



School Excel Spreadsheets
Procedure (PC-P003)

1.0 SCOPE:

- 1.1 This procedure describes the process to maintain the School/Department Excel Spreadsheets for the Washoe County School District.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Chief Financial Officer

3.0 APPROVAL AUTHORITY:

- 3.1 Position Control Analyst

(Approval signature on file)

Signature

Date

4.0 DEFINITIONS:

- 4.1 School/Department Excel Spreadsheets: refers to a series of 3 Excel spreadsheets, listed as ES Master (elementary), MS Master (middle), HS Master (high school), and DEPARTMENTS. These spreadsheets contain a list of all certified and classified allocations/FTE by school, including the general fund, Class Size Reduction, ESL, Special Ed, Title I and grants, as well as summary spreadsheets that tie in with the budget.
- 4.2 Access Allocations Worksheet: Summary report of all general fund certified teacher allocations/FTE, produced each year by the business department using enrollment and student/teacher ratios as listed in the Staffing Allocation Guidelines, that ties in with the budget.
- 4.3 "FTE": abbreviation for "Full Time Equivalency" based on 8 hours per day for administrators, protechs, and classified employees, and 7.5 hours per day for certified staff, including teachers, counselors, nurses, etc.
- 4.4 Department Allocation Spreadsheets: ESL, Special Ed, and Title I departments maintain an allocation/FTE spreadsheet which is submitted to Position Control each year, that ties in with the budget.
- 4.5 Click Drag & Drill (CDD) Report "PC1000": Bi-tech report that lists and sorts school or department staffing by location (#). This report includes all certified and classified employee names, id#, funding, position, days, hours, FTE equivalency, contract type and assignment.
- 4.6 PCREGFTE: Bi-Tech position control module for the regulation of positions by FTE and funding.

5.0 PROCEDURE:

- 5.1 A new set of School Excel Spreadsheets is created each year, by using the Excel copy option.
- 5.2 School General Fund, Class Size Reduction, and Full Day Kindergarten allocations are entered from the Access Allocations Worksheet by grade on each individual School Excel Spread sheet.



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- 5.3 Counselor, ESL, Gifted & Talented, Music, Special Ed, and Title I allocations are entered from each Department Allocation Spreadsheet.
 - 5.3.1 It is each department's responsibility to assure the Position Control Analyst has the most recent department allocation spreadsheets on a continuous basis.
 - 5.3.2 The Position Control Analyst requests an update of department allocation spreadsheets at the beginning of each contract year.
- 5.4 All special allocations, grants, certified conversions, or other pertinent information is maintained in the note section of each school, to be carried forward each year.
- 5.5 Using the PC1000 report, enter FTE data from the report to the "actual" column on School/Department Excel. Research and confirm any variation of budget vs. actual allocations/FTE. Enter the audit date and Technician's name on Excel.
 - 5.5.1 Report any variation over/under budget vs. actual to Position Control Analyst.
 - 5.5.2 Any variation over/under is summarized on a "Findings-Recommendations" report sent to the Chief Financial Officer for review.
- 5.6 Budgeted "FTE" information from the School Excel spreadsheets is transferred via data entry by a Position Control Technician to Bi-tech PCREGFTE.
- 5.7 Back up of the School Excel Spreadsheets is done on a weekly basis, by the Position Control Analyst on H drive.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 School Allocation Auditing (PC-P002)
- 6.2 Active Employee Assignments (PC-1000) Report (PC-W001)
- 6.3 Access Allocation Worksheet

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
School Excel Spreadsheets	Electronic	5 years	Discard as desired	Electronic

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
11/28/05	A	Initial Release
1/22/08	B	Changed back-up time frame requirement in 5.6.
03/26/10	C	Deleted Section 4.5 and added new Sections 4.5 and 4.6; 5.2 replaced "site/school" with "School" and added comma and "and Full Day Kindergarten" after "Reduction"; switched position of 5.3.1 and 5.3.2;



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deleted Section 5.4; 5.4 (formerly 5.5) added "grants" after "allocations,"; added Sections 5.5 and 5.6; 5.7 replaced "on an 'as needed' basis " with "is done on a weekly basis, by the Position Control Analyst on the H drive."; 6.1 added parentheses to "PC-P002"; 6.2 replaced "WAHRAE" with "PC1000" and changed "PC-P004" with "(PC-W001)".

11/05/10 D 1.1 Added "Department"; 4.1 added "/Department" to "School Excel Spreadsheets, "and "and DEPARTMENTS" to the end of the first sentence; 4.5 replaced "Bi-Tech" with "Bi-tech" and replaced "(3)" with "(#)"; 5.2 replaced "School General Fund and Class Size Reduction" with "School General Fund, Class Size Reduction, and Full Day Kindergarten"; switched paragraph in Section 5.3.1 with paragraph in Section 5.3.2; 5.5 deleted "is noted by Position Control on the School Excel Spreadsheet. Any variation over or under is summarized on a 'Findings-Recommendations' report sent to the Chief Financial Officer for review." after "PC1000 report," and added "enter FTE data from the report to the "actual" column on School/Department Excel. Research and confirm any variation of budget vs. actual allocations/FTE. Enter the audit date and Technician's name on Excel."; added sections 5.5.1 and 5.5.2; 5.6 replaced "Bi-Tech" with "Bi-tech"; 5.7 added "of" after "Back up" and deleted "the" before "H drive"; added Section 6.3; Section 6.1 inserted parenthesis around "PC-P002"; Section 6.2 inserted parenthesis around "PC-P001"

*** End of procedure ***