

ST. VRAIN VALLEY SCHOOLS
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**Budget and Finance Information
for New Administrators**

School District Finances

- School districts maintain multiple funds that are managed at various levels
- School administrators are primarily responsible for tracking monies in two funds:
 - General Fund (10)
 - Student Activity Fund (23)

Account Code Structure

- 22 Digits, 7 elements
 - Fund (2 digits)
 - Location (3 digits)
 - SRE (Special Reporting Element) (2 digits)
 - Program (4 digits)
 - SOBS/Object (4 digits)
 - Job Class (3 digits)
 - Grant (4 digits)

General Fund (Fund 10)

- Generally you'll look at your accounts on a building-wide or instructional vs. non basis to determine whether you are within budget overall
- Ignore over/under budget issues on an object code level since your budgets are often allocated to a single line

Caveat on Viewing Budget Info

- There is often a lag time between when an expenditure occurs and when it gets posted in Infinite Visions.
 - Best examples are P-Card transactions and extra duty timecards
 - You'll often need to have a secretary reconcile an account to ensure you have an accurate balance

Instructional vs Non-Instructional

- General fund expenditures need to be classified properly as to whether they are for instructional purposes or not.
- Programs 0000-2099 are designated as instructional, 2100 and up are non-instructional (support)
- During the year, you can always use non-instructional money for instructional purposes, but you may not do the opposite.
 - Be mindful of this when preparing your budget each year

Instructional vs. Non-Instructional

- Instructional Examples:
 - Supply items for teachers to run their classrooms
 - Field trips
 - Motivational speakers
 - Textbooks for classroom (student) use
 - Library books
 - Physical education equipment
 - Teacher computers
 - Student computers and computer lab expenses
 - Data drops for classroom or student lab computers

Instructional vs. Non-Instructional

- Non-Instructional Examples:
 - Textbooks or workbooks for staff training or professional development
 - Supplies for the school office
 - Teacher conferences, training, and seminars
 - Support staff computers
 - Data-drops for administrative offices
 - Teacher/staff meals
 - Key Cards

Student Activities Fund (Fund 23)

Student Activities (Fund 23)

- Each program maintains a balance as follows:
 - Beginning balance (carryover) from previous year
 - Add: Current year revenues (receipts)
 - Less: Current year expenditures
 - Equals: Current Balance
- Balances roll from year to year
 - But remember that generally, money collected from a student should be spent on that student!

Student Activities (Fund 23)

- There are NO budgets in Fund 23
- In contrast to the General Fund, one typically views accounts at the program level to determine balance.

Workflow (Electronic Approvals)

Workflow (Electronic Approvals)

- You are responsible for approving purchase requisitions, journal entries, and personnel changes for those accounts and employees under your responsibility.
- Purchase reqs and electronic personnel action requests (ePARs) are done in IV.
- Journal entries are paper-only

Infinite Visions (SVVSD's Accounting and HR Software)

Crash Course in Infinite Visions

- Infinite Visions is the District's Accounting, Payroll, and HR software.
- You can access IV from any web browser by going to iv.svvsd.org
- Once you log in, click on "How To's" for step-by-step guides, or "My Workflow" to access your approvals and account information.

Questions

- Contact Candy Tiff, Financial Services Secretary at x57203 and she can direct you to the right person for assistance.
- My info:
Tony Whiteley
whiteley_anthony@svvsd.org
x57216

St. Vrain Valley School District
Typical Expenditure Account Code Reference Sheet

Fund Location SRE Program SOBS Job Grant

10 310 00 0030 0610 000 0000

The first two characters (1-2) designate the fund. Below are commonly used funds (there are many others):

Fund	Description
10	General Fund
27	Community Ed.
23	Pupil Activities
74	PTO and Staff

Characters 3-5 designate the location. Each location has a 3-digit numeric code.

Skyline High School:
310

Characters 6-7 are the SRE, or "Special Reporting Element."

Some common SREs:

SRE	Description
00	No SRE
33	Preschool
55	Summer School
64	Club Account

Characters 8-11 designate the program. There are MANY programs! Typically, 0000-2099 are instructional, and 2100 and up are non-instructional (support programs). Below is just a small sample of program codes:

Prog	Description
0010	General Elementary Ed
0017	Kindergarten
0020	General Middle Ed.
0030	General High School Ed.
0040	General Preschool Ed.
0200	Art
0300	Business
0500	English
1100	Math
1310	Science
1805	Athletics
2120	Guidance Services
2213	Staff Training
2410	Principal Services
2620	Operating Building Service

The next three characters (16-18) designate the job classification. This is always "000" unless the SOBS code indicates a salary or benefit code (01xx or 02xx).

Characters 12-15 designate the SOBS, or object code. See the expenditure object code matrix for commonly used object codes. Below are the major object groups:

Code	Description
01xx	Salaries
02xx	Benefits
03xx	Prof. Services
04xx	Property Services
05xx	Other Services
06xx	Supplies
07xx	Equipment
08xx	Other
09xx	Finance use only

The last four characters (19-22) are used if this code is associated with a grant. Otherwise, this will always be "0000."

Please note that this is a very simplified example of the most common type of SVVSD expenditure code. There are MANY variations of account codes based on what they are for. To learn more, please speak with someone in the Finance office.

VIEWING ACCOUNTS/BUDGETS/BALANCES/TRANSACTION DETAIL

Go to "My Workflow" tab

My Workflow - Windows Internet Explorer
https://svvssd.org
BusinessPLUS Dashboard
My Workflow

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Home Finance Employee Resources My Staff My Workflow How To's
Wednesday, July 31, 2013

User Information
User ID: Cramer_Janice

Connection Group
Name: FY1314
Fiscal Year: 2014
Description: StVrainValleyFY1314

OK

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Click "OK" to enter the FY1314 Workflow

Click on General Ledger – Transaction Inquiry – Account Detail

FY1314 - Windows Internet Explorer
https://svvssd.org
BusinessPLUS D...
FY1314

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My Workflow » FY1314

Janice Cramer Logout

Group: FY1314 FY: 2014 DAC: Financial Services

Actions

- My Workflow
- General Ledger
 - Journal Adjustments
 - Transaction Inquiry
 - Account Detail
 - Grant / Project Tracking
 - Budgeting
 - Reports
- Purchasing & Payables
- Payroll
- Human Resources
- Warehouse
- Fixed Assets
- Receivables

Account Detail - Mozilla Firefox

https://www.svwsd.org/DesktopModules/Divisions/Enterprise/EditNFSLAccountDetail.aspx?TID=120&MID=257&SID=566&Module=EL3C

Purchase Encumbrance

Export To ▼

JE Number	Date	Account	Line Memo	Encumbrance Type
16394	08/29/2013	23.310.00.0200.0610.0000.0000	Misc Art Class supplies	ACTUAL
16411	08/29/2013	23.310.00.0200.0610.0000.0000	Cash Advance for digital photo class - print price	ACTUAL

Page size: 25 2 items in 1 pages

Payroll Encumbrance

Export To ▼

Account	Type	Amount	Pay Date	DAC	Position Type
No records to display.					

Page size: 25 0 items in 1 pages

The detail report can then also be exported to excel. Again, if there is more detail available, the amount will turn orange when you hover over it and then you can “drill in” more.

*REMEMBER – Some of the screens with in IV are small and you may need to scroll down & over in order to see all the information

FINANCIAL SERVICES DEPARTMENT
“WHO DO YOU CALL FOR WHAT?”

Account Codes	iv-help@svvsd.org	
Account Reconciliation	Janice Cramer	57223
	Kirk Youngman	57318
	Jane Schein	57378
Accounts Payable	Shelly Murphy	57332
Vendors A - H	Victoria Walston	57218
Vendors I – Q	Eileen Finleon	57220
Vendors R – Z	Pam Rice	57222
Any Questions, Concerns, Notifications	Candy Tiff	57203
Booster Clubs	Joanne Harbert	57210
Budget Control/Transfers	Janice Cramer	57223
	Tony Whiteley	57216
Cash Receipts	Janice Cramer	57223
	Donna West	57217
Expediting Processing of Purchasing Requisitions	Traci Burtnett	57767
Expenditure Corrections	Janice Cramer	57223
Fixed Assets	Shelly Murphy	57332
Grants	Lauren Caraballo	57554
Infinite Campus Deposits / RevTrak / RegWerks	Donna West	57217
Infinite Vision Assistance	iv-help@svvsd.org	
New Vendor Entry and Vendor Maintenance for IV	Chelsey Axtell	57769
Officials	Donna West	57217
	Joanne Harbert	57210
Payroll	Lynda Chapman	57221
Payroll – Licensed	Liz Spahn	57219
Payroll – Classified	Mona Marler	57347
Payroll – Classified and Insurance	Nancy Shetler	57528
P-Card Statements and Receipts	Victoria Walston	57218
	Eileen Finleon	57220
	Pam Rice	57222
PO Corrections, PO Closures, PO Reopening	Chelsey Axtell	57769
PO Corrections (Construction POs only)	Bill Oliver	57736
Purchasing Card Issues	Donna West	57217
	Janice Cramer	57223
Sales Tax	Shelly Murphy	57332
Short Checks	Donna West	57217
	Candy Tiff	57203

