



Salary and Benefit (General Fund) Procedure (BUD-P510)

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

1.0 SCOPE:

- 1.1 This procedure describes the process in which the Business Department prepares the salary and benefit projection for the General Fund.

2.0 RESPONSIBILITY:

- 2.1 Chief Financial Officer

3.0 APPROVAL AUTHORITY:

- 3.1 Senior Budget Analyst

(Approval signature on file)

Signature

Date

4.0 DEFINITIONS:

- 4.1 NRS – Nevada Revised Statutes
- 4.2 December Amended Budget – budget required by NRS 354.598005 9, which adjusts revenue to the actual pupil count.
- 4.3 June Augmented Budget – Standard budget adjustment performed each fiscal year to reflect use of additional revenues and budget transfers for various District funds.
- 4.4 Object – an account number describing a particular type of cost
- 4.5 Function – a category containing various cost objects for a specified purpose
- 4.6 Program – a plan of activities and procedures to accomplish a predetermined objective or set of objectives.

5.0 PROCEDURE:

- 5.1 The salary and benefit projection for the General Fund is performed at various points throughout the budget cycle for the fiscal year. The initial projection for the preliminary/tentative/final budget is prepared in December or January prior to the beginning of the next fiscal year. That projection is updated due to Superintendent/ Board approved changes from the preliminary to the tentative to the final budget. Additional projections will be performed prior to the December amended budget and the June augmented budget. Each projection is performed in the same manner except the pay periods to project forward will change depending on the date the projection is performed. The procedures to prepare the projection include; updating the actual YTD costs, projecting current payroll amounts forward, adding miscellaneous adjustments, including cost of living increases and comparing to the last budget. The same procedures are performed for the Special Education and Class-Size Reduction (CSR) Funds.
- 5.2 Accumulate Year-To-Date Actual Costs
 - 5.2.1 Obtain a trial balance report indicating the actual YTD salary and benefit costs by object within function, within program.



Salary and Benefit (General Fund) Procedure (BUD-P510)

- 5.2.2 Enter the amounts for salaries from the report into the "Actual" column on the "Cert Proj" and "Clsfd Proj" worksheets in the S&B XX.xls EXCEL workbook (where XX = the last two digits of the fiscal year).
- 5.2.3 To update the actual benefits for the certified and classified worksheets in the S&B XX.xls workbook, a separate calculation must be performed. The "Payroll Journal Summary" report provides the classified benefit total for each object, within function within program. Those amounts will be entered on the classified worksheet. The certified worksheet will then reflect the actual benefit total from the trial balance report less the amount included on the classified worksheet.
- 5.3 Project the salary and benefits to be paid for the remainder of the fiscal year - The "Cert MMDDYY" and the "Clsfd MMDDYY" (where MM = month, DD = Day and YY = the last two digits of the fiscal year) worksheets in the S&B XX.xls workbook perform the calculation.
 - 5.3.1 Obtain a certified payroll journal and a classified payroll journal from the particular point in time when the projection will be performed.
 - 5.3.2 Enter the amounts from the certified and classified payroll journals into the corresponding locations on the worksheets.
 - 5.3.3 Update the pay periods summary at the bottom of the worksheets for the remaining number of pay periods for the fiscal year.
 - 5.3.4 The worksheet will automatically calculate the projection for the remainder of the fiscal year.
 - 5.3.5 The totals from the worksheets are carried forward to the "Cert Proj" and "Clsfd Proj" worksheets to the "Projection" column.
- 5.4 Provide for miscellaneous salary and benefits adjustments – Many circumstances occur throughout the year that impact salary and benefits. Some of these situations have already occurred and therefore are already accounted for in the projection in the actual column while others are yet to occur. The "Misc Adj." column of the "Cert Proj" and "Clsfd Proj" worksheets in the S&B XX.xls workbook allow for these types of adjustments.
 - 5.4.1 Update the "Misc Adj.xls" workbook. This workbook has numerous worksheets related to the various situations that are yet to occur for the fiscal year. Updating the workbook allows for the inclusion of these situations in the projection.
 - 5.4.2 Review budget folders for miscellaneous adjustments. Other situations not included in the miscellaneous adjustments workbook will occur. These adjustments are kept in a budget folder with other non-salary adjustments. Review the folder to determine which items must be considered for the projection.
 - 5.4.3 Review vacancy reports and job opportunity bulletins for adjustments. The vacancy report will provide positions that are not presently hired but have been authorized for hire. The job opportunity bulletin indicates positions that are opened for hire. Both of these should be reviewed to determine if inclusion in the projection is warranted.



Salary and Benefit (General Fund) Procedure (BUD-P510)

- 5.4.4 Include all adjustments on the Misc Adj.xls workbook.
- 5.4.5 Post the summary of the Misc Adj.xls workbook in the "Misc Adj" column of the "Cert Proj" and "Clsfd Proj" worksheets in the S&B XX.xls workbook.
- 5.4.6 Make other adjustments as deemed necessary after procedure 5.6 has been performed.
- 5.5 Provide for COLA (cost of living adjustment) – The "COLA" column on the "Cert Proj" and "Clsfd Proj" worksheets in the S&B XX.xls workbook allow for an adjustment for cost of living increases. The percent increase can be entered at the top of the worksheet and the cost will be updated.
- 5.6 Compare the new projection to the last authorized budget.
 - 5.6.1 Enter the last authorized budget in the "Budget" column of the "Cert Proj" and "Clsfd Proj" worksheets in the S&B XX.xls workbook
 - 5.6.2 Compare the budget to the new projection by each object. Determine how the change affects the next budget.
 - 5.6.3 Roll the new projection amounts to the GFSUM.xls workbook for inclusion in the next budget.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 BUD-P509, Cost Projection – General Fund
- 6.2 S&B XX.xls, workbook used to compile the salary and benefit projection
- 6.3 Payroll Journal Summary Report, database report accumulating each certified and classified payroll providing totals by object within function, within program within fund.
- 6.4 GFSUM.xls, EXCEL workbook used to compile budget detail and summary for the General and Special Education Funds.

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Worksheets	Electronic	Permanent	N/A	Electronic

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
11/28/05	A	Initial Release

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