



Weston Public Schools
Year To Date Budget Reports

Finance and Operations Office
 89 Wellesley Street
 Weston, MA 02493

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|--|---|------------------------------|----------------------------|
| Procedure: | YTD Budget Reports | Revised Date: | May, 2012 |
| Policy: Record Keeping – provide accurate and auditable records of all financial transactions. | | | |
| The purpose of the YTD Budget Report is to provide detail of the actual accounting of budget spending to managers. | | | |
| Completed By: | Business Office Bookkeeper | Reviewed By: | Principal/Department Head |
| Approved By: | Assistant Superintendent for Finance and Operations | Entered By: | Business Office Bookkeeper |
| Form Title: | YTD Budget Reports | Estimated Time Frame: | 1 working day |

Process for Completion:

Year-to-date (YTD) budget reports provide critical information to Principals and other Leadership Team members to assist with the monitoring of available funds. The process to create a YTD budget report is:

- WPS Dept Menu
 - B. YTD Budget Report
 - Seg Find button

The parameters below are the most commonly used (monthly reports):

1. Elementary Math Program
 - a. Location: 11:14
 - b. Program: 240
 - c. Org: 131*
2. Elementary Reading Program
 - a. Location: 11:14
 - b. Program: 255
 - c. Org: 131*
3. Elementary Science and Social Studies Program
 - a. Location: 11:14
 - b. Program: 260:265
 - c. Org: 131*
4. Elementary Building Reports (Principals)
 - a. Location: 11 (Country), 12 (Woodland), 14 (Field)
 - b. Org: 131*
5. Middle School Building Report (Principal)
 - a. Location: 21
 - b. Org: 132*
6. High School Building Report (Principal)
 - a. Location: 31
 - b. Org: 133*
7. Special Education Report
 - a. Org: 136*
8. Information Technology Report
 - a. Org: 135*
9. Buildings and Grounds Reports
 - a. Org: 134* (First report – School Expenses)
 - b. Org: 011933* (Second Report – Town Expenses, Continuing Balance)
10. Middle and High School Science Report
 - a. Location: 21:31
 - b. Program: 260

11. Middle and High School Social Studies Report
 - a. Location: 21:31
 - b. Program: 265
12. Middle and High School English Report
 - a. Location: 21:31
 - b. Program: 220
13. Middle and High School Guidance Report
 - a. Location: 21:31
 - b. Program: 170
14. Middle and High School Athletic Report
 - a. Location: 21:31
 - b. Program: 351
15. System-wide Art Report
 - a. Program: 210
16. System-wide Music Report
 - a. Program: 245
17. System-wide World Language Report
 - a. Program: 225
18. System-wide Health and Physical Education Report
 - a. Program: 230 (Consumer Science)
 - b. Program: 250 (Physical Education)
19. System-wide Health Services Report
 - a. Program: 120
20. Transportation
 - a. Program: 330
21. High School Extracurricular
 - a. Location: 31
 - b. Program: 352
22. Food Services
 - a. Fund: 21

Once the records (see bottom of page for number of records located), click on the Report Options tab on the left hand side. For YTD Budget Reports, use the following parameters:

- Sequence 1: 09-Org (Click 'on' Totals)
- Sequence 2: 10-Character (Click 'on' Totals)
- Sequence 3: 11-Object (Click 'on' Totals)

Totals Only: Click 'on' yes

Year/Period: Within year/period 2012/13 (Current fiscal year and period "13")

Carry Forward: Current Year Only

These general fund reports are distributed at the beginning of each month to the leaders of the sections listed above. Additional reports may be requested at any time. Other report configurations are possible, contact the Head Bookkeeper for instructions pertaining to a particular report.

For additional information, please contact:

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| Weston School Committee Policy: | Fiscal Accounting and Reporting, DI | | |