

February 10, 2020

2020-2021 PROPOSED BUDGET INSTRUCTIONS

It is that time of the year when we require every school to submit their 2020-21 Proposed Budget. A few things to keep in mind as you prepare this year's budget.

WORKSHEET TAB

1. Please write the school's name on top of the page, date, and the name of who prepared the budget.
2. If you need to add "Rows" to the spreadsheet, feel free to do so, but keep in mind that this spreadsheet is formulated, and all formulas must be adjusted if adding rows or columns.
3. There is a 3% Cost per Teacher increase under E-1.
4. Under E-2, for Locally Funded Employees, please use the **Employee cost Calculator** to have a total cost for each Locally Funded Employee. I have noticed that when this tool is not used, somehow, the total cost for LFE is understated. You can find access to this calculator under the Finance Tab on our FLOCE website.
5. E-5, E-6, and E-9 are fixed costs for each school. These are charges that will be invoiced in November of each year. Please, keep an eye on these expenses because the amount could change from one year to the other.
6. Under C-1, Surplus/Deficit Calculations must have a positive number and not a negative number. Otherwise, our Office of Education will reject your proposed budget.

BUDGET TAB – The numbers entered under the Worksheet Tab will roll over to this tab. Please, review the numbers to make sure everything ties.

1. On the very top of the page, please fill in the blank for **"Current and Proposed number of teachers" as well as "Current and Proposed number of enrollments by grade"** This is important and very helpful to us as we plan for teacher placement.

Next to the Budget Tab, I added another tab label, "IT SVC." These will be one-time technology charges for the school year. We discussed these charges in our treasurers' meeting on February 2, 2020. Once you're done filling in the information on this tab, please insert the numbers in the Worksheet Tab under the expense line item E-22.

Please keep in mind that the **Budget is due no later than Monday, March 30, 2020**. Also, before emailing it back to me, please make sure that it is signed by the school board chair and approved by the school's finance committee and school board.

I pray for God's wisdom to be poured upon all of you as you manage and work through this process.

George J. Carrazana

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