

## FAQs -- Budget

**Q:** How do I know which funds are operational?

**A:** If the first four digits of the cost account are 1100, it is operational.

**Q:** How do I know which funds are grants?

**A:** If the first four digits of the cost account are 2401-2999, it is grants. Contact the Grants Management department at 880-3778.

**Q:** How do I know which funds are capital?

**A:** If the first digit of the cost account is 3, it is capital. For example, 3170.

**Q:** Who do I contact for capital funds?

**A:** For SB9 funds starting with 3170 and 3171 for school improvement funds, library, fine arts, athletics and science, call 842-4630. For SB9 funds starting with 3170 and 3171 for Maintenance and Operations only, call 848-8866. For HB33 funds starting with 3160, 3161 and 3162, call 848-8866. For General Obligation (GO) Bonds and Education Technology funds starting with 3111, 3113, 3115, 3190 and 3191, call 848-8866.

**Q:** Are the balances on the monthly Budget Status Report (BSR) current?

**A:** The Budget office runs BSRs monthly but they are a just snapshot in time of your school or department budget, similar to a personal checking account bank statement. For current account balances, use the GL94 inquiry. Business Systems offers training for the use of this screen (880-8097).

**Q:** Is there a new process for submitting operational school budget transfers?

**A:** Yes, you can now e-mail your operational fund (1100) budget transfer requests to your budget analyst for processing. This applies to schools only, not departments. For operational funds (1100), Departments use the electronic transfer form found at <http://www.aps.edu/finance/budget-strategic-planning>. For grant funds, use a hard copy 3-ply request form.

**Q:** Why does my inter-function (cross-function) budget transfer take so long to process?

**A:** Inter-function budget transfers involve moving funds from one function to another, for example, from Instruction (XXXX8501000) to Support (XXXX8502400) where XXXX is the school or department location number. These types of transfers require both APS Board of Education (BOE) and Public Education Department (PED) approval before they can be posted; this can take up to 60 days to complete.

**Q:** Who do I contact for Individual Education Plan (IEP) substitutes?

**A:** The Special Education department funds IEP substitutes for special education students. Contact them at 855-9900 for the substitute cost account. Schools fund IEP substitutes for gifted students; use the school's substitute cost account OXXX8511000 511000 1610 where XXX is the school location number.

**Q:** What is Budget's role in the procurement process?

**A:** Budget's role is to assist departments and schools to ensure that adequate funds are in the appropriate account to initiate a purchase. Grant Management and Capital Fiscal Services manage the budget for their respective areas in the same manner.

**Q:** What are the cost accounts for Special Education Teachers, Gifted Teachers, and Special Education Educational Assistants?

**A:** Special Education Teachers 1100 OXXX1501000 511000 1412  
Gifted Teachers 1100 OXXX1501000 511000 1422  
Special Education Educational Assistants 1100 OXXX1501000 511000 1712  
(XXX is the school location number)

**Q:** Who do I contact for Title I Questions?

**A:** Contact your Title I Resource Teacher and/or Title I funding technician at 253-0330.

**Q:** How can I spend my SIP (Fund 3171) money?

**A:** Contact Capital Fiscal Services at 842-4630.

**Q:** Who approves my purchase requisitions?

**A:** The list of purchase requisition approvers in Accounting and their contact information for operational funds can be found at the link below. For grant funds, contact Grant Management at 880-3778.

<http://www.aps.edu/finance/budget-strategic-planning>

**Q:** Does Lawson track my P-Card purchases?

**A:** No, they must be manually reconciled/accounted for against the P-Card statement, which can be on a 4-month lag in posting to Lawson. Schools and departments should keep a log for each individual account. Requisitions are required for P-Card purchases made from grant accounts (companies 2401-2999) within 24 hours of purchase. Use vendor number 13168.

**Q:** How does a school compensate teachers for assuming additional duties that result in the extension of the duty day?

**A:** The negotiated agreement between APS and Albuquerque Teachers Federation (ATF) stipulates the amounts, rates and procedures associated with various types of teacher compensation. The separate negotiated agreements between APS and other collective bargaining units (custodians, clerical, etc.) also provide valuable information on compensation of various employees covered by these agreements.

**Q:** Why was my purchase requisition un-released/sent back to me?

**A:** When a requisition is un-released or rejected, an e-mail should be sent to the requester with the reason. If an e-mail is not received, contact the following:

1. For operational funds (1100), the list of purchase requisition approvers in Accounting and their contact information for operational funds can be found at the link below.
2. For grant funds (2401-2999), call Grant Management at 880-3778.
3. For SB9 funds starting with 3170 and 3171 for school improvement funds, library, fine arts, athletics and science, call 842-4630.
4. For SB9 funds starting with 3170 and 3171 for Maintenance and Operations only, call 848-8866.
5. For General Obligation (GO) Bond and Education Technology funds starting with 3111, 3113, 3115, 3190 and 3191, call 848-8866.
6. For HB33 funds starting with 3160, 3161 and 3162, call 848-8866.

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