

Regional School Unit 24



STANDARD OPERATING PROCEDURE

TITLE: Budget Development

DATE: December 3, 2015

1. **Responsibilities:** The following RSU units are responsible for submission of budget requests for appropriate lines in their areas of responsibility:

Each School Elementary and Secondary School Principal: Program Codes 1100 – 1200 (regular Instruction), 9100 – 9600 (Co-Curricular and Extra Curricular), and Program Code 0000 (Undistributed) with Function Codes 2120 (Guidance), 2213 (Professional Development), 2220 (Library) and 2400 (Building Administration).

Adult Education Program Director: Fund Codes 1500 and 6150

Business Manager: Function Codes 2310, 2314, 2320, 2500, 2600-2690, and 5100

Special Education Director: Program Codes: 2100 – 2800, 4100 (ESL) and IDEA.

Curriculum Coordinator: Program Codes 4300 (Summer School), 4400 (After School), 4900 (G&T), and Program Code 0000 with Function Codes 2130 (Health), 2210 (Curriculum), 2240 (Assessment), NCLB, Rural Low-Income, 21st Century.

Instructional Technology Director: Function Code 2230. See 2.c. below.

Transportation Supervisor: Function Codes 2700 - 2750

School Nutrition Director: Fund Codes 2930 and 2940.

2. General Guidance:

- a. **Salary, payroll costs, and benefits** (51010 - 52190) lines will be populated with HR/Payroll data. In addition HR/Payroll will be the clearinghouse for stipend requests. However, recommendations for changes in staff or staffing levels must

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be approved by Superintendent before positions appear in draft budgets. The RSUB has formed a co-curricular compensation committee that will determine approved co-curricular and athletic positions and establish the rates of compensation for them. Compensation rates for most positions are specified in the collective bargaining agreement. Please give due consideration to the guidance provided by the Educational Programming Committee, other district policies, local educational and operational needs, and current financial conditions.

- b. Requests for **supplies, books and equipment to be located in special education classrooms or used by special education staff** at schools are **budgeted under regular elementary or secondary instruction (Program Codes 1100 – 1200)** and are the responsibility of school staff. The exception is for supplies, books and equipment that have a specific and unique special education purpose. Examples of this would be an audiology machine, Braille supplies, special education evaluation materials, etc. The Special Education Office will originate these requests.
- c. **Technology services, support, materials and devices** used to assist instruction are budgeted under Function Code 2230 and IT will originate most budget requests. This also applies to licensing, support contracts, maintenance agreements, repairs, and supplies related to technology, information systems, communications systems, data collection, storage and processing systems, printing and copying, etc. Budget Requests originating outside of IT are subject to IT approval. There are only rare occasions when a piece of technology does not have a connection to instruction and is not budgeted under Function Code 2230. Examples might be a Laptop used by an administrator, secretary, custodian or cook. **Consumable supplies such as blank cd's, memory sticks, calculators, etc. are general classroom supplies budgeted by school staff.**
- d. **Course tuition and professional development** for teachers and para-professionals, and associated travel and expenses, are budgeted under Function Code 2213. The requests originate at the schools. The exception is course tuition for guidance, special education teachers and G&T Teachers. Tuition payments for administrators are budgeted under their respective categories.

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- e. **Program Code 1120** is used for services and materials that have a specific and unique Pre-K through Grade 2 purpose. Examples would be, and **supplies and books that are specific to Pre-K through Grade 2 programs** as opposed to K-8 programs or Pre-School only programs.
- f. **Program Code 1121** is used for services and materials that have a specific and unique **Pre-K** purpose.
3. **Line (Object Code) Definitions and Guidance:** Lines are identified by the fourth group of numbers from the left in the account number. Expenditure lines always begin with the number “5” in Ads software. The four numbers following the “5” identify what the expense is for.
- a. **Line Definitions – General**
- 51000 – 51999 Salaries, wages, and stipends
 - 52000 – 52999 Payroll costs and fringe benefits
 - 53000 – 53999 Purchased professional and technical Services (ex. Architects, Engineers, Attorneys, Auditors, Consultants, Conferences/Workshops).
 - 54000 – 54999 Purchased property services (ex. Electricians, Plumbers, Landscapers, Mechanics, Carpenters)
 - 55000 – 55999 Other purchased services (ex. Printing, advertising, business services, communications, travel and travel expenses).
 - 56000 – 56999 General supplies and materials
 - 57000 – 57999 Property and equipment (See Items c. through e. below)
 - 58000 – 58999 Debt Service and misc. education costs
 - 59000 – 59999 Fund Transfers and other items

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- b. Teacher Tuition (52510) lines are for courses for college academic credits (not workshop CEU's) at accredited post-secondary institutions. Use 53300 for all other's conferences, seminars, workshops, etc.
- c. Items budgeted under lines starting with 57___ must have **per unit** costs of \$500. Items with per units of less than \$500 are considered supplies. Keyboards, mice, bundled software, etc that come with a computer but are itemized separately on the invoice are considered part of the unit.
- d. Items budgeted in lines 57301, 57341, and 57351 have **per unit** costs between \$500 and \$5,000.
- e. Items budgeted in lines 57300, 57340, and 57350 have **per unit** costs in excess of \$5,000. They are capital expenditures that are depreciated on our balance sheet.
- f. Furniture may be either supplies or equipment, depending on the per unit cost. **Movable equipment is a program expense. Built in equipment is a building operation expense. There may be a few exceptions to this rule such as lunch tables.**
- g. Materials purchased at the hardware store or auto parts store are supplies (56000).
- h. Books on CD and in other electronic formats are still Books and Periodicals (56400).
- i. **Consumable workbooks are books.**
- j. Limitations:
 - 1. **Supplies/Books and Periodicals/Equipment:** The EPS guidelines for supplies and equipment (\$361 K-8 and \$ 498 9-12) as the maximum each school may budget for the sum of lines 56100 through 57301 in Program Codes 1100, 1120, 1200, and 0000 with Function Codes 2120, 2220, and 2230. ADS provides a useful report for checking the total of your budget requests through a wide range of options. Click as follows:

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- Budget Development
- Reports
- Budget Request Account Summary
- Standard
- (Insert Desired Options)

4. Budget Request Forms – Administrators and Administrative Support staff have permissions with ADS to print Budget Request Forms. Once printed, they may be copied and distributed as needed in the buildings or program. To print the forms, access the ADS software and click as follows:

a. To print forms for individual account lines or a range of lines within a specified program or function code:

- Budget Development
 - Reports
 - Budget Request Forms
 - Standard
- Budget Year: 2015
Select starting and ending accounts from menu

b. To print forms for all accounts in a building cost center:

- Budget Development
 - Reports
 - Budget Request Forms
 - Budget Request Filter
- Form/Version Title: Proposed Budget
Budget Year: 2016
Default to (first) and (last) accounts
- Filter (Tab)
 - 1000-????-????-5?????-(Cost Center Code)-00

If an error message appears when attempting to access these reports, the likely problem is that the users Citrix and ADS passwords are not synced. IT can resolve this problem easily if a HelpTicket is submitted.

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5. **Budget Request Entry:** Instructions for Budget on **Thursday, November 5, 2015**. The portal will **close on Monday, January 18, 2016**. No further budget requests will be accepted after that date. It is strongly advised to make sure budget requests are submitted well before the closing date to ensure that that matriculate all the way through the approval path. A copy of the Draft FY 17 Budget schedule is attached.
6. **Preferred Vendors** – RSU #24 solicited bids for general classroom and office supplies. Requests for Proposals were sent to all major office and school supply vendors that the RSU does business with (and some it does not...at least yet). Vendors are asked to provide product and pricing information on over 600 items that the district routinely purchases and a guaranteed discount off the regular catalogue or website pricing on all other items. Bids were due on November 30, 2015 resulting in the designation of one or more “preferred vendors”.

Preferred vendors supply pricing for specified items and discounts that are locked in from December 1, 2015 until November 30, 2016 and include free shipping. You will be provided with a spreadsheet showing bid items and vendor quotes. Use this as a guide when selecting vendors for bids items. **Reasonable budget requests and requisitions for general classroom and office supplies for FY17 from preferred vendors will generally be routinely approved. Requests from other vendors to provide supplies and materials available from preferred vendors will likely be scrutinized closely and may be returned.**

The Preferred Vendors for the FY 17 bid cycle are **School Specialty** and **WB Mason**. Representatives from these companies may be contacting you to set up or verify accounts and passwords. The names and contact information for the vendor representatives are as follows:

- **School Specialty:** Stephen Ferreira, Cell: 603-365-4477, stephen.ferreira@schoolspecialty.com
- **WB Mason:** Ed Gagne, 1-888-926-2766 Ext. 1948, ed.gagne@wbmason.com

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When ordering, **please consider some the following guidelines:**

1. As a rule School Specialty has better pricing on classroom supplies while WB Mason has better pricing on office supplies.
2. All pricing includes free shipping.
3. **WB Mason offers a 10% discount** off regular catalog/website pricing for items that are not specified in the bid. **School Specialty offers discounts that range from 20% to 32% depending on the items ordered.**
4. Discount pricing may not apply to furniture, cubbies, shelving, and electronics among other things.
5. Please reference School Specialty Bid #7779869437 on all School Specialty Budget Requests and Purchase Orders to ensure receipt of Bid Pricing.



November 16, 2015

**Regional School Unit 24
2165 US Highway 1
Sullivan, ME 04664**

Account # 1008197

RE: RFP CLASSROOM AND OFFICE SUPPLIES

On behalf of School Specialty Inc., it is my pleasure to submit the enclosed bid response for your consideration.

Pricing will be valid through **11/30/2016**.

Once you've awarded these bid items, save time and money by:

- Providing a copy of the **bid tabulation** (and/or a copy of awarded vendors). This allows us to set up your special pricing in advance of your orders and ensures you receive the best price possible on future bids.
- Referencing your School Specialty bid number 7779869437 on your orders. This ensures fast and efficient order entry and accurate pricing.
 - ❖ *Prices do not include sales tax. If applicable, taxes will be added to your invoice. All prices are FOB destination (free shipping).*

Remember, School Specialty is even easier to do business with. We've **simplified** access to all our products. One bid covers all your educational needs. ***It's that simple!***

Thank you for your consideration.

Sincerely,

Heather Martin ext.7732
Bid Operations Coordinator



November 24, 2015

Regional School Unit #24
2165 US Highway 1
Sullivan, ME 04664

Account No: 1008197

RE: BID RFP – CLASSROOM AND OFFICE SUPPLIES

School Specialty is pleased to respond to your RFP – Classroom and Office Supplies

Discount:

Catalog List Price Less 32% on 9 prefix items in the current School Specialty catalogs listed below*

An additional 1% discount will be given for all orders placed using the School Specialty online ordering portal.

(The market basket and items with a 6, 7 & 8 prefix are not eligible for the additional online discount)

Catalog List Price Less 20% on 6, 7 and 8 prefix items in the current School Specialty catalogs listed below*

2016 **School Specialty Education Essentials Catalog**
2016 **School Specialty Art Education Catalog / SAX**
2016 **School Specialty Special Needs Catalog / Abilitations**
2016 **School Specialty Physical Education & Recreation Catalog / Sportime**
2016 **School Specialty Early Childhood Catalog / Childcraft**
2016 **School Specialty Career & Technical Education / Brodhead Garrett**
2016 **School Specialty Furniture Catalog**

*(These catalogs may contain a limited number of items that are listed as "Net Price" and these items are not eligible for any discounts. Also excluded is any catalog that bears notation: no other discounts apply)

Contract Period:

Valid through November 30, 2016. Pricing for **contract period effective upon notification of award** referencing our Bid #7779869437 to bidnotices@schoolspecialty.com.

Freight Terms:

Free freight on all items

Sincerely,
Heather Martin ext.7732
Bid Operations Coordinator



Contact Information

- **Questions regarding this offer:**
Heather Martin
140 Marble Drive
Lancaster, PA 17601
Phone (800) 554-7632 ext. 7732
Fax (800) 675-1775
Email: bidnotices@schoolspecialty.com

- **Account Manager:**
Stephen Ferreira
Phone: (603) 365-8430
Fax: (978) 391-4477
Email: Stephen.Ferreira@schoolspecialty.com

- **Customer Care:**
*Questions regarding order status,
shipment status, damages,
shortages*
Attn: Customer Care Department
W6316 Design Drive
Greenville, WI 54942
Phone (888) 388-3224
Fax (888) 388-6344
Email: customercare@schoolspecialty.com

- **Order Processing:**
To place your order
Attn: Order Department
PO BOX 1579
Appleton, WI 54912-1579
Phone (888)-388-3224
Fax (888)-388-6344
orders@schoolspecialty.com

- **Warehouse & Office Location:**
140 Marble Drive
Lancaster, PA 17601

- **Payment Remit To:**
School Specialty Inc.
32656 Collection Center Dr.
Chicago, IL 60693-0656

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- ✓ All the items you need can be found in our digital catalogs

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Questions?

Account Manager

*see contact information sheet

eCommerce Development
Manager

Lew Erwin
(920) 243-5365

Lew.Erwin@schoolspecialty.com



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November 30, 2015

Regional School Unit #24
2165 US Highway 1
Sullivan, ME 04664
David L. Bridgham, Business Manager

Dear Mr. Bridgham,

W.B. Mason Co., Inc. offers a highly customizable web experience. User profiles will initially be constructed to Regional School Unit #24 specifications. RSU #24 can choose what products each individual end-user will have access to, restrict certain categories, as well as, assign budgets to individual user locations. W.B. Mason Co., Inc. can also implement address lists and update the lists at your request or allow RSU #24 to do so themselves, whichever is preferred. Password resets can be set to expire automatically, after a given time period, or can remain valid indefinitely.

Contract items can be clearly defined in a "Favorites List" manner. Once orders are placed, an email confirmation will be sent to the end-user placing the order. The confirmation can also be sent to the end-user's supervisor, procurement and finance team's as well. While we encourage customers to archive their own order history for accuracy, W.B. Mason Co., Inc. stores all order history indefinitely.

We appreciate your business and look forward to working with you in the future.

Sincerely,

A handwritten signature in black ink that reads "R Hogan".

Richard Hogan
Educational Specialist
Telephone (888) 926-2766
Email: richard.hogan@wbmason.com

W.B. Mason Co., Inc.
Office Supplies, Furniture & Printing

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