

FY2019 Budget Collection

Software Instructions

Due

Due Date: June 1, 2018

IT Team: Data Management & Analysis

Phone: (802) 479-1044

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System Requirements

Adobe Acrobat Reader

[\(Free Download\)](#)

Starting the Application

This year the Budget Data Collection will be done through an excel spreadsheet template. You will need to create a folder on your C drive titled C:\BUDGET. The template can be used with a version of Excel 2007 or later, earlier versions of Excel may work, but would not be supported.

Technical Support

Assistance with the data entry application:
Call (802) 479-1044

Assistance with data reporting questions:
Call (802) 479-1043

Main Menu

After opening the excel template please go to the tab labeled Cover. You will need to select the organization that you are working on. Please note that the template produces a .csv file for AOE to upload, the template itself does not save your information in excel. You can either use the csv file, which does convert nicely to excel, or you may save a copy of the template with a different name to an archive area.

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Budget Data Entry Template
Due Date: June 1st, 2018
Vermont Agency of Education Help Desk (802) 479-1044

Please Create a Folder on your "Local Disk (C)" drive Called "BUDGET" before using this template

Please Select Your Organization:

Go To Expenditures Go To Revenues Go To Budget Signature Page

Go To Comparison Report Go to Current Year Expenses Report Go to Current Year Revenues Report

Make Budget Data File

Data Entry

Enter/Edit Budget Expenditures and Revenues

To navigate to either Expenditures or Revenues select the appropriate button on the cover sheet based on whether you are working on expenditures or revenues.

Enter/Edit Expenditure Data – Click the “Go to Expenditures” button - this will take you to the Expenditures worksheet where you can enter expenditure data into a setup district template.

Enter/Edit Revenue Data – Click the “Go to Revenues” button - this will take you to the Revenues worksheet where you can enter revenue data into a setup district template.

The screenshot shows a green-themed web interface titled "Budget Data Entry Template". At the top, it states "Due Date: June 1st, 2018" and "Vermont Agency of Education Help Desk (802) 479-1044". A prominent instruction reads: "Please Create a Folder on your 'Local Disk (C)' drive Called 'BUDGET' before using this template". Below this, there is a dropdown menu for "Please Select Your Organization:" with "MT. ANTHONY UHSD" selected and a "U014" label to its right. The interface contains several buttons: "Go To Expenditures", "Go To Revenues", "Go To Budget Signature Page", "Go To Comparison Report", "Go to Current Year Expenses Report", "Go to Current Year Revenues Report", and "Make Budget Data File".

The excel spreadsheet simply requires that you enter the monetary amount into the AMOUNT column corresponding with the correct expenditure or revenue. **Please enter whole dollar amounts with no cents included.** In the case of the circled expenditure below, we are reporting function 1000, "DIRECT INSTR-EXCEPT TECH CTR TUITION".

On the Expenditures sheet functions 1568 (Obj 568 – Tch Ctr Tuit/Amt State Pays for Dst) and 8121 (SpEd in Excess of 50K) are prefilled, as is revenue code 3114 (Sup Tuition Grant for Tech Ctrs Distrib by State) on the Revenue sheet. All three have formulas and are highlighted in turquoise – **do not overwrite these cells.** For more information on the meaning of these and other function descriptions please see the Reporting Instructions.

DSTID	TYP	FUND	FUND DESCRIPTION	FUNC	FUNCTION DESCRIPTION	AMOUNT	FY
	E	1	LOCAL EDUCATION	1000	DIRECT INSTR-EXCEPT TECH CTR TUITION		FY19
	E	1	LOCAL EDUCATION	1568	OBJ 568-TCH CTR TUIT/AMT STATE PAYS FOR DST	0	FY19
	E	1	LOCAL EDUCATION	1569	OBJ 569-DISTRICT TUITION TO TECH CNTRS		FY19
	E	1	LOCAL EDUCATION	2396	ADMINISTRATIVE SUPPORT SERVICES - LEA		FY19
	E	1	LOCAL EDUCATION	2397	ADMINISTRATIVE SUPPORT SERV. - ASSESS TO SU		FY19
	E	1	LOCAL EDUCATION	2999	ALL FUNC 2000 SUPPORT SERV. NOT INCL. ABOVE		FY19
	E	1	LOCAL EDUCATION	3100	FOOD SERVICES		FY19
	E	1	LOCAL EDUCATION	3200	ENTERPRISE OPERATIONS		FY19
	E	1	LOCAL EDUCATION	3300	COMMUNITY SERVICES		FY19
	E	1	LOCAL EDUCATION	4000	FACILITY ACQUISITION AND CONSTRUCTION		FY19
	E	6	CAPITAL PROJECT FUNDS	4000	FACILITY ACQUISITION AND CONSTRUCTION		FY19
	E	1	LOCAL EDUCATION	5100	OTHER-DEBT SERVICE		FY19
	E	6	CAPITAL PROJECT FUNDS	5100	OTHER-DEBT SERVICE		FY19
	E	1	LOCAL EDUCATION	5210	ADJUSTMENTS/REPAYMENTS TO THE STATE		FY19
	E	1	LOCAL EDUCATION	5310	TRANSFERS TO ENTERPRISE FUNDS		FY19
	E	1	LOCAL EDUCATION	5350	CONTRS TO RSRVD ACCTS (INC. FUNC 5352)		FY19
	E	1	LOCAL EDUCATION	5353	TRANSFER TO QSCB DEBT SERVICE FUND		FY19
	E	1	LOCAL EDUCATION	5390	OTHER-FUND TRANSFERS		FY19
	E	1	LOCAL EDUCATION	5500	OTHER-SUBGRANTS		FY19
	E	1	LOCAL EDUCATION	6999	DEFICIT		FY19
	E	6	CAPITAL PROJECT FUNDS	6999	DEFICIT		FY19
	E	1	LOCAL EDUCATION	8112	DEFICIT FOR NEW SPED 20		FY19
	E	1	LOCAL EDUCATION	8121	SPED IN EXCESS OF 50K	0	FY19
	E	1	LOCAL EDUCATION	8125	DEFICIT FROM NEW TUITION		FY19
	E	1	LOCAL EDUCATION	8130	PLANNING COSTS FOR SMALL SCHOOLS MERGER		FY19
	E	1	LOCAL EDUCATION	8887	ELIG PRINC/INT FOR CAPITAL DEBT HOLD-HARMLESS PROJ		FY19
	E	1	LOCAL EDUCATION	8888	ELIGIBLE CAP CONST/DEBT SERVICE FOR ALL ELIG.PROJS		FY19
	E	1	LOCAL EDUCATION	8135	ASSESSMENTS TO VERMONT TEACHERS RETIREMENT SYSTEM		FY19
	E	1	LOCAL EDUCATION	2398	ADMINISTRATIVE SUPPORT SERVICES, TECH CENTER		FY19

T238 West Windsor will enter their ACT144 Expenditure information here by selecting ACT144 as the Fund.

Reports

Go To Comparison Report – This report is provided for your information only. You will need Adobe Acrobat Reader to print this report.

Go To Current Year Expenses Report – This button allows you to print a report of all expenditure data entered for your districts. You may print a report at any stage of data entry. You may find it helpful to print this and use it as a worksheet from which to do your data entry. You will need Adobe Acrobat Reader to print this report.

Go To Current Year Revenues Report – This button allows you to print a report of all revenue data entered for your districts. You may print a report at any stage of data entry. You may find it helpful to print this and use it as a worksheet from which to do your data entry. You will need Adobe Acrobat Reader to print this report.

Data Submission

Make Budget Data File – Use this button to create the budget file. The csv file will be automatically written to the directory C:\BUDGET. **You will need to create a folder on your C:\ drive titled C:\BUDGET.** In the below example for U014, the file will be named U014FY19BUDGET.CSV – your district code will appear at the beginning of the file name.

The screenshot shows a web interface titled "Budget Data Entry Template" with a green background. At the top, it says "Due Date: June 1st, 2018" and "Vermont Agency of Education Help Desk (802) 479-1044". Below that, a message reads: "Please Create a Folder on your 'Local Disk (C)' drive Called 'BUDGET' before using this template". There is a dropdown menu for "Please Select Your Organization:" with "MT. ANTHONY UHSD" selected, and a text field for "U014". Below these are several buttons: "Go To Expenditures", "Go To Revenues", "Go To Budget Signature Page", "Go To Comparison Report", "Go to Current Year Expenses Report", "Go to Current Year Revenues Report", and a larger "Make Budget Data File" button at the bottom.

To submit the data file please email your file named ****FY19BUDGET.CSV (where **** denotes your district code) to [Glenn Bouchard](mailto:Glenn.Bouchard). Please note we will run edits and checks on your data once we have received the information and may need to follow up with you then.

Print Signature Page

Go To Budget Signature Page – Click to select your LEA and then click the “Go to Budget Signature Page” button. Print the Signature Page. Review and original signature by your superintendent is required. Signature “stamps” will not be accepted. Send this page to AOE.

Budget Data Entry Template

Due Date: June 1st, 2018

Vermont Agency of Education Help Desk (802) 479-1044

Please Create a Folder on your "Local Disk (C)" drive Called "BUDGET" before using this template

Please Select Your Organization: U014

Go To Expenditures	Go To Revenues	Go To Budget Signature Page
Go To Comparison Report	Go to Current Year Expenses Report	Go to Current Year Revenues Report
Make Budget Data File		