment	0.00%

TOTAL BENEFITS for Temp <6 months		2.39%
	OPS Benefits @ 1.45	1.45%
240	Workers Comp	0.94%

TOTAL BENEFITS for Bonus		8.59%
220	Social Security/Medicare	7.65%
240	Workers Comp	0.94%
250	Unemployment	0.00%

TOTAL BENEFITS for PARAs (Federal Funds Use Only)		65.05%
210	Retirement	10.00%
220	Social Security/Medicare	7.65%
230	Group Health (\$8,073 per employ-	45.01%
230	Group Life (\$11 per employee)	0.06%
240	Workers Comp	0.94%
250	Unemployment	0.00%
294	Flex Benefits (\$250 per employee)	1.39%
295-299	Terminal Leave & Annual Leave	0.00%

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