

# Section 16

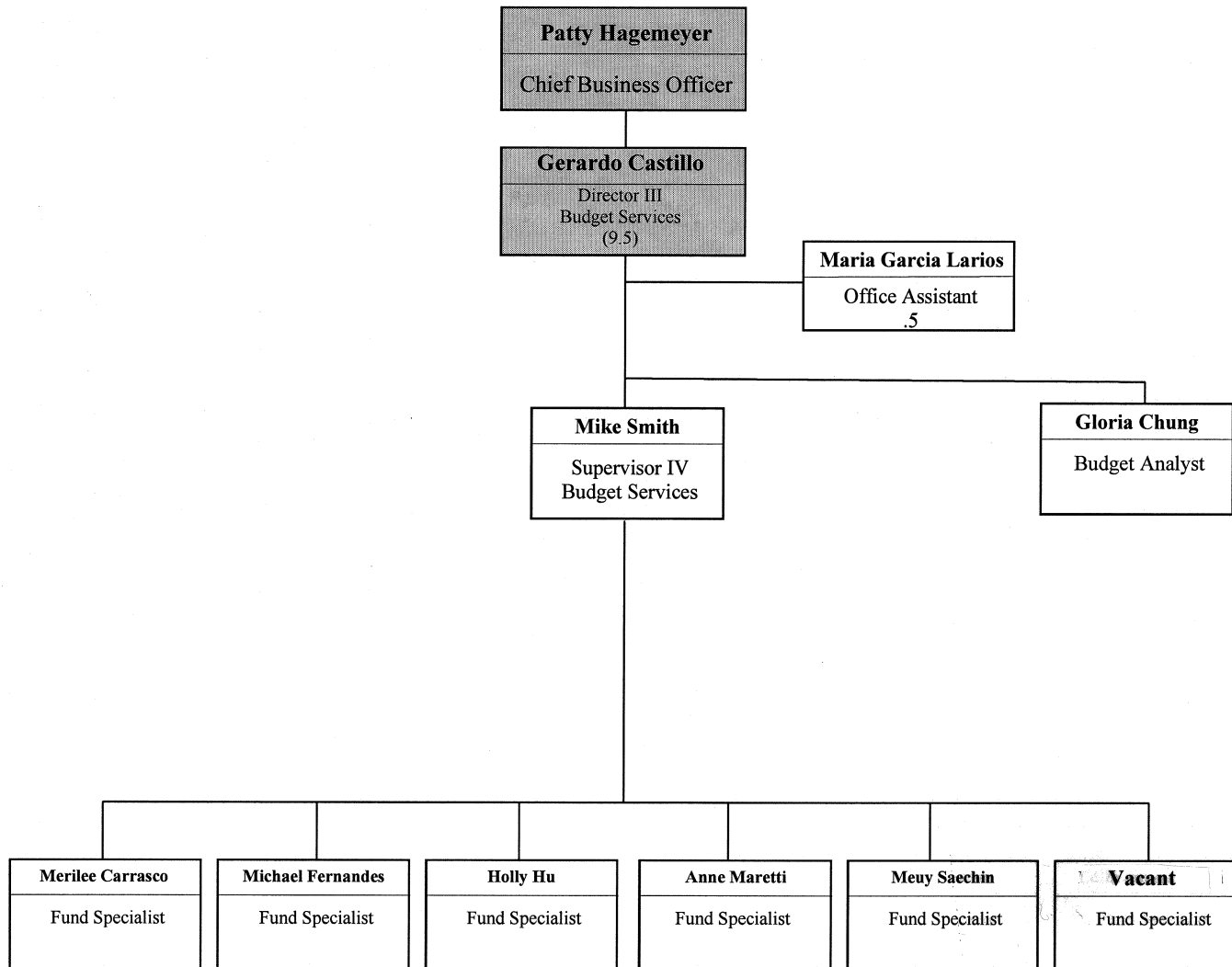
**BUDGET**

Information and  
Forms





## Administrative Services Division Budget Services





# Budget Services

## Personnel in Alpha Order

First Name	Last Name	Position Title	Phone #	E-mail @sac-city.k12.ca.us
Merilee	Carrasco	Fund Specialist	643-7869	Carrascm
Gerardo	Castillo	Director III, Budget	643-9405	Gerardo-Castillo
Gloria	Chung	Budget Analyst	643-7866	Gloria
Michael	Fernandes	Fund Specialist	643-7856	Michael-Fernandes
Maria	Garcia-Larios	Office Assistant, Fiscal Services	643-9402	Maria-Garcia-Larios
Holly	Hu	Fund Specialist	643-7861	Hollyh
Anne	Maretti	Fund Specialist	643-7845	Anne-Maretti
Meuy	Saechin	Fund Specialist	643-7867	Meuy-Saechin
Michael	Smith	Supervisor IV, Budget Services	643-7862	Smithm
Vacant		Fund Specialist	643-7868	

12-02-11



# BUDGET SERVICES

MERILEE CARRASCO 643-7869	VACANT 643-7868	MEUY SAECHIN 643-7867	HOLLY HU 643-7861
<ul style="list-style-type: none"> <li>- Site/Department Budgets</li> <li>- Site/Department Position/Per Diem Reqs</li> <li>- Site/Department On-Line Approvals</li> <li>- One Stop Staffing</li> <li>- Noon Duty Tracking</li> <li>- Sub Sheets</li> <li>- Billing Forms (Catering, Trans, Security)</li> <li>- Grants (Budget set up/Aprvls/Rpts)</li> <li>- Labor Statements</li> <li>- Superintendent's Priority Schools (P)</li> </ul>	<ul style="list-style-type: none"> <li>- Site/Department Budgets</li> <li>- Site/Department Position/Per Diem Reqs</li> <li>- Site/Department On-Line Approvals</li> <li>- One Stop Staffing</li> <li>- Noon Duty Tracking</li> <li>- Sub Sheets</li> <li>- Billing Forms (Catering, Trans, Security)</li> <li>- Grants (Budget set up/Aprvls/Rpts)</li> <li>- Labor Statements</li> <li>- Superintendent's Priority Schools (P)</li> </ul>	<ul style="list-style-type: none"> <li>- Site/Department Budgets</li> <li>- Site/Department Position/Per Diem Reqs</li> <li>- Site/Department On-Line Approvals</li> <li>- One Stop Staffing</li> <li>- Noon Duty Tracking</li> <li>- Sub Sheets</li> <li>- Billing Forms (Catering, Trans, Security)</li> <li>- Grants (Budget set up/Aprvls/Rpts)</li> <li>- Labor Statements</li> </ul>	<ul style="list-style-type: none"> <li>- Site/Department Budgets</li> <li>- Site/Department Position/Per Diem Reqs</li> <li>- Site/Department On-Line Approvals</li> <li>- One Stop Staffing</li> <li>- Noon Duty Tracking</li> <li>- Sub Sheets</li> <li>- Billing Forms (Catering, Trans, Security)</li> <li>- Grants (Budget set up/Aprvls/Rpts)</li> <li>- Labor Statements</li> </ul>
<b>ELEMENTARY/K-8</b>	<b>ELEMENTARY/K-8</b>	<b>ELEMENTARY/K-8</b>	<b>ELEMENTARY/K-8</b>
0035 CAMELLIA BASIC 0040 CLAYTON B. WIRE 0101 SUSAN B. ANTHONY 0108 ETHEL I. BAKER 0114 FREEPORT 0139 H. W. HARKNESS 0173 ALICE BIRNEY WALDORF-INSPIRED K-8 0277 PETER BURNETT	0029 BRET HARTE 0117 FATHER KEITH B. KENNY (P) 0142 HOLLYWOOD PARK 0148 JEDEDIAH SMITH (P) 0265 OAK RIDGE (P) 0354 SUTTERVILLE 0363 THEODORE JUDAH 0379 WASHINGTON 0384 WILLIAM LAND	0032 CALEB GREENWOOD 0097 ABRAHAM LINCOLN 0110 ETHEL PHILLIPS 0144 HUBERT H. BANCROFT 0146 ISADOR COHEN 0151 LEONARDO DA VINCI 0183 JOSEPH BONNHEIM 0267 O. W. ERLEWINE 0269 PACIFIC	0037 CAROLINE WENZEL 0043 COLLIS P. HUNTINGTON 0059 DAVID LUBIN 0098 CESAR CHAVEZ INTERMEDIATE 0100 EDWARD KEMBLE 0122 FRUIT RIDGE 0168 JOHN D. SLOAT 0223 MAPLE 0229 MARK HOPKINS 0262 NICHOLAS 0272 PARKWAY
<b>MIDDLE</b>	<b>MIDDLE</b>	<b>MIDDLE</b>	
0431 FERN BACON BASIC (P) 0495 WILL C. WOOD (P) 0420 ROSA PARKS (P)	0415 CALIFORNIA	0410 ALBERT EINSTEIN 0490 SUTTER MIDDLE	0480 SAM BRANNAN
<b>HIGH</b>	<b>HIGH</b>		<b>HIGH</b>
0525 JOHN F. KENNEDY 0530 LUTHER BURBANK	0520 HIRAM JOHNSON (P) 0521 WEST CAMPUS 0562 ACCELERATED ACADEMY	0557 SCHOOL OF ENGINEERING & SCIENCE 0563 THE ACADEMY 0570 AMERICAN LEGION	0540 ROSEMONT 0571 CAPITAL CITY SCHOOL
<b>CENTRAL</b>	<b>CENTRAL</b>	<b>CENTRAL</b>	<b>CENTRAL</b>
0712 AREA ASSISTANT SUPERINTENDENTS 0716 AREA ASSISTANT SUPERINTENDENTS 0718 ATTENDANCE AND DROPOUT PREVENTION 0718 CHIEF ACCOUNTABILITY OFFICE 0720 AREA ASSISTANT SUPERINTENDENTS 0721 CHIEF ACADEMIC OFFICE 0734 EDUCATIONAL TECHNOLOGY 0735 FAMILY & COMMUNITY ENGAGEMENT 0745 MATRICULATION & ORIENTATION CNTR 0808 INFORMATION SERVICES 0810 NUTRITION SERVICES 0835 DISTRIBUTION SERVICES	0717 LEGAL COUNSEL 0730 ACADEMIC ACHV/MNT/SUM SCH 0740 ENROLLMENT CENTER 0759 TRUANCY & PUBLIC SAFETY 0760 STUDENT SERVICES/ALTERNATIVE ED 0772 EMPLOYEE COMPENSATION 0800 ADMINISTRATIVE SERVICES 0802 ACCOUNTING SERVICES 0804 BUDGET SERVICES 0840 RISK MANAGEMENT	0713 ADULT/VOC ED 0732 VOCATIONAL EDUCATION 0757 STUDENT FAMILY ASSISTANCE CNTR 0806 FACILITIES PLANNING & CONSTR 0807 DISTRICT OPERATIONS 0815 ADMINISTRATION BUILDING 0822 BLDNG & GROUNDS 0823 SECURITY SERVICES 0824 OPERATIONS SERVICES 0842 REPRODUCTION 0844 TRANSPORTATION ALL ADULT ED RESOURCES	0715 CHILDREN'S CENTERS 0724 MUSIC SECTION 0727 MULTILINGUAL/MULTICULTURAL MED 0728 MATERIALS DEVELOPMENT LAB 0729 TARGETED INSTR. IMPROVEMENT PROG 0737 CURRICULUM & PROF DEVLNMT 0739 LINKED LEARNING 0754 GATE ALL CHILDREN CENTER RESOURCES
<b>ANNE MARETTI</b> 643-7845	<b>MICHAEL FERNANDES</b> 643-7856	<b>BUDGET ANALYST</b> <b>GLORIA CHUNG 643-7870</b>	<b>SUPERVISOR</b> <b>MIKE SMITH 643-7866</b>
<ul style="list-style-type: none"> <li>- ATTENDANCE ACCOUNTING/REPORTING</li> <li>- Site/Department Budgets</li> <li>- Site/Department Position/Per Diem Reqs</li> <li>- Site/Department On-Line Approvals</li> <li>- One Stop Staffing</li> <li>- Noon Duty Tracking</li> <li>- Sub Sheets</li> <li>- Billing Forms (Catering, Trans, Security)</li> <li>- Grants (Budget set up/Aprvls/Rpts)</li> <li>- Labor Statements</li> </ul>	<ul style="list-style-type: none"> <li>- ATTENDANCE ACCOUNTING/REPORTING</li> <li>- Site/Department Budgets</li> <li>- Site/Department Position/Per Diem Reqs</li> <li>- Site/Department On-Line Approvals</li> <li>- One Stop Staffing</li> <li>- Noon Duty Tracking</li> <li>- Sub Sheets</li> <li>- Billing Forms (Catering, Trans, Security)</li> <li>- Grants (Budget set up/Aprvls/Rpts)</li> <li>- Labor Statements</li> </ul>	<ul style="list-style-type: none"> <li>- Budget Development</li> <li>- Charter Billing/Oversight</li> <li>- CON APPS</li> <li>- J90 Report</li> <li>- R30 Report</li> <li>- Salary Projections</li> <li>- Year End Closing</li> <li>- Labor Statements</li> <li>- Site/Department Position/Per Diem Reqs</li> <li>- Site/Department On-Line Approvals</li> <li>- Billing Forms (Catering, Trans, Security)</li> <li>- Budget Book</li> </ul>	<ul style="list-style-type: none"> <li>- STAFF SUPERVISION</li> <li>- BALANCING 5700'S</li> <li>- BUDGET REVISIONS</li> <li>- CAT FORM (Categorical Audited Actuals)</li> <li>- DRAW DOWNS</li> <li>- REVENUE</li> <li>- UNASSIGN POSITION REQS.</li> <li>- WORKING OUT OF CLASS FORMS</li> <li>- YEAR END CLOSING</li> <li>- INTERIM REPORTS</li> <li>- ESCAPE UPDATES</li> <li>- SPECIAL REPORTS</li> <li>- STAFF TRAINING</li> <li>- BUDGET DEVELOPMENT</li> <li>- BUDGET LIAISON FOR FINANCIAL/ PERSONNEL SOFTWARE EVALUATION AND IMPLEMENTATION</li> <li>- SPECIAL PROJECTS</li> <li>- BALANCING 7300'S</li> <li>- BUDGET BOOK</li> </ul>
<b>ELEMENTARY/K-8</b>	<b>ELEMENTARY/K-8</b>	<b>CHARTER SCHOOLS</b>	
0010 A. M. WINN 0095 EARL WARREN 0130 GOLDEN EMPIRE 0235 MARK TWAIN 0282 PHOEBE HEARST 0285 PONY EXPRESS 0300 CROCKER/RIVERSIDE 0327 SEQUOIA 0359 TAHOE	0104 ELDER CREEK 0138 MARTIN LUTHER KING 0150 JOHN H. STILL 0153 JOHN BIDWELL 0163 JOHN CABRILLO 0178 SUCCESS ACADEMY 0242 MATSUYAMA 0305 JAMES W. MARSHALL 0350 GENEVIEVE DIDION 0390 WOODBINE	0024 BOWLING GREEN - MCCOY 0025 BOWLING GREEN - CHACON 0190 SOL AUREUS COLLEGE PREPARATORY 0200 LANGUAGE ACADEMY 0210 CALIF MONTESSORI PROJ CAPITAL CAMPUS 0213 CAPITOL COLLEGIATE ACADEMY 0215 CAPITOL HEIGHTS ACADEMY 0290 PUBLIC SCHOOL 7 (PS7) 0295 YAV PEM SUAB ACADEMY 0505 GEORGE WASHINGTON CARVER 0535 NEW TECH 0555 ST. HOPE SACRAMENTO CHARTER 0560 THE MET	
<b>MIDDLE</b>	<b>MIDDLE</b>		
0450 KIT CARSON	0445 JOHN H. STILL		
<b>HIGH</b>	<b>HIGH</b>		
0510 C. K. MCCLATCHY	0517 HEALTH PROFESSIONS HIGH SCHOOL		
<b>CENTRAL</b>	<b>CENTRAL</b>	<b>CENTRAL</b>	
0701 BOARD OF EDUCATION 0703 SUPERINTENDENT OFFICE 0704 COMMUNICATIONS 0726 INSTRUCTIONAL MATERIALS 0731 AMERICAN INDIAN EDUCATION 0741 STRATEGIC PLAN INITIATIVES 0770 PERSONNEL SERVICES 0776 STAFF DEVELOPMENT 0780 ASSESSMENT, RESEARCH AND EVAL 0825 EDUCATION CENTER 0830 PURCHASING SERVICES	0111 JOHN MORSE THERAPEUTIC CENTER 0705 EMPLOYEE RELATIONS 0708 INTERGRATED SERVICES 0725 STATE AND FEDERAL PROGRAMS 0750 SPECIAL EDUCATION 0764 HEALTH SERVICES 0766 PSYCH & SOCIAL SERVICES 0813 MEDI-CAL, SPEC ED 0900 PRIVATE SCHOOLS	0733 SCHOOL, FAMILY & COMMUNITY PARTNERSHIPS 0758 CHESS 0755 AFTER SCHOOL SERVICES 0763 FOSTER YOUTH SERVICES 0767 YOUTH DEVELOPMENT 0821 SAFE SCHOOLS OFFICE	

**POSITION REQUISITION (BUD-F001)**

Sacramento City Unified School District

Authorized Position # \_\_\_\_\_  
(Leave blank for new position)

Date: 05/10/11

Requisitioner: 10 Jane Doe

School/Dept.: Fern Bacon Middle

**Section I: Note: If this is a request to fill an authorized vacancy, do not use this form.**

Action Requested:

Establish New Position

Extend Position

Funding Change

Work Calendar Change: \_\_\_\_\_

Location Change

Increase FTE

Decrease FTE

Close Position

Start Date: 09/01/11

End Date:     /    /    

(if applicable)

**Section II: Note: Complete this section for NEW, FUNDING and FTE changes only.**

Authorized FTE 0.000 (+/-) FTE Requested 1.000 = Revised FTE 1.000  
(Enter "0"if new)

Formula used to compute FTE:

Management/Certificated Children Centers/Classified  
Number of hrs. p/week divided by 40 hrs. = FTE

Example: 26 hrs. p/week divided by 40 hrs.= 0.650 FTE

Certificated

Number of hrs. p/week divided by 30 hrs. = FTE

Example: 12 hrs. p/week divided by 30 hrs.= 0.400 FTE

**Section III: Note: Complete this section for NEW request only.**

Job Class Title: Clerk II

Job Class Number: 0522

**Section IV: Note: Complete this section for NEW or LOCATION change only.**

New Work Location Name: \_\_\_\_\_

New Work Location#:                    

**Section V: Note: Complete this section for NEW, FTE and FUNDING changes only.**

Labor Distribution:

Account Code

% of FTE

***Must Enter Budget Code for All New Positions*** \_\_\_\_\_

.....

.....

.....

**TOTAL (MUST EQUAL revised FTE in Section II)** .. .. .

**Section VI: Comments**

*Please post. Recommend Joe Jackson on Sub List for interview.* \_\_\_\_\_

**Section VII: Approvals**

\_\_\_\_\_  
Administrator/Principal Date

\_\_\_\_\_  
Categorical (if applicable) Date

**BUDGET Use Only**

Approved

\_\_\_\_\_  
Signature Date

Comments: \_\_\_\_\_

1) Submit Original to Budget 2) Keep copy for your records



## Budget Services

### Decimal / Hours Conversion Chart

#### Certificated Segment

Decimal	Equals	Minutes	Total Hours & Minutes
0.1667	=	--	<b>1 hour</b>
0.2083	=	15 minutes	1 hour & 15 minutes
0.2500	=	30 minutes	1 hour & 30 minutes
0.2917	=	45 minutes	1 hour & 45 minutes
0.3333	=	--	<b>2 hours</b>
0.3750	=	15 minutes	2 hours & 15 minutes
0.4167	=	30 minutes	2 hours & 30 minutes
0.4583	=	45 minutes	2 hours & 45 minutes
0.5000	=	--	<b>3 hours</b>
0.5417	=	15 minutes	3 hours & 15 minutes
0.5833	=	30 minutes	3 hours & 30 minutes
0.6250	=	45 minutes	3 hours & 45 minutes
0.6667	=	--	<b>4 hours</b>
0.7083	=	15 minutes	4 hours & 15 minutes
0.7500	=	30 minutes	4 hours & 30 minutes
0.7917	=	45 minutes	4 hours & 45 minutes
0.8333	=	--	<b>5 hours</b>
0.8750	=	15 minutes	5 hours & 15 minutes
0.9167	=	30 minutes	5 hours & 30 minutes
0.9583	=	45 minutes	5 hours & 45 minutes
1.000	=	--	<b>6 hours</b>



# Budget Services

## Decimal / Hours Conversion Chart

### Classified Segment

Decimal	Equals	Fraction	Equals	Minutes	Total Hours & Minutes
.1250	=	1/8	=	--	<b>1 hour</b>
.15625	=	5/32	=	15 minutes	1 hour & 15 minutes
.1875	=	3/16	=	30 minutes	1 hour & 30 minutes
.2000	=	1/5	=	36 minutes	1 hour & 36 minutes
.21875	=	7/32	=	45 minutes	1 hour & 45 minutes
.2250	=	9/40	=	48 minutes	1 hour & 48 minutes
.2500	=	1/4	=	--	<b>2 hours</b>
.28125	=	9/32	=	15 minutes	2 hours & 15 minutes
.3125	=	5/16	=	30 minutes	2 hours & 30 minutes
.34375	=	11/32	=	45 minutes	2 hours & 45 minutes
.3500	=	7/20	=	48 minutes	2 hours & 48 minutes
.3750	=	3/8	=	--	<b>3 hours</b>
.4000	=	2/5	=	12 minutes	3 hours & 12 minutes
.40625	=	13/32	=	15 minutes	3 hours & 15 minutes
.4375	=	7/16	=	30 minutes	3 hours & 30 minutes
.46875	=	15/32	=	45 minutes	3 hours & 45 minutes
.4750	=	19/40	=	48 minutes	3 hours & 48 minutes
.5000	=	1/2	=	--	<b>4 hours</b>
.53125	=	17/32	=	15 minutes	4 hours & 15 minutes
.5625	=	9/16	=	30 minutes	4 hours & 30 minutes
.59375	=	19/32	=	45 minutes	4 hours & 45 minutes
.6000	=	3/5	=	48 minutes	4 hours & 48 minutes
.6250	=	5/8	=	--	<b>5 hours</b>
.65625	=	21/32	=	15 minutes	5 hours & 15 minutes
.6875	=	11/16	=	30 minutes	5 hours & 30 minutes
.71875	=	23/32	=	45 minutes	5 hours & 45 minutes
.7250	=	29/40	=	48 minutes	5 hours & 48 minutes
.7500	=	3/4	=	--	<b>6 hours</b>
.78125	=	25/32	=	15 minutes	6 hours & 15 minutes
.8000	=	4/5	=	24 minutes	6 hours & 24 minutes
.8125	=	13/16	=	30 minutes	6 hours & 30 minutes
.84375	=	27/32	=	45 minutes	6 hours & 45 minutes
.8500	=	17/20	=	48 minutes	6 hours & 48 minutes
.8750	=	7/8	=	--	<b>7 hours</b>
.90625	=	29/32	=	15 minutes	7 hours & 15 minutes
.9375	=	15/16	=	30 minutes	7 hours & 30 minutes
.96875	=	31/32	=	45 minutes	7 hours & 45 minutes
.9750	=	39/40	=	48 minutes	7 hours & 48 minutes
1.000	=	--	=	--	<b>8 hours</b>



## Budget Services

### Commonly Used Resource Codes

(Numeric Sort)

Resource Code	Resource Title / Description
0000	Unrestricted Resources (General Fund)
0032	Arts and Music Block Grant
0034	Supplemental School Counseling Program
0036	Gifted and Talented Education (GATE)
0054	School and Library Improvement Block Grant (in place of SIP funding)
0055	Discretionary Block Grant
0058	Parent Teacher Involvement: Nell Soto Program
0812	Donation
0865	Saturday School
0871	Summer School/Extended Day
3010	IASA – Title I Basic Grants – Low Income and Neglected
3017	Home Visits (Title I)
6286	English Language Acquisition Program (ELAP)
6500	Special Education
7090	Economic Impact Aid - SCE
7091	Economic Impact Aid – LEP
7220	Partnership Academies Program



**Sacramento City Unified School District  
Administrative Services Division  
Budget Services**

