
MANAGEMENT OF PERSONNEL BUDGET(PSL-P063)

Sacramento City Unified School District

1.0 SCOPE:

- 1.1 Managing the Personnel Department annual budget by monitoring the monies in all the accounts.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 School Accountability Operations Specialist

3.0 APPROVAL AUTHORITY:

Signature

Date

- 3.1 Director of Human Resource Services
- 3.2 Associate Superintendent, Human Resource Services

4.0 DEFINITIONS:

- 4.1 ESCAPE—Software program used to maintain and hold all of the transactions made on all district employees' employment records.
- 4.2 HRS—Human Resource Services

5.0 PROCEDURE:

- 5.1 In Escape system, run an account balance report.
- 5.2 Transfer moneys to cover all outstanding negative balances in all accounts.
- 5.3 Verify proper expenditures with correct accounts.
- 5.4 Meet with the Assistant Superintendent, Human Resource Services administrator to discuss ways to expenditure transactions.
- 5.5 Follow Budget Services deadlines for the fiscal year.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Budget reports (generated by Escape)

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Budget Reports	File Drawer	1 school year	Discard as Desired	Access Limited to HRS

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
12/03/04	A	Initial Release
01/19/05	B	Modified
10/08/07	C	Approval Authority department name change Addition to Approval Authority

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***** End of procedure *****