REGULAR PROGRAM
BUDGET PLANNING WORKSHEET (BPW)
Fiscal Year 2009-2010

GENERAL INSTRUCTIONS

* ***Complete a separate Budget Planning Worksheet for each program.***
* Notice that a different color is assigned to each PROGRAM for proper identification and coordination.
* Use the SAP coding system. Conversion tables are provided in a separate file for your reference.
* Enter data in the white unshaded cells in the BPW. The yellow-shaded cells will be automatically populated with data or values. Shaded cells are protected and will not be accessible for input.
* Use the TAB key on the keyboard to navigate within the BPW. This will take you directly to the fields where you need to enter data.
* The 2009-2010 Allocation schedule for the school should be ready before filling-up the BPWs.

STEP BY STEP PROCEDURE IN ACCOMPLISHING THE FORM

1. Type the seven-digit Fund/Cost Center code in the top left box of the worksheet.
2. Type the Teacher Hour Allocation for the program.
3. Type the information requested at each column starting with Employee Name and Employee No. on the first column. Type next the 8-digit Job or Class Code, Basis (A,B, C or Z), Effective Dates (From/To), # of positions, Hours/Week, # of Weeks, and the Hourly Rate.
4. If more than one page is used, the sub-total at each page carries-forward to the next page.
5. When completed, the Principal affixes his/her signature and date at the appropriate spaces at the bottom of the page.
6. Do the same entries for all programs.