

TITLE: Final Student Body Budgets for 2023-24**NUMBER:** REF-1316.19**ISSUER:** David D. Hart
Chief Business Officer
Office of the Chief Business OfficerJoy Mayor
Controller
Accounting and Disbursements Division**ROUTING**Region Administrator of
Operations
Region Community of
Schools Administrator
Principals
Financial Managers
School Administrative
Assistants
Office Managers**DATE:** August 28, 2023**DUE DATE:** October 6, 2023**PURPOSE:** The purpose of this Reference Guide is to provide schools with information pertaining to the timing and preparation of the Student Body Final Budget for the 2023-24 school year.

In the Spring, each school prepares a preliminary Student Body budget for the following school year. This preliminary budget must then be ratified or amended in the fall. The purpose of this Reference Guide is to provide schools with copies of forms for the Final Student Body Budget for 2023-2024 and to provide related information on their completion.

MAJOR CHANGES: There are no major changes to procedures. The Student Body forms and the due date have been updated to reflect the current fiscal year.**INSTRUCTIONS:** The attached Final Student Body Budget forms for 2023-24 should be used to indicate any changes made to the Preliminary Student Body Budget submitted in March 2023. If no changes are made, the "No Changes from Preliminary Budget" box should be checked. If changes will be made, check the "Revisions Made to Preliminary Budget" box and follow the procedures used for preparing the Preliminary Budget found in REF- 1656.18, "Preliminary Student Body Budgets for 2023-24", dated February 27, 2023. In either case, the proper signatures as indicated on the budget forms should be obtained for secondary schools. A copy of the scanned final budget in electronic version (Excel format) must be emailed to the Coordinating Financial Manager on or before October 6, 2023.

In preparing the final budget for 2023-24, please consider the financial revenue and expenditure pattern of the past few years including the first quarter of this school year and any additional specific planned events. The budgets should be realistic and should attempt to reflect the conditions under which student body activities will be undertaken in the current school year.

Administrators are reminded of the following:

1. Publication 465, "Student Body Policies and Accounting Procedures – Secondary Schools", requires that the budgets should be approved by, among others, the Student Body Finance Committee and/or the Student Body Council.
2. The items that can be purchased with Student Body funds are discussed in Publication 465 and BUL-4591.0, "Secondary Student Body Organizations – Permitted and Prohibited Expenditures". Three signatures are required for all Student Body expenditures.
3. The budget for athletics should include the total revenue, total expense, and income or loss for each sport to allow flexibility within each department. The cost of officials and doctors should be included in EACH SPORT INVOLVED.
4. Drill Team expenses are to be considered as part of "Expenses-Student Activities"; these should NOT be included in athletics.
5. If the Budget shows a Loss, and if the school does not have a general ASB surplus, an explanation and plan of action must be provided.

**RELATED
RESOURCES:**

[Publication 465, "Student Body Policies and Accounting Procedures – Secondary Schools"](#).

[BUL-4591.0, "Secondary Student Body Organizations – Permitted and Prohibited Expenditures", January 7, 2009, Accounting and Disbursements Division](#)

[REF-1656.18, "Preliminary Student Body Budgets for 2023-24", February 27, 2023, Accounting and Disbursements Division.](#)

[BUL-6264.0, "School Athletics", March 31, 2014, Interscholastic Athletics Office/Accounting and Disbursements Division.](#)

ATTACHMENTS: [Attachment A – Final Student Body Budget for Fiscal Year 2023-24 \(For use by MS, SH, and Adult Schools only\)](#)

[Attachment A – Final Student Body Budget for Fiscal Year 2023-24 \(For use by Elementary, Continuation, Opportunity, and Special Education Adult Schools only\)](#)

ASSISTANCE: If there are any questions on these revised budgets or attachments, please contact your Coordinating Financial Manager.

FINAL STUDENT BODY BUDGET FOR FISCAL YEAR 2023-24 (For use by MS, SH and Adult Schools only)

Due Date: October 6, 2023

Submit to: Coordinating Financial Manager

Name of School: _____
 Financial Manager's Name: _____
 Financial Manager's Phone Number: _____

Budget Summary

Total Estimated Profit: (Line 1)
 (From Page 2, Attachment A)

Total Estimated Expenses: (Line 2)
 (From Worksheet Below)

Estimated Net Profit or (Loss)
 (for 2023-24 Line 1 less Line 2)

Surplus as of June 30, 2023
 (Latest available)

The Student Council has reviewed this budget and its supporting details. It was approved at the Student Council meeting held on _____.

Signatures:

(Certified original copy of budget with all signatures must be kept on file)

ASB President: _____

ASB Treasurer or Secretary: _____

Financial Manager: _____

Principal: _____

Student Body Finance Office: _____

Estimated Expenses Worksheet

	<u>Amount</u>		
<u>Athletics Losses - SH Only@</u>		<u>ASB Finance Office</u>	
Men's (from detail page 3)	_____	Armored Car Service	_____
Women's (from detail page 4)	_____	Postage	_____
CIF Dues	_____	Printing, Supplies, etc.	_____
_____	_____	Telephone	_____
_____	_____	Health Insurance- AA	_____
_____	_____	Office Salaries	_____
		Payroll Taxes	_____
<u>Entertainment - Free</u>		Repair/Maint. of Equip.	_____
Include Dances, Parties	_____	Burglar Alarms	_____
Holiday Program	_____	Insurance	_____
		Misc. Expenses	_____
<u>Equipment Purchases*</u>	_____	_____	_____
		_____	_____
<u>Student Activities</u>		_____	_____
Cabinet or Council	_____	_____	_____
Cheerleaders (Middle School Only)	_____	_____	_____
Debate	_____	_____	_____
Drama & Speech	_____		
Drill/Flag Team	_____	<u>Total Office</u>	_____
Graduation	_____		
Homecoming Day	_____	<u>Student Body - General</u>	
Music	_____	Academic Decathlon-Pentathlon	_____
Open House	_____	Beautification	_____
Orientation	_____	Dues (Ephebian, etc.)	_____
Svc Grps (Ladies, Knights, etc.)	_____	General Expense	_____
Students' Leagues	_____	Hospitality	_____
_____	_____	Library	_____
_____	_____	Newspaper Expense	_____
		Yearbook Loss	_____
<u>Total Student Activities</u>	_____	Publicity (Posters, Art materials)	_____
		Security/Police Officers-Non Athletic	_____
		Mileage/Transportation	_____
		_____	_____
		_____	_____
		_____	_____
		<u>Total Student Body General</u>	_____

* List planned purchases below (Use reverse side if needed)

@ Profits should be shown on page 2.

TOTAL ESTIMATED EXPENSES

(Transfer to Attachment A, Page 1-Line 2)

Name of School: _____

e Date: October 6, 2023
Submit to: Coordinating Financial Manager

FINAL ESTIMATED PROFIT FOR FISCAL YEAR 2023-24
(For use by MS, SH and Adult Schools only)

<u>Activity</u>	<u>Total Estimated Sales/Revenues</u>	<u>Total Estimated Purchases/Expenses</u>	<u>Estimated Profit</u>
Athletics - Men's*	_____	_____	_____
(profit will automatically come from page 3)	_____	_____	_____
Athletics - Women's*	_____	_____	_____
(profit will automatically come from page 4)	_____	_____	_____
* Summary from pages 3 & 4	_____	_____	_____
Agriculture, Crafts, and Shops	_____	_____	_____
Beverage Commissions/Sales	_____	_____	_____
Bus Card Commissions/Sales	_____	_____	_____
Cards and Announcements	_____	_____	_____
Club/Class Fundraising	_____	_____	_____
(Student Body Share of 50% or higher)	_____	_____	_____
Concessions/After School Sales	_____	_____	_____
Interest Earned	_____	_____	_____
Jewelry	_____	_____	_____
Pay Entertainment	_____	_____	_____
(Includes dances, parties)	_____	_____	_____
Photography Commissions/Sales	_____	_____	_____
Purchase Discounts	_____	_____	_____
Rentals of ASB Equipment	_____	_____	_____
Salvage Drives	_____	_____	_____
Special Sales	_____	_____	_____
Snacks Commissions/Sales	_____	_____	_____
(Include Yogurt, Ice Cream)	_____	_____	_____
Student Store/PE Clothes	_____	_____	_____
(*Adult School: Photo ID, Books,Supplies)	_____	_____	_____
Yearbook	_____	_____	_____
(If a loss, then show loss under expenses- pg. 1	_____	_____	_____
and leave page 2 blank for income and expenses)	_____	_____	_____
Catering	_____	_____	_____
Other Income	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
TOTAL ESTIMATED PROFIT	_____	_____	_____
(Transfer to Attachment A, Page 1- Line 1)	_____	_____	_____

NOTE: Activity card revenue should be distributed pro rata to the appropriate activities, (i.e., athletics, entertainment, yearbook, etc.)

Name of School: _____

Due Date: October 6, 2023
Submit to: Coordinating Financial Manager

FINAL MEN'S ATHLETIC BUDGET FOR FISCAL YEAR 2023-24
(For use by Senior High Schools only)

<u>Activity*</u>	Total Estimated Revenues	Total Estimated Expenses	Estimated Profit or (Loss)
Baseball	_____	_____	_____
Basketball	_____	_____	_____
Cross Country	_____	_____	_____
Football	_____	_____	_____
Golf	_____	_____	_____
Lacrosse	_____	_____	_____
Swim	_____	_____	_____
Soccer	_____	_____	_____
Tennis	_____	_____	_____
Track	_____	_____	_____
Volleyball	_____	_____	_____
Wrestling	_____	_____	_____
Water Polo	_____	_____	_____
Program Sales	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
TOTALS	_____	_____	_____

(Profit will automatically transferred to Attachment A - Page 2;
and loss to Attachment A - Page 1 under
Athletics Losses - Men)

***If admission is charged to the athletic activity, but is included in the Activity Card, then
a pro rate share of Activity Card revenues should be included in the sports' estimated revenues.**

Signature of Athletic Director Date

Name of School: _____

Due Date: October 6, 2023 Submit to: Coordinating Financial Manager

FINAL WOMEN'S ATHLETIC BUDGET FOR FISCAL YEAR 2023-24
(For use by Senior High Schools only)

<u>Activity*</u>	Total Estimated Revenues	Total Estimated Expenses	Estimated Profit or (Loss)
Basketball	_____	_____	_____
Cheerleading (High School Only)	_____	_____	_____
Cross Country	_____	_____	_____
Golf	_____	_____	_____
Lacrosse	_____	_____	_____
Soccer	_____	_____	_____
Softball	_____	_____	_____
Swim	_____	_____	_____
Tennis	_____	_____	_____
Track & Field	_____	_____	_____
Volleyball	_____	_____	_____
Water Polo	_____	_____	_____
Wrestling	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
TOTALS	_____	_____	_____

(Profit will automatically transferred to Attachment A - Page 2; and loss to Attachment A - Page 1 under Athletics Losses - Women)

***If admission is charged to the athletic activity, but is included in the Activity Card, then a pro rate share of Activity Card revenues should be included in the sports' estimated revenues.**

Signature of Athletic Director Date

FINAL STUDENT BODY BUDGET FOR FISCAL YEAR 2023-24
(For use by Elementary, Continuation, Opportunity, and Special Education Schools only)

Due Date: October 6, 2023 Submit to: Coordinating Financial Manager

Name of School: _____
 SAA/Office Manager's Name: _____
 SAA/Office Manager's Phone Number: _____

Budget Summary			
Revenues/Expenses:	Total Estimated Revenues	Total Estimated Expenses	Net Estimated Revenue
Special Sales Fundraisers	_____	_____	_____
1 Salvage Drive	_____	_____	_____
2 Donation	_____	_____	_____
3 Total Net Estimated Revenues (add lines 1,2, 3)	_____	_____	_____
4			
Additional Revenues/Expenses			
5 Entertainment	_____	_____	_____
6 Augmentation and Enrichment	_____	_____	_____
7 Equipment Purchase	_____	_____	_____
8 General Student Body Expense	_____	_____	_____
9 Adjustments	_____	_____	_____
10 Total Estimated Expenditures (add lines 5, 6, 7, 8,9)		_____	_____
11 Estimated Net Profit or (Loss) for 2022-2023 Line 4 less Line 10			-
12 Student Body Surplus from June 2023			_____
13 Estimated Ending Surplus 6/30/24 (add lines 11 and 12)			_____

Signatures: (Certified original copy of budget with all signatures must be kept on file)

Principal

Date