

2020-2021 Budget Packet Instructions

WHAT HAS CHANGED SINCE LAST YEAR?

- IN TERMS OF FUNDING, WE ARE ACTUALLY POISED TO LOSE \$82/STUDENT (OUCH).
- PERS/STRS RATES CONTINUE TO RISE, ALONG WITH HEALTH PREMIUMS
- THE ON-GOING CONCERN OF PALI'S LIFETIME BENEFITS OBLIGATION



1.) COMPLETE THE FORMS!

Be sure to complete all fields on the form (fill in department name and number). Include each item, approximate cost, and a reason necessary. Also, prioritize your request. Please be specific!

2.) LTSP PRIORITIES

Please keep in mind the hard work put in by the LTSP Committee over the last three years; Your budget requests will be reviewed and aligned with the priorities of PCHS. Regular updates to Stakeholders, as identified in the Budget Calendar, will be communicated.



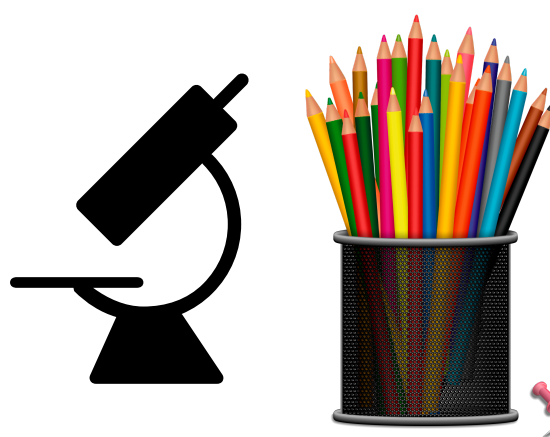
3.) ADMIN MUST REVIEW

Budgets must be turned into your administrator for review by 3/22/20. Finance will not accept a budget that does not come from an Admin. Please see budget calendar page in workbook for more details. Arleta from finance is available from 02/24/20 -03/13/20 to meet with anyone who needs help completing the packet. Call Arleta at x7235 or send her an email at ailyasepalihigh.org. We promise she won't bite!



4.) IMA REQUESTS

To streamline the process and budget to realistic spending amounts, each department has been provided with their 34year average IMA. On the IMA tab, click the drop-down box and select your department. This will be your baseline IMA. Anything above & beyond will require further explanation on the worksheets. Please note, 19-20 IMA WILL NOT be factored in your 4-year average.



5) TEXTBOOKS

New/replacement books (physical books you can touch) fall into this category. Please consult with Andrea King for your needs. If you are requesting textbooks for a new course, the new course must already be approved by the curriculum council. If the two above criteria have not been met, your textbook request will not be submitted for approval. Same as IMA, 19-20 spending WILL NOT be factored in your 4-year average.



6.) CAPITAL PROJECTS/REQUESTS

Capital (furniture/building project) requests must be vetted by Don Parcell in operations. The requests are also subject to review by the LTSP committee to make sure the requests align with PCHS's needs. If the requests are not reviewed by LTSP/Don Parcell, the request will not be submitted for approval.





7) CONSULTING

Consulting requests must be reviewed by your administrator and Amy Nguyen in HR. When completing consulting requests, please indicate on the form whether or not the request is new or recurring.

8) PROFESSIONAL DEVELOPMENT

Professional development requests should be reviewed by your administrator and the AA Team for approval. Please indicate whether or not the professional development is in the form of a conference or sub time. If your administrator has not reviewed the request, the request will not be submitted for approval.



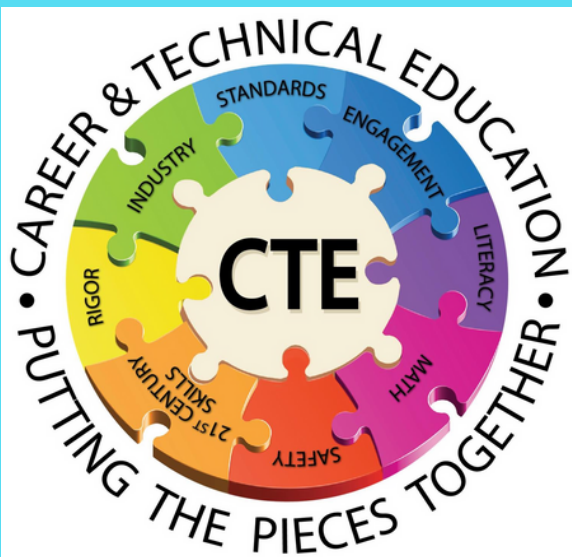
9) TECH EQUIPMENT & DIGITAL SUBSCRIPTIONS



All Tech equipment requests must be reviewed by Jeff Roepel in Tech for compatibility and overall usefulness & the LTSP Tech committee. Subscription requests must be vetted by Ed Tech for overall usefulness and to avoid duplicates with other subscriptions. If Jeff has not vetted your request, the request will not be submitted for approval. If your tech request is funded by CTE, please see Mike Rawson and Jeff. BUT ALWAYS, PLEASE SEE JEFF!

10) AUXILIARIES/ADDITIONAL SALARIES

Auxiliary/additional salary requests must be reviewed by your administrator and Amy Nguyen in HR. When completing auxiliary/salary requests, please indicate on the form (under additional salaries) whether or not the request is new or recurring.



11) CTE

All CTE funding for 20/21 must be reviewed and vetted by the CTE Leadership Committee. For all CTE-related program funding, please DO NOT include in your department budget, but coordinate with Mike Rawson who will compile all the CTE funded requests.

IN CONCLUSION

- As always, budget prudently & realistically
- If you need any assistance with preparing the workbook or where items should be classified, do not hesitate to contact or visit:

Arleta Ilyas, Finance Manager
x7235

ailyas@palihigh.org

Student Store

2/24/20 - 3/13/20

HAPPY BUDGETING!