

**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.