Fort Worth
INDEPENDENT SCHOOL DISTRICT

BUDGET NEWS

Budget Operation Support Sessions (B.O.S.S) Training

Please remember registration is open for B.O.S.S Training. This training is for New Campus and Department Administrative Personnel.

The training aims to provide a better understanding of the budget account code structure, year to date reports, budget transfers, account inquiry lookup, and other resourceful tools.

There will be additional training provided, by request, for experienced admins. Please email helen.morales-perales@fwisd.org for more information.

2022 – 2023 Beginnings ...

- Don't forget to change the current year on your YTD reports to 2023.

- Please click on the following link for the 2022-2023 Annual Budget Book.

- New this school year: **NO MORE ROLL-UP CODES.** What you see is what you have! A budget transfer may be required. 😊

Need to Know

When purchasing food/snacks please identify **sub-object with 0FD** (ex.:199-xx-xxxx-**0FD**-LOC-xx-xxx-000000). Before food/snack requests are submitted please ensure sufficient funds are available within your budget. Breakfast purchases are not allowed. This does not apply to grant funding.

If the budget number has not been previously used, please request budget number to be strung through Budget Department String.
Please be mindful as to how many requests for food/snacks are submitted per school year.

2022-2023 B.O.S.S Training Dates

This will be for New Department & Campus Admin/Support staff only.

Class Time: 8:30am -12pm
Location: TLC Room 9
Dates : **Wed Sept. 14**
         Wed Oct. 12
         Wed Nov. 16
         Wed Dec. 14
All participants must have Munis access and a fully charged laptop.

Account Component Handbook
The 2022-2023 handbook will be posted to the document center August 2022.

Munis Access
If you do not have Munis access or you're having trouble with the following: **KRONOS, Versatran, Munis**, please reach out to Business Intelligence through Let's Talk. click here then click Munis Access/Questions.

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Budget Transfer

To ensure each purchase is in line with the District's objectives/goals, please provide detailed justification for **_all_** budget transfers. If additional space is needed, please use the "additional description" tab at the bottom of the Budget Amendment Detail Lines page. Please attach any supporting documentation that may assist with justification. This will help expedite the approval process. Please contact Budget if you have any questions.

Grant Closeout

Please work with Grant Accountants (Accounting) to begin grant closeout for all grants that will end 8/31/2022 and 9/30/2022. If you have questions regarding allowable/unallowable expenses, please email your Grants Project Development Specialist or Cynthia Sherk in the Budget Department.

Budget Tips

- Call the Budget Department if you need assistance with a budget # to verify request of a sub for a Vacant Position. Remember to **always** verify substitute requests.
- Substitutes covering for staff development per a departments request, could be funded by the department. Remember to inquire about funding source with that department.

Reminders.

- **For functions 12-61**, please remember to use **Program Intent 99**, unless campuses and or departments are instructed by the Budget Department to use assigned Program Intent Codes.

Budget Contacts

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Coordinator 817-814-2101

Congratulations Patricia Young

FWISD's New
Executive Director of Budget

Other Helpful Numbers

Payroll	4-2180
Purchasing	4-2200
Accounting	4-2141
Accounts Payable	4-2120
Budget	4-2170
Information Systems	4-2270
Grants & Development	4-2280

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