

School Name: **Diamond Ridge**

Budget Item	FY18 Land Trust Budget
	\$ 11,267.00
<i>Payroll Expenses**</i>	
131-Hourly Contract Teachers (Instruction purposes)	\$700.00
131-Inservice Rate Teachers (Prof. Development)	
200-Benefits for Contract Teachers*	\$224.98
132-Substitutes	
165-Hourly Assistants	\$2,195.00
200- Benefits for Hourly Assistants*	\$185.48
<i>Instructional Accounts Payable Expenses***</i>	
334- Guest Speaker/Assemblies	
599- Field Trips	
610- Supplies	\$3,061.54
641- Textbooks	\$3,000.00
670 - Software	\$1,900.00
730- Equipment (not in Equipment budget)	
<i>Staff Support/Admin Accounts Payable***</i>	
532- Postage	
569- Registrations	
583- Conference Travel	
644- Media Books	
Other (Specify)	
Planned Carry Over(no more than 10%)	
TOTAL	\$11,267.00

Must equal zero \$ 0.00

Helpful hints:

Object codes are listed next to description

*Benefit amounts are automatically calculated

**The function codes to put on timesheets are as follows:

1015 - Contract teachers providing additional services for students

2213 - Contract teachers to attend professional development

1073 - Substitutes which must go through AESOP in Human Resources

1084 - Hourly assistants

*** The function codes for Purchase orders, NPO's and P-Card are as follows:

1090 - Instructional Services

2290 - Staff Support Services

2490 - Postage only

Note - Planned carryovers into the 2018-19 school year should not exceed 10%.

Please carefully monitor your budgets to ensure compliance.