

Oklahoma City Public Schools

Budget Form Instructions

(Yearly) Complete Budget Form and Submit to School Accounting Each Year by the Third Week of August

Section I: Complete fields 1 – 4 for each Cost Center XXX-60-XXX (Red XXX is the cost center).

Section II: Key Beginning Cash total from Custodial Report
(Y_OKD_48000019)

Section III: Enter estimated sources of revenue. These are totals of funds expected from Fundraisers, Donations, ect. There are 12 fields available. Each field has a corresponding dollar amount. The dollar amounts will be totaled and populate **Section IV (Beginning Cash Plus Estimated Receipts)**.

Section V: Estimated expenditures. The format is the same as Section III however when entering dollar amounts enter as a negative -10.00.

Section VI: “Estimated Ending Cash Balance as of June 30” will automatically populate based on the total of Section IV and Section V total.

Section VII: Signatures can be entered using electronic signatures.

Ensure that each Fundraiser item listed in Section III of the form has a completed Permission to Have a Fundraiser form attached before submitting to School Accounting.



OKLAHOMA CITY PUBLIC SCHOOLS
School Activity Fund Budget by Cost Center
For the period of July 1, 2020 through June 30, 2021

Section I: General Information			
(1) School Name			(2) Site Number
(3) Cost Center Number			(4) Cost Center Name

Section II: Beginning Cash (<i>Cash End Balance from June Custodial Report</i>)	\$
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Section III: Estimated Source of Revenue / Receipts
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Section IV: Beginning Cash Plus Estimated Receipts	\$
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Section V: Estimated Expenditures (<i>enter as an negative number</i>)

Estimated Expenditures Total	\$
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Section VI: Estimated Ending Cash Balance as of June 30	\$
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Section VII: Signatures	
(1) Activity Fund Sponsor (Requestor)	
(3) Principal	

Attach Fundraiser Permission Forms For Each Fundraiser Planned For This Cost Center