Fort Worth
INDEPENDENT SCHOOL DISTRICT

BUDGET NEWS

AUGUST 2020

For all returning staff we want to say
WELCOME BACK!

As we start the new school year, we have the following information we would like to share with you.

Your new school year 2020-2021 funding is now available!

In the following pages you will find instructions on how to run your Year-to-Date reports for your campus and or department. Remember to update the year in the report options -YTD section to reflect 2021 / 99.

****Reminder, objects for Extra duty Pay, Professional and Support Stipends are the following.****

Object: 6116 Extra duty pay only, (Teachers & other Professional Employees, current Full-Time employees)

Object: 6121 Extra duty pay/Overtime only, (Secretaries & other Support Personnel)

Object: 6118 Professional Stipends only, (Teachers & other Professional Employees)

Object: 6128 Support Stipends only, (Secretaries & other Support Personnel)

For more detailed information on how to understand the components of a budget number, you may consult the Accounts Component Handbook as well as sign up for the upcoming BOSS training.

2020-2021
BOSS TRAINING DATES

****Due to Covid-19 there is a possibility classes may be virtual instead of in person. Stay tuned for future updates.****

As of right now the days and times for training's are as follows:

Time:	8:30 a.m. - 12:00 p.m.
September 10	Will be **virtual**
October 15	**HCM Conference Room**
December 10	**HCM Conference Room**

Please e-mail **Helen Morales-Perales** if interested in attending training. The following will be needed for virtual and in person classes:
- A Laptop
- Printed copy of the latest Account Component Handbook
- Pen, Paper and tabs

MUNIS ACCESS
If you do not have Munis access, please reach out to Business Systems through their Let's talk page. Visit **www.fwisd.org/Page/23938** then click Munis Access/Questions.

2020-2021 Special Revenue Negative Budget Cleanup Requirements

Effective 2020-2021 school year, grant owners will be asked to clean up all negative payroll budget lines (including fringe) for all grants under their stewardship. The request will be sent out quarterly, but grant owners are strongly advised to run Year-to-Date budget reports on a monthly basis and process clean-up at that time.

If you have any questions, please email **Helen Morales-Perales** or **Cynthia Sherk**.

BUDGET NUGGETS

- Remember to run your Year-to-Date budget reports for your campus and/or department weekly.
- When you physically receive items, make sure you receive on items in Munis.
- If you missed previous issues of Budget News, they can be found on the **Budget Departments home page**.
- When entering a budget transfer please allow 3 business days for review and approval. Make sure you are keeping up with the General Fund Cross Function Budget Transfer Deadlines.

G.F. CROSS FUNCTION BUDGET TRANSFER DEADLINE
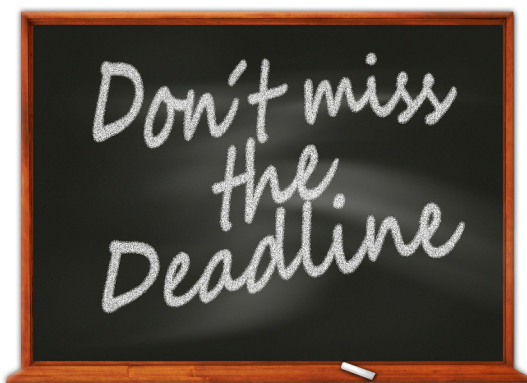
Attached you will find the full version of the 2020-2021 General Fund Cross Function Budget Transfers Approval Deadline Calendar.

Note: Final Budget Transfers for the end of the school year TBD.

BUDGET ACRONYMS

These are some of the most frequently used words and their meanings.

BOSS—Business Operations Support Sessions
PIC—Program Intent Code
YTD Report—Year To Date Report
LTD Report—Life To Date Report
IC—Indirect Cost
PCN—Position Control Number