



DEPARTMENT OF FINANCE

Reference Guide

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Office of Finance

Contact Information

160 S. Hollywood Street
Francis E. Coe Administration Building or "COE" Building
Memphis, TN 38112

- **Accounting and Financial Reporting**, COE, Room 226 – 416-5461
- **Accounts Payable**, COE, Room 250-C – 416-5407
- **Budget & Fiscal Planning**, COE, Room 130 – 416-5620
- **Payroll**, COE, Room 250-B – 416-5402

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Finance Department

The Finance Department is responsible for managing the overall budget development, accounting, treasury, financial reporting, financial services operation, and position control for the District.

These responsibilities include:

- Managing internal controls to mitigate risk
- Creating and presenting financial status and financial condition reports to internal and external parties, ensuring that the official accounting records of the District are up-to-date and accurate
- Safe-guarding the assets of the District to minimize risk of financial loss
- Creating tools to provide high-quality financial information that supports the District's strategic management initiatives
- Ensuring that accounts payable, budget, contract administration and payroll transactions are handled in an accurate and efficient manner
- Maintaining position control for the District
- Calculating the staffing allocation for school teachers and calculating site-based school budgets based on projected enrollment figures, Student-Based Budgeting (SBB), and/or Memphis-Shelby County Schools policy

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Accounting and Financial Reporting

The Accounting and Financial Reporting Department is responsible for presenting monthly and annual financial conditions of the school District along with other information necessary for understanding the District's financial affairs.

These responsibilities include:

- Administration of the accounting and financial reporting, including preparation of the Annual Comprehensive Financial Report (ACFR) and State Reports
- Coordination of the annual audit
- Fixed asset reporting
- Cash management
- Processing and compliance review of in-town travel mileage reimbursements and out-of-town travel requests
- Revenue and expenditure monitoring as well as the preparation of periodic forecasts and reports

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160 S. Hollywood Street • Memphis, TN 38112 • (901) 416-5300 • www.scsk12.org

Reply to:

Tutonial Williams
Chief Financial Officer
Room 226

PHONE (901) 416-5461
FAX (901) 416-5598

July 1, 2022

TO: All Personnel Receiving Monthly Mileage 2022-2023
FROM: Tutonial Williams, Chief Financial Officer
SUBJECT: MILEAGE REIMBURSEMENT SCHEDULE 2022-2023

Monthly mileage reports are to be submitted using the Shelby County Schools Employee Portal. Attached is a copy of the Mileage Reimbursement Schedule and instructions for entering mileage using the Employee Portal. Approved local travel mileage will be reimbursed at the current IRS allowable rate. The current mileage reimbursement rate will be 62.5 cents per mile.

Do not accumulate and submit mileage for several months at a time. Only mileage incurred during the month's reporting period will be reimbursed.

According to **Administrative Rules and Regulations 2000R:**

Failure to complete and submit the mileage report by the established deadline shall result in forfeiture of the employee's mileage reimbursement claim. Also, mileage reimbursement does not include driving from your residence to your normal work location, as well as the distance from your work location back to your residence.

If you have any questions, please contact Kimberly Engram in Finance, (901) 416-5597. Thank you for your cooperation in this matter.

Attachment(s)

- THE OBJECT CODE FOR MILEAGE IS **35500**



MILEAGE REIMBURSEMENT SCHEDULE 2022-2023

For Month of:	Mileage Claim must be completed and approved By 12:00 NOON On date listed below:
July 1-31, 2022	08/07/22
August 1-31, 2022	09/07/22
September 1-30, 2022	10/07/22
October 1-31, 2022	11/07/22
November 1-30, 2022	12/07/22
December 1-31, 2022	01/07/23
January 1-31, 2023	02/07/23
February 1-28, 2023	03/07/23
March 1-31, 2023	04/07/23
April 1-30, 2023	05/07/23
May 1-31, 2023	06/07/23
June 1-30, 2023	07/07/23* (*Year End Closeout)

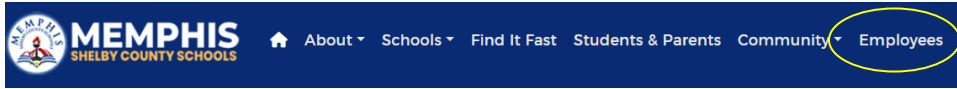
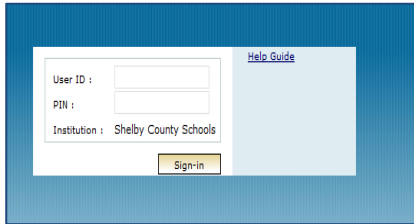
- ◆ **REPORT MILES DRIVEN MONTHLY.**
- ◆ MONTHLY MILEAGE EXPENSE REPORTS ARE DUE ON OR BEFORE THE DUE DATE.
- ◆ MILEAGE MUST BE APPROVED BY DESIGNATED PRINCIPALS, MANAGERS AND OR SUPERVISORS.
- ◆ IF YOU HAVE A NAME, ADDRESS, AND/OR WORK LOCATION CHANGE, PLEASE CONTACT HUMAN RESOURCES @ 416-5304.
- ◆ FOR STATUS OF REIMBURSEMENT PAYMENTS, CHECK THE EMPLOYEE PORTAL.
- ◆ THE OBJECT CODE FOR MILEAGE IS **35500**

INSTRUCTIONS FOR MILEAGE REIMBURSEMENT SUBMISSIONS USING THE EMPLOYEE PORTAL

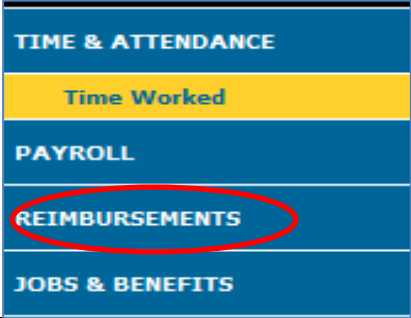
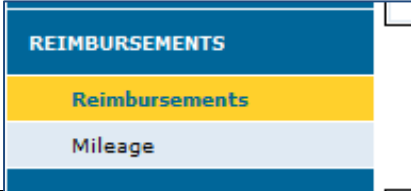

Monthly mileage reports are to be submitted using the Memphis-Shelby County Schools Employee Portal. Attached is a copy of the Mileage Reimbursement Schedule and instructions for entering mileage using the Employee Portal. Approved local travel mileage will be reimbursed at the current IRS allowable rate. The mileage reimbursement rate will be .655 cents per mile.

Do not accumulate and submit mileage for several months at a time. **Only mileage incurred during the month's reporting period will be reimbursed.** Please remember mileage reimbursement does not include driving from your residence to your normal work location, as well as the distance from your work location back to your residence.

If you have any questions, please contact the District's Cashier in Finance, Room 226 at (901) 416-5597. Thank you for your cooperation in this matter.

<ol style="list-style-type: none"><u>1. Access Memphis-Shelby County Schools Website:</u> www.scsk12.org<u>2. Click Employee:</u> Go to Employee Portal.	
<ol style="list-style-type: none"><u>3. Log In: User ID and PIN</u> <i>**User ID and PIN is your active directory log in**</i>	

INSTRUCTIONS FOR MILEAGE REIMBURSEMENT SUBMISSIONS USING THE EMPLOYEE PORTAL

<p>4. <u>Click Reimbursements</u></p>	
<p>5. <u>Click Mileage</u></p>	
<p>6. <u>Click "Enter New Claim"</u></p>	

Mileage Details

	Date	From Location	To Location	Round Trip	Miles	Rate	Reimbursement
		Comments					Other Charges
<input type="checkbox"/>	03/22/2023	/ Cordova Elementary	/ Dunbar Elementary	<input type="checkbox"/>	17.40	0.655	11.40
		ESL Peer Coaching					0.00
<input type="checkbox"/>		/	/	<input type="checkbox"/>			0.00

7. Complete Date Field

8. Select From and To Locations, a drop down of locations will occur as you type. If no drop down box, add the address for the location. See highlighted area.

9. Select Round Trip (Yes or No)

10. Miles will populate and total miles times mileage reimbursement rate will calculate. If miles do not populate automatically, please add the appropriate mileage.

11. Add additional From and To Locations if required

12. Use the comment box to put the Purpose of Travel.

INSTRUCTIONS FOR MILEAGE REIMBURSEMENT SUBMISSIONS USING THE EMPLOYEE PORTAL

PLEASE SUBMIT ONE REQUEST FOR MILEAGE PER MONTH, ADD ADDITIONAL TO AND FROM LOCATIONS AS NEEDED ON THE SAME REQUEST. DO NOT SUBMIT MULTIPLE FORMS IN THE SAME MONTH

13. If you are not finished and would like to come back later click

Save, I'm not finished

14. If you have finished your entries **FOR THE MONTH click**

Submit

APPROVAL PROCESS

When approving mileage, you have seven different options, but not all will be used:

The screenshot shows the 'Approval Details' section of a form. The 'Approver Action:' dropdown menu is open, displaying the following options: None, Insert, Approve and Insert, Approve, Deny, Return, Substitute, and Under Review. The 'Comments:' field is currently set to 'None'. Below the dropdown, there is a table with columns for 'Approver' and 'Action'. The first row shows 'Allen, Jake' as the approver and 'Approve' as the action. The second row shows 'Mileage Reimburs' as the approver and 'Return' as the action. The 'Session active for 00:5' is displayed at the bottom left, and a 'Next' button is at the bottom right.

Insert: This option is to insert an approver who needs to approve the mileage entry before you do.

Approve and Insert: This option is to approve the mileage entry and insert an approver who is supposed to approve after you, but before the final approval

Approve: This option is to approve the mileage entry and send it to the final approver.

Deny: This option is to deny the mileage entry ***NOTE:** Once this option is selected, it completely voids the entire entry. **DO NOT** use this option if the entry has a mistake or if you are uncertain about the entry*

Return: This option is to return the mileage entry back to the employee to correct any errors made on the entry.

Substitute: This option is to substitute your approval to the proper approver. ***NOTE:** Use this option when you know you are not the correct approver for the mileage entry*

PLEASE read and understand each approval task. If you have any questions about any task, please feel free to reach out to District's Cashier at (901) 416-5597 BEFORE selecting a task.

PAYMENT PROCESS

INSTRUCTIONS FOR MILEAGE REIMBURSEMENT SUBMISSIONS USING THE EMPLOYEE PORTAL

The mileage reimbursement request is electronically submitted to the Memphis-Shelby County Schools Accounts Payable Department. Your ***first reimbursement check*** will be mailed directly to you by "SunGard" a division of Regions Bank to the address on file with Human Resources. Also, with the check in the mail will be instructions and available options to receive future reimbursements through direct deposit. Please follow the instructions provided and make your preferred choices.

FOR ASSISTANCE PLEASE CALL MEMPHIS-SHELBY COUNTY SCHOOLS OFFICE OF FINANCE:

Kimberly Engram, (901) 416-5597

TRAVEL REGULATIONS FOR MEMPHIS-SHELBY COUNTY SCHOOLS

Travel authorization must be approved by authorized official(s); and a Trip I.D. number assigned by the Department of Accounting and Reporting prior to making any travel arrangements. Registration itinerary MUST be attached. Allow 30 calendar days to process travel requests. If using federal funds, please allow 60 days for processing.

The Department of Accounting and Reporting will provide you with a copy of the approved form with the Trip I.D. number. This number must be given to the travel agency before charges can be made to the Memphis-Shelby County Schools account. Retain duplicate to submit with your expense report.

Travel costs include out-of-town expenses for transportation, lodging, meals and incidental costs incurred while on official business for Memphis-Shelby County Schools for which proper approval has been obtained. Discretion and regulations should be followed when incurring travel expenses. Supporting documentation must be maintained and attached to the Travel Expense Report form, which must be filed in the Department of Accounting and Reporting within five (5) to seven (7) calendar days after returning from the trip. **If the trip is canceled, the Department of Accounting and Reporting should be notified immediately.**

1. TRANSPORTATION

- (A) Travel by scheduled airline will be at tourist class fare. If transportation costs are not prepaid by the school system, ticket stubs must be attached as supporting evidence. **Air travel insurance is not reimbursable.** Travel arrangements are to be made through the school system's authorized travel agencies.
- (B) All parking receipts must be attached as supporting evidence (regardless of the total cost of "B"). If the total cost of transportation item "B" (parking, limo, taxi, and/or shuttle service) is \$30.00 or more, each expense must be supported with a receipt to be reimbursed.
- (C) When mileage is used in lieu of airfare, the mileage rate should not exceed the cost of tourist class airfare in effect thirty (30) days prior to travel. Mileage will be reimbursed at the district's current rate. The mileage rate reimbursed should be limited to the shortest route to and from the place of meeting.

2. FOOD

No receipts are expected to be maintained for meals; however, the meals should be itemized. Tips are included in this rate. Breakfast may be included **only when the trip begins before 8:00 a.m.** Dinner may be included **if the trip is concluded after 6:00 p.m.** Meals are not reimbursable if they are included in conference registration fees and cannot be claimed on your travel expense form.

Meals will be reimbursed as follows:

(A) Breakfast-\$12.00 (B) Lunch-\$12.00 (C) Dinner-\$27.00

3. LODGING

Receipts are required for lodging. Lodging reimbursement is not to exceed the U. S. General Service Administration's domestic per diem rate (GSA) {www.gsa.gov}. Exceptions to these allowances must have prior approval (by the authorizing official and justification on travel form). Laundry is not reimbursable. When a room is shared, each person should ask for a copy of the bill for his/her share of the room cost.

4. MISCELLANEOUS

Telephone charges (long distance and local) incurred while in travel status is acceptable, if necessary in conducting school system business, and should be separately itemized under miscellaneous cost as indicated on the hotel bill. Registration fees are reimbursable under miscellaneous and require receipts as supporting evidence. Other business expenses, within reason, that are properly supported should also be claimed under this section. A maximum of \$4.00 is allowed for baggage gratuities.

If you have any questions, please contact the Memphis-Shelby County Schools; Department of Accounting and Reporting (901) 416-5461

Memphis-Shelby County Schools does not discriminate in its programs or employment on the basis of race, color, religion, national origin, handicap/disability, sex or age.

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Memphis-Shelby County Schools

3/30/2023

Travel Standard Operating Procedures

DEPARTMENT OF FINANCE

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Travel Regulations for Memphis-Shelby County Schools

Prior to reviewing and approving travel expense reports, please familiarize yourself with the Memphis-Shelby County Schools Travel Regulations provided below:

Travel authorization must be approved by the authorized official(s), the Chief of Staff; **and a Purchase Order (PO) # will be generated by APECS/the system** assigned by the Office of Finance prior to making any travel arrangements. Registration itinerary MUST be attached. (Allow 30 calendar days to process travel requests. *****NOTE:** if using Federal Funds allow 60 days***)

Finance will provide you with a copy of the approved form with the PO Number. **You will get an email when your travel has been approved with PO number.** This number must be given to the travel agency before charges can be made to the Board of Education account. Retain duplicates to submit with your expense report.

Travel costs include out-of-town expenses for transportation, lodging, meals, and incidental costs incurred while on official business of the Board of Education for which proper approval has been obtained. Discretion and regulations should be followed when incurring travel expenses. Supporting documentation must be maintained and attached to the Travel Expense Report form, which must be filed in the Office of Finance within five to seven business days after returning from the trip. If the trip is cancelled, login to APECS to **"VOID"** the trip immediately and the Office of Finance should be notified.

I. TRANSPORTATION Travel Agencies: Safe Harbor Travel ~ (901) 767-2080

- Tourist accommodations should be used in air travel unless this would create unnecessary expense or problems. If transportation costs are not prepaid by the Board, ticket stubs must be attached as supporting evidence. Air travel insurance is not reimbursable. Travel arrangements should be made through the Board's authorized travel agencies.
- **ALL parking receipts** must be attached as supporting evidence. If the total cost of transportation (parking, limo, Uber, Lyft, taxi and/or shuttle service) is \$30.00 or more, each expense must be supported with a receipt to be reimbursed.
- When mileage is used in lieu of airfare, the mileage rate should not exceed the cost of tourist class airfare in effect thirty (30) days prior to travel. Mileage will be reimbursed at the district's current rate. The mileage rate reimbursed should be limited to the shortest route to and from the place of meeting.

II. FOOD

Meals will be reimbursed for actual costs incurred or the following schedule, whichever is less:

- Breakfast - \$12.00
- Lunch - \$12.00
- Dinner - \$27.00

No receipts are expected to be maintained for meals; however, the meals should be itemized. Tips are included in this rate. Breakfast may be included only when the trip begins before 8:00 a.m. Dinner may be included if the trip is concluded after 6:00 p.m. Meals are not reimbursable if they are included in conference registration fees and cannot be claimed on your travel expense form.

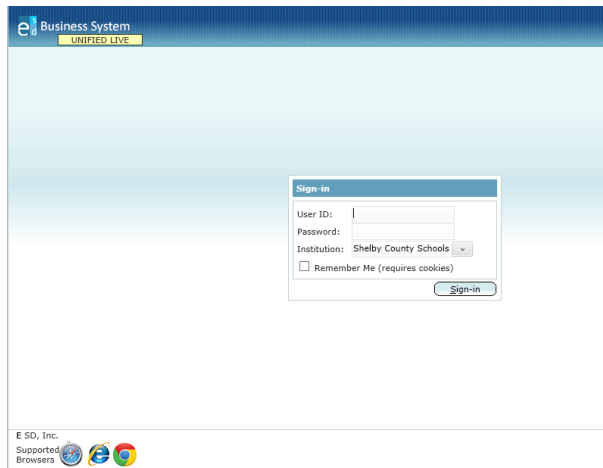
III. LODGING

Memphis-Shelby County Schools is allowed **"Tax Exempt"** status with most vendors, as such always request "Tax Exemption" when making hotel reservations (EIN 62-6000834). Receipts are required for lodging. Lodging reimbursement is not to exceed the U.S. General Service Administration's domestic per diem rate (GSA) {www.gsa.gov}. Exceptions to these allowances must have prior approval (by the authorizing official and justification on travel form). Laundry is not reimbursable. When a room is shared, each person should ask for a copy of the bill for his/her share of the room cost.

IV. MISCELLANEOUS

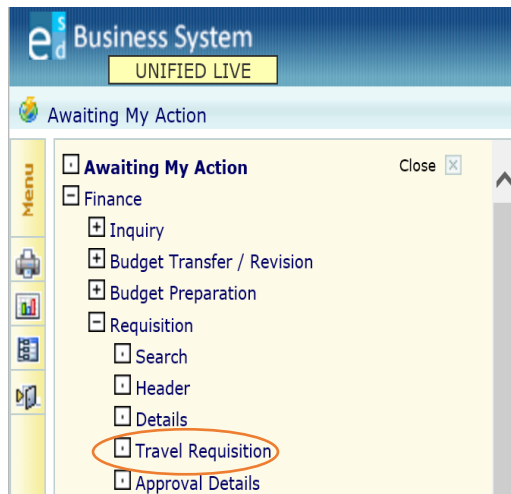
Telephone charges (long distance and local) incurred while in travel status is acceptable, if necessary in conducting Board business, and should be separately itemized under miscellaneous cost as indicated on the hotel bill. Registration fees and airline baggage charges are reimbursable under miscellaneous and require receipts as supporting evidence. Airline baggage charge is reimbursable up to \$60.00 round trip. Other business expenses, within reason, that are properly supported should also be claimed under this section. A maximum of \$4.00 is allowed for baggage gratuities.

APECS Travel Module Instructions



Getting Started!

Log into APECS



Step 1:

Navigate to
Finance/Requisitions/Travel
Requisition

Step 2:

Complete highlighted areas by
typing or selecting from
dropdown menu if available.

Step 2 (cont'd):

Complete cost estimates or check "No Cost" if applicable. The "Direct Pay" box should be checked to pay vendors directly (vendor must be on file). The "P-Card" box should be checked for airfare only (vendor used American Express).

Travel Cost Estimates

☐ No Cost Notes: _____

Meals		Amount	Mileage		Amount
Breakfast:	0 @ \$12.00	0.00	<input type="checkbox"/> Driving		
Lunch:	0 @ \$12.00	0.00	Vendor	0.00 Miles X \$0.655 per mile:	0.00
Dinner:	0 @ \$27.00	0.00	Tolls:		0.00
Other:		0.00	Parking:		0.00
Registration		Amount	Lodging		Amount
<input type="checkbox"/> Direct Pay	<input type="checkbox"/> P-Card		<input type="checkbox"/> Direct Pay	<input type="checkbox"/> P-Card	
Vendor		0.00	Vendor		0.00
Description:			Rate per Night	0.00 X # of Nights	0
					0.00
Airfare		Amount	Car Rental		Amount
<input type="checkbox"/> Direct Pay	<input type="checkbox"/> P-Card		<input type="checkbox"/> Direct Pay	<input type="checkbox"/> P-Card	
Vendor		0.00	Vendor		0.00
Other		0.00			
Description:		0.00			
Total Cost:					

Step 2 (cont'd):

If cost estimates are paid by you (the employee), enter the amount in the "Pay" box for the employee to be reimbursed directly. Do not check the "P-Card" box.

Travel Cost Estimates

☐ No Cost Notes: _____

Meals		Amount	Mileage		Amount
Breakfast:	0 @ \$12.00	0.00	<input type="checkbox"/> Driving		
Lunch:	0 @ \$12.00	0.00	Vendor	0.00 Miles X \$0.655 per mile:	0.00
Dinner:	0 @ \$27.00	0.00	Tolls:		0.00
Other:		0.00	Parking:		0.00
Registration		Amount	Lodging		Amount
<input type="checkbox"/> Direct Pay	<input type="checkbox"/> P-Card		<input type="checkbox"/> Direct Pay	<input type="checkbox"/> P-Card	
Vendor		0.00	Vendor		0.00
Description:			Rate per Night	0.00 X # of Nights	0
					0.00
Airfare		Amount	Car Rental		Amount
<input type="checkbox"/> Direct Pay	<input type="checkbox"/> P-Card		<input type="checkbox"/> Direct Pay	<input type="checkbox"/> P-Card	
Vendor		0.00	Vendor		0.00
Other		0.00			
Description:		0.00			
Total Cost:					

Step 2 (concl'd):

Click paperclip to attach all documentation for travel {Note: the paperclip will turn "GREEN" when documents are attached properly.

Menu

Session active for 00:45:23

Save & Continue Save & Post Clear

Click paper clip to attach documentation

Save & Post

Step 2 (concl'd):

Enter budgetary account number (object code must be 52400) and total amount for travel expenditures, then click "Save and Post".

Account

Account No	Amount	Action
	0.00	VD
	0.00	VD
	0.00	VD
	0.00	VD

Session active for 00:45:23

Save & Continue Save & Post Clear

Click paper clip to attach documentation

Save & Post

Approval Details				
Approver Action: None				
Comments:				
Approver	Action taken by	Date	Comments	Action
Cost Center Head				
Chief				
Finance - Travel				

Step 3:

Travel requisition will route for approval. APECS will automatically generate a travel PO # after all approvals.

Finance > Travel > Expense Report

Menu

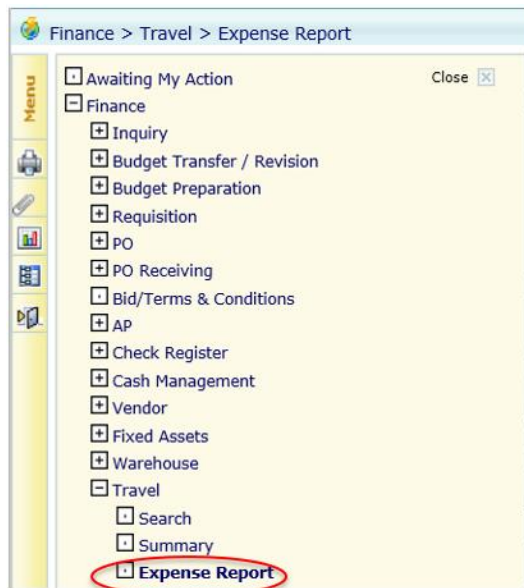
- Awaiting My Action
- Finance
 - Inquiry
 - Budget Transfer / Revision
 - Budget Preparation
 - Requisition
 - PO
 - PO Receiving
 - Bid/Terms & Conditions
 - AP
 - Check Register
 - Cash Management
 - Vendor
 - Fixed Assets
 - Warehouse
 - Travel
 - Search
 - Summary
 - Expense Report

Step 4:

To pay expenditures directly, on behalf of the employee (hotel, registration, etc.) navigate to the Finance/Travel/Expense Report.

Lodging	Actual Amount	<input checked="" type="checkbox"/> Pay
<input checked="" type="checkbox"/> Direct Pay <input type="checkbox"/> P-Card		
Vendor <input type="text" value="922103 - HILTON ATLANTA"/>		
Rate per Night <input type="text" value="150.00"/> X # of Nights <input type="text" value="3"/>	<input type="text" value="450.00"/>	
Submitted Amt.:		

After PO# is assigned, navigate to the Finance/Travel/Expense Report check the box "Direct Pay" to process direct payment. Using the paperclip, attach invoices, hotel, registration. The request will route for approval. All hotel checks are return to COE room 226 for pickup by the traveler on Friday of each week. An unexpired state issued ID must be presented when picking up check(s).



Step 5:

To reimburse employee, navigate to the Finance/Travel/Expense Report

Actual Costs			
Meals		Actual Amount	<input checked="" type="checkbox"/> Pay
Breakfast:	3 @ \$12.00	36.00	
Lunch:	3 @ \$12.00	36.00	
Dinner:	4 @ \$27.00	108.00	
Other:		0.00	
Submitted Amt.:		0.00	

Enter final expenditure amounts, attach receipts, and check the "Pay" box. The final expense report will route for approval.

A View of the APECS Travel Requisition Online "TRAVEL REQUISITION" (Form)

Business System UNIFIED LIVE | **No Requisition selected** | **Requisition Search** | **Memphis-Shelby Count...** | 2023

Finance > Requisition > Travel Requisition | Options | Help

Search | **Header** | **Details** | **Travel Requisition** | **Approval Details**

Employee Information

Req. Center: 1000 - Central Office
 Name: [Redacted]
 Phone: [Redacted] Ext.: [Redacted]
 Email: [Redacted]

Details

Req. No.: [Redacted] Requisition Date: 03/30/2023 Status: Inactive
 PO Type: Travel PO Date: [Redacted]

Travel Information

Type: 3 - Out of State Trip ID: [Redacted] Training Type: Staff Development
 Purpose: 2023 GFOA Conference Sub Requested: No
 Enter the Purpose of your [Redacted]
 Out of State: City: Portland Country: USA - U State: OR
 Meeting Dates/Time: From: 05/22/2023 08:00 AM To: 05/24/2023 12:00 PM
 Trip Dates/Time: From: 05/21/2023 01:30 PM To: 05/25/2023 08:00 PM

Travel Cost Estimates

☐ No Cost

Meals

	Amount
Breakfast: 4 @ \$12.00	48.00
Lunch: 4 @ \$12.00	48.00
Dinner: 4 @ \$27.00	108.00
Other:	0.00

Registration 1

☒ Direct Pay ☐ P-Card
 Vendor: Government Finance OR 325.00
 Description: [Redacted] 3

Airfare 3

☐ Direct Pay ☒ P-Card
 Vendor: American Express Co (3) 550.00
 Other 5
 Description: [Redacted] 0.00

Mileage

☐ Driving
 0.00 Miles X \$0.655 per mile: 0.00
 If driving, check the box and enter mileage (mostly in-state)

Tolls

0.00

Parking

0.00

Lodging 2

☒ Direct Pay ☐ P-Card
 Vendor: Doubletree By Hilton Ch
 Rate per Night: 150.00 X # of Nights: 4 600.00

Car Rental 4

☐ Direct Pay ☐ P-Card
 Vendor: [Redacted] 0.00

Total Cost: 1,679.00

Account

Account No	Amount	Action
01-72510-52400-322000-1000-0000	1,679.00	VD

Session active for 00:39:32

Save & Continue | Save & Post | Clear

Callouts:

- Form the drop-down menu select Requisition Center (location)
- Form the drop-down menu select employee/traveler's name - address will auto-fill from APECS HR file.
- This area will auto-populate from traveler/employee file as it appears in APECS.
- Select the type of trip: 1 - Day; 2 - Overnight; 3 - Out-of-State.
- Select from drop-down menu the Training
- Is a Sub required? Select Yes or No from the drop-down
- Click the paperclip to add your attachments. NOTE: Paperclip will turn GREEN when attachments correctly uploaded.
- Enter the Purpose of your
- This area will auto-fill as you enter meeting/trip dates & times (manually change if meals(s) is/are included with
- If driving, check the box and enter mileage (mostly in-state)
- As you enter dollar amount(s)/expenditures, "Total Cost" will auto fill.
- Enter account number here and dollar amount(s).

1. Registration - Enter your registration fees here; remember only "Direct Pay" or reimbursement is allowed for this expenditure.
2. Lodging - Enter hotel information; "Direct Pay" or reimbursement is allowed for this expenditure.
3. Airfare is always "P-Card" and vendor "American Express Co." unless you personally book flight and seek reimbursement.
4. Car rental information is entered here and is reimbursed to traveler upon return.
5. Other - Enter anything else that wasn't addressed within the online travel form with description and expenditure amount.

Travel Procedures for Finance Reviewer – Travel Authorization

1. The PO number is assigned **after** all required approvals in APECS.
 - a. Fund 1 Approvals – Principal, Director of Department, ILD Director, Academic Director, CFO*
 - b. Fund 8 Approvals – Principal, Director of Department, Finance Senior Accountant, CFO*
 - c. Fund 12 Approvals – Principal, Director of Department, ILD Director, Academic Director, CFO*
 - d. Other Funds Approvals – Department Director, CFO*

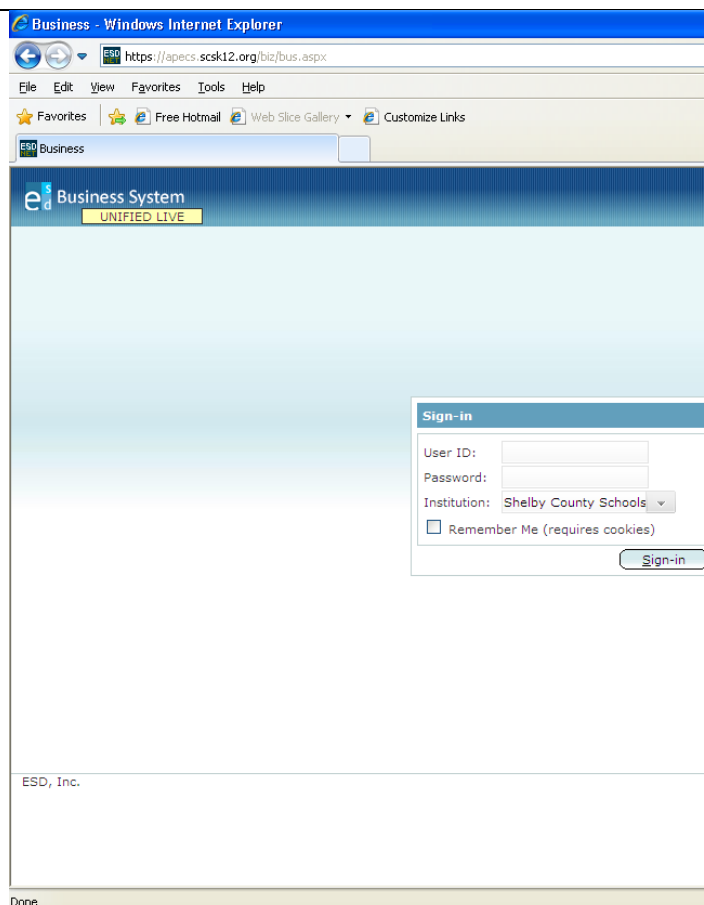
****Note:** Deputy Superintendent and Finance are the final approver for all funds.**

Travel Procedures for Finance Reviewer – Travel Expense

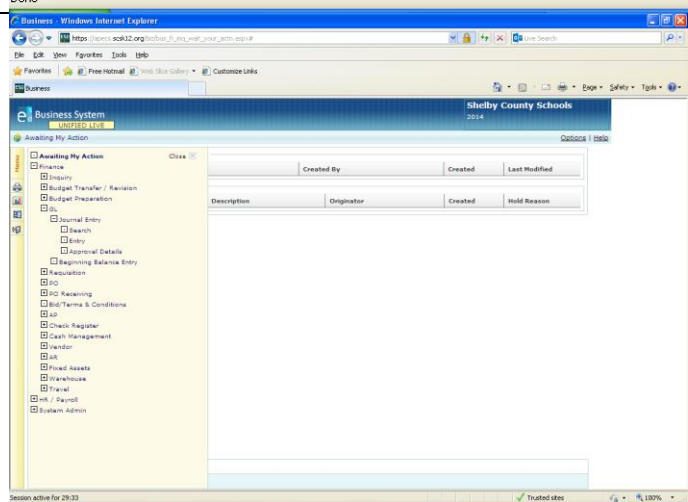
1. Please confirm all receipts for the actual expenditures are attached to the report and the total of the receipt agrees with the total expenses reported by the employee.
2. Please confirm the object code is 52400. Locations 0000 or 1001 **should not be** used for travel.
3. If the employee owes the District, a personal check or money order should be delivered to the cashier at COE Building, Room 226.

INSTRUCTIONS FOR ENTERING A JOURNAL ENTRY IN APECS

1. Access APECS through this website:
<https://apecs.scsk12.org/biz/>
2. Enter your user ID and password which is the same as your active directory log in (the same username and password used to log into your computer). Check the "Remember Me" box and you will not have to re-enter your user name the next time you log in.



3. Click the menu pane on the left of the screen.
 - Select Finance
 - Select GL
 - Select Journal Entry
 - Select Entry



INSTRUCTIONS FOR ENTERING A JOURNAL ENTRY IN APECS

4. Select the appropriate task from the pull-down menu.

FP = Federal Programs
NS= Nutrition Services
PS= Printshop
WH=Warehouse
JE = Other Journal Entries

5. Enter a description of the journal entry in the description box. This will be repeated on each line of the journal entry unless you override it with a different description by line. The description is **required.**

6. For additional clarification, you may include comments in the NOTES box. This is not a required field.

INSTRUCTIONS FOR ENTERING A JOURNAL ENTRY IN APECS

7. Enter the account number with the appropriate debit amount and the account number with the corresponding credit amount.

The screenshot shows the 'Journal Entry' form in the APECS Business System. The 'Account No.' field is populated with '00-72510-39900-321000-1000-8052' and the 'Debit' amount is '99.00'. The 'Credit' amount is '0.00'. The 'Description' field contains 'This is a test'. The 'Task' is 'JE - JOURNAL ENTRIES'. The 'Acctg. Date' is '08/12/2013'. The 'Acctg. Period' is 'Year End Adj. Entry'. The 'Ref. No.' is empty. The 'Interfund JE' and 'Reversal Entry' checkboxes are unchecked. The 'Totals' row shows a debit of '99.00' and a credit of '0.00'.

8. Click on the paperclip icon under the MENU to add documentation to the journal entry. The paperclip will turn green if you have successfully attached a file.

The screenshot shows the 'Journal Entry' form in the APECS Business System. The 'Account No.' field is populated with '00-72510-39900-321000-1000-8052' and the 'Debit' amount is '99.00'. The 'Credit' amount is '0.00'. The 'Description' field contains 'This is a test'. The 'Task' is 'JE - JOURNAL ENTRIES'. The 'Acctg. Date' is '08/12/2013'. The 'Acctg. Period' is 'Year End Adj. Entry'. The 'Ref. No.' is empty. The 'Interfund JE' and 'Reversal Entry' checkboxes are unchecked. The 'Totals' row shows a debit of '99.00' and a credit of '0.00'. The 'ATTACHMENTS' button is highlighted in green.

9. You may attach a scanned document (.pdf), an Excel file or a Word document as backup documentation to the journal entry. This is **REQUIRED. Your entry will be returned to you unapproved if this step is omitted.**

The screenshot shows the 'Journal Entry' form in the APECS Business System. The 'Account No.' field is populated with '00-72510-39900-321000-1000-8052' and the 'Debit' amount is '99.00'. The 'Credit' amount is '0.00'. The 'Description' field contains 'This is a test'. The 'Task' is 'JE - JOURNAL ENTRIES'. The 'Acctg. Date' is '08/12/2013'. The 'Acctg. Period' is 'Year End Adj. Entry'. The 'Ref. No.' is empty. The 'Interfund JE' and 'Reversal Entry' checkboxes are unchecked. The 'Totals' row shows a debit of '99.00' and a credit of '0.00'. The 'ATTACHMENTS' dialog box is open, showing fields for 'Filename' and 'Comments'.

INSTRUCTIONS FOR ENTERING A JOURNAL ENTRY IN APECS

10. Click on "Save and Continue" if your entry is incomplete and you need to return to it later to complete OR click on "Save and Post" to begin the approval process.

[illegible]

MONEY DUE BOARD ACCOUNT

Money Due Board is used as a line of credit to the schools. The schools reimburse Memphis-Shelby County Schools with money received from fundraisers and/or donations for supplies, equipment, and after-school expenses.

Money Due Board and Reimbursements from the schools are one in the same. To inquire about when a reimbursement is appropriate, please contact Academic Operations & School Support for further clarification. Contact Felicia Calhoun in Accounting and Reporting if you have questions regarding the Money Due Board process.

Single item purchases \$500.00 and over should be paid for using a district purchase order. Occasionally, ***circumstances*** exist where the school may need to order an item using a district purchase order and reimburse the District from its Internal School Funds. The district will seek reimbursement from the school.

Examples of such circumstances are:

1. Salary expenditures the schools want to pay with Internal School Funds must be processed through the District's regular payroll process subject to proper payroll withholdings and reporting. The school can request payment through the district using the money due board account and reimburse the District from Internal School Funds.
2. Purchased equipment and furniture must be inventoried by the district as fixed assets (e.g., computers and accessories, printers, tablets, etc.....), these purchases should be made using a district purchase order in order to be automatically recorded as fixed assets. Funding for such purchases may be the result of fund raisers, alumni donations, parent organization donation, etc. The school should use the district purchase order system for single purchases \$500 and over using the money due board account and reimburse the district with the collected funds.
3. Contact the Department of Accounting and Financial Reporting for money due board account numbers for your location.

Contact: Memphis-Shelby County Schools
Office of Finance
Department of Accounting and Financial Reporting
160 S. Hollywood, Room 226
Memphis, TN 38112
Felicia Calhoun, Accountant
(901) 416 – 5461

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Accounting and Reporting

Contact Information

Leslie Knighten, Director
 Coe, Room 226 - 416-5106
knightenl@scsk12.org

Name/Position/Email	Primary Area of Responsibility	Phone #
Kathleen Rickmann Manager rickmannkm@scsk12.org	General Fund, Financial Reporting, Fund 08, External Audit, Leases, SBITAs, ACFR	(901) 416-1131
Tanika Jennings Manager jenningsst@scsk12.org	Capital Improvement Project (CIP), Fiduciary Fund, Cash Management, Travel, Money Due Board, External Audit, ACFR	(901) 416-5039
Tyra Jones Spearman Senior Accountant jonessearmant@scsk12.org	General Fund, Financial Reporting, Leases, SBITAs	(901) 416-5702
Keith Moore Senior Accountant moorekj@scsk12.org	CIP Fund, Fixed Assets - Capital	(901) 416-6452
Michele Cotton Senior Accountant cottonm@scsk12.org	Cash Accountant, Fiduciary Funds, Reconciliations	(901) 416-5701
Vacant Senior Accountant	Discretionary & State Grants, General Fund, Leases, SBITAs	
Diajah McKay Accountant lambertd@scsk12.org	Internal Service Funds, General Fund, Reconciliations	(901) 416-1207
Felicia Calhoun Accountant niterfj@scsk12.org	Out-of-Town Travel Requests, Money Due Board, General Fund	(901) 416-5599
Vacant Accountant	General Fund, Reconciliations, Leases, SBITAs	
Kimberly Engram Accounting Associate engramk@scsk12.org	Cashier, Local Travel	(901) 416-5597

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Accounts Payable

The Accounts Payable Department seeks to ensure the timely disbursement of payments to vendors, contractors and others in compliance with District policies and contractual terms.

These responsibilities include:

- Processing check requests and contract payment requests initiated by District personnel, and ensuring that all supporting documentation and approvals for payments are in compliance with established procedures.
- Generating and processing checks
- Processing travel advances and expense reports
- Providing services as required by Internal Revenue Service's regulations
- Process 1099s



ACCOUNTS PAYABLE PROCESSING INFORMATION

Requisitions are created in APECS by the requisitioner (employee initiating requisition). The requisition goes through approval and routing. Once approved, the system electronically forwards to the Procurement Department where POs are generated.

Receipts information is entered immediately in APECS by the Requisitioner upon receipt of goods and services when delivered and is verified as part of the three-way matched process for payment. An Accounts Payable staff member will enter the receipt when provided with proof of delivery for issued purchase orders. AP will only receipt for blanket PO's or 90+ day's overdue invoices.

Invoices are mailed directly to Accounts Payable, RM C-250, and then entered into the APECS system by AP Staff. Invoices within tolerance limits are expensed upon authorization. However, if the receipt has not been entered, the system places the invoice on hold. Once the receipt is entered, the system removes the hold, and the payment is released based upon the due date on the invoice.

Invoice amounts greater than tolerance limits are returned to Procurement for investigation resulting in either a request for credit or a supplement (change) to the purchase order.

Authorized Invoices and support documentation are scanned and attached to the appropriate voucher in APECS. The attachments are used for verification of expenditure payments.

Any invoice for contract services expenditures over \$100,000.00 must be approved by the Board of Commissioners before the invoice can be paid.

Payment Requests with Invoices flow from schools to Accounts Payable. Payment Requests are verified for signature approvals, appropriate support documentation, and District authorized dollar amounts. (Schools are not allowed to purchase items that require board approval or require bidding procedures through Procurement). Invoices with proper signature approval and School POs within limits are processed as a direct expense in Accounts Payable.

Invoices received by Accounts Payable that are supported by a School Purchase Order Number will be returned for the school to process the payment by completing a Payment Request. The school should not pay for anything that is site-based. If a School purchases an item with a school PO and the purchase is less than \$500.00, then the school will have to send it to AP for payment. All purchases over \$500.00 must be on a purchase order.



Reimbursement Requests with a copy of documentation are used to make vendor payment; copy of the check and credit card receipt along with the invoice or vendor receipt are attached to the Reimbursement Request from schools or requestor to Accounts Payable. AP verifies that the amount requested matches the invoice amount (excluding tax) with the check amount and requested reimbursement. Appropriate signatures are also checked. If the reimbursement resulted from a purchase made by a school using a School PO within the dollar amount guidelines, then the Reimbursement is processed in Accounts Payable. *Reimbursement will not include any taxes unless the taxes are for re-sales. Accounts Payable will automatically reduce the reimbursement payment by the tax charged. The Reimbursement cannot exceed \$500.00 per purchase. PLEASE DO NOT SPLIT VENDOR INVOICES INTO MULTIPLE PAYMENTS; this is a violation of District policies and accounting procedures.*

Maintenance Warehouse Emergency Repair Purchases are initiated by a Work Order System. Craftsmen are sent to investigate needs. Supplies not available from the warehouse are purchased from local suppliers. Craftsmen call the Maintenance Division for verbal approval to make the purchase from the supply store. The Maintenance Division records the PO numbers and basic information. The craftsman provides the PO number to the vendor. Invoices are mailed to Accounts Payable, RM C-250, with a copy of the MW attached. Requisitions using the MW PO number are generated by Maintenance creating a purchase order in APECS. Invoices are not entered on Maintenance Warehouse Emergency Repair Purchases until the PO received is created in APECS.

Travel is managed using Travel requisitions in APECS which are received and reviewed in Accounting and Reporting. Once the travel requisition is approved by Accounting and Reporting, a purchase order number is assigned which is used to book airfare and serve as final approval to incur travel expenditures. The APECS travel expense is used to process the travel expenditures, including registration, hotels, food, mileage, etc. The appropriate documentation should be attached to the travel expense reports. Accounts Payable is the final reviewer and approval for travel expenditures.

Copiers' Lease and Maintenance agreements must be approved and signed by Contract Services prior to acquiring a new copier lease. An annual blanket purchase order must be created in APECS on July 1st of each year to cover the current year charges for the lease and estimated maintenance by vendor regardless of the number of pre-existing copiers on a blanket purchase order; please record the make, model, and serial number for each copier in the note section when creating the purchase order.

If the company that provides the lease of the copier is different from the company providing copier maintenance, a separate purchase order must be created to cover the expense for school fiscal year. Usually, the number of copies that run through the copier during the month will determine the price of maintenance. Each location must establish a person and time to read and call in the copier's meter reading to the vendor



on a monthly basis. The vendor will submit their invoice to Accounts Payable, where the meter reading will be notated as the invoices are entered for payment.

The financial secretary is responsible for contacting the lease company in writing of their intent to terminate the copier lease agreement. Failure to do so can obligate the school, department, or District to another year's lease. Vernatalie Beale (bealev1@scsk12.org) can assist you with any details regarding copiers.

Cellular Phones are authorized by Information Technology (IT), ordered by Procurement and paid through Accounts Payable in order to secure E-Rate reimbursement for school related cellular services. Only authorized personnel may order cell phones and the request must be submitted on a Cell Phone Approval Form and sent to Procurement or IT, not AP.

Checks are processed for payment every Monday, Wednesday and Friday and will be mailed directly to the vendors by "SunGard," a division of Regions Bank to the address on file in APECS. The vendor may request direct payment through SunGard's Virtual Card Remittance or ACH by contacting SunGard: Tel 877-330-4950 or email agp.jax.vendorenrollment@sungard.com



INSTRUCTIONS FOR ENTERING RECEIPTS INTO APECS

1. Access APECS through this website: <https://apecs.scsk12.org.biz/>
2. Enter your user ID and password which is the same as your active directory log in (the same username and password used to log into your computer). Check the "Remember Me" and you not have to re-enter your user name the next time you log in.

A screenshot of the APECS Sign-in form. The form has a blue header with the text "Sign-in". Below the header, there are three input fields: "User ID:", "Password:", and "Institution:". The "Institution:" field has a dropdown menu with "Shelby County Schools" selected. Below these fields is a checkbox labeled "Remember Me (requires cookies)". At the bottom right of the form is a "Sign-in" button.

3. Click the menu>Finance>PO>PO receiving
4. Enter the PO number. Search.
5. Click on the PO green actions icon in the first box.
6. Go to Post Receiving Detail
7. Receipt each item that you have received under "Qty Recv"
8. Save

A screenshot of the APECS Post Receiving Detail screen. The screen shows a search bar at the top with the text "1315993 | LANDSTREET, MARSHA - 03/22/2013...". Below the search bar, there are several tabs: "Details", "Shipping", "Mark For", "Ship To", "Fill Qty Recv", "PO Internal Notes", and "PO External Notes". The "Details" tab is selected. The "Details" section contains a table with the following columns: "Item Description", "Product ID", "Last Recv Stat", "Order Qty", "Prev Qty Recv", "Qty Recv", "Recv Stat", and "Asset Rec". The table has two rows: one for "ITEM #00032613, POSTERS" with "Order Qty" of 20.0000 and "Qty Recv" of 0.0000, and another row for "ITEM #00032613, POSTERS" with "Order Qty" of 0.0000 and "Qty Recv" of 0.0000. Below the table, there are "Receiving Notes" and "Next PO No." fields. At the bottom right, there are "Clear" and "Save" buttons.

School/Dept./Div. _____

Location Code _____ Telephone _____

Requisitioner _____

Payment Request No. _____ <small>Please Print</small> <i>This is your reference number</i> <i>Alpha-numeric 10 digit maximum</i>
--

Pay to: _____
 Pay to Address: _____
 Vendor Number _____ (required) or secure Bid Request Application from the
 Procurement Web Page; have vendor complete and return to you for submitting with your Payment
 Request. If business is registered in Shelby Co. - Business License Number _____.

Date	Fund	Project	Function	Object	Loc. Code	Invoice Number or Description of Payment <i>Attach original invoice, registration form, subscription renewal form, contract, etc.</i>	Total

If this Pay Request totals more than \$5,000 please provide Board approval date _____
 If this has not been before the board, secure the Payment Justification form from the
 Procurement Web Page, complete and attach.

\$ - Payment Total

Justification _____

A Superintendent	_____	Date	_____
P Deputy Superintendent	_____	Date	_____
P Associate Superintendent	_____	Date	_____
O Executive Director/Director	_____	Date	_____
V Principal or Supervisor	_____	Date	_____
E Other (Title)	_____	Date	_____

Maintain copy of this form for your records. For questions call Accounts Payable @ 416-5407.

Accounts Payable

Contact Information

David Lowe, Manager
COE, Room 250 - 416-5375
apd@scsk12.org

Name/Position/Email	Primary Area of Responsibility	Phone No.
Corey Cunningham Accounts Payable Associate cunninghamck@scsk12.org	Accounts O, P CNC Food Invoices Charter School Reimbursements	(901) 416-5350
Vacant Accounts Payable Specialist		(901) 416-0030
Canisha Murray Accounts Payable Associate murraycl@scsk12.org	Accounts: Copier lease & maintenance.; Pre-K Payments and Reimbursements; CIP- Contract PO Payments	(901) 416-5795
Paula J. Young Accounts Payable Specialist youngpj@scsk12.org	Accounts A, C-F Travel Expense Payments	(901) 416-5348
Jimmy Casteel Accounts Payable Associate castelljw@scsk12.org	Accounts: H-L Knowledge Tree; Utility	(901) 416-5381
Tina Knox Accounts Payable Associate knoxt@scsk12.org	Accounts: Premier Group; Telecommunication; Fuel	(90) 416-5372
Sophia Christian Accounts Payable Associate	Accounts: B, G, N, Q, U, Z; Payment Request/ Reimbursement; Athletic Expenses	(901) 416-5350
Christina Payton Accounts Payable Associate paytoncn@scsk12.org	Accounts: M, R-T, V-Y; Unistar Sparco	(901) 416-0030
Dorthene Lewis Administrative Assistant Lewisd@scsk12.org	Manages APD; Open/Sort Mail Front Desk	(901) 416-5407
Main AP Line Fax apd@scsk12.org		(901) 416-5859

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Budget and Fiscal Planning

The Budget & Fiscal Planning Department provides financial planning management services that include: identifying cost-saving measures, monitoring fiscal trends, assisting divisions in developing their budgets, evaluating performance indicators and making improvements to the year-round budget development and management process.

General responsibilities include:

- Preparation of the Annual Operating Budget for Shelby County Board of
- Preparation of the school district's budget;
- The review and processing of all budget transfers and amendments;
- The coordination of the development and filing of budget with local and State agencies;
- Compliance with all Federal, State, and local budget reporting requirements where applicable;
- Calculation of staffing allocations to determine the number of general education teachers per school based on student population; and
- Calculation of student-based budget allocations

The Budget & Fiscal Planning Department helps the District comply with State of Tennessee Code Annotated 49-3-316, 49-2-4101, 49-2-301, and 10-7-512. It is responsible for implementing MSCS Board Policy 2001. The department is also guided by Federal and State regulations, Generally Accepted Accounting Principles (GAAP), and the Government Accounting Standards Board (GASB) pronouncements. The Budget department evaluates and assists the District in meeting the recommendations of the Association of School Business Officials (ASBO) and the Government Finance Officers Association (GFOA).

BUDGET TRANSFERS

- A budget transfer is used to move expenditure (or revenue) budget between account line items or categories within a function or location. For example, a school needs additional budget for equipment repair and has more budget than needed for supplies. So, the school's staff person uses a budget transfer to move funds from the supplies account to the equipment repair account.
- Transfers are entered into APECS (the MSCS business transaction software) by school or Central Office staff, reviewed by the Budget Manager, and are approved by the Budget Director, usually within 24 to 48 hours.
- Access Login to APECS and from the left-hand side of the screen, select Menu→Finance→Budget Transfer/Revision.
- Enter account information and the ***change*** in dollars for each account affected.
- With a budget transfer, the change amounts – all increases and decreases – must net to zero. For instance, if supplies are increased by \$2,000, then another account or a series of accounts such as an equipment account and a travel account must be reduced by \$2,000 in total. Again, the net change is zero.
- Include an explanation of changes such as “due to unexpected repairs on copy machine” in the Description box. This is a mandatory field.
- Include notes in the Note box for additional information. While this is an optional field, it is especially helpful when researching completed transfers several weeks or months after approval.
- If applicable, attach any documentation such as e-mails or letters that support the movement of expenditure and/or revenue budgets. This is especially important in making transfers in grant funds as most grants require approval by the grantor before making changes to the grant budget.
- Please note that budget is typically not moved to or from salary and benefit accounts, except as approved by the Board of Education per State law. Please contact your Budget Center Manager in the Central Office or a member of the Budget & Fiscal Planning Department to discuss specifics.

See page 40 for detailed instructions for entering a budget transfer request.

BUDGET AMENDMENTS AND/OR REVISIONS INCLUDING GRANTS

- What is a Budget Amendment? A budget amendment is a resolution brought before the governing body, specifically the MSCS Board of Education to update the annual budget as adopted per State law and Board Policy 2001. It is used to: recognize new revenues; reduce revenues based on new information; increase authorized expenditures related to new revenues; move funds between state function categories or funds; and to increase the number and types of positions authorized through the budget. An amendment that moves expenditures between major state function categories or increases any fund or function must also be approved by the Shelby County Commission per Tennessee Code 49-2-301 prior to implementation.
- Major State Function Categories include: Instruction, Instructional Support, Student Support, Office of Principal, General Administration, Business Administration, Other Support Services, Student Transportation, Plant Services, Community Service, Charter Schools, Retiree Benefits, Debt Service, and Capital Outlay. State function categories are included in each account string within APECS. They are also defined in the Financial Section of annual budgets available at the Department of Finance page of the District's website: <http://www.scsk12.org/finance/reports?PID=604> .
- What's the difference between an amendment and a transfer? A budget amendment is a change to the authorizing legislation or budget that the MSCS Board of Education adopts for each fiscal year. A budget transfer moves funds between authorized line items within a state function to reflect the most current information available about where expenses and revenues are actually going to be recorded. For example, a movement between Contracted Services and Supplies within the Instruction State function would be a budget transfer. While in another example, changing the budget to add a new grant or to increase an existing grant would involve a budget amendment. Additionally, a budget amendment is needed to create or add positions.
- Once a department or program has determined that a budget action increasing a fund or moving between functions is necessary, a resolution must be completed. This is necessary so that the change can be approved by the Board and the County Commission. To submit an item for the amendment process:
- Provide a brief description, no more than 3 sentences, of the program being supported by the grant and the source of the grant, amounts of revenues and

expenditures and any district match or contribution expected, and the District's 80/90/100% Strategic Priorities supported by this program.

- Before being submitted to the Board for consideration, all resolution items must be approved by the Chief Financial Officer and the Superintendent. Once approved at those levels, the resolution must be submitted to the Board Office to be included on the Board's agenda. The Board Office publishes a schedule of Board meetings usually the third and fourth Tuesdays of each month. Therefore, budget resolution information must be received by the Budget & Fiscal Planning Department three weeks prior to the Board's Working Session in order to compile all submissions and have them reviewed. ***If applicable, Budget & Fiscal Planning will submit any amendments that need to be approved by the Shelby County Commission for their next available meeting.***
- Once the Board (and the County Commission if necessary) has approved the resolution, Budget & Fiscal Planning will input the adjustments into the APECS General Ledger system (and if applicable, into the APECS Position Control system), no later than by the end of the week that the final approval was given.

****Please note that the more communication and the earlier the communication about any prospective grant or new program, the smoother the process will be to implement. With early notice, both Compensation within Human Resources and Budget/Fiscal Planning can help to make sure details are covered and the grant or other funding can be available for spending as soon as possible. Expenditure spending for a resolution prior to MSCS Board and/or Shelby County Commission approvals is unlikely.***

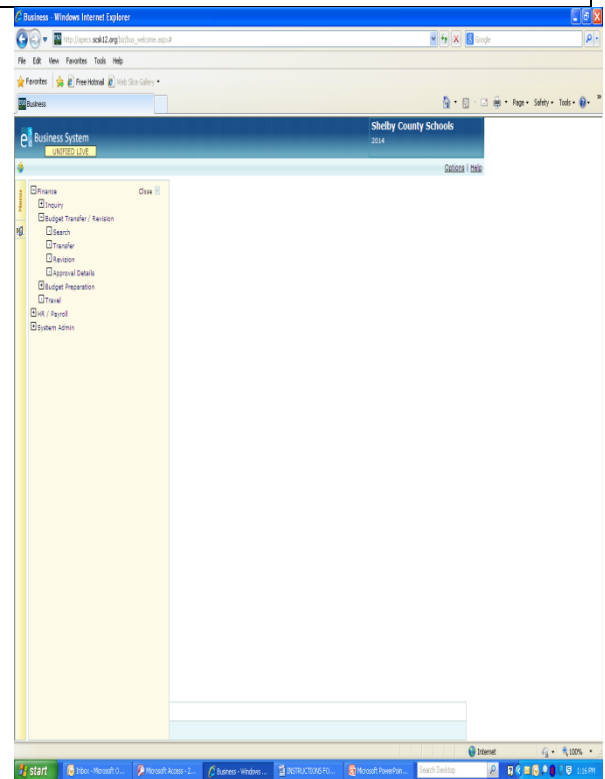
INSTRUCTIONS FOR ENTERING BUDGET TRANSFERS IN APECS

1. Access APECS through this website:
<https://apecs.scsk12.org/biz/>
2. Enter your user ID and password which is the same as your active directory log in (the same username and password used to log into your computer). Check the "Remember Me" box and you will not have to re-enter your user name the next time you log in.



A screenshot of the APECS Sign-in page. The page has a light blue background. In the center, there is a white box with a blue header that says "Sign-in". Inside this box, there are three input fields: "User ID:", "Password:", and "Institution:". The "Institution:" field has a dropdown menu showing "Shelby County Schools". Below these fields is a checkbox labeled "Remember Me (requires cookies)". At the bottom right of the box is a blue button labeled "Sign-in".

3. Click the menu pane on the left of the screen
 - Select Finance
 - Select Budget Transfer/Revision
 - Select Transfer



INSTRUCTIONS FOR ENTERING BUDGET TRANSFERS IN APECS

4. This is the budget grid used to enter the budget transfer. In the "Description" field, type in wording to describe this new budget transfer. This information is mandatory. In the middle of the page, there is the budget transfer grid. Go to the first line of the grid and in the "Account No." row, click on



"Searchlight/Flashlight"

If you have support documents for the budget transfer you can attach it by clicking on the paper clip.



It is located on the left under the word "menu".

There is a section provided where notes can be added. This section enables you to enter a more thorough/detailed description of the budget transfer.

The screenshot shows the 'Budget Transfer/Revision' screen in the 'eBusiness System'. The header includes the system name, the title 'No Budget Transfer/Revision Selected', and the user 'Shelly County Schools' with the date '2014'. The breadcrumb trail is 'Finance > Budget Transfer / Revision > Transfer'. The main navigation bar has tabs for 'Search', 'Transfer', 'Revision', and 'Approval Details', with 'Transfer' being the active tab. Below the navigation bar, there are fields for 'Details', 'Budget Transfer No.' (set to 'BT - BUDGET TRANSFER'), 'Assign Date' (set to '10/10/2013'), and 'Acct. Period'. A red circle highlights the 'Description' field, which is currently empty. Below this, there is a table with columns: 'Account No.', 'Amount', 'Description', and 'Action'. The table contains 15 rows, each with a dropdown arrow in the 'Account No.' column and a value of '0.00' in the 'Amount' column. The 'Description' column is empty for all rows. At the bottom, there is a 'Totals' section with a 'Net:' value of '0.00'. The footer includes a 'Back Budget' button and 'Save & Continue', 'Save & Post', and 'Clear' buttons. The system status bar at the very bottom shows 'Internet' and '100%' zoom.

INSTRUCTIONS FOR ENTERING BUDGET TRANSFERS IN APECS

5. Key in account information in the account number grid at the top of the search box. **Note: A full chart of accounts has been provided for your use in determining your new account numbers.** You can search on components of the account number such as the fund and department or any combination of the following: Fund, function, object, department, location or project.

The screenshot displays the APECS Business System interface for entering budget transfers. The main window is titled "No Budget Transfer/Revision Selected" and "Shelby County Schools 2014". The "Search" tab is active, showing a search box with the following fields:

- Account No.: 01
- Fund: 01
- Func: 000
- Obj: 203041
- Dept: 000
- Loc: 000
- Proj: 000
- Type: 000

The "Fund" field is highlighted with a red circle. Below the search box, there are fields for Name, Short Name, Responsibility Code, and Account Type. The Account Type is set to "Operating". The search results table is empty, with columns for Account No., Name, and Balance. The bottom of the screen shows a "Save & Continue" button and a "Save & Exit" button.

INSTRUCTIONS FOR ENTERING BUDGET TRANSFERS IN APECS

- 6. Once you have entered the portion of the account you desire to search on, click the Search button. All of the account(s) meeting the criteria you entered will be displayed in the grid below with the name of the account displayed beside it.**

The screenshot shows the APECS Business System interface in a Windows Internet Explorer browser. The main window displays the 'Budget Transfer/Revision' screen for Shelby County Schools. A search modal is open, showing a list of accounts that match the search criteria. The search criteria include Fund: 01, Func: 203041, and Dept: 203041. The search results are displayed in a grid with columns for Account No., Name, and Balance. The 'Search' button is circled in red.

Account No.	Name	Balance
<u>01-72130-11600-203041-2285-0000</u>	TEACHERS	0.00
<u>01-72130-12300-203041-0003-0000</u>	Guidance Personnel	0.00
<u>01-72130-12300-203041-0005-0000</u>	Guidance Personnel	0.00
<u>01-72130-12300-203041-0008-0000</u>	Guidance Personnel	0.00
<u>01-72130-12300-203041-0010-0000</u>	Guidance Personnel	0.00
<u>01-72130-12300-203041-0020-0000</u>	Guidance Personnel	0.00
<u>01-72130-12300-203041-0030-0000</u>	Guidance Personnel	0.00
<u>01-72130-12300-203041-0035-0000</u>	Guidance Personnel	0.00
<u>01-72130-12300-203041-0038-0000</u>	Guidance Personnel	0.00
<u>01-72130-12300-203041-0047-0000</u>	Guidance Personnel	0.00
<u>01-72130-12300-203041-0070-0000</u>	Guidance Personnel	0.00

- 7. To select a specific account to adjust, select it by clicking on the underlined account number. The account will populate the "Budget Transfer Screen".**

INSTRUCTIONS FOR ENTERING BUDGET TRANSFERS IN APECS

- 8. In the column titled amount, enter a positive number to increase the budget or enter a negative number to decrease the budget of a specific account number. Type in a brief description of the transfer in space provided adjacent to the account number. For the next line of the budget transfer, click on the "Searchlight/Flashlight" on the next line. The account you searched in step #6 will still show in the search box, if the account you want is in the search results, click on it, if not, repeat step #6 to search for new account numbers. Repeat above steps for as many account numbers you want to adjust in your budget transfer. Remember that the total of all amounts must equal zero.**

[illegible]

INSTRUCTIONS FOR ENTERING BUDGET TRANSFERS IN APECS

9. After you have finished the budget transfer, it is time to save it.

You have two options:

-If you haven't finished working on the transfer, you can click the "Save and Continue" button. This will allow you to go back and make changes and update it at a later time and then forward it for approval. Note a budget transfer number is assigned to the transfer once you click save and continue.

-If the budget is ready for approval, click on the "Save and Post" button. This will send it immediately to the first person in the approval queue.

If you are a Financial Secretary, then your Principal will need to approve your transfer. If you work in another area, then your Budget Center Manager or Department Head will approve your transfer. After your transfer has been approved it will be routed to Budget Services for approval and posting.

eBusiness System | Unified LIVE
Shelby County Schools 2014

No Budget Transfer/Revision Selected

Budget Ref No. Search

Finance > Budget Transfer / Revision > Transfer Options

Search **Transfer** Revision Approval Details

Details

Bud Transfer No.: [Empty]	Task: BT - BUDGET TRANSFER ▾	Acctg. Date: 07/17/2013 📅	Acctg. Period:
Description: Budget Example	Status:	[Empty]	
Notes: [Empty] ⬆ ⬇ ⬈			

Account No	Amount	Description	Action
<input type="checkbox"/> 01-72110-35500-204000-8805-0000 🔍	2,000.00		
<input type="checkbox"/> 01-72110-39900-204000-8805-0000 🔍	-2,000.00		
<input type="checkbox"/> 🔍	0.00		
<input type="checkbox"/> 🔍	0.00		
<input type="checkbox"/> 🔍	0.00		
<input type="checkbox"/> 🔍	0.00		
<input type="checkbox"/> 🔍	0.00		
<input type="checkbox"/> 🔍	0.00		
<input type="checkbox"/> 🔍	0.00		
<input type="checkbox"/> 🔍	0.00		
<input type="checkbox"/> 🔍	0.00		
<input type="checkbox"/> 🔍	0.00		
<input type="checkbox"/> 🔍	0.00		
<input type="checkbox"/> 🔍	0.00		
<input type="checkbox"/> 🔍	0.00		
<input type="checkbox"/> 🔍	0.00		
<input type="checkbox"/> 🔍	0.00		
<input type="checkbox"/> 🔍	0.00		
<input type="checkbox"/> 🔍	0.00		
<input type="checkbox"/> 🔍	0.00		
<input type="checkbox"/> 🔍	0.00		
<input type="checkbox"/> 🔍	0.00		
<input type="checkbox"/> 🔍	n nn		

Totals Net: 2,000.00

<< Budget Save & Continue Save & Post Clear

INSTRUCTIONS FOR ENTERING BUDGET TRANSFERS IN APECS

10. To access an incomplete budget transfer, log onto APECS, as in step #2 above.

Click the menu pane on the left of the screen

-Select Finance

-Select Search

The grid on the right will be displayed.

-Click on the drop down box next to "Status".

-Select Incomplete

-All incomplete budget transfers you have not submitted for approval will

populate in the lower grid.

-Click on the budget transfer you wish to complete.

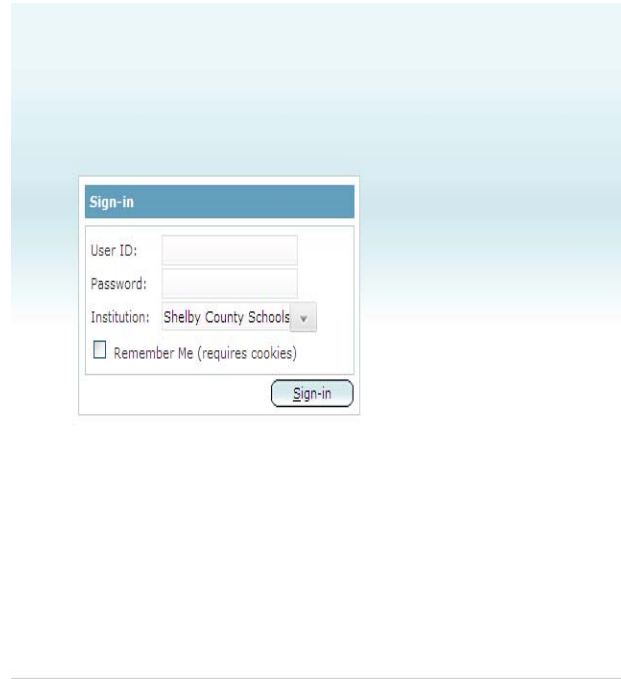
The screenshot shows the APECS Business System interface in a Windows Internet Explorer browser. The page title is "Business System" and the user is logged in as "Shelby County Schools 2014". The navigation pane on the left shows "Finance" and "Search" selected. The main content area displays the "Budget Transfer / Revision / Search" screen. The "Status" dropdown menu is highlighted with a red circle, and the "Incomplete" option is selected. The search results grid is empty, displaying "No records retrieved." The bottom of the screen shows the Windows taskbar with the start button and several open applications.

Reference No.	Type	Date	Description	Operator Name	Amount	Status
No records retrieved.						

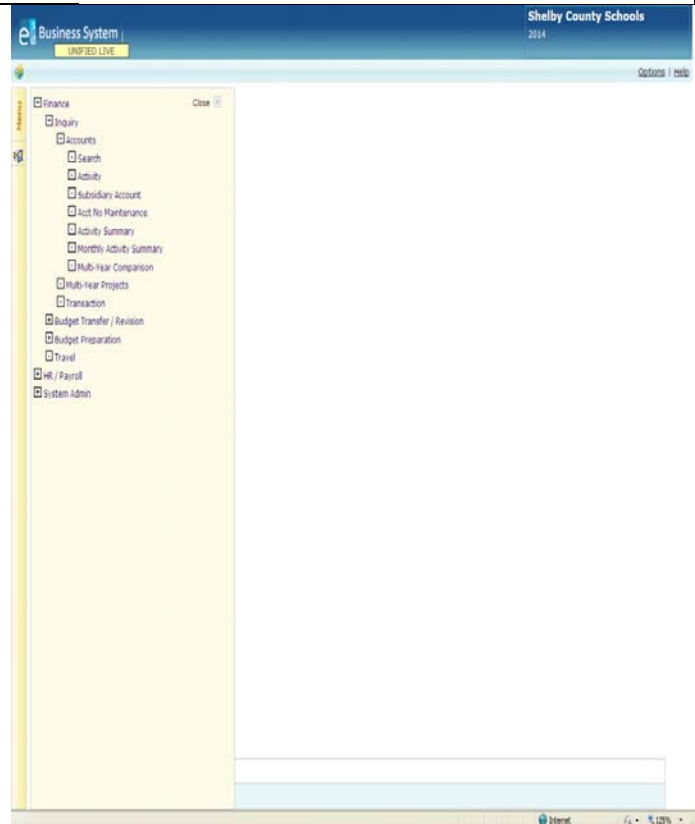
This page left intentionally blank

INSTRUCTIONS FOR VIEWING ACCOUNT ACTIVITY IN APECS

1. Access APECS through this website:
<https://apecs.scsk12.org/biz/>
2. Enter your user ID and password which is the same as your active directory log in (the same username and password used to log into your computer). Check the "Remember Me" box and you will not have to re-enter your user name the next time you log in.



3. Click the menu pane on the left of the screen.
 - Select Finance
 - Select Inquiry
 - Select Accounts
 - Select Search



INSTRUCTIONS FOR VIEWING ACCOUNT ACTIVITY IN APECS

- In the search box enter the full account number or part of the account number such as the fund, function, object, department, location or project. Click the search button. All of the accounts matching the search criteria you entered will be displayed.

For each account displayed you will see the beginning budget, adjusted budget, YTD activity, encumbrances, and current balance.

Business System | Shelby County 2014
UNIFIED LIVE

Finance > Inquiry > Accounts > Search

Search Activity Subsidiary Account Acct No Maintenance Activity Summary Monthly Activity Summary Multi-Year Comparison

Search

Account No.: 01 Fund: 01 Obj: 337000 Dept: 337000 Loc: 337000 Proj: 337000 Type: 337000

Resp. Group: Acctg. Period: Acct. Type: Operating

Activity Totals: Show Accts. w/o Actv.: Exclude Closing Period:

Account No	Name	Beg/Orig Bal	Adjusted Bdgt	YTD Activity	Encumb	Reqn Rsrv
01-72810-10500-337000-8223-0000	SUPERVISOR/DIRECTOR	53,834.00	53,834.00	1,701.76	0.00	0.00
01-72810-18900-337000-8153-0000	OTHER SALARIES & WA...	65,996.00	65,996.00	0.00	0.00	0.00
01-72810-18900-337000-8220-0000	Other Salaries & Wages	0.00	0.00	3,741.38	0.00	0.00
01-72810-18900-337000-8223-0000	OTHER SALARIES & WA...	67,974.00	67,974.00	0.00	0.00	0.00
01-72810-20100-337000-8153-0000	SOCIAL SECURITY	5,049.00	5,049.00	0.00	0.00	0.00
01-72810-20100-337000-8220-0000	CENTRAL AND OTHER	0.00	0.00	231.96	0.00	0.00
01-72810-20100-337000-8223-0000	SOCIAL SECURITY	9,318.00	9,318.00	105.51	0.00	0.00
01-72810-20400-337000-8153-0000	STATE RETIREMENT	6,164.00	6,164.00	0.00	0.00	0.00
01-72810-20400-337000-8220-0000	CENTRAL AND OTHER	0.00	0.00	335.23	0.00	0.00
01-72810-20400-337000-8223-0000	STATE RETIREMENT	11,376.00	11,376.00	152.48	0.00	0.00
01-72810-20700-337000-8153-0000	MEDICAL INSURANCE	3,208.00	3,208.00	0.00	0.00	0.00
01-72810-20700-337000-8220-0000	CENTRAL AND OTHER	0.00	0.00	54.25	0.00	0.00
01-72810-20700-337000-8223-0000	MEDICAL INSURANCE	16,264.00	16,264.00	24.68	0.00	0.00
01-72810-21000-337000-8153-0000	UNEMPLOYMENT COMPE...	302.00	302.00	0.00	0.00	0.00
01-72810-21000-337000-8223-0000	UNEMPLOYMENT COMPE...	906.00	906.00	0.00	0.00	0.00
01-72810-39900-337000-1090-0000	Central and Other	17,170.00	17,170.00	0.00	0.00	0.00
01-72810-40000-337000-1000-0000	OTHER CLERICAL & MA	10,000.00	10,000.00	1,206.11	8,053.00	0.00
Totals		282,861.00		7,733.36		0.00
			282,861.00		8,053.00	

Rows 1-19 of 19

Internet

INSTRUCTIONS FOR VIEWING ACCOUNT ACTIVITY IN APECS

- To view detailed activity for a particular account, click on the arrow to the left of the account and choose the option "account activity". The detailed transactions for the 'YTD Activity' amount will be displayed on the next screen.

If there is further drill-down or detail information for the transaction, a green arrow will be next to the transaction. Click on the arrow and select an option that is available for that expenditure.

Business System 01-72810-49900-337000-1090-0000 Shelby County Schools
UNIFIED LIVE Active 2014

Finance > Inquiry > Accounts > Activity Options Help

Search Activity Subsidiary Account Acct No Maintenance Activity Summary Monthly Activity Summary Multi-Year Comparison

Activity Summary

Budget Amount:	10,000.00	Requisition Reserve:	0.00	YTD Activity:	1,386.11
Prev Yr. Rollover Budget:	0.00	Outstanding Encumbrance:	8,053.00	Year Ending Adjustments:	0.00
Budget Transfer:	0.00	Payroll Encumbrance:	0.00	Remaining Budget:	560.89
Budget Revision:	0.00				
Adjusted Budget:	10,000.00				

Primary Information Filters

Acctg Date	Type	Doc No *	Ref/Invoice/Req No	Trans Description	Check No	Debit	Credit
Doc Date	PO Vchr ID	Line - Seq	Task	Payee/Payer ID	Payee/Payer Name	Check Date	Originator
07/10/2013	Encumbran...	1400081	400069	Closure Signs for Pu...		180.00	
07/10/2013	1400081	1 - 0	PO	380428	SIGNS FIRST-MIDTTO...		White, Kenneth
07/15/2013	Encumbran...	1400232	400103	Adhesive, floor tile A...		2,688.00	
07/15/2013	1400232	1 - 0	PO	6607	COLONIAL HARDWAR...		Triplett, Marian Fie...
07/15/2013	Encumbran...	1400263	400328	envelopes/paper		4,935.00	
07/15/2013	1400263	1 - 0	PO	53315	UNISOURCE		Snow, Wendolyn
07/17/2013	Encumbran...	1400310	400455	HP Printer Cartridges		250.00	
07/17/2013	1400310	1 - 0	PO	5262	CAROLINA IMAGING...		CUNNINGHAM, STE...
07/15/2013	WH Expense	42000005	450008	** Warehouse Requi...		699.84	
07/15/2013	1 - 0	WH					White, Kenneth
07/16/2013	WH Expense	42000009	450011	** Warehouse Requi...		187.16	
07/16/2013	1 - 0	WH					White, Kenneth
07/16/2013	WH Expense	42000010	450018	** Warehouse Requi...		249.55	
07/16/2013	1 - 0	WH					White, Kenneth
07/17/2013	WH Expense	42000012	450035	** Warehouse Requi...		124.78	
07/17/2013	1 - 0	WH					Kirk, Jada
07/18/2013	WH Expense	42000018	450051	** Warehouse Requi...		124.78	

Rows 1-9 of 9

Clear

INSTRUCTIONS FOR VIEWING ACCOUNT ACTIVITY IN APECS

6. You can click on the various tabs (next to the menu bar) such as, 'Activity', 'Activity Summary', 'Monthly Activity Summary' and 'Multi-Year Comparison' to see different views of the account.

01-72810-49900-337000-1090-0000
 Business System OTHER SUPPLIES & MATERIALS
 UNIFIED LIVE Active

Shelby County Schools
 2014

Finance > Inquiry > Accounts > Monthly Activity Summary Options Help

Search Activity Subsidiary Account Acct No Maintenance Activity Summary **Monthly Activity Summary** Multi-Year Comparison

Activity Summary

Budget Amount:	10,000.00	Requisition Reserve:	0.00	YTD Activity:	1,386.11
Prev Yr. Rollover Budget:	0.00	Outstanding Encumbrance:	8,053.00	Year Ending Adjustments:	0.00
Budget Transfer:	0.00	Payroll Encumbrance:	0.00	Remaining Budget:	560.89
Budget Revision:	0.00				
Adjusted Budget:	10,000.00				

Fiscal Period	Bdgt Adj	Requisition Reserve		Encumbrances		Py. Encum	Monthly Activity			Cumulative Actv
		In	Out	In	Out		Debit	Credit	Net	
Beginning Bal...										
July, 2013		9,439.11	9,439.11	8,053.00			1,386.11		1,386.11	1,386.11
August, 2013										1,386.11
September, 2...										1,386.11
October, 2013										1,386.11
November, 2...										1,386.11
December, 2...										1,386.11
January, 2014										1,386.11
February, 2014										1,386.11
March, 2014										1,386.11
April, 2014										1,386.11
May, 2014										1,386.11
June, 2014										1,386.11
Year End Adj...										1,386.11
Closing Entrie...										1,386.11

Totals	0.00	9,439.11		0.00		1,386.11		1,386.11	
		9,439.11	8,053.00		0.00		0.00		1,386.11

Internet 125%

INSTRUCTIONS FOR VIEWING ACCOUNT ACTIVITY IN APECS

7. You can also search for transactions. To access this feature, log onto APECS, Click the menu pane on the left of the screen.

- Select Finance
- Select Inquiry
- Select Transaction

When the screen opens up, click on the "Advanced search" tab at the top of the screen. When the grid opens up at the bottom, key in the account number you wish to search on or a portion of the account number such as the fund, function, object, department, location or project. Click the search button.

Shelby County Schools
2014

Finance > Inquiry > Transaction

Multi-Year Projects Transaction

Search Advanced Search

Doc. Type: Doc. No.: Task: Acctg. Period: Operator: Search

PO No.: Invoice No.: Trans. Desc.: No Audit Entries: No Offset Entries: [X]

Acctg. Date: Entry Date: Fin. Inst. Acct.: Check No.: Search

Trans. Amt Range: []

Close

Fund Func Obj Dept Loc Proj Type

Account No: 01 337000 AP Vouchers: All AR Invoices: All

Short Name: Name: Responsibility Group:

Doc. Date: Check Date:

Payee: Payee ID: Payer: Payer ID:

Acctg Date	Type	Doc No	Ref/Invoice/Req No	Trans Description	Check No	Debit	Credit
Doc Date	PU Vchr ID	Line - Seq	Task	Payee/Payer ID	Payee/Payer Name	Check Date	Operator
Account No				Account Name		Short Name	

Totals

Clear

http://apecs.scsd12.org/bqbus_fi_inq_uscm_uscm_gsch.aspx

INSTRUCTIONS FOR VIEWING ACCOUNT ACTIVITY IN APECS

8. All of the transactions meeting the criteria of the account combination you entered will be displayed on the screen.

e Business System
UNIFIED LIVE

Finance > Inquiry > Transaction

Multi-Year Projects **Transaction**

Search Advance Search

Doc. Type: Doc. No.: Task:
 PO No.: Invoice No.: Trans. Desc.:
 Acctg. Date: - Entry Date: -
 Trans. Amt Range: - Fin. Inst. Acct.:

Fund Func Obj Dept Loc Proj Type
 Account No: 01 337000
 Short Name: Name:
 Doc. Date: - Check Date: -
 Payee: Payee ID: Payer:

Acctg Date	Type	Doc No	Ref/Invoice/Req No
Doc Date	PO Vchr ID	Line - Seq	Task Payee/Payer ID
Account No			
07/10/2013	Encumbrance	1400081	400069
07/10/2013	1400081	1 - 0	PO 380428
01-72810-49900-337000-1090-0000			
07/15/2013	Encumbrance	1400232	400103
07/15/2013	1400232	1 - 0	PO 6607
01-72810-49900-337000-1090-0000			
07/15/2013	Encumbrance	1400263	400328
07/15/2013	1400263	1 - 0	PO 53315
01-72810-49900-337000-1090-0000			
07/17/2013	Encumbrance	1400310	400455
07/17/2013	1400310	1 - 0	PO 5262
01-72810-49900-337000-1090-0000			

Rows 1-17 of 17

POSITION CONTROL

An integral part of the Shelby County School District's adopted budget is Position Control - which defines the approved budgeted positions. The purpose of Position Control is to ensure that the District's staffing does not exceed its authorized positions and that positions have sufficient and appropriate funding.

POSITION CHANGES

- Each school, Central Office department or grant project is allocated a certain number of General Fund, Special Revenue or Internal Service Fund positions which are tied to budgetary coding and assigned position control numbers.
 - In some cases, a Principal or Central Office Staff may determine they need to move a school-based employee to another position within the same school – but to work within another funding source. For example, a Principal determines that a Head Start teacher funded through the Fund 12 Head Start Program would better serve students as a General Fund Classroom Teacher. The Principal should contact the appropriate Academic Office leaders and the Pre-K/Head Start/Federal Funding leadership at Central Office with a specific request for this change. Next, the Principal should wait to get confirmation from Central that a vacant General Fund Classroom position is available. After the approvals and confirmations are made at the Central Office level, the Principal should contact SCS Employee Services to move the employee record from the Head Start Fund 12 position to the General Fund position. This will now create a vacancy in the Head Start grant, which can then be posted as a vacancy by Pre-K/Head Start/Federal Programs staff at Central Office. The Principal or his/her designee will need to work with Employee Services and complete the necessary forms to facilitate movement of employees.
 - If for any reason a Principal or Central Office staff determines that an employee should move to another location, the Principal or Central Office staff member will need to work with Employee Services and Central Office Leadership for formal approvals from Central Office and will need to complete the necessary forms to facilitate movement of employees. Then, SCS Employee Services will move the employee's record from one position at his or her old location to a new position at his or her new location; thus creating a position vacancy at the previous location.
 - The formal approval process of moving employees between funding sources allows SCS to remain in compliance with Federal, state and local grant agency

requirements. If it is determined by an audit that employees were working as General Fund employees while a Federal or non-Federal Special Revenue fund was charged for these salaries, the District may be liable for the repayment of this funding, penalties and potential loss of funding in the future. There are also potential fiscal and financial reporting problems for the District if an employee is coded to a specific Non-Federal or Federal Special Revenue Fund Project while working full time in the capacity of General Fund duties.

****Please note that movement of employees without changing records appropriately can jeopardize current and future funding as well as individuals' employment.***

POSITION CONTROL ADJUSTMENTS: RECLASSIFICATIONS AND NEW POSITIONS

Possible reasons for adjustments to position control include:

- SCS Board/Superintendent approved investment for additional position(s)-
 - ☐ Submit electronic request form to post for appropriate routing.
 - ☐ Request will be routed to: Chief→Compensation→Budget→HR for approval, budget verification and posting to the Searchsoft job board.
- Employee resign/retirement/termination from the District-
 - ☐ Submit the vacancy request via the Zoho/E-Vacancy system.
 - ☐ Request will be routed to BCM or HR depending on the funding source/department.
 - ☐ Separation confirmed by HR.
 - ☐ PCN assigned/verified by Budget & Fiscal Planning. *If there are any issues with the assigning of the PCN, the request will be returned to the requestor with available options noted.
 - ☐ Approved vacancy will be posted to Searchsoft job board for applicants.
- New grant funding that includes positions-
 - ☐ Submit electronic request form to post for appropriate routing.

- Request will be routed to Compensation for preliminary analysis of the cost associated with the new position (based on job duties).
- Compensation will route request to Budget with appropriate cost for position(s). *The Budget Amendment process will be initiated, if applicable.
- CFO/Superintendent will determine if position can be posted before budget amendment goes before the Board. *If the request is denied for posting prior to being presented to the Board, the request will be on-hold until after the Board has approved.
- Approved request is routed back to Compensation for appropriate job title, pay code, salary range, etc. to create Job Description (JD).
- Approved vacancy will be posted to Searchsoft job board for applicants.
- Funding change/Position Reclassification-
 - If this is a new job title/position to be created for the District, the BCM of the Department making the request must submit request to Compensation for a job description (JD) and appropriate salary range to be determined and approved by the Chief of that department. For example, if Career and Technical Education (CTE) is making request, Chief of Academics will need to approve the JD before request is submitted to Budget & Fiscal Planning.
 - If the request is to reclassify a current incumbent/position to a job title that currently exists in the District (i.e. upgrading an Administrative Assistant to an Executive Assistant) appropriate request form(s) should be submitted to Compensation to determine the appropriate salary grade and salary before request is submitted to Budget & Fiscal Planning.
 - Upon Compensation receiving approval from the Chief of the requesting department:
 - The new title JD template will need to be added to Searchsoft (if this is a new title to the District), or
 - Submit the approved reclassification form to Budget & Fiscal Planning.

The process for all new positions including reclassifications includes the following steps:

1. Submit electronic request form to post for appropriate routing.

2. Request will be routed to Compensation for preliminary analysis of the cost associated with the new position (based on job duties).
3. Compensation will route request to Budget with appropriate cost for position(s).
*The Budget Amendment process will be initiated, if applicable.
4. Budget will review request for approval or rejection based on available budget in the department indicated in the account number provided on the request to ensure that funds are available to process the request. * If the request cannot be processed due to insufficient funds, the BCM/Chief will be contacted to provide an alternative action or request will be rejected and returned to Compensation due to insufficient funds to support request.
 - Some alternative actions include:
 - Provide alternative account code where funds may be available to support request.
 - Eliminate one or more current vacant position and replace with new position/title/reclassification. (Please note – for this option the budgeted dollars for the current vacant position must be sufficient to support the new position/title/reclassification requested salary.)
 - Request a budget transfer to move funds from discretionary funds within the requesting department. (Please note – for this option additional discretionary funds will not be added back in the next fiscal year budget process. If the ***additional funds are needed, they must be requested as an "Investment" request and approved by the Superintendent and SCS Board.***)
5. Upon approval of request from the fiscal and classification perspective by Budget & Fiscal Planning and Compensation respectively, the request will be routed to HR/staffing for appropriate paperwork and submit to the Enterprise team for processing.
 - Budget will create new position/title in APECS for PCN to be assigned. *The PCN will be provided to the Compensation manager that initiated request and all parties that need to be notified (i.e. BCM, Chief, HR, etc.).
 - Please note – for reclassification requests a new PCN will also be provided for the incumbent to be moved and the newly vacated position will be closed upon final payroll processing for the incumbent in the old position.

NOTE – When submitting position control requests:

- The completed and approved new job description/reclassification request must include the complete 26-digit account code (see below) to be reviewed and processed by Budget & Fiscal Planning.



Informational Section

III. SCHOOLS

This section includes the following information:

- i. Student Based Budgeting (SBB)
- ii. SBB Flexibility
- iii. Guide on Understanding School Level Information and School Data

Conventional practices tend to be focused on the District, compliance, and program fidelity. Conversely, strategic budgeting practices link resources to academic goals, ensure resources are used to improve student learning, and meet students' needs. Strategic budgeting practices track whether and how resources are used to improve academic achievement. Memphis-Shelby County Schools is providing school leaders with strategic budgeting practices and tools to improve student learning and meet students' needs. These practices are critical to achieving the District's Destination 2025 goals and strategic priorities. These practices will equip school leaders with the decision-making guidance to achieve high academic achievement with greater school decision flexibility and will enable school leaders to produce high-quality options throughout the District. MSCS Vision serves as our north star. Destination 2025 Strategic Goals and Priorities outline what is needed to realize our vision. Our Theory of Action (Managed Performance Empowerment) establishes a method to fulfill our Destination 2025 strategic goals and priorities.



As an enabler of our Theory of Action, MSCS launched Student Based Budgeting (SBB) to provide funding equity to students regardless of their ZIP codes, provide proven school leaders with greater flexibility for their academic goals, and foster high levels of innovation and continued success across the District in school year 2017-18. To learn more about SBB, you can access the SBB Principal Handbook on the website back2students.com.

i. Student Based Budgeting (SBB)

In the school year 2018-19, MSCS implemented two initiatives – Strategic School Design and Student Based Budgeting (SBB). Both initiatives will serve as a mechanism to create more equity, transparency and flexibility. Student Based Budgeting and school redesign are major levers to transform the District into a nationally recognized model for educational innovation and effectiveness. Student Based Budgeting provides the equitable distribution of funds based upon student enrollment and need.

SBB is a funding model that allocates dollars (instead of staff) to schools based on the number of students enrolled. The model is weighted using objective, measurable facts about each individual student that drives education costs. In simpler terms, with SBB, dollars follow the student and are based on each student's needs. Furthermore, schools may be able to earn more flexibility in deciding what to do with those funds once they reach the school. We believe that schools, alongside their Instructional Leadership Directors (ILDs), will work from similar starting points to build increasingly diverse and customized plans. The purpose of a school's budget, then, is to support and reflect its academic plan.



Informational Section

SBB Methodology & Policies

In one sense, Student Based Budgeting is very simple: the money follows the student, period. But while this basic principle drives almost every aspect of our new school funding system, there are a handful of other details needed to fully understand how SBB works. In this section, a complete explanation of how Student Based Budgeting works in Memphis-Shelby County Schools will be provided.

SBB Pool vs. Non-SBB Pool (a.k.a. Locked and Special Fund Allocations)

SBB is the District's primary mechanism for allocating resources to schools, but it is not the only method. Each school will receive most of its dollars through Student Based Budgeting; empowered schools will have discretion to spend those dollars within a set of boundaries and non-empowered schools will use those dollars to purchase their staffing allocations dictated by district staffing ratios. In addition, as in the past, each school will also receive an additional set of staff Full Time Equivalents (FTEs) and supplies according to the District's objectives (a.k.a. Locked Allocations) and may receive certain grant dollars (e.g. Title I, SIG Grant) according to the terms of the grant (a.k.a. Special Fund Allocations).

SBB Pool: The total dollar sum that goes directly through Student-Based Budgeting is known as the **SBB Pool**. How big is the pool? It's the sum of all the resources that schools are responsible for budgeting.

For example, if schools were only responsible for budgeting for teachers, secretaries, and pencils, and the total cost of teacher compensation was \$150M, secretaries \$15M, and pencils \$100K, the size of the SBB Pool would be \$150M + \$15M + \$100K = \$161.1M.

Based on the set of resources that schools will budget in school year 2022-23, the size of the pool is \$402 million. Later in this section, more details on which resources are allocated and managed by schools and what makes up the SBB will be shared.

Special Fund Allocations: As in previous years, schools will continue to receive some dollars from state and federal grants (e.g. Title I Allocations, SIG Grants, etc.). These dollars are considered "outside of the pool" and do not "follow the student," but schools often do have control over spending them, depending on the terms of the grant. Schools have the flexibility to seek additional grants.

Locked Allocations: As in previous years, schools will receive certain staff FTEs, equipment, and materials according to the District's support plan (e.g. social workers, custodians, special education staff, etc.). Those staff, equipment, and materials that schools are not responsible for budgeting will be allocated to buildings according to the decisions made by their department.

Type of Resource	In the SBB Pool?	Follows the student?	Empowered schools choose how to spend?
SBB Pool Dollars	Yes	Yes	Yes
Special Fund Allocations	No	Depends on the grant terms	Sometimes
Locked Allocations	No	No	No

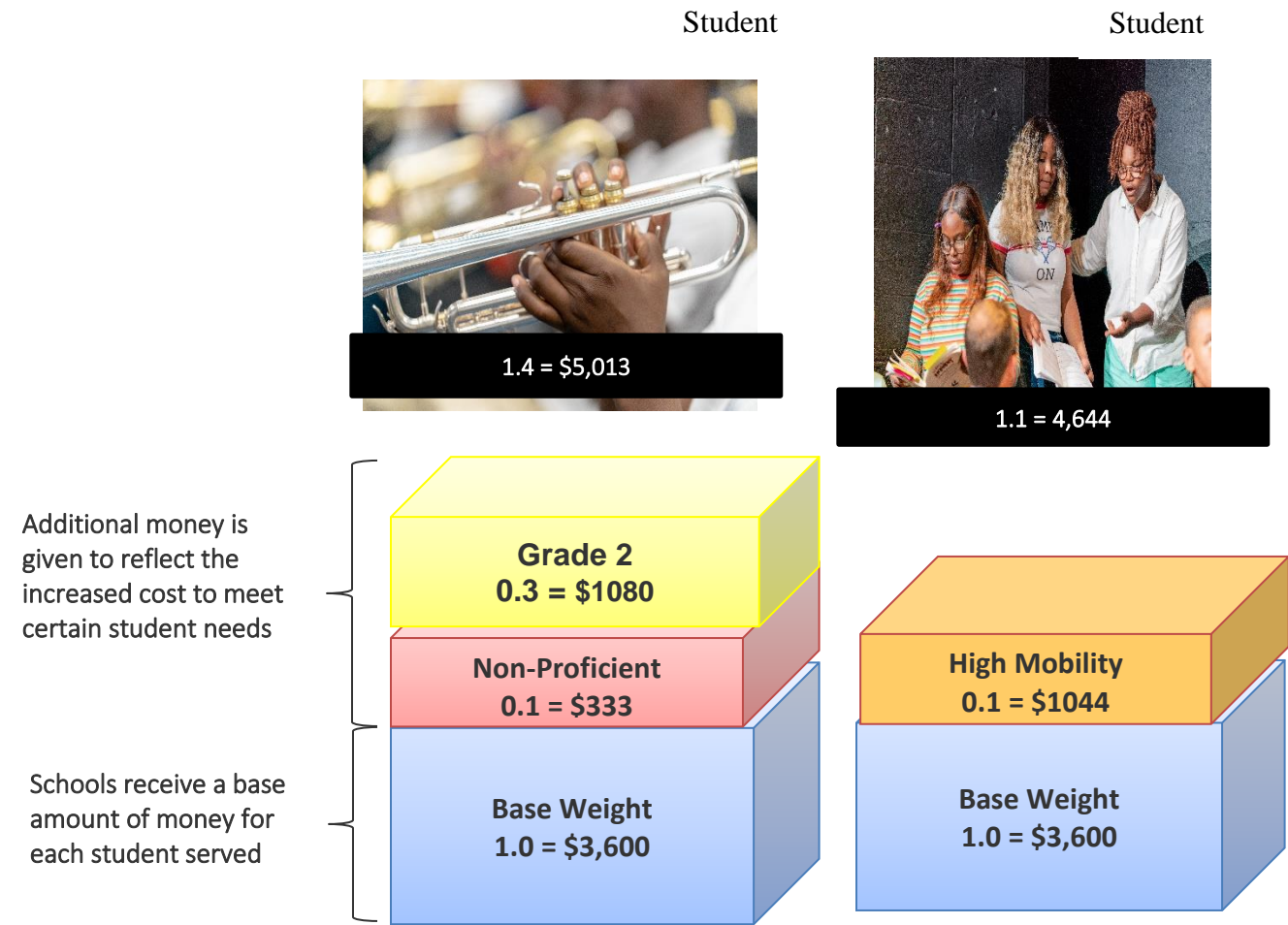


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Weight Characteristics and Amounts

The dollars in the SBB Pool “follow the student.” At its most basic level, this would mean taking **the \$402 million in the SBB Pool, dividing by 83,087 students, and sending \$4,838 to each school for every single student on its roster.** But a key piece of our strategy is the belief that it costs a different amount of money to provide an appropriate education for different types of students. Although all students meet baseline funding, additional funds must meet qualifying criteria. SBB rubric indicating objective measurable criteria are used to target more resources for certain students who may need more help to learn. Therefore, more resources are provided to the schools with the exceptional populations. These dollars are assigned as *categorical weights*.

SBB funding starts with all schools receiving money on behalf of each student which is the sum of the “base weight”—an amount that each student receives—plus special categorical weights for which each student qualifies. In the example below, both students receive the base weight, and each receives a different set of need weights according to their respective attributes.





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A set of student characteristics are recommended that the District should prioritize in directing extra resources to the highest need schools. MSCS looks for characteristics that were:

- **Relevant:** The characteristic must represent a real student need that demands more resources to educate.
- **Measurable:** The characteristic must be indisputably and objectively measurable, so we can all agree on which students qualify for it.
- **Student-Based:** The characteristic must be linked to an individual student, not a school's decisions, such that any student will trigger the same funding level regardless of which school he or she attends. For this reason, the District chose "incoming" student characteristics (*e.g. 8th grade performance for HS students*) when possible.



Picture taken prior to COVID-19



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Here are the characteristics chosen for the District's SBB formula in **2022-23**

Student Need

Rationale

Base Weight

Base Weight-- \$3,600 for all K12 General Education Setting Students

- Students with Disabilities (SWD) Increment-- \$825 or 0.24 for all SWD self-contained students -- These students do not receive the full base weight because their instructional resources are locked. This means that schools will continue to receive Special Ed teachers/TAs from the Special Ed department, and these students only need an "incremental" amount to cover their share of the school's administrative, operational, and other schoolwide services

Grade Weight:

K-5 with emphasis on K-2

Grade Level-- \$1080 or 0.3 for K-2, \$720 or 0.2 for 3-5

- Based on the resources that have been unlocked to schools, ES need a slightly higher weight to cover their lower-class size requirements. Additionally, many of the locked resources (i.e., athletics, CTE, security, custodial, etc.) are places where Secondary schools are likely to get a higher share than Elementary schools
- K-2 is weighted more because literacy is critical district focus area and highly predictive of future outcomes

DATA USED: 21-22 Projected enrollments by grade

Incoming Student Performance (High and Low)

Incoming student performance (high and low) – \$360 or 0.1

- Student performance is one of the most important indicators of student need at a school
- Note that this will be calculated as incoming student performance (i.e., in MS/HS, we will look at the TNReady performance of its incoming 6th graders and 9th graders when they were 5th graders and 8th graders respectively, and use those %s to determine need)

DATA USED: ES/K-8 – Because incoming performance data is not available,

- Low Performance: 18-19 TNReady Below/Approaching Proficient % of 4th graders in 19-20 enrollment year
- High Performance: 18-19 TNReady Advanced % of 4th graders in 19-20 enrollment year

DATA USED: MS/HS/6-12

- Low Performance: 18-19 TNReady Below/Approaching Proficient % of Incoming 6th/9th graders in 19-20 enrollment year
- High Performance: 18-19 TNReady Advanced % of Incoming 6th/9th graders in 19-20 enrollment year

Stand Mobility

Mobility – \$1044 or 0.29

- Schools with highly mobile populations have greater levels of need. We will weight mobility instead of poverty because mobility is highly correlated to poverty but provides a more nuanced look at need

DATA USED: Mobility rate (defined by number of students who transferred into the school after 20th day divided by number of students who ever attended the school,



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excluding students who attended for less than 1 week) calculated using year-end SY18-19 data

Poverty

Direct Certified - \$360 or .10

- ELL (English language learners)- \$90 or .03 (please note that you will continue to receive ELL resources (e.g. ESL or English as a Second Language Teachers) outside of SBB. This small weight is meant to alleviate imperfections in the measurement of poverty for the poverty weight)

DATA USED: The number of students eligible for the Poverty weight is calculated using the 2021-22 Direct Certified %

Enrollment Projections and Fall Adjustments

Since school-by-school enrollment cannot be measured until the beginning of the school year but budget planning must begin the previous winter, we rely on *projected* enrollment figures to apply the aforementioned student weights and generate school budgets. The District puts a high premium on accurate projection numbers in order to give schools accurate preliminary budgets and enable targeted planning. But since it is nearly impossible to project school enrollments perfectly many months in advance, the District has also developed a policy for adjusting school budgets in a similar manner to how adjustments currently occur in the fall.

Baseline Services and Baseline Supplement

Pursuant to the resource flexibility guidelines listed in this document, empowered schools have significant flexibility over what resources they choose to purchase. Outside of the guidelines outlined in the resource flexibility section, the District will not instruct empowered schools what to buy. Nonetheless, the District is committed to ensuring that, *should they choose*, schools have enough money to purchase a standard set of resources that has traditionally been present in most MSCS schools. We refer to that standard set of resources as “baseline services.” It is the minimum set of services that the SBB allocation will provide for all schools, regardless of their size and student characteristics. If a school’s initial SBB allocation (i.e. student enrollment multiplied by student weights) is not sufficient to pay for these services, the District will add money to the school’s allocation, bringing it up to the baseline. The Finance Department will hold a reserve from the SBB Pool sufficient to cover this “baseline supplement.” Very small schools are those most likely to fall short of being able to afford “baseline services” on their own, so the resources listed below should be considered appropriate in the context of a small school (<300 students). Resources that schools are not responsible for paying for are not included in “baseline services;” see resource flexibility section for more detail on which resources schools are responsible for paying.

Note that in the charts below, FTE means Full Time Equivalent or one position.

Position / Service	Grades K-8	Grades 9-12	Source
General Education Teachers	K-3rd: 20:1 4th-6th: 25:1 7th-8th: 30:1	30:1	TN Class Size Requirement
Physical Ed. Teachers	K-4th: 350:1 5th-6th: 265:1 7th-8th: N/A	N/A	TN Basic Education Program (BEP) funding formula
Art & Music Teachers	K-6th: 525:1 7th-8th: N/A	N/A	TN BEP



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Assistant Principals	1 FTE: 550 to 1099 1.5 FTE: 1100 to 1319 2 FTE: 1320+	1 FTE: 1 to 649 2 FTE: 650 to 1249 3 FTE: 1250 to 1499 4 FTE: 1500 to 1749 5 FTE: 1750+	K-8th: BEP + MSCS Hybrid* 9th-12th: MSCS Staffing Formula**
Librarians	0.5 FTE: 1 to 264 1 FTE: 265+	0.5 FTE: 1 to 299 1 FTE: 300 to 999 2 FTE: 1000 to 2249 3 FTE: 2250 to 3000	TN BEP
Clerical Assistants	0.5 FTE: 1 to 224 1 FTE: 225 to 374 + 1 FTE: for every add'l 375 students		TN BEP
Financial Secretaries	1 per school		District Requirement
Substitute Teachers	\$45.78 per pupil (pp)		FY19 Short-term sub budget pp
Instructional Supplies	\$200 per teacher		District Requirement
Guidance Counselor	K-5th: 1:500 6th-12th: 1:350		TN SBOE Requirement

MSCS Staffing Supplement

To ease the transition to Student Based Budgeting, in the first year of implementation (School Year or SY2018-19), MSCS ensured that all schools received the amount of funds equivalent to what they would have received under SY18-19 Staffing Ratios. If a school's initial SBB allocation AND baseline supplement were not sufficient to pay for these services, the District added additional money to the school's allocation, bringing it up to the amount required to repurchase MSCS SY17-18 staffing allocations associated with the SBB Pool. The Finance department held a reserve from the SBB Pool sufficient to cover this "MSCS Staffing Supplement." Again, outside of the guidelines outlined in the resource flexibility section, the District will not instruct empowered schools on what to buy.

Transition Hold Harmless Policy

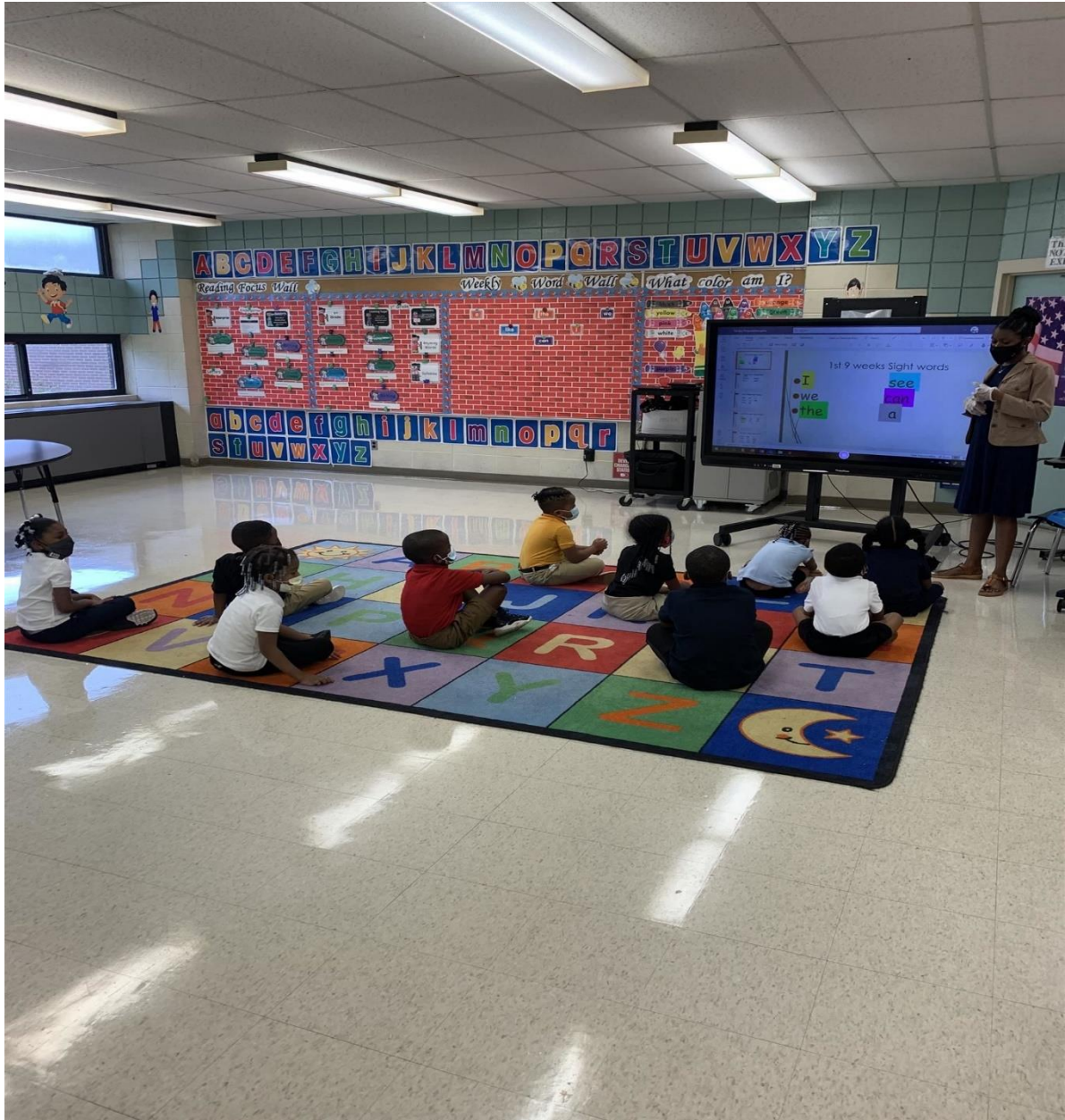
Student Based Budgeting is a very different method of allocating resources than the staffing allocation-based method that MSCS used in prior years. Prior to SBB, there was significant unplanned variation among different schools' per-pupil levels of funding. Small schools tended to receive more (per-pupil) than large schools; underutilized schools tended to receive more than those filled to capacity; and some schools simply received more because of years-old staffing decisions. Excluding temporary SIG grants, schools with higher student need did not necessarily receive more. Under SBB, a more equitable distribution of resources will see all schools funded at a more similar level to one another (on a per-pupil basis), with remaining differences directly tied to differences in student need.

This equitable distribution means, of course, that some schools will receive more than they did in prior years, while others will receive less. In the long term, the District is confident that this new method of apportioning resources will be effective and fair. In the short term, the District will take caution to ensure that schools don't experience swings in funding so dramatic as to disrupt the learning environments that teachers and staff build upon each year. MSCS's transition into SBB includes a **soft-landing** policy by which no school can gain more than 9% or lose more than 8%.



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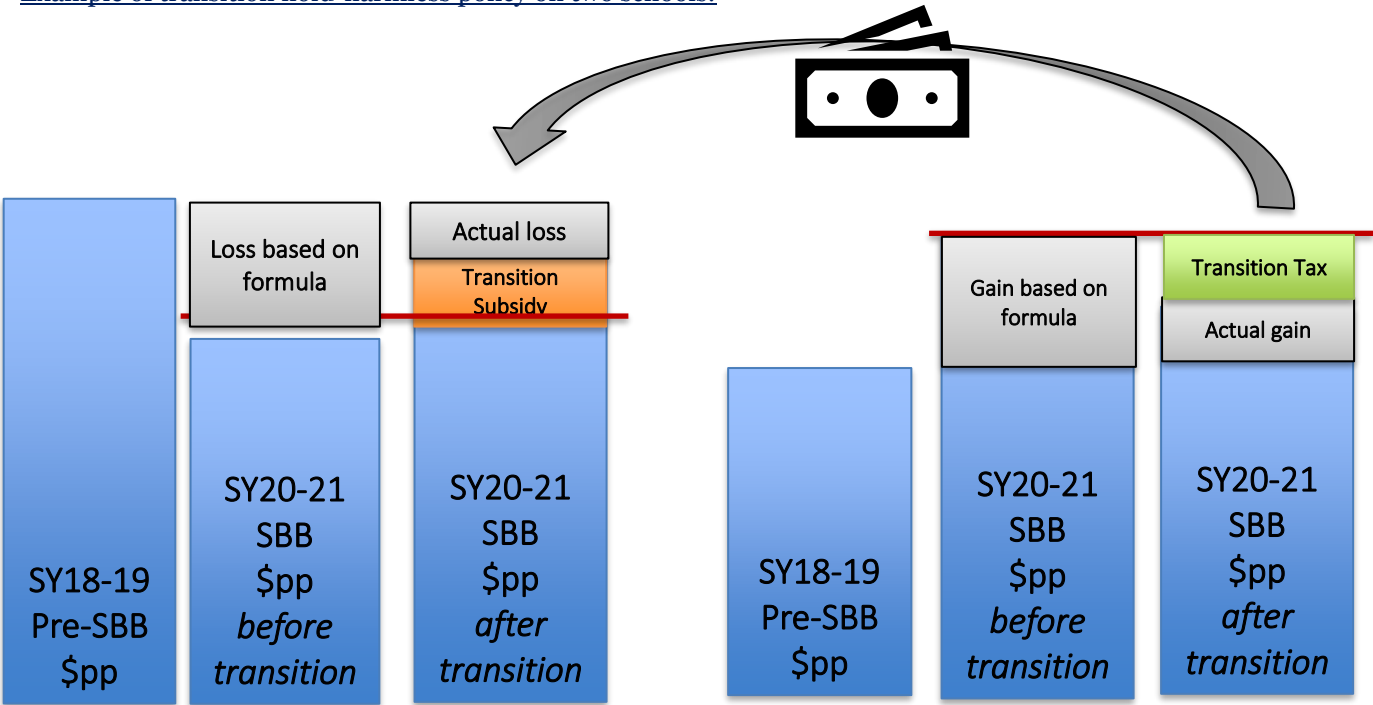
For example, a school may receive a “transition subsidy” to ease the transition to SBB. Alternatively, a school may be charged a “transition tax” levied so that the District may temporarily subsidize schools losing funds under SBB.





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Example of transition hold-harmless policy on two schools:



School A was overfunded relative to its enrollment/student need profile, so it will lose money in shift to SBB.

In SY22-23, it will receive a “transition subsidy” to limit its loss is not greater than 8%

School B was underfunded relative to its enrollment/student need profile, so it will gain money in shift to SBB.

In SY22-23, it will only experience a maximum gain of 9.0% because it will need to pay a “transition tax” to allow the District to subsidize all the “transition awards” at losing schools.

Note: The transition hold-harmless policy applies to losses due to the SBB formula ONLY and does not apply to loss in funds due to declining enrollment.

Q&A: Enrollment and Transition Policy under SBB

How does enrollment impact my budget?

MSCS is anticipating declining enrollment next year. Because overall enrollment is declining, the District’s overall funding is decreasing and as a result, schools with declining enrollment will see a decrease in their funding. **This has nothing to do with the transition to SBB.** Even if the District were not moving to SBB, schools with declining enrollment would also be seeing a decrease in their funding.

KEY TAKEAWAY: Schools with declining enrollment will see a decrease in their funding that has nothing to do with the transition to SBB. They are losing this money due to enrollment changes NOT due to SBB funding changes.

But what about the Transition Policy? Isn’t there a loss limit or gain limit?

Yes, but MSCS is only capping the losses and gains that come from the transition to SBB. MSCS is not capping gains and losses due to changes in a school’s enrollment. The -8%/+9.0% caps are calculated on a dollar per pupil (\$pp basis) and not on a total \$ basis, to isolate the change due to transition to SBB.



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SBB Transition Gain Cap	+9.0% on a \$pp basis
SBB Transition Loss Cap	Lesser of -8% or 4 Teacher FTEs on a \$pp basis

So, for example, in School A who is losing money under the new SBB formula:

Total Enrollment	500
SY17-18 Unlocked Comparison \$pp	\$5,000 pp
SY18-19 SBB Allocations \$pp	\$4,500 pp
If no loss limit existed, School A would experience a loss due to the transition to SBB of	-\$500 pp or -10% loss on \$pp basis
But with the MSCS transition policy, School A's loss is limited to 2.5%	School A will receive a "transition subsidy" of \$175,000 to limits its losses to just -\$150pp or -3% loss on \$pp basis

In School B who is gaining money under the new SBB formula:

Total Enrollment	500
SY17-18 Unlocked Comparison \$pp	\$5,000 pp
SY18-19 SBB Allocations \$pp	\$5,500 pp
If no gain limit existed, School A would experience a gain due to the transition to SBB of	+\$500 pp or +10% gain on \$pp basis
But with the MSCS transition policy, School A's gain is capped at 7.0% ...	School B will pay a "transition tax" of \$150,000 to cap its gains at +\$450pp or +9.0% gain on \$pp basis.

There are two exceptions to the gain limit cap:

- Cohort schools are exempt. If they are slated to gain money in the transition to SBB, they will be exempt from the gain limit and be allowed to experience their full gain in Year 1
- Six traditional schools are exempt in Year 1 because if the gain limit is imposed, they will be unable to meet the staffing formula requirements that is being applied to all traditional schools this year. This is a temporary exemption that will be revisited in Year 2

Why am I paying a "transition tax" or receiving a "transition subsidy"?

The transition policy is another policy to ensure stability in the transition to SBB. Under the transition policy, schools will not gain or lose more than a certain % on a \$pp basis in Year 1. This is to ensure that no school will experience a dramatic swing in funding that would compromise its ability to support its students.

If you are receiving a transition subsidy, this means that your school is supposed to lose more under the SBB formula, but your loss is being capped at lesser of 8% or 4 FTE on a \$pp basis. This subsidy is being paid by the transition tax on gaining schools.

If you are paying a transition tax, this means that your school is supposed to gain more under SBB, but your gain is being capped at 9.0% on a \$pp basis. Funds are being withheld from you to subsidize other schools to limit their losses.



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How does this all come together?

There are a few potential scenarios that your school could fall into:

School A: Increasing enrollment + gaining under SBB

1. Change due to Enrollment	+5%	School A's enrollment is increasing, and its funding is increasing under SBB because it has higher levels of student need relative to other schools in the District. This means School A will experience an increase in overall school funding.
2. Change due to SBB Transition	+5%	
= Total Change to Budget	+10%	

School B: Increasing enrollment + losing under SBB

1. Change due to Enrollment	+5%	School B's enrollment is increasing but its funding is decreasing under SBB because it has lower levels of student need relative to other schools in the District.
2. Change due to SBB Transition	-3%	
= Total Change to Budget	+2%	The overall school funding will depend on the relative size of the two factors. In School B, the impact of the change due to Enrollment is greater than the change due to SBB transition, so it will experience a net increase overall.

School C: decreasing enrollment + gaining under SBB

1. Change due to Enrollment	-10%	School C's enrollment is decreasing but its funding is increasing under SBB because it has higher levels of student need relative to other schools in the District.
2. Change due to SBB Transition	+5%	
= Total Change to Budget	-5%	The overall school funding will depend on the relative size of the two factors. School C is losing significant enrollment, so although it does gain under SBB, it's not enough to offset the impact of the budget change due to enrollment.

School D: decreasing enrollment + losing under SBB

1. Change due to Enrollment	-5%	School D's enrollment is decreasing, and its funding is decreasing under SBB because it has lower levels of student need relative to other schools in the District. This means School D will experience a decrease in overall school funding.
2. Change due to SBB Transition	-2.5%	
= Total Change to Budget	-7.5%	

School E: no enrollment change + losing under SBB

1. Change due to Enrollment	0%	School E's enrollment is not changing, and its funding is decreasing under SBB because it has lower levels of student need relative to other schools in the District. This means School E will experience a decrease in overall school funding that is entirely due to the SBB formula.
2. Change due to SBB Transition	-2.5%	
= Total Change to Budget	-2.5%	

Average Salary & Benefits – SBB Pool Only

Salaries and benefits are calculated based on a District-wide average by position type. Salaries and benefits are not adjusted based on the actual person occupying the position. Therefore, schools are not penalized for higher salaries and schools cannot recoup funds for employees with a salary that's lower than the average salary. Similarly, schools will not recoup any portion of a position's benefits including employees not receiving benefits.



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<i>Position Title (SBB Pool Only)</i>	<i>Avg. Compensation used for Budgeting*</i>
Classroom Teacher (General Ed)	\$75,241
Assistant Principal	\$104,396
Librarian	\$85,301
Educational Assistant (General Ed)	\$29,314
Financial Secretary	\$51,936
Clerical Assistant	\$41,177
In-School Suspension Assistant	\$28,662
Interventionist	\$82,643
Instructional Facilitator	\$87,325
Graduation Coach	\$81,630
Study Hall Monitor	\$29,364

****Note: The District will continue to budget Title I allocations with actual salaries and benefits.***

ii. SBB Flexibility

During school year 2019-20, MSCS instituted school-based flexibility. All schools began making decisions around their Strategic School Design Plans to meet the needs of their students. MSCS will phase-in flexibility for school leaders. Schools have been categorized into three groups: Cohorts, Early Adopters, and Traditional Schools. The level of flexibility school leaders receive will depend upon their group. Cohorts and Early Adopters will receive enhanced autonomy. Traditional schools will receive limited or restricted autonomy.

Guardrails (or Basic Expectations)

Regardless of the level of flexibility received, all schools must first demonstrate evidence that they are implementing the curriculum with 100% fidelity. School plans should firstly be based on resource decisions aligned with building an Instructional Leadership Team (ILT) whose members have proven expertise in the content area they support and ensuring that teachers have sufficient time for shared content and grade teams to learn and collaborate. Principals must utilize the ILT to develop effective collaborative lesson plans and to participate in the development of Cycles of Professional Learning. In addition, principals should utilize Instructional Practice Guides during informal observations to provide richer feedback and plan development for teachers.

In addition to these baseline guardrails, Early adopters and Cohort principals with their Instructional Leadership Directors (ILDs) are expected to focus on securing expert support for Cycles of Professional Learning and Cycles of Observation and Coaching. They are also expected to ensure sufficient time exists for collaborative planning in PLCs (90 minutes per grade or content area weekly).

Traditional School Flexibility

Traditional schools will have baseline flexibilities within the goal of implementing the curriculum with full fidelity. Traditional schools may make cost neutral trades in positions (e.g. an extra teacher in lieu of a librarian). These changes should be proposed during their Strategic Budget Session and discussed and approved by the Budget Manager and their respective Instructional Leadership Director (ILD). If extra funds remain above the school's staffing plan, principals must provide justifications and alignment to their 60-day plan in order to apply their resources to the following list.



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Level 1	Traditional Schools in Good Standing	Priority Schools/Critical Focus Schools
Trade-Offs	<ul style="list-style-type: none"> Part-time staff Teachers Librarians Study Hall Monitors In-School Suspension (ISS) Educational Assistants 	<ul style="list-style-type: none"> Part-time staff Teachers Librarians Study Hall Monitors In-School Suspension (ISS) Educational Assistants
Other Budgets	<ul style="list-style-type: none"> Substitute Budget Technology (with Chief Information Officer or CIO approval) 	<ul style="list-style-type: none"> Substitute Budget Technology (with CIO approval)
Special Fund Allocations	<ul style="list-style-type: none"> Title I (for eligible schools) 	<ul style="list-style-type: none"> Title I (for eligible schools)
Supports	<ul style="list-style-type: none"> Support for Intervention – Tier II and Tier III students (Teacher Assistants) Support for Before and After School Tutoring (with additional small group supports for accountability subgroups - ELL, SWD) Part-time Clerical Assistant for attendance only to address COOS 	<ul style="list-style-type: none"> Support – Teacher on Assignment to support the process End of Course Support – Teacher Assistant Parental engagement Staffing bonuses ACT Prep teacher allocated to address Ready Graduate Indicator Full-time Family Specialist to address children out of school. The rates at many of these schools are significantly above the district average World -class instructional design and assessment prep materials/ tutoring hours for ELL students Teacher-on-Assignment to assist with culture/climate issues
Extra Funds Available	<ul style="list-style-type: none"> Teachers Teacher Assistants Assistant Principals Study Hall Monitor ISS Assistant Behavioral Specialist Part-time Teachers 	<ul style="list-style-type: none"> Teachers Teacher Assistants Assistant Principals Study Hall Monitor ISS Assistant Behavioral Specialist Part-time Teachers

Traditional schools must also meet baseline guardrail guidelines to implement the curriculum with 100% fidelity. School plans must show evidence to support a strong ILT, how the ILT develops effective collaborative lesson plans and how the ILT participates in the development of Cycles of Professional Learning. Principals should utilize Instructional Practice Guides during informal observations to provide richer feedback and plan development for teachers.



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Early Adopter & Cohort Flexibility

Early Adopter and Cohort schools must use their flexibilities to improve expert support and to expand collaborative planning time to 90 minutes per grade or content area weekly. Since Early Adopter and Cohort principals and ILDs have participated in almost a year of Strategic School Design (SSD) professional learning, they have full discretion to use their flexibility to align with their SSD plans as previously developed with their school teams.

In keeping with the strategic focus of the District and expressed in the design sessions, schools can use their flexibility to improve expert support and to expand collaborative planning time to 90 minutes per grade or content area weekly. In the next chart are examples of the flexibility available to the principal of Early Adopter and Cohort schools if additional resources are available.

Level 2	Cohorts	Early Adopters
Trade-Offs	<ul style="list-style-type: none"> Teachers Librarians Study Hall Monitors In-School Suspension Educational Assistants 	<ul style="list-style-type: none"> Teachers Librarians Study Hall Monitors In-School Suspension Educational Assistants
Supports	<ul style="list-style-type: none"> Support to improve GOOD FIRST TEACHING Support for Tier II and Tier III students (Teachers, TAs) Wrap-Around Services for High Schools (ACT Tutoring –1/2 credit) Support for Collaborative Planning Support for Parent Engagement (Parent Liaison, Parent Specialist, etc.) Stipends for additional support to support academics Administrative support EOC support Funds to support Speakers, field trips to improve Social Emotional Learning 	<ul style="list-style-type: none"> Support to improve GOOD FIRST TEACHING Support for Tier II and Tier III students (Teachers, TAs) Wrap-Around Services for High Schools (ACT Tutoring –1/2 credit) Support for Collaborative Planning Support for Parent Engagement (Parent Liaison, Parent Specialist, etc.) Stipends for additional support to support academics Administrative support EOC support Funds to support Speakers, field trips to improve Social Emotional Learning
Other Budgets	<ul style="list-style-type: none"> Substitute Budget 	<ul style="list-style-type: none"> Substitute Budget
Special Fund Allocations	<ul style="list-style-type: none"> Title I (for eligible schools) 	<ul style="list-style-type: none"> Title I (for eligible schools)
Level 2	Cohorts	Early Adopters
Personnel	<ul style="list-style-type: none"> Create new positions 	<ul style="list-style-type: none"> None
Curriculum	<ul style="list-style-type: none"> Criteria for selecting: Retention of teachers, ILT rating, 2-year trend of TVASS 4 or 5, 3.5 or higher on TEAM 	<ul style="list-style-type: none"> Criteria for selecting: Retention of teachers, ILT rating, 2-year trend of TVASS 4 or 5, 3.5 or higher on TEAM
Supplemental Materials	<ul style="list-style-type: none"> Criteria for selecting: Retention of teachers, ILT rating, 2-year trend of TVASS 4 or 5, 3.5 or higher on TEAM, or Assistant Superintendent's recommendations 	<ul style="list-style-type: none"> Criteria for selecting: Retention of teachers, ILT rating, 2-year trend of TVASS 4 or 5, 3.5 or higher on TEAM, or Assistant Superintendent's recommendations



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Cohort and Early Adopters must also meet baseline guardrail guidelines and must show evidence of securing expert support for Cycles of PLC of Observation and Coaching and ensuring sufficient time for collaborative planning in PLCs.

Examples of resource options that support expert support and collaborative planning time are as follows:

Expert support

- School purchases a literacy specialist position to coach teachers and facilitate ELA PLCs (the ILD previously had an AP with science experience and a PLC coach with math experience; there were no other coaches)
- School exchanges current Assistant Principal position for an instructional leadership position that is targeted to address ELA or math needs
- School purchases an additional math teaching position to provide two math lead teachers release time to coach teachers, model lessons, and support PLC meeting, planning and facilitation

Collaborative planning time

- School purchases additional instructional aide positions to cover lunch so that recess time can be added adjacent to weekly collaborative planning time. Additionally, instructional aides can be used to provide support at other times during day, provided that instructional time is preserved, to free teachers for planning
- School purchases additional support position(s) to double supports one day per week for all or targeted grades or content areas so that teachers have a double planning block
- School purchases time for substitutes to cover classes for two grades or content areas on Fridays every three weeks for 160 consecutive minutes. This time, which teams receive on a rotating basis, added to the 45 minutes per week of regular collaborative planning time equals an average of 90 minutes per week for deep collaborative planning time
- One of the PLC coaches, Assistant Principals, or other full-time non-teaching position is transformed to a half-time teaching position, thereby enabling changes to the schedule

iii. Guide on Understanding School Level Information and School Data

In an effort to provide greater transparency of school level spending, the District is providing detailed information of how funds are allocated to individual schools. The District has expanded the level of detailed information provided for school level budgets. This is a continuation of the process started in previous fiscal years. The following pages contain school level information for each school such as academic progress measures, facility details, socio-economic indicators of our students, budgeted school-based position allocations, General Fund and Federal Fund grant allocations.

The school-level information provided is intended to provide an overview of the trajectory of individual schools over the past three years and provide details for projected budgets for the coming year. When reviewing school level details, it is important to note that the information provided includes actual results and data from school years 2017-2018 and 2018-2019, budget data from school year 2019-2020, as well as the adopted budgets for the upcoming 2020-2021 school year. Actual staffing, enrollment and spending at the school level for the actual 2022-23 school year may vary from the budget based upon demographics, enrollment, and staffing changes. The variance between school years 2018-2019 and 2019-2020 is not the actual year-over-year impact of financials or staffing by school. In future years, the District will continue to provide actual data as it becomes available.



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Below are definitions and details for school level data.

Staffing Laws

Teachers - TN State Board of Education has established rules related to class size for K-12 grades in Chapter 0520-01-03 Minimum Requirements for the Approval of Public Schools (0520-01-03-.03 Administration of Schools, Requirement B (3)). According to these rules, local boards of education shall have policies providing for class sizes in grades kindergarten through twelve (K-12) as follows:

Grade Level	Average	Maximum
Grades K-3	20	25
Grades 4-6	25	30
Grades 7-12	30	35
Career and Technical Education	20	25

The average class size for a grade-level unit (e.g. K-3) shall not exceed the stated average, although individual classes within that grade-level unit may exceed the average. No class shall exceed the prescribed maximum size. Class size limits may be exceeded in such areas as typewriting, instrumental, and vocal music classes, provided that the effectiveness of the instructional program in these areas is not impaired.

H.B. 1569 enables any local education agency in the state to use the career academy or smaller learning community model to extend CTE class sizes in grades 9-12 through a waiver from the commissioner of education. Even with the waiver, CTE class sizes will not exceed the maximum class size set for general education classes in grades 7-12.

Librarians – the TN State Board of Education has established rules about Library Information Center personnel in Chapter 0520-01-03 Minimum Requirements for the Approval of Public Schools (0520-01-03-.07 Library Information Center, Requirement E (2)). According to the rules, schools including grades kindergarten through eight (K-8) or any combination thereof shall provide library information personnel as follows:

Enrollment	Librarian Allocation
< 400	None, faculty member shall serve as a library information coordinator.
0 – 549	0.5
= or > 500	1

For high schools, the following library information personnel shall be provided as follows:

Enrollment Librarian Allocation

Enrollment	Clerical Staff Allocation
< 300	0.5
300 – 1,500	1
= or > 1,500	2



Informational Section

Guidance Counselors – for school year 2022-23, the TN State Board of Education’s School Counseling Model & Standards Policy (5.103) will be effective. TN State Board of Education has recommended current student-to-counselor ratios as calculated in the Basic Education Program (BEP) formula as follows:

- Elementary (grades K – 5): 500:1
- Secondary (grades 6 – 12): 350:1

Recognizing the need for school counseling support, MSCS will use these ratios for guidance counselors.

MSCS Staffing Formulas

Below are the District’s school staffing formulas for school year 2022-23. These staffing formulas are adhered to closely except for smaller schools that may need additional staffing for scheduling and otherwise as deemed necessary for academic progress.

Classroom Teacher Allocations

Grade Level	Teacher to Student Ratio
K - 3	1:20
4 - 5	1:24.75
6 - 8	1:24.95 (student enrollment 600 or fewer) 1:23.75 (student enrollment greater than 600)
9 - 12	1:26.05 (student enrollment 1,200 or fewer) 1:24.5 (student enrollment greater than 1,200)

Career and Technical staffing assignments are determined by the Career and Technical Education department. Generally, a high school receives one additional general classroom teacher for every four CTE teachers at their school location.

Assistant Principal Allocations

Elementary

Enrollment	Assistant Principal Allocation
1 – 549	0
550 – 1,099	1
= or > 1,110	2

Middle and High Schools

Enrollment	Assistant Principal Allocation
1 – 650	1
651 – 1,249	2
1,250 – 1,499	3
1,500 – 1,750	4
= or > 1,751	5



Informational Section

Librarian Allocations

TN State Board of Education has established rules about Library Information Center personnel in Chapter 0520-01-03 Minimum Requirements for the Approval of Public Schools (0520-01-03-.07 *Library Information Center, Requirement E (2)*). According to the rules, schools including grades kindergarten through eight (K-8) or any combination thereof shall provide library information personnel as indicated below:

Elementary & K-8 Schools

Enrollment	Librarian Allocation
< 400	No faculty member shall serve as a library information coordinator.
400-549	0.5
= or > 500	1

High Schools

Enrollment	Librarian Allocation
< 300	0.5
300 – 1,500	1
= or > 1,500	2

Clerical Staff Allocations

Elementary Schools

Enrollment	Clerical Staff Allocation
1 – 749	2
750 – 1,099	3
= or > 1,100	4

Middle and High Schools

Enrollment	Clerical Staff Allocation
1 – 499	2
500 – 749	3
750 – 1,099	4
1,100 – 1,649	5
1,650 – 2,049	6
= or > 2,050	7



Informational Section

School Information

Grade Level – indicates the grade specific published objectives for learning skill proficiency. Grade-level proficiency refers to reading, writing, math, oral communication, and group-process skills.

School Type – specifies the school type such as Alternative, CTE, Traditional, Early Adopter, Cohort, iZone, Optional and Empowerment.

Facility Measures

Facility Condition Index (FCI) – a measure of a building’s condition. A higher index indicates worsening conditions of a building. This calculation is equal to “*Total Dollars of Building Repair + Upgrades + Renewal Needs / Current Replacement of the Facility*”. A FCI of 0 - 5% indicates a building in excellent condition; a 6-10% FCI indicates a building in very good condition; an 11-15% FCI indicates a building in good condition; a 16-20% FCI indicates a building in fair condition; and a FCI percentage greater than 20% indicates a building that is in poor condition. The following firms were used to determine FCI for all buildings: OT Marshall Architects, Fleming & Associates Architects, Self-Tucker Architects and All World Project Management.



Utilization – rate calculated by dividing the Baseline Enrollment by the Programmatic Capacity. Baseline enrollment includes Pre-K. The capacity utilization rate is a metric used to measure the rate at which potential output levels are being met or used. Displayed as a percentage, the capacity utilization level provides insight into the overall slack that exist in schools at a given point in time. If a school is operating at a 70% capacity utilization rate, it has room to increase production up to a 100% utilization rate without incurring the expensive costs of building a new plant or facility.

Square Footage – a measure of the length and width of the building only, including the boiler room and other usable space. This does not include portables and outside lands.

Student Capacity – refers to programmatic capacity, which is a measure of how many general education K-12

students will fit in a building. It includes all space utilized as SPED classrooms, Pre-K classrooms, art rooms, music rooms, PE rooms, computer labs, administrative uses, health professional uses, optional program uses, etc. If a building has a design capacity of 1,000, the assumption is that 1,000 students can fit into that building. However, it’s not the case. There are various uses that take up classroom space that cannot be used by general K-12 enrollment (baseline enrollment). This measures how many general-education students can fit into a school comfortably with all academic programs operating at their best. Comprehensive Development Classes (CDC) and Pre-K are included in the capacity formula due to differing class sizes, funding, and enrollment reporting methods. CDC and Pre-K are zoned in sections, not by address.

Student Demographics

Economically Disadvantaged Students – for Tennessee school districts participating in Community Eligibility Provision, an alternate definition of “Economically Disadvantaged” (ED) was needed; only students who are direct certified are counted. Based on USDA guidelines, students are considered direct certified through any of the following measures: Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance to Needy Families (TANF), Homeless, Migrants, Runaways, certified foster children and students enrolled in Head Start or Even Start programs (those operated by the school system).

Using the state Accountability and BEP Funding definition, 58.6% of the District’s student population are considered as Economically Disadvantaged.



Informational Section

Students with Disabilities – students who have, have had or are currently regarded as having a physical or mental impairment which substantially impacts one or more major life activities including walking, seeing, hearing, speaking, breathing, learning, working, caring for oneself, or performing manual tasks.

English Language Learners – Tennessee students speak more than 140 languages. For most of these students, English is not the first language they learned to speak, but it is the first language in which they have learned to read and write. ESL classes vary from district to district and from school to school and are designed to address such challenges.

Achievement & Proficiency

ACT 21% - percentage of students scoring 21 or above on the ACT test.

Attendance Rate – student attendance is measured and reported by the department as a rate and is based on a comparison of the number of school days attended to the total possible days attended.

Average ACT Composite Score – the ACT composite score or overall ACT score is the average of scores for each test (English, mathematics, reading and science) rounded to the nearest whole number. It ranges from 1 (low) to 36 (high).

Graduation Rate – percentage of students who graduated from high school within four years, including a summer for those students who entered the ninth grade four years earlier. The District's graduation rate was 79.1% in school year 2017-18.

TEM (Teacher Effective Measure) – teacher evaluation system implemented in the District during the 2015-16 school year. The purpose of the TEM evaluation system is to ensure that all educators receive honest feedback about their practice that will enable them to continue to improve their practice and ultimately better serve our students.

- TEM 1: Significantly Below Expectations
- TEM 2: Below Expectations
- TEM 3: Meeting Expectations
- TEM 4: Above Expectations
- TEM 5: Significantly Above Expectations

TNReady – state student achievement assessment for reading, writing, and math in grades 3 – 11 designed to assess what is being taught in Tennessee's classrooms. TNReady was developed by Tennessee educators to better assess student knowledge, as well as critical thinking and problem-solving skills – in other words, all of the things a student will need to succeed following high school.

TVAAS (Tennessee Value-Added Assessment System) – measures the impact schools and teachers have on their students' academic progress. For the 2017-18 school year, TVAAS components do **NOT** include grades 4-8 due to the suspension of testing in grades 3-8.

- TVAAS 1 (least effective) – schools whose students are making substantially less progress than the standard for academic growth (the school's index is less than -2).
- TVAAS 2 (approaching average effectiveness) – schools whose students are making less progress than the standard for academic growth (the school's index is equal to or greater than -2 but less than -1).
- TVAAS 3 (average effectiveness) – schools whose students are making the same amount of progress as the standard for academic growth (the school's index is equal to or greater than -1 but less than 1)
- TVAAS 4 (above average effectiveness) – schools whose students are making more progress than the standard for academic growth (the school's index is equal to or greater than 1 but less than 2)
- TVAAS 5 (most effective) – schools whose students are making substantially more progress than the standard for academic growth (the school's index is 2 or greater).



Informational Section

Enrollment Data

Enrollment – the number of students enrolled at a school based on the 20th day attendance period.

Pre-Kindergarten enrollment – the number of pre-kindergarten students enrolled at a school based on the 20th day attendance period.

K-12 enrollment – the number of K-12 students enrolled at a school based on the 20th day attendance period.

School Staff Position Allocations

Assistant/Vice Principals – responsible for the supervision, discipline, and monitoring of students. Under the direction of the Principal, the assistant/vice principal is responsible for executing and enforcing school board policies, administrative rules and regulations. There is no distinct difference between an assistant principal and a vice principal; the title is based upon the position HR has assigned to each school in the past.

Classroom Teachers – the role of the classroom teacher is to manage the classroom in a manner that meets the individual needs of each student in the class. This includes promoting learning and supplementing activities, coordinating, and collaborating with support staff, using a variety of teaching approaches, and adapting instruction to include all students. The classroom teacher is responsible for each student's overall academic program. Additionally, ESL, CTE and ROTC teachers are included as classroom teachers. The only teachers not included are those teachers not assigned to a classroom.

Counselors – renders services to individuals or groups of students by applying the principles, techniques, methods or procedures of the counseling profession, including appraisal activities (as defined by law), counseling, consulting and referral activities.

Education Assistants – provides additional instructional support in the classroom for teachers.

Instructional Facilitators – performs as an instructional specialist in selected schools to increase the effectiveness of onsite programs and to improve utilization of instructional materials. Additionally, the instructional facilitator promotes development, implementation, and coordination of the school's instructional goals.

Librarians – works professionally in the school's library to provide access to information. Also provides social or technical programming and instruction for information literacy. Librarians are allocated based upon rules established by the TN State Board of Education for Library Information Center personnel in Chapter 0520-01-03 Minimum Requirements for the Approval of Public Schools (0520-01-03-.07 Library Information Center, Requirement E (2)).

Nutrition – includes cafeteria nutrition technicians and managers that work in the school cafeteria.

Other – clerical and other student support personnel such as In-School Suspension and Study Hall Monitors.

Principal – each school has one principal position. Principals are responsible for implementing and enforcing school board policies and administrative rules.

Special Skills – teachers for Optional Schools; World Languages; Elementary Music, Art and Physical Education (MAPS); and Band & Strings.

Student/Teacher Ratio – the number of students assigned to a school divided by the number of teachers assigned to the school regardless of the funding source.



Informational Section

Financial Information

General Fund Expenditures – the primary expenditure fund of the district which reflects discretionary salaries and other expenses.

IDEA, Part B Federal Allocation – Since the enactment of the original legislation – Individuals with Disabilities Education Act (<http://idea.ed.gov/>) in 1975, children and youth (ages 3-22) receive special education and related services under Part B of IDEA. Part B is so named because it is the second part of the law itself. Part B is Assistance for Education of All Children with Disabilities.
<http://www.parentcenterhub.org/repository/partb/>

Other Special Revenue & Federal Funds – Other local and federal grants (Pre-K, Leap Program, Title III, etc.)

Title I Allocation – Federal Funds that supplement state and local funding for low-achieving children, especially in high-poverty schools. The program finances the additional academic support and learning opportunities that are often required to help disadvantaged students progress along with their classmates.

Additional Considerations in Analyzing the Data

Again, there are several considerations in reviewing the data, which are as follows:

- District budgets are prepared using actual salaries and benefits. Therefore, there may be significant variances in dollar amounts with little or no changes in positions.
- Not all IDEA and Pre-K federal funds are allocated to schools due to centralized programmatic decisions. Some funds are retained centrally to be used for all students across the District.
- Federal grants (e.g., Title I and IDEA Part B) allocation amounts reflect the amount in fiscal year 2020-21. The grant amounts for fiscal year 2021-22 are pending the final grant awards, which is determined in the early summer.
- Some schools such as E.E. Jeter receive additional teachers and school staffing to provide a full academic schedule. Some position decreases may not be directly linked to enrollment; they may be due to programs moved from one school to another school.

Rezoning Information:

In the efforts of providing quality education to all students, MSCS has implemented some changes for FY 2022-23 such as school closures, mergers, and expansion as well as redesigning some programs. Alton Elementary, Shady Grove ES, Northwest Prep and Dexter ES are all part of school closure. ASD returning schools includes Georgian Hills Elementary, Corning/Frayser ES, and Whitney ES. Maxine Smith is now housed on East High Campus. Mt. Pisgah and Dexter MS are serving K8 students.



Budget Department

Contact Information

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Vacant	Administrative Assistant		901-416-6410
Main Line			901-416-5620
Fax Number			901-416-0039
Department Email		scsbudget@scsk12.org	

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Payroll Department

The Payroll Department is responsible for payroll functions as well as time and attendance reporting of the school system.

These responsibilities include:

- Processing of payroll and the disbursement of pay
- Creation of temporary time sheets
- Quarterly filing of the 941 tax return
- Processing and disbursement of annual earnings statements (W2)
- Submission of retirement file to the Tennessee Consolidated Retirement System (TCRS)

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MEMPHIS-SHELBY COUNTY SCHOOLS PAY SCHEDULE 2022-2023
12 MONTH SALARIED (Scheduled Work Year 07/01/22 - 06/30/23)

Central Office, Principals, Vice Principals, Social Workers, School Psychologists, CNC Managerial & Prof. Staff
Drug & Alcohol Counselors, 12 Month Teachers Exceptional Children

For APECS use only
12 MS
Paid over 26 Even
Pay Periods

Timesheet	Calendar	TIMESHEET & PAYROLL	ATTENDANCE PERIODS		PAID		APPROVAL		
Pay Period	Pay Period	Calendar Days in Pay Period for	Attendance Purposes Only	Work Days	HOLIDAYS	Total Days Paid	DEADLINE *	PAY DAY	Ck #
1	1	7/1/2022	7/1/2022	1.00		1.00	7/1/2022	07/08/22	1
2	2	7/2/2022	7/15/2022	9.00	1.00	10.00	07/15/22	07/22/22	2
3	3	7/16/2022	7/29/2022	10.00		10.00	07/29/22	08/05/22	3
4	4	7/30/2022	8/12/2022	10.00		10.00	08/12/22	08/19/22	4
5	5	8/13/2022	8/26/2022	10.00		10.00	08/26/22	09/02/22	5
6	6	8/27/2022	9/9/2022	9.00	1.00	10.00	09/09/22	09/16/22	6
7	7	9/10/2022	9/23/2022	10.00		10.00	09/23/22	09/30/22	7
8	8	9/24/2022	10/7/2022	10.00		10.00	10/07/22	10/14/22	8
9	9	10/8/2022	10/21/2022	10.00		10.00	10/21/22	10/28/22	9
10	10	10/22/2022	11/4/2022	10.00		10.00	11/04/22	11/11/22	10
11	11	11/5/2022	11/18/2022	9.00	1.00	10.00	11/18/22	11/25/22	11
12	12	11/19/2022	12/2/2022	8.00	2.00	10.00	12/02/22	12/09/22	12
13	13	12/3/2022	12/16/2022	10.00		10.00	12/16/22	12/23/22	13
14	14	12/17/2022	12/30/2022	3.00	7.00	10.00	12/30/22	01/06/23	14
15	15	12/31/2022	1/13/2023	10.00		10.00	01/13/23	01/20/23	15
16	16	1/14/2023	1/27/2023	9.00	1.00	10.00	01/27/23	02/03/23	16
17	17	1/28/2023	2/10/2023	10.00		10.00	02/10/23	02/17/23	17
18	18	2/11/2023	2/24/2023	10.00		10.00	02/24/23	03/03/23	18
19	19	2/25/2023	3/10/2023	10.00		10.00	03/10/23	03/17/23	19
20	20	3/11/2023	3/24/2023	8.00	2.00	10.00	03/24/23	03/31/23	20
21	21	3/25/2023	4/7/2023	9.00	1.00	10.00	04/07/23	04/14/23	21
22	22	4/8/2023	4/21/2023	10.00		10.00	04/21/23	04/28/23	22
23	23	4/22/2023	5/5/2023	10.00		10.00	05/05/23	05/12/23	23
24	24	5/6/2023	5/19/2023	10.00		10.00	05/19/23	05/26/23	24
25	25	5/20/2023	6/2/2023	9.00	1.00	10.00	06/02/23	06/09/23	25
26	26	6/3/2023	6/16/2023	10.00		10.00	06/16/23	06/23/23	26
Part of 1st ck in FY 22-23		6/17/2023	6/30/2023	9.00	1.00	10.00	06/30/23	07/07/23	Paid in
		Total		243.00	18.00	261.00			

Employees are paid on an even salary payment basis

Timesheets must be approved by department heads/school principals by noon unless otherwise instructed.

Paid Holidays -- Employees must be in active pay status the day preceding and the day following the holiday (per Board policy and your job class) in order to receive holiday pay.

HOLIDAYS / VACATION

Independence Day	July 4, 2022	1.00
Labor Day	September 5, 2022	1.00
Veterans Day	November 11, 2022	1.00
Thanksgiving	November 24-25, 2022	2.00
Winter Break- Paid Days	Dec 22-Dec 30, 2022	7.00
Martin Luther King Jr Day	January 16, 2023	1.00
Spring Break-Paid Days	March 16-17, 2023	2.00
Good Friday	April 7, 2023	1.00
Memorial Day	May 29, 2023	1.00
Juneteenth	June 19, 2023	1.00
Total Holidays		18.00

MEMPHIS-SHELBY COUNTY SCHOOLS PAY SCHEDULE 2022-23
12 MONTH HOURLY (Scheduled Work Year 07/01/22 - 06/30/23)

**Central Office Support Staff, Maintenance, Warehouse, Custodial/Grounds, Raineswood Residential Training
Center Assistants, CNC Operations(central kitchen & warehouse), Mobile Security Officers, Prep School Support, Financial Secretaries & Specialized Educational Assistants**

For APECS use only

**12 MH
Paid over 26 Even
Pay Periods**

Timesheet	Calendar	TIMESHEET & PAYROLL		ATTENDANCE PERIODS		PAID	APPROVAL	Pay Periods	
Pay Period	Pay Period	Calendar Days in Pay Period		Work Days	HOLIDAYS	Total Days Paid	DEADLINE *	PAY DAY	Ck #
1	1	7/1/2022	7/1/2022	1.00		1.00	7/1/2022	07/08/22	1
2	2	7/2/2022	7/15/2022	9.00	1.00	10.00	07/15/22	07/22/22	2
3	3	7/16/2022	7/29/2022	10.00		10.00	07/29/22	08/05/22	3
4	4	7/30/2022	8/12/2022	10.00		10.00	08/12/22	08/19/22	4
5	5	8/13/2022	8/26/2022	10.00		10.00	08/26/22	09/02/22	5
6	6	8/27/2022	9/9/2022	9.00	1.00	10.00	09/09/22	09/16/22	6
7	7	9/10/2022	9/23/2022	10.00		10.00	09/23/22	09/30/22	7
8	8	9/24/2022	10/7/2022	10.00		10.00	10/07/22	10/14/22	8
9	9	10/8/2022	10/21/2022	10.00		10.00	10/21/22	10/28/22	9
10	10	10/22/2022	11/4/2022	10.00		10.00	11/04/22	11/11/22	10
11	11	11/5/2022	11/18/2022	9.00	1.00	10.00	11/18/22	11/25/22	11
12	12	11/19/2022	12/2/2022	8.00	2.00	10.00	12/02/22	12/09/22	12
13	13	12/3/2022	12/16/2022	10.00		10.00	12/16/22	12/23/22	13
14	14	12/17/2022	12/30/2022	3.00	7.00	10.00	12/30/22	01/06/23	14
15	15	12/31/2022	1/13/2023	10.00		10.00	01/13/23	01/20/23	15
16	16	1/14/2023	1/27/2023	9.00	1.00	10.00	01/27/23	02/03/23	16
17	17	1/28/2023	2/10/2023	10.00		10.00	02/10/23	02/17/23	17
18	18	2/11/2023	2/24/2023	10.00		10.00	02/24/23	03/03/23	18
19	19	2/25/2023	3/10/2023	10.00		10.00	03/10/23	03/17/23	19
20	20	3/11/2023	3/24/2023	8.00	2.00	10.00	03/24/23	03/31/23	20
21	21	3/25/2023	4/7/2023	9.00	1.00	10.00	04/07/23	04/14/23	21
22	22	4/8/2023	4/21/2023	10.00		10.00	04/21/23	04/28/23	22
23	23	4/22/2023	5/5/2023	10.00		10.00	05/05/23	05/12/23	23
24	24	5/6/2023	5/19/2023	10.00		10.00	05/19/23	05/26/23	24
25	25	5/20/2023	6/2/2023	9.00	1.00	10.00	06/02/23	06/09/23	25
26	26	6/3/2023	6/16/2023	10.00		10.00	06/16/23	06/23/23	26
Part of 1st ck in FY 22-23		6/17/2023	6/30/2023	9.00	1.00	10.00	06/30/23	07/07/23	Paid in FY23
			Total	243.00	18.00	261.00			

Timesheets must be approved by department heads/school principals by noon unless otherwise instructed.

Paid Holidays -- Employees must be in active pay status the day preceding and the day following the holiday (per Board policy and your job class) in order to receive holiday pay.

HOLIDAYS / VACATION

Independence Day	July 4, 2022	1.00
Labor Day	September 5, 2022	1.00
Veterans Day	November 11, 2022	1.00
Thanksgiving	November 24-25, 2022	2.00
Winter Break- Paid Days	Dec 22-Dec 30, 2022	7.00
Martin Luther King Jr Day	January 16, 2023	1.00
Spring Break-Paid Days	March 16-17, 2023	2.00
Good Friday	April 7, 2023	1.00
Memorial Day	May 29, 2023	1.00
Juneteenth	June 19, 2023	1.00
Total Holidays		18.00

MEMPHIS-SHELBY COUNTY SCHOOLS PAY SCHEDULE 2022-23
12 MONTH HOURLY NUTRITION (Scheduled Work Year 07/01/22 - 06/30/23)

CNC -Warehouse Workers
(Sunday through Thursday)

For APECS use only

**12MNV
Paid over 26 Even
Pay Periods**

Timesheet Pay Period	Calendar Pay Period	TIMESHEET & PAYROLL Calendar Days in Pay Period	ATTENDANCE PERIODS	WORK DAYS	PAID HOLIDAYS	TOTALPAID DAYS	APPROVAL DEADLINE *	PAY DAY	Ck #
1	1	7/1/2022	7/1/2022	1.00		1.00	7/1/2022	07/08/22	1
2	2	7/2/2022	7/15/2022	9.00	1.00	10.00	07/15/22	07/22/22	2
3	3	7/16/2022	7/29/2022	10.00		10.00	07/29/22	08/05/22	3
4	4	7/30/2022	8/12/2022	10.00		10.00	08/12/22	08/19/22	4
5	5	8/13/2022	8/26/2022	10.00		10.00	08/26/22	09/02/22	5
6	6	8/27/2022	9/9/2022	9.00	1.00	10.00	09/09/22	09/16/22	6
7	7	9/10/2022	9/23/2022	10.00		10.00	09/23/22	09/30/22	7
8	8	9/24/2022	10/7/2022	10.00		10.00	10/07/22	10/14/22	8
9	9	10/8/2022	10/21/2022	10.00		10.00	10/21/22	10/28/22	9
10	10	10/22/2022	11/4/2022	10.00		10.00	11/04/22	11/11/22	10
11	11	11/5/2022	11/18/2022	9.00	1.00	10.00	11/18/22	11/25/22	11
12	12	11/19/2022	12/2/2022	8.00	2.00	10.00	12/02/22	12/09/22	12
13	13	12/3/2022	12/16/2022	10.00		10.00	12/16/22	12/23/22	13
14	14	12/17/2022	12/30/2022	3.00	7.00	10.00	12/30/22	01/06/23	14
15	15	12/31/2022	1/13/2023	10.00		10.00	01/13/23	01/20/23	15
16	16	1/14/2023	1/27/2023	9.00	1.00	10.00	01/27/23	02/03/23	16
17	17	1/28/2023	2/10/2023	10.00		10.00	02/10/23	02/17/23	17
18	18	2/11/2023	2/24/2023	10.00		10.00	02/24/23	03/03/23	18
19	19	2/25/2023	3/10/2023	10.00		10.00	03/10/23	03/17/23	19
20	20	3/11/2023	3/24/2023	8.00	2.00	10.00	03/24/23	03/31/23	20
21	21	3/25/2023	4/7/2023	9.00	1.00	10.00	04/07/23	04/14/23	21
22	22	4/8/2023	4/21/2023	10.00		10.00	04/21/23	04/28/23	22
23	23	4/22/2023	5/5/2023	10.00		10.00	05/05/23	05/12/23	23
24	24	5/6/2023	5/19/2023	10.00		10.00	05/19/23	05/26/23	24
25	25	5/20/2023	6/2/2023	9.00	1.00	10.00	06/02/23	06/09/23	25
26	26	6/3/2023	6/16/2023	10.00		10.00	06/16/23	06/23/23	26
Part of 1st ck in FY 22-23		6/17/2023	6/30/2023	9.00	1.00	10.00	06/30/23	07/07/23	Paid in
Total				243.00	18.00	261.00			

Timesheets must be approved by department heads/school principals by noon unless otherwise instructed.

Paid Holidays -- Employees must be in active pay status the day preceding and the day following the holiday (per Board policy and your job class) in order to receive holiday pay.

HOLIDAYS / VACATION

Independence Day	July 4, 2022	1.00
Labor Day	September 5, 2022	1.00
Veterans Day	November 11, 2022	1.00
Thanksgiving	November 24-25, 2022	2.00
Winter Break- Paid Days	Dec 22-Dec 30, 2022	7.00
Martin Luther King Jr Day	January 16, 2023	1.00
Spring Break-Paid Days	March 16-17, 2023	2.00
Good Friday	April 7, 2023	1.00
Memorial Day	May 29, 2023	1.00
Juneteenth	June 19, 2023	1.00
Total Holidays		18.00

MEMPHIS-SHELBY COUNTY SCHOOLS PAY SCHEDULE 2022-23
11 MONTH SALARIED (Scheduled Work Year 07/11/22 - 06/07/23)

Instructional Coaches (PD)

For APECS use only
11ISC
Paid over 26
Even Pay
Periods

Timesheet	Calendar	TIMESHEET & PAYROLL	ATTENDANCE PERIODS	WORK/ADMIN	INSERVICE	PAID	TOTAL	NON PAID	APPROVAL		Total all days
Pay Period	Pay Period	Calendar Days in Pay Period	DAYS	DAYS	HOLIDAYS	PAID DAYS	DAYS	DEADLINE *	PAY DAY		
1	1	7/1/2022	7/1/2022				1.00	7/1/2022	07/08/22		1.00
2	2	7/2/2022	7/15/2022	5.00		5.00	5.00	07/15/22	07/22/22		10.00
3	3	7/16/2022	7/29/2022	10.00		10.00		07/29/22	08/05/22		10.00
4	4	7/30/2022	8/12/2022	7.50	2.50	10.00		08/12/22	08/19/22		10.00
5	5	8/13/2022	8/26/2022	10.00		10.00		08/26/22	09/02/22		10.00
6	6	8/27/2022	9/9/2022	9.00		10.00	1.00	09/09/22	09/16/22		10.00
7	7	9/10/2022	9/23/2022	10.00		10.00		09/23/22	09/30/22		10.00
8	8	9/24/2022	10/7/2022	10.00		10.00		10/07/22	10/14/22		10.00
9	9	10/8/2022	10/21/2022	5.00		5.00	5.00	10/21/22	10/28/22		10.00
10	10	10/22/2022	11/4/2022	10.00		10.00		11/04/22	11/11/22		10.00
11	11	11/5/2022	11/18/2022	8.00	1.00	10.00		11/18/22	11/25/22		10.00
12	12	11/19/2022	12/2/2022	5.00		3.00	8.00	12/02/22	12/09/22		10.00
13	13	12/3/2022	12/16/2022	10.00		10.00		12/16/22	12/23/22		10.00
14	14	12/17/2022	12/30/2022	0.00		5.00	5.00	12/30/22	01/06/23		10.00
15	15	12/31/2022	1/13/2023	10.00		10.00		01/13/23	01/20/23		10.00
16	16	1/14/2023	1/27/2023	9.00		10.00	1.00	01/27/23	02/03/23		10.00
17	17	1/28/2023	2/10/2023	10.00		10.00		02/10/23	02/17/23		10.00
18	18	2/11/2023	2/24/2023	10.00		10.00		02/24/23	03/03/23		10.00
19	19	2/25/2023	3/10/2023	10.00		10.00		03/10/23	03/17/23		10.00
20	20	3/11/2023	3/24/2023	5.00		5.00	5.00	03/24/23	03/31/23		10.00
21	21	3/25/2023	4/7/2023	9.00		10.00	1.00	04/07/23	04/14/23		10.00
22	22	4/8/2023	4/21/2023	10.00		10.00		04/21/23	04/28/23		10.00
23	23	4/22/2023	5/5/2023	10.00		10.00		05/05/23	05/12/23		10.00
24	24	5/6/2023	5/19/2023	10.00		10.00		05/19/23	05/26/23		10.00
25	25	5/20/2023	6/2/2023	7.50	1.50	9.00	1.00	06/02/23	06/09/23		10.00
26	26	6/3/2023	6/16/2023	3.00		3.00	7.00	06/16/23	06/23/23		10.00
		6/17/2023	6/30/2023	0.00		0.00	10.00	06/30/23	07/07/23		10.00
				203.00	5.00	12.00	220.00	41.00			261.00

Start date is 7/11/2022 and end date is 6/7/2023

Timesheets must be approved by department heads/school principals by noon unless otherwise instructed.

Paid Holidays -- Employees must be in active pay status the day preceding and the day following the holiday (per Board policy and your job class) in order to receive holiday pay.

In-Service Days

August 1, 2022	0.50
August 3, 2022	1.00
August 4, 2022	1.00
November 8, 2022	1.00
May 31, 2023	0.50
June 1, 2023	1.00
Total	5.00

Admin Days

August 1, 2022	0.50
August 2, 2022	1.00
August 5, 2022	1.00
May 30, 2023	1.00
May 31, 2023	0.50
Total	4.00

Non-work/Non Paid

Fall Break Oct. 10-14, 2022	5.00
Thanksgiving Nov 21, 22, 2022	2.00
Winter Break-Dec. 19, 20, 26-28, 2022	5.00
Spring Break- March 13-17, 2023	5.00
Memorial Day May 29, 2023	1.00

HOLIDAYS / VACATION

Labor Day	September 5, 2022	1.00
Veterans Day	November 11, 2022	1.00
Thanksgiving	November 23-25, 2022	3.00
Winter Break- Paid Days	Dec 21-23, 29, 30, 2022	5.00
Martin Luther King, Jr Day	January 16, 2023	1.00
Good Friday	April 7, 2023	1.00
Total Holidays		12.00

MEMPHIS-SHELBY COUNTY SCHOOLS PAY SCHEDULE 2022-23
11 MONTH SALARIED (Scheduled Work Year 07/18/22 - 06/14/23)

District Nurses, High School Counselors, CSH Social Workers, Clinical Lead Nurse and Behavioral Analysts

For APECS use only
11MS
Paid over 26
Even Pay
Periods

Timesheet Pay Period	Calendar Pay Period	TIMESHEET & PAYROLL Calendar	ATTENDANCE PERIODS Days in Pay Period	WORK/ADMIN DAYS	INSERVICE DAYS	PAID HOLIDAYS	TOTAL PAID DAYS	NON PAID DAYS	APPROVAL DEADLINE *	PAY DAY	Total all Days
1	1	7/1/2022	7/1/2022						7/1/2022	07/08/22	1.00
2	2	7/2/2022	7/15/2022				0.00	1.00	07/15/22	07/22/22	10.00
3	3	7/16/2022	7/29/2022	10.00			10.00		07/29/22	08/05/22	10.00
4	4	7/30/2022	8/12/2022	7.50	2.50		10.00		08/12/22	08/19/22	10.00
5	5	8/13/2022	8/26/2022	10.00			10.00		08/26/22	09/02/22	10.00
6	6	8/27/2022	9/9/2022	9.00		1.00	10.00		09/09/22	09/16/22	10.00
7	7	9/10/2022	9/23/2022	10.00			10.00		09/23/22	09/30/22	10.00
8	8	9/24/2022	10/7/2022	10.00			10.00		10/07/22	10/14/22	10.00
9	9	10/8/2022	10/21/2022	5.00			5.00	5.00	10/21/22	10/28/22	10.00
10	10	10/22/2022	11/4/2022	10.00			10.00		11/04/22	11/11/22	10.00
11	11	11/5/2022	11/18/2022	9.00		1.00	10.00		11/18/22	11/25/22	10.00
12	12	11/19/2022	12/2/2022	5.00		3.00	8.00	2.00	12/02/22	12/09/22	10.00
13	13	12/3/2022	12/16/2022	10.00			10.00		12/16/22	12/23/22	10.00
14	14	12/17/2022	12/30/2022	0.00		5.00	5.00	5.00	12/30/22	01/06/23	10.00
15	15	12/31/2022	1/13/2023	10.00			10.00		01/13/23	01/20/23	10.00
16	16	1/14/2023	1/27/2023	9.00		1.00	10.00		01/27/23	02/03/23	10.00
17	17	1/28/2023	2/10/2023	10.00			10.00		02/10/23	02/17/23	10.00
18	18	2/11/2023	2/24/2023	9.00	1.00		10.00		02/24/23	03/03/23	10.00
19	19	2/25/2023	3/10/2023	10.00			10.00		03/10/23	03/17/23	10.00
20	20	3/11/2023	3/24/2023	5.00			5.00	5.00	03/24/23	03/31/23	10.00
21	21	3/25/2023	4/7/2023	10.00			10.00		04/07/23	04/14/23	10.00
22	22	4/8/2023	4/21/2023	9.00		1.00	10.00		04/21/23	04/28/23	10.00
23	23	4/22/2023	5/5/2023	10.00			10.00		05/05/23	05/12/23	10.00
24	24	5/6/2023	5/19/2023	10.00			10.00		05/19/23	05/26/23	10.00
25	25	5/20/2023	6/2/2023	7.50	1.50		9.00	1.00	06/02/23	06/09/23	10.00
26	26	6/3/2023	6/16/2023	8.00			8.00	2.00	06/16/23	06/23/23	10.00
		6/17/2023	6/30/2023	0.00			0.00	10.00	06/30/23	07/07/23	10.00
										07/21/23	1
				203.00	5.00	12.00	220.00	41.00			261.00

Start date is 7/18/22 and end date is 6/14/2023

Timesheets must be approved by department heads/school principals by noon unless otherwise instructed.

Paid Holidays -- Employees must be in active pay status the day preceding and the day following the holiday (per Board policy and your job class) in order to receive holiday pay.

In-Service Days

August 1, 2022	0.50
August 3, 2022	1.00
August 4, 2022	1.00
November 8, 2022	1.00
May 31, 2023	0.50
June 1, 2023	1.00
Total	5.00

Admin Days

August 1, 2022	0.50
August 2, 2022	1.00
August 5, 2022	1.00
May 30, 2023	1.00
May 31, 2023	0.50
Total	4.00

Non-work/Non Paid

Fall Break Oct. 10-14, 2022	5.00
Thanksgiving Nov 21, 22, 2022	2.00
Winter Break-Dec. 19, 20, 26-28, 2022	5.00
Spring Break- March 13-17, 2023	5.00
Memorial Day May 29, 2023	1.00
Total	18.00

HOLIDAYS / VACATION

Labor Day	September 5, 2022	1.00
Veterans Day	November 11, 2022	1.00
Thanksgiving	November 23-25, 2022	3.00
Winter Break- Paid Days	Dec 21-23, 29, 30, 2022	5.00
Martin Luther King, Jr Day	January 16, 2023	1.00
Good Friday	April 7, 2023	1.00
Total Holidays		12.00

MEMPHIS-SHELBY COUNTY SCHOOLS PAY SCHEDULE 2022-23
10.5 MONTH HOURLY (Scheduled Work Year 07/25/22 - 06/07/23)

GENERAL OFFICE SECRETARIES (GOS)

										For APECS use only 10.SGS
Timesheet	Calendar	TIMESHEET & PAYROLL	ATTENDANCE PERIODS	WORK	PAID	TOTAL PAID	NON PAID	APPROVAL		
Pay Period	Pay Period	Calendar Days in Pay Period		DAYS	HOLIDAYS	DAYS	DAYS	DEADLINE	PAY DAY	Total all Days
1	1	7/1/2022	7/1/2022	0.00		0.00	1.00	7/1/2022	07/08/22	1.00
2	2	7/2/2022	7/15/2022	0.00		0.00	10.00	07/15/22	07/22/22	10.00
3	3	7/16/2022	7/29/2022	5.00		5.00	5.00	07/29/22	08/05/22	10.00
4	4	7/30/2022	8/12/2022	10.00		10.00		08/12/22	08/19/22	10.00
5	5	8/13/2022	8/26/2022	10.00		10.00		08/26/22	09/02/22	10.00
6	6	8/27/2022	9/9/2022	9.00	1.00	10.00		09/09/22	09/16/22	10.00
7	7	9/10/2022	9/23/2022	10.00		10.00		09/23/22	09/30/22	10.00
8	8	9/24/2022	10/7/2022	10.00		10.00		10/07/22	10/14/22	10.00
9	9	10/8/2022	10/21/2022	5.00	3.00	8.00	2.00	10/21/22	10/28/22	10.00
10	10	10/22/2022	11/4/2022	10.00		10.00		11/04/22	11/10/22	10.00
11	11	11/5/2022	11/18/2022	9.00	1.00	10.00		11/18/22	11/25/22	10.00
12	12	11/19/2022	12/2/2022	5.00	2.00	7.00	3.00	12/02/22	12/09/22	10.00
13	13	12/3/2022	12/16/2022	10.00		10.00		12/16/22	12/23/22	10.00
14	14	12/17/2022	12/30/2022	0.00	6.00	6.00	4.00	12/30/22	01/06/23	10.00
15	15	12/31/2022	1/13/2023	9.00	1.00	10.00		01/13/23	01/20/23	10.00
16	16	1/14/2023	1/27/2023	9.00	1.00	10.00		01/27/23	02/03/23	10.00
17	17	1/28/2023	2/10/2023	10.00		10.00		02/10/23	02/17/23	10.00
18	18	2/11/2023	2/24/2023	10.00		10.00		02/24/23	03/03/23	10.00
19	19	2/25/2023	3/10/2023	10.00		10.00		03/10/23	03/17/23	10.00
20	20	3/11/2023	3/24/2023	5.00	5.00	10.00		03/24/23	03/31/23	10.00
21	21	3/25/2023	4/7/2023	9.00	1.00	10.00		04/07/23	04/14/23	10.00
22	22	4/8/2023	4/21/2023	10.00		10.00		04/21/23	04/28/23	10.00
23	23	4/22/2023	5/5/2023	10.00		10.00		05/05/23	05/12/23	10.00
24	24	5/6/2023	5/19/2023	10.00		10.00		05/19/23	05/26/23	10.00
25	25	5/20/2023	6/2/2023	9.00		9.00	1.00	06/02/23	06/09/23	10.00
26	26	6/3/2023	6/16/2023	3.00		3.00	7.00	06/16/23	06/23/23	10.00
27	27	6/17/2023	6/30/2023	0.00		0.00	10.00	06/30/23	07/07/23	10.00
									07/21/23	
				197.00	21.00	218.00	43.00			261.00

Start date is 7/25/2022 and end date is 6/7/2023

Timesheets must be approved by department heads/school principals by noon unless otherwise instructed.

Paid Holidays -- Employees must be in active pay status the day preceding and the day following the holiday (per Board policy and your job class) in order to receive holiday pay.

HOLIDAYS / VACATION

Labor Day	September 5, 2022	1.00
Fall Break -	Oct. 12-14, 2022	3.00
Veterans Day	November 11, 2022	1.00
Thanksgiving	November 24, 25, 2022	2.00
Winter Break- Paid Days	Dec 23, 26-30, 2022	6.00
	January 2, 2023	1.00
Martin Luther King, Jr Day	January 16, 2023	1.00
Spring Break	March 13-17, 2023	5.00
Good Friday	April 7, 2023	1.00
Total Holidays		21.00

Non-work/Non Paid

Fall Break Oct. 10-11, 2022	2.00
Thanksgiving Nov. 21-23, 2022	3.00
Winter Break-Dec. 19-22, 2022	4.00
Memorial Day May 29, 2023	1.00
Total	10.00

MEMPHIS-SHELBY COUNTY SCHOOLS PAY SCHEDULE 2022-23
10.5 MONTH SALARIED (Scheduled Work Year 07/25/22 - 06/07/23)

Assistant Principals, School Psychologist & Exceptional Children Social Workers

For APECS use only
10.5MS
Paid over 26
Even Pay
Periods

Timesheet Pay Period	Calendar Pay Period	TIMESHEET & PAYROLL Calendar Days in Pay Period	ATTENDANCE PERIODS Calendar Days in Pay Period	WORK/ADMIN DAYS	INSERVICE DAYS	PAID HOLIDAYS	TOTAL PAID DAYS	NON PAID DAYS	APPROVAL DEADLINE *	PAY DAY	Cks Remaining
1	1	7/1/2022	7/1/2022	0.00			0.00	1.00	7/1/2022	07/08/22	
2	2	7/2/2022	7/15/2022	0.00			0.00	10.00	07/15/22	07/22/22	
3	3	7/16/2022	7/29/2022	5.00			5.00	5.00	07/29/22	08/05/22	26 1st paycheck of 2022-23
4	4	7/30/2022	8/12/2022	7.50	2.50		10.00		08/12/22	08/19/22	25
5	5	8/13/2022	8/26/2022	10.00			10.00		08/26/22	09/02/22	24
6	6	8/27/2022	9/9/2022	9.00		1.00	10.00		09/09/22	09/16/22	23
7	7	9/10/2022	9/23/2022	10.00			10.00		09/23/22	09/30/22	22
8	8	9/24/2022	10/7/2022	10.00			10.00		10/07/22	10/14/22	21
9	9	10/8/2022	10/21/2022	5.00			5.00	5.00	10/21/22	10/28/22	20
10	10	10/22/2022	11/4/2022	10.00			10.00		11/04/22	11/11/22	19
11	11	11/5/2022	11/18/2022	8.00	1.00	1.00	10.00		11/18/22	11/25/22	18
12	12	11/19/2022	12/2/2022	5.00		3.00	8.00	2.00	12/02/22	12/09/22	17
13	13	12/3/2022	12/16/2022	10.00			10.00		12/16/22	12/23/22	16
14	14	12/17/2022	12/30/2022	0.00		5.00	5.00	5.00	12/30/22	01/06/23	15
15	15	12/31/2022	1/13/2023	10.00			10.00		01/13/23	01/20/23	14
16	16	1/14/2023	1/27/2023	9.00		1.00	10.00		01/27/23	02/03/23	13
17	17	1/28/2023	2/10/2023	10.00			10.00		02/10/23	02/17/23	12
18	18	2/11/2023	2/24/2023	10.00			10.00		02/24/23	03/03/23	11
19	19	2/25/2023	3/10/2023	10.00			10.00		03/10/23	03/17/23	10
20	20	3/11/2023	3/24/2023	5.00			5.00	5.00	03/24/23	03/31/23	9
21	21	3/25/2023	4/7/2023	9.00		1.00	10.00		04/07/23	04/14/23	8
22	22	4/8/2023	4/21/2023	10.00			10.00		04/21/23	04/28/23	7
23	23	4/22/2023	5/5/2023	10.00			10.00		05/05/23	05/12/23	6
24	24	5/6/2023	5/19/2023	10.00			10.00		05/19/23	05/26/23	5
25	25	5/20/2023	6/2/2023	7.50	1.50		9.00	1.00	06/02/23	06/09/23	4
26	26	6/3/2023	6/16/2023	3.00			3.00	7.00	06/16/23	06/23/23	3
		6/17/2023	6/30/2023	0.00			0.00	10.00	06/30/23	07/07/23	2
										07/21/23	1
				193.00	5.00	12.00	210.00	51.00			

Start date is 7/25/2022 and end date is 6/7/2023

Timesheets must be approved by department heads/school principals by noon unless otherwise instructed.

Paid Holidays -- Employees must be in active pay status the day preceding and the day following the holiday (per Board policy and your job class) in order to receive holiday pay.

In-Service Days

August 1, 2022	0.50
August 3, 2022	1.00
August 4, 2022	1.00
November 8, 2022	1.00
May 31, 2023	0.50
June 1, 2023	1.00
Total	5.00

Admin Days

August 1, 2022	0.50
August 2, 2022	1.00
August 5, 2022	1.00
May 30, 2023	1.00
May 31, 2023	0.50
Total	4.00

Non-work/Non Paid

Fall Break Oct. 10-14, 2022	5.00
Thanksgiving Nov 21, 22, 2022	2.00
Winter Break-Dec. 19, 20, 26-28, 2022	5.00
Spring Break- March 13-17, 2023	5.00
Memorial Day May 29, 2023	1.00
Total	18.00

HOLIDAYS / VACATION

Labor Day	September 5, 2022	1.00
Veterans Day	November 11, 2022	1.00
Thanksgiving	November 23-25, 2022	3.00
Winter Break- Paid Days	Dec 21-23, 29, 30, 2022	5.00
Martin Luther King, Jr Day	January 16, 2023	1.00
Good Friday	April 7, 2023	1.00
Total Holidays		12.00

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MEMPHIS-SHELBY COUNTY SCHOOLS
COST CENTER ASSIGNMENTS -PAYROLL BY COST CENTER DESCRIPTION

Cost Center	Description	Assigned Payroll Staff	E-mail
2005	A B Hill Elementary	HAILEY, DERYKA	HAILEYD@scsk12.org
2740	A. Maceo Walker Middle School	HAILEY, DERYKA	HAILEYD@scsk12.org
10000	Academic Office	SCOTT, DELAWN	SCOTTDD3@scsk12.org
32100	Accounting	SCOTT, DELAWN	SCOTTDD3@scsk12.org
32401	Accounts Payable	SCOTT, DELAWN	SCOTTDD3@scsk12.org
10801	Adolescent Parenting	HAILEY, DERYKA	HAILEYD@scsk12.org
10800	Alternative Schools	SCOTT, DELAWN	SCOTTDD3@scsk12.org
2020	Alton Elementary	HAILEY, DERYKA	HAILEYD@scsk12.org
2023	American Way Middle	SCOTT, DELAWN	SCOTTDD3@scsk12.org
22200	Assessment & Accountability	SCOTT, DELAWN	SCOTTDD3@scsk12.org
33310	Asset Management	SCOTT, DELAWN	SCOTTDD3@scsk12.org
10010	Assistant Superintendent of Academics	SCOTT, DELAWN	SCOTTDD3@scsk12.org
10030	Assistant Superintendent of Operations	SCOTT, DELAWN	SCOTTDD3@scsk12.org
10020	Assistant Superintendent of Schools	SCOTT, DELAWN	SCOTTDD3@scsk12.org
20301	Athletics	SCOTT, DELAWN	SCOTTDD3@scsk12.org
20100	Attendance & Discipline	SCOTT, DELAWN	SCOTTDD3@scsk12.org
2025	Avon Lenox School	SCOTT, DELAWN	SCOTTDD3@scsk12.org
2030	B T Washington High School	PLUNKETT, JANAY	PLUNKETTJM1@scsk12.org
2610	Balmoral Ridgeway Elementary	SCOTT, DELAWN	SCOTTDD3@scsk12.org
0010	Barrets Elementary	SCOTT, DELAWN	SCOTTDD3@scsk12.org
8365	Belle Forest Community School	SCOTT, DELAWN	SCOTTDD3@scsk12.org
3650	Belle Forest Elementary	SCOTT, DELAWN	SCOTTDD3@scsk12.org
2040	Bellevue Middle School	SCOTT, DELAWN	SCOTTDD3@scsk12.org
2045	Berclair Elementary	SCOTT, DELAWN	SCOTTDD3@scsk12.org
2050	Bethel Grove Elementary	SCOTT, DELAWN	SCOTTDD3@scsk12.org
0035	Bolton High	SCOTT, DELAWN	SCOTTDD3@scsk12.org
2053	Brewster Elementary	SCOTT, DELAWN	SCOTTDD3@scsk12.org
2057	Brownsville Elementary	SCOTT, DELAWN	SCOTTDD3@scsk12.org
2060	Bruce Elementary	HAILEY, DERYKA	HAILEYD@scsk12.org
32200	Budget & Fiscal Planning	SCOTT, DELAWN	SCOTTDD3@scsk12.org
34200	Business Application Services	SCOTT, DELAWN	SCOTTDD3@scsk12.org
33100	Business Operations Admin	SCOTT, DELAWN	SCOTTDD3@scsk12.org
2070	Campus School	SCOTT, DELAWN	SCOTTDD3@scsk12.org
10300	Career & Technical Education	HAILEY, DERYKA	HAILEYD@scsk12.org
10300	Career & Technical Education	SCOTT, DELAWN	SCOTTDD3@scsk12.org
2085	Carver High School	SCOTT, DELAWN	SCOTTDD3@scsk12.org
2090	Central High School	SCOTT, DELAWN	SCOTTDD3@scsk12.org
2095	Charjean Elementary	COX, NATALIA	COXN@SCSK12.ORG
2100	Cherokee Elementary	COX, NATALIA	COXN@SCSK12.ORG
2108	Chickasaw Middle School	COX, NATALIA	COXN@SCSK12.ORG
02010	Chief of Staff	SCOTT, DELAWN	SCOTTDD3@scsk12.org
2049	Chimneyrock Elementary School	COX, NATALIE	COXN@SCSK12.ORG
8012	Colonial Hearing Center	COX, NATALIE	COXN@SCSK12.ORG
2115	Colonial Middle School	COX, NATALIE	COXN@SCSK12.ORG
8193	Colonial Visually Limited	COX, NATALIE	COXN@SCSK12.ORG
30100	Communications	SCOTT, DELAWN	SCOTTDD3@scsk12.org
30200	Community Outreach & Parental Engagement	SCOTT, DELAWN	SCOTTDD3@scsk12.org
2117	Cordova Elementary	COX, NATALIA	COXN@SCSK12.ORG
2119	Cordova High School	COX, NATALIA	COXN@SCSK12.ORG
2118	Cordova Middle School	COX, NATALIA	COXN@SCSK12.ORG
2126	Craigmont High School	COX, NATALIA	COXN@SCSK12.ORG
2128	Craigmont Middle School	COX, NATALIA	COXN@SCSK12.ORG

MEMPHIS-SHELBY COUNTY SCHOOLS
COST CENTER ASSIGNMENTS -PAYROLL BY COST CENTER DESCRIPTION

2130	Cromwell Elementary	COX, NATALIA	COXN@SCSK12.ORG
2133	Crump Elementary	COX, NATALIA	COXN@SCSK12.ORG
2135	Cummings School	COX, NATALIA	COXN@SCSK12.ORG
10200	Curriculum	SCOTT, DELAWN	SCOTTD3@scsk12.org
33410	Custodial Grounds	HAILEY, DERYKA	HAILEYD@scsk12.org
2145	Delano Elementary	COX, NATALIA	COXN@SCSK12.ORG
7216	Delano Headstart	HAILEY, DERYKA	HAILEYD@scsk12.org
2150	Denver Elementary	COX, NATALIA	HAILEYD@scsk12.org
10800	Department of Alternative Schools	SCOTT, DELAWN	SCOTTD3@scsk12.org
0067	Dexter Elementary	COX, NATALIA	COXN@SCSK12.ORG
0068	Dexter Middle	COX, NATALIA	COXN@SCSK12.ORG
8533	Division of Student Support	SCOTT, DELAWN	SCOTTD3@scsk12.org
2153	Double Tree Elementary	COX, NATALIA	COXN@SCSK12.ORG
7217	Douglas Headstart	HAILEY, DERYKA	HAILEYD@scsk12.org
2155	Douglass Elementary/Middle	COX, NATALIA	COXN@SCSK12.ORG
2160	Douglass High School	COX, NATALIA	COXN@SCSK12.ORG
2162	Downtown Elementary	COX, NATALIA	COXN@SCSK12.ORG
2165	Dunbar Elementary	COX, NATALIA	COXN@SCSK12.ORG
2181	East Career Technology Center	MOTTLEY, PAMELA	MOTTLEYPL@scsk12.org
2180	East High School	MOTTLEY, PAMELA	MOTTLEYPL@scsk12.org
10260	Educational Support	SCOTT, DELAWN	SCOTTD3@scsk12.org
2183	Egypt Elementary	MOTTLEY, PAMELA	MOTTLEYPL@scsk12.org
31400	Employee Services	SCOTT, DELAWN	SCOTTD3@scsk12.org
10201	English Second Language	SCOTT, DELAWN	SCOTTD3@scsk12.org
2185	Evans Elementary	MOTTLEY, PAMELA	MOTTLEYPL@scsk12.org
10400	Exceptional Children	SCOTT, DELAWN	SCOTTD3@scsk12.org
10404	Exceptional Children Administration	SCOTT, DELAWN	SCOTTD3@scsk12.org
10402	Exceptional Children Administration & Gifted	SCOTT, DELAWN	SCOTTD3@scsk12.org
33500	Facilities Planning & Property	SCOTT, DELAWN	SCOTTD3@scsk12.org
10500	Federal Programs	SCOTT, DELAWN	SCOTTD3@scsk12.org
32000	Finance	SCOTT, DELAWN	SCOTTD3@scsk12.org
2210	Ford Road Elementary	MOTTLEY, PAMELA	MOTTLEYPL@scsk12.org
2215	Fox Meadows Elementary	MOTTLEY, PAMELA	MOTTLEYPL@scsk12.org
8066	G.W. Carver College & Career	COX, NATALIA	COXN@SCSK12.ORG
2230	Gardenview Elementary	MOTTLEY, PAMELA	MOTTLEYPL@scsk12.org
2240	Geeter Middle School	MOTTLEY, PAMELA	MOTTLEYPL@scsk12.org
03000	General Counsel	SCOTT, DELAWN	SCOTTD3@scsk12.org
2250	Georgian Hills Achievement Elementary	MOTTLEY, PAMELA	MOTTLEYPL@scsk12.org
2255	Georgian Hills Middle School	MOTTLEY, PAMELA	MOTTLEYPL@scsk12.org
2258	Germanshire Elementary School	MOTTLEY, PAMELA	MOTTLEYPL@scsk12.org
0105	Germantown Elementary	MOTTLEY, PAMELA	MOTTLEYPL@scsk12.org
0110	Germantown High	MOTTLEY, PAMELA	MOTTLEYPL@scsk12.org
0107	Germantown Middle	MOTTLEY, PAMELA	MOTTLEYPL@scsk12.org
2259	Getwell Elementary School	MOTTLEY, PAMELA	MOTTLEYPL@scsk12.org
2260	Goodlett Elementary	MOTTLEY, PAMELA	MOTTLEYPL@scsk12.org
2269	Gordon Success Academy	MOTTLEY, PAMELA	MOTTLEYPL@scsk12.org
2285	Grahamwood Elementary	MOTTLEY, PAMELA	MOTTLEYPL@scsk12.org
2835	Grandview Heights Middle	MOTTLEY, PAMELA	MOTTLEYPL@scsk12.org
20341	Guidance Counseling - Elementary	MOTTLEY, PAMELA	MOTTLEYPL@scsk12.org
20342	Guidance Counseling - Middle	MOTTLEY, PAMELA	MOTTLEYPL@scsk12.org
2310	Hamilton Elementary	MOTTLEY, PAMELA	MOTTLEYPL@scsk12.org
2317	Hamilton High School	MOTTLEY, PAMELA	MOTTLEYPL@scsk12.org
2315	Hamilton Middle	SCOTT, DELAWN	SCOTTD3@scsk12.org
7218	Hanley Headstart	HAILEY, DERYKA	HAILEYD@scsk12.org

MEMPHIS-SHELBY COUNTY SCHOOLS
COST CENTER ASSIGNMENTS -PAYROLL BY COST CENTER DESCRIPTION

2325	Havenview Middle School	MOTTLEY, PAMELA	MOTTLEYPL@scsk12.org
2330	Hawkins Mill Elementary	MOTTLEY, PAMELA	MOTTLEYPL@scsk12.org
20400	Health Services	SCOTT, DELAWN	SCOTTDD3@scsk12.org
2331	Hickory Ridge Elementary School	COX, NATALIA	COXN@SCSK12.ORG
2333	Hickory Ridge Middle School	COX, NATALIA	COXN@SCSK12.ORG
0108	Highland Oaks Elementary	COX, NATALIA	COXN@SCSK12.ORG
0200	Highland Oaks Middle	COX, NATALIA	COXN@SCSK12.ORG
2338	Hollis F. Price Middle College High School	COX, NATALIA	COXN@SCSK12.ORG
2343	Holmes Road Elementary School	SCOTT, DELAWN	SCOTTDD3@scsk12.org
8920	Hope Academy	SCOTT, DELAWN	SCOTTDD3@scsk12.org
1091	Hospital/Homebound	SCOTT, DELAWN	SCOTTDD3@scsk12.org
2353	Ida B Wells Academy	PLUNKETT, JANAY	PLUNKETTJM1@scsk12.org
2355	Idlewild Elementary	MOTTLEY, PAMELA	MOTTLEYPL@scsk12.org
34000	Information Technology	SCOTT, DELAWN	SCOTTDD3@scsk12.org
34300	Infrastructure & System Support Services	SCOTT, DELAWN	SCOTTDD3@scsk12.org
21000	Innovation Office	SCOTT, DELAWN	SCOTTDD3@scsk12.org
04000	Internal Audit	SCOTT, DELAWN	SCOTTDD3@scsk12.org
21500	Izone	HAILEY, DERYKA	HAILEYD@scsk12.org
2360	Jackson Elementary	SCOTT, DELAWN	SCOTTDD3@scsk12.org
0080	Jeter Elementary	SCOTT, DELAWN	SCOTTDD3@scsk12.org
2362	John P. Freeman Optional School	PLUNKETT, JANAY	PLUNKETTJM1@scsk12.org
20302	JROTC	COX, NATALIA	COXN@SCSK12.ORG
2116	Kate Bond Elementary School	HAILEY, DERYKA	HAILEYD@scsk12.org
2007	Kate Bond Middle	HAILEY, DERYKA	HAILEYD@scsk12.org
2368	Keystone Elementary	HAILEY, DERYKA	HAILEYD@scsk12.org
2370	Kingsbury Elementary	COX, NATALIA	COXN@SCSK12.ORG
2375	Kingsbury High School	COX, NATALIA	COXN@SCSK12.ORG
2373	Kingsbury Middle School	COX, NATALIA	COXN@SCSK12.ORG
2377	Kingsbury Vocational School	COX, NATALIA	COXN@SCSK12.ORG
2379	Kirby High School	HAILEY, DERYKA	HAILEYD@scsk12.org
2385	Knight Road Elementary	HAILEY, DERYKA	HAILEYD@scsk12.org
03010	Labor Relations	HAILEY, DERYKA	HAILEYD@scsk12.org
2395	Larose Elementary	HAILEY, DERYKA	HAILEYD@scsk12.org
10023	Leadership Development	HAILEY, DERYKA	HAILEYD@scsk12.org
2435	Levi Elementary	HAILEY, DERYKA	HAILEYD@scsk12.org
0205	Lowrance Elementary	HAILEY, DERYKA	HAILEYD@scsk12.org
2463	Lucie E. Campbell Elementary	HAILEY, DERYKA	HAILEYD@scsk12.org
0115	Lucy Elementary	HAILEY, DERYKA	HAILEYD@scsk12.org
0118	Macon-Hall Elementary	HAILEY, DERYKA	HAILEYD@scsk12.org
2470	Magnolia Elementary	HAILEY, DERYKA	HAILEYD@scsk12.org
33400	Maintenance	HAILEY, DERYKA	HAILEYD@scsk12.org
2480	Manassas High School	HAILEY, DERYKA	HAILEYD@scsk12.org
8905	Maxine Smith STEAM Academy	COX, NATALIA	COXN@SCSK12.ORG
2493	Melrose High School	COX, NATALIA	COXN@SCSK12.ORG
2515	Middle College High School	COX, NATALIA	COXN@SCSK12.ORG
02020	Minority Women Business Enterprise	SCOTT, DELAWN	SCOTTDD3@scsk12.org
2520	Mitchell High School	COX, NATALIA	COXN@SCSK12.ORG
0140	Mt. Pisgah Middle	COX, NATALIA	COXN@SCSK12.ORG
10211	New Comers Programs	HAILEY, DERYKA	HAILEYD@scsk12.org
2525	Newberry Elementary	COX, NATALIA	COXN@SCSK12.ORG
0145	Northaven Elementary	COX, NATALIA	COXN@SCSK12.ORG
2822	Northeast-SCS Prep School	COX, NATALIA	COXN@SCSK12.ORG
2824	Northwest-SCS Prep School	COX, NATALIA	COXN@SCSK12.ORG
97020	Novatime	COX, NATALIA	COXN@SCSK12.ORG

MEMPHIS-SHELBY COUNTY SCHOOLS
COST CENTER ASSIGNMENTS -PAYROLL BY COST CENTER DESCRIPTION

33600	Nutrition Services	COX, NATALIA	COXN@SCSK12.ORG
2692	Oak Forest	COX, NATALIA	COXN@SCSK12.ORG
2540	Oakhaven Elementary	COX, NATALIA	COXN@SCSK12.ORG
2545	Oakhaven High School	COX, NATALIA	COXN@SCSK12.ORG
2543	Oakhaven Middle School	COX, NATALIA	COXN@SCSK12.ORG
2550	Oakshire Elementary	COX, NATALIA	COXN@SCSK12.ORG
21550	Office of Schools	HAILEY, DERYKA	HAILEYD@scsk12.org
10700	Optional Schools	HAILEY, DERYKA	HAILEYD@scsk12.org
2565	Overton High School	COX, NATALIA	HAILEYD@scsk12.org
30210	Parental Engagement	HAILEY, DERYKA	HAILEYD@scsk12.org
32300	Payroll	SCOTT, DELAWN	SCOTTD3@scsk12.org
2570	Peabody Elementary	COX, NATALIA	COXN@SCSK12.ORG
31100	Performance Management	HAILEY, DERYKA	HAILEYD@scsk12.org
22000	Planning & Accountability	HAILEY, DERYKA	HAILEYD@scsk12.org
03020	Policy	HAILEY, DERYKA	HAILEYD@scsk12.org
10209	Pre-K	HAILEY, DERYKA	HAILEYD@scsk12.org
33300	Procurement	HAILEY, DERYKA	HAILEYD@scsk12.org
31200	Professional Development	HAILEY, DERYKA	HAILEYD@scsk12.org
10301	Project Graduation	HAILEY, DERYKA	HAILEYD@scsk12.org
34400	Project management	HAILEY, DERYKA	HAILEYD@scsk12.org
2597	Raleigh- Bartlett Meadows School	MOTTLEY, PAMELA	MOTTLEYPL@scsk12.org
2598	Raleigh Egypt High School	MOTTLEY, PAMELA	MOTTLEYPL@scsk12.org
2596	Raleigh Egypt Middle School	MOTTLEY, PAMELA	MOTTLEYPL@scsk12.org
31300	Recruitment & Staffing	HAILEY, DERYKA	HAILEYD@scsk12.org
22300	Research Planning & Improvement	HAILEY, DERYKA	HAILEYD@scsk12.org
8192	Residential Training Center	HAILEY, DERYKA	HAILEYD@scsk12.org
2600	Richland Elementary	MOTTLEY, PAMELA	MOTTLEYPL@scsk12.org
7214	Ridgeway Early Learning Center	MOTTLEY, PAMELA	MOTTLEYPL@scsk12.org
2615	Ridgeway High School	MOTTLEY, PAMELA	MOTTLEYPL@scsk12.org
2612	Ridgeway Middle School	MOTTLEY, PAMELA	MOTTLEYPL@scsk12.org
33000	Risk Management	HAILEY, DERYKA	HAILEYD@scsk12.org
2625	Riverview Middle School	COX, NATALIA	COXN@SCSK12.ORG
2717	Riverwood Elementary	MOTTLEY, PAMELA	MOTTLEYPL@scsk12.org
2626	Robert R. Church Elementary School	MOTTLEY, PAMELA	MOTTLEYPL@scsk12.org
2627	Ross Elementary	COX, NATALIA	COXN@SCSK12.ORG
2630	Rozelle Elementary	COX, NATALIA	COXN@SCSK12.ORG
20200	Safety & Security	MOTTLEY, PAMELA	MOTTLEYPL@scsk12.org
2633	Scenic Hills Elementary	MOTTLEY, PAMELA	MOTTLEYPL@scsk12.org
20010	School and Student Support	HAILEY, DERYKA	HAILEYD@scsk12.org
10205	Science	HAILEY, DERYKA	HAILEYD@scsk12.org
2637	Sea Isle Elementary	MOTTLEY, PAMELA	MOTTLEYPL@scsk12.org
2640	Shady Grove Elementary	HAILEY, DERYKA	HAILEYD@scsk12.org
2645	Shannon Elementary	HAILEY, DERYKA	HAILEYD@scsk12.org
2650	Sharpe Elementary	HAILEY, DERYKA	HAILEYD@scsk12.org
2663	Sheffield Career And Technical Center	MOTTLEY, PAMELA	MOTTLEYPL@scsk12.org
2655	Sheffield Elementary	HAILEY, DERYKA	HAILEYD@scsk12.org
2660	Sheffield High School	HAILEY, DERYKA	HAILEYD@scsk12.org
2680	Shelby Oaks Elementary	HAILEY, DERYKA	HAILEYD@scsk12.org
2665	Sherwood Elementary	MOTTLEY, PAMELA	MOTTLEYPL@scsk12.org
2670	Sherwood Middle School	MOTTLEY, PAMELA	MOTTLEYPL@scsk12.org
2675	Shrine School	COX, NATALIA	COXN@SCSK12.ORG
2690	Snowden School	COX, NATALIA	COXN@SCSK12.ORG
2695	South Park Elementary	COX, NATALIA	COXN@SCSK12.ORG
2703	Southwest Career And Technical School	MOTTLEY, PAMELA	MOTTLEYPL@scsk12.org

MEMPHIS-SHELBY COUNTY SCHOOLS
COST CENTER ASSIGNMENTS -PAYROLL BY COST CENTER DESCRIPTION

0175	Southwind Elementary	MOTTLEY, PAMELA	MOTTLEYPL@scsk12.org
0178	Southwind High	MOTTLEY, PAMELA	MOTTLEYPL@scsk12.org
2705	Springdale Elementary	HAILEY, DERYKA	HAILEYD@scsk12.org
10202	STEM	HAILEY, DERYKA	HAILEYD@scsk12.org
22100	Student Info Management	HAILEY, DERYKA	HAILEYD@scsk12.org
20300	Student Services	SCOTT, DELAWN	SCOTT3D@scsk12.org
10208	Summer School Department	HAILEY, DERYKA	HAILEYD@scsk12.org
02000	Superintendent	SCOTT, DELAWN	SCOTT3D@scsk12.org
8650	Telecom CTR-SCS	HAILEY, DERYKA	HAILEYD@scsk12.org
10210	Textbooks	HAILEY, DERYKA	HAILEYD@scsk12.org
33200	Transportation	MOTTLEY, PAMELA	MOTTLEYPL@scsk12.org
2715	Treadwell Elementary	MOTTLEY, PAMELA	MOTTLEYPL@scsk12.org
2723	Treadwell Middle School	COX, NATALIA	COXN@SCSK12.ORG
2727	Trezevant Career And Technical School	MOTTLEY, PAMELA	MOTTLEYPL@scsk12.org
2725	Trezevant High School	COX, NATALIA	HAILEYD@scsk12.org
34100	User Support Services	SCOTT, DELAWN	SCOTT3D@scsk12.org
21203	Virtual Ducation & Logistics	HAILEY, DERYKA	HAILEYD@scsk12.org
21201	Virtual School	COX, NATALIA	COXN@SCSK12.ORG
21201	Virtual School	HAILEY, DERYKA	HAILEYD@scsk12.org
30300	Voice of Schools	SCOTT, DELAWN	SCOTT3D@scsk12.org
2730	Vollentine Elementary	MOTTLEY, PAMELA	MOTTLEYPL@scsk12.org
33700	Warehousing	HAILEY, DERYKA	HAILEYD@scsk12.org
2745	Wells Station Elementary	MOTTLEY, PAMELA	MOTTLEYPL@scsk12.org
2760	Westhaven Elemementary	MOTTLEY, PAMELA	MOTTLEYPL@scsk12.org
2750	Westside Elementary	COX, NATALIA	COXN@SCSK12.ORG
2765	Westwood Elementary	COX, NATALIA	COXN@SCSK12.ORG
2770	Westwood High School	COX, NATALIA	COXN@SCSK12.ORG
2777	White Station Elementary	HAILEY, DERYKA	HAILEYD@scsk12.org
2780	White Station High School	HAILEY, DERYKA	HAILEYD@scsk12.org
2783	White Station Middle School	HAILEY, DERYKA	HAILEYD@scsk12.org
2785	Whitehaven Elementary STEM School	MOTTLEY, PAMELA	MOTTLEYPL@scsk12.org
2790	Whitehaven High School	MOTTLEY, PAMELA	MOTTLEYPL@scsk12.org
2795	Whitney Achievement Elementary	COX, NATALIA	COXN@SCSK12.ORG
2800	Willow Oaks Elementary	COX, NATALIA	COXN@SCSK12.ORG
2805	Winchester Elementary	COX, NATALIA	COXN@SCSK12.ORG
2810	Winridge Elementary School	HAILEY, DERYKA	HAILEYD@scsk12.org
2815	Wooddale High School	HAILEY, DERYKA	HAILEYD@scsk12.org
2820	Wooddale Middle	HAILEY, DERYKA	HAILEYD@scsk12.org
0185	Woodstock Middle	HAILEY, DERYKA	HAILEYD@scsk12.org

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Payroll Department

Contact Information

Jason Mayse, Director
Coe, Room 252 - 416-7617
maysej@scsk12.org

Name	Position	Email	Phone Number
Latonia Teague	Payroll Manager	teaguel@scsk12.org	901-416-5418
DeVita Pryor	Payroll Manager	pryord@scsk12.org	901-416-5618
Jean Cooper	Payroll Accountant	cooperj@scsk12.org	901-416-1081
Natalia Cox	Payroll Associate	coxn@scsk12.org	901-416-5412
Pamela Mottley	Payroll Associate	mottleyp@scsk12.org	901-416-4744
Delawn Scott	Payroll Associate	scottd@scsk12.org	901-416-5434
D'Eryka Hailey	Payroll Associate	haileyd@scsk12.org	901-416-5410
Toya Cleveland	Payroll Associate	clevelandt@scsk12.org	901-416-5429
Janay Plunkett	Administrative Asst.	plunkettjm1@scsk12.org	901-416-5402
Jacqueline Farmer	Payroll Associate-PT	farmerje@scsk12.org	901-416-5437
Main Payroll Line			901-416-5402

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**Shelby County Schools
Chart of Accounts
Account Code Structure**

Fund	Function	Object	Department	Location	Project
2	5	5	6	4	4
XX	XXXXX	XXXXX	XXXXXX	XXXX	XXXX

Total Account Length = 26

**Shelby County Schools
Chart of Accounts
Account Code Structure**

Fund	Function	Object	Department	Location	Program/Project
XX	XXXXX	XXXXX	XXXXXX	XXXX	XXXX

Fund Chart Field:

The fund is a two (2) digit code used to define the funding source.

<u>Fund No.</u>	<u>Fund Description</u>
01	General
08	Discretionary Grants
12	Federal

Shelby County Schools Chart of Accounts Account Code Structure

Fund	Function	Object	Department	Location	Program/Project
XX	XXXXX	XXXXX	XXXXXX	XXXX	XXXX

Function Chart Field:

Function Code is a five (5) digit code used to describe areas of programs and activities. The five digits will use the State of Tennessee function element chart of accounts.

Function	Function Description
71100	Regular Instruction Program
71150	Alternative Instruction Program
72130	Other Student Support
72210	Regular Instruction Support

**Shelby County Schools
Chart of Accounts
Account Code Structure**

Fund	Function	Object	Department	Location	Program/Project
XX	XXXXX	XXXXX	XXXXXX	XXXX	XXXX

Object Chart Field:

Object Code ChartField is a five (5) digit number used to describe the type of expenditure; salaries, benefits, supplies, etc.....

<u>Object No.</u>	<u>Object Description</u>
11600	Teachers
12300	Guidance Personnel
12800	Homebound Teachers
12900	Librarian(s)

Shelby County Schools Chart of Accounts Account Code Structure

Fund	Function	Object	Department	Location	Program/Project
XX	XXXXX	XXXXX	XXXXXX	XXXX	XXXX

Department Chart Field:

Department ChartField is a six (6) digit code used to describe a sub function.

<u>Department Code</u>	<u>Department Description</u>
101000	K-16 School Initiatives
102000	Curriculum & Instruction
102010	ELL
102011	ELL Elementary
102012	ELL Middle
102013	ELL K8
102014	ELL High
102020	STEM
102030	Pre-K
102040	Math
102050	Science
102060	Social Studies
102071	ES Music
102081	ES Art

Shelby County Schools Chart of Accounts Account Code Structure

Fund	Function	Object	Department	Location	Program/Project
XX	XXXXX	XXXXX	XXXXXX	XXXX	XXXX

Location Chart Field:

Location Code ChartField is a four (4) digit code state code used to define your school or office

<u>Location No.</u>	<u>Location Description</u>
2015	Alcy Elementary
2020	Alton Elementary
2023	American Way Middle
2045	Berclair Elementary
2055	Brookmeade Elementary
2075	Carnes Elementary

Shelby County Schools Chart of Accounts Account Code Structure

Fund	Function	Object	Department	Location	Project
XX	XXXXX	XXXXX	XXXXXX	XXXX	XXXX

Project ChartField:

The Project ChartField is a four (4) digit code used to describe the type of grant Federal and Local.

Project No.	Project Description
D225	After School Childcare
9305	Head Start
9006	IDEA, Part B
D025	School Age Childcare
1006	Title I, Part A Improving Academic Achievement
D945	Voluntary Pre-K

Shelby County Schools Chart of Accounts Account Code Structure

Sample Account String

Fund	Function	Object	Department	Location	Project
01	72130	12300	203041	2215	0000
General Fund	Support Services Other Student Support (Guidance Counselor)	Guidance Personnel	Guidance Counseling (Elementary)	Fox Meadows Elementary	Zero Project
12	72210	12900	102502	2215	1006
Federal	Support Services Regular Instruction (Librarians)	Librarians	Librarians (Middle)	Fox Meadows Elementary	Title 1 Part A
08	73300	16900	203000	2215	D225
Discretionary Grants	Community Services	Part-Time Salaries	Student Support	Fox Meadows Elementary	After School Childcare

SHELBY COUNTY SCHOOLS ACCOUNT CODE STRUCTURE

FUND ELEMENTS

<u>CODE</u>	<u>DESCRIPTION</u>
01	General Fund
07	Capital Improvement Fund
08	Discretionary Grants
10	Nutrition
12	Federal Projects
20	Fixed Assets
30	Trust Fund
50	Achievement School District
55	Printing
60	Student Activity Fund
80	Warehouse
81	Unemployment
82	Insurance
83	Other Post Employment Benefits
84	Flexible Spending Account (FSA)

SHELBY COUNTY SCHOOLS ACCOUNT CODE STRUCTURE

FUNCTION ELEMENTS

<u>CODE</u>	<u>DESCRIPTION</u>	<u>CODE</u>	<u>DESCRIPTION</u>
71100	Regular Instruction Program	81300	Education Debt Service
71150	Alternative Instruction Program	82130	Education Debt Service
71200	Special Education Program	82230	Education Debt Service
71300	Vocational Education Program	91300	Education Capital Projects
71400	Student Body Education Program	99100	Transfers Out
71600	Adult Programs		
72110	Attendance		
72120	Health Services		
72130	Other Student Support		
72210	Regular Instruction Program Support		
72215	Alternative Instruction Program Support		
72220	Special Education Program Support		
72230	Vocational Education Program Support		
72250	Information Technology		
72260	Adult Programs Support		
72310	Board of Education		
72320	Director of Schools		
72410	Office of the Principal		
72510	Business Services		
72520	Human Services/Personnel		
72610	Operation of Plant		
72620	Maintenance of Plant		
72710	Transportation		
72810	Central and Other		
73100	Food Service		
73300	Community Services		
73400	Early Childhood Education		
76100	Regular Capital Outlay		

**SHELBY COUNTY SCHOOLS
FISCAL YEAR 2021-22
EXPENDITURE OBJECT CODES BY CATEGORY**

SALARIES

10100 County Official/ Superintendent
10300 Assistant(s)
10400 Principal(s)
10500 Supervisor / Director
11300 Internal Audit Personnel
11600 Teachers
11700 Career Ladder Program
11900 Accountants/Bookkeepers
12000 Computer Programmers
12100 Data Processing Personnel
12200 Purchasing Personnel
12300 Guidance Personnel
12400 Psychological Personnel
12800 Homebound Teachers
12900 Librarian(s)
13000 Social Workers
13100 Medical Personnel
13600 Audiovisual Personnel
13700 Education Media Personnel
13800 Instructional Computer Personnel
13900 Assistant Principal(s)
14200 Mechanic(s)
14600 Bus Drivers
16000 Guards
16100 Secretary(s)
16200 Clerical Personnel
16300 Educational Assistants
16500 Cafeteria Personnel
16600 Custodial Personnel
16700 Maintenance Personnel
16900 Part-Time Personnel
18800 Bonus Payments
18900 Other Salaries & Wages
18905 Interns
18908 Overtime
19500 Certified Subs
19600 In-Service Training
19800 Non-Certified Subs

EMPLOYEE BENEFITS

20100 Social Security
20400 State Retirement
20410 TCRS Great West Retirement - Hybrid Flat
20600 Life Insurance
20700 Medical Insurance
21000 Unemployment Compensation
21200 Employer Medicare
21700 Retirement - Hybrid Stabilization

CONTRACTED SERVICES

30200 Advertising
30400 Architects
30500 Audit Services
30700 Communication
30800 Consultants
30900 Contracts w/ Governmental Agencies
31100 Contracts w/ Otr School Sys
31200 Contracts w/ Private Agencies
31300 Contracts w/ Parents
31400 Contracts w/ Public Carriers
32000 Dues & Memberships
33000 Lease Payments (short-term leases)
33100 Legal Services
33600 Maint & Repair-Equip
33800 Maint & Repair-Vehicles
34800 Postal Charges
35100 Rentals
35500 Travel
35900 Disposal Fees
36700 Maint & Repair-Records
39900 Other Contracted Services
39901 Charter Schools BEP Payment
39911 Health Insurance Claims
39912 Health Insurance Premiums
39914 Life Insurance Premiums
39915 Administrative Charges
39917 Employee Assistance
39918 Family Care Clinic

SUPPLIES AND MATERIALS

41200 Diesel Fuel
41300 Drug & Medical Supplies
41500 Electricity
41800 Equip & Machinery Parts
42200 Food Supplies
42300 Fuel Oil
42500 Gasoline
42900 Instructional Supplies & Materials
43000 Textbooks-Electronic
43200 Library Books
43500 Office Supplies
43700 Periodicals
44800 T & I Construction Materials
44900 Textbooks
45000 Tires & Tubes
45100 Uniforms
45200 Utilities
45300 Vehicle Parts

SUPPLIES AND MATERIALS Continued

46900 USDA Commodities
47000 Cabling
47100 Software
49900 Other Supplies & Materials

OTHER CHARGES

50200 Building & Content Insurance
50400 Indirect Cost
50500 Judgments
50600 Liability Insurance
50800 Premiums on Corporate Surety Bonds
51000 Trustee's Commission
51100 Vehicle & Equipment Insurance
52400 In Service/Staff Development
53500 Fee Waivers
59000 Transfers to Other Funds
59900 Other Charges
59903 Printing and Binding

DEBT SERVICE

61000 Principal on Leases
61100 Interest on Leases

CAPITAL OUTLAY

70100 Admin Equip
70400 Attendance Equip
70700 Building Improvements
73100 Food Services Equip
71700 Maint Equip
72000 Plant Operation Equip
72200 Reg Inst Equip
72400 Site Development
72500 SPED Equip
72900 Transportation Equip
73000 Voc Inst Equip
73500 Health Equipment
79000 Other Equip
79900 Other Capital Outlay

SHELBY COUNTY SCHOOLS ACCOUNT CODE STRUCTURE

DEPARTMENT ELEMENTS

<u>CODE</u>	<u>DESCRIPTION</u>	<u>CODE</u>	<u>DESCRIPTION</u>	<u>CODE</u>	<u>DESCRIPTION</u>
010000	Board of Education	109000	School Operations	344000	Project Management Office
020000	Superintendent	190000	Schools	345000	Enterprise Resource Planning (ERP)
020100	Chief of Staff	190001	General Education - Elementary	346000	Enterprise Resource Planning
020200	Minority Women Business Enterprise	190002	General Education - Middle	349000	Student Technology
030000	General Counsel	190003	General Education - K-8	349010	SPED Student Technology
030100	Labor Relations	190004	General Education - High	349020	Pre-K Technology
030200	Policy	190100	Hollis F Price	350000	Deputy Superintendent
040000	Internal Audit	190200	Middle College	400000	Debt Service
100000	Academic Office	190300	Career Ladder	560000	Other Potential Uses
101000	K-16 School Initiatives	190400	Extended Contract	560016	SCORP
100001	RTTT-High School Initiatives Activity	190500	General Education - Other	600000	Regular Capital Outlay
100002	RTTT-Plus Teachers Activity	200000	Student Services Administration	610301	Foundations-Internet-Virt Ed & Logistics-COA
100003	RTTT-Expanded Robotics	200100	School And Student Support	620301	Foundations-Technology-Virt Ed & Logistics-COA
100004	RTTT-Kaplan's Act Test Prep	201000	Attendance & Discipline	620401	Foundations-Technology-Online &Virt Sch-COA
100005	Flexible Spending Account (FSA)	202000	Safety & Security	620601	Foundations-Technology-Educational Technology-CO
100100	Assistant Superintendent of Academics	202100	Safe Schools	623110	Foundations-Technology-Infra Upgrade & IT Suppt-I
100200	Assistant Superintendent of Schools	203000	Student Support	631412	Foundation- Other-School Support-Comm
100210	Instructional Leadership Directors	203001	Student Support-Elementary	632304	Foundations-Other-Facilities & DM-BusOps
100220	Teacher & Leadership Effectiveness & Evaluation	203010	Athletics	632904	Playground
100230	Leadership Developmen and Capacity Building	203020	ROTC	633104	Foundations-Other-Infra Upgrades & IT Suppt-BusOp
100300	Dept Of Academic Operations & School Support	203030	Drivers Ed	633311	Foundations-Other-Support-Safety & Security
100400	School Culture and Climate	203040	Guidance Counseling	634608	Foundations-Other-Indirect Cost 15.47%-Finance
101000	K-16 School Initiatives	203041	Guidance Counseling - Elementary	635004	Pandemic Custodial Cost
102000	Curriculum	203042	Guidance Counseling - Middle	642302	Foundations-Acad Facilities-Facilities & DM-FACE
102001	New Comers Program	203043	Guidance Counseling - K-8	642304	Foundations-Acad Facilities-Facilities & DM-BusOps
102010	English Second Language	203044	Guidance Counseling - High	642404	Foundations-Acad Facilities-DM HVAC-BusOps
102011	English Second Language Elementary	203100	Money Due Board (School Reimbursement)	642504	Foundations-Acad Facilities-Acad Class Add-BusOps
102012	English Second Language Middle	204000	Health Services	642604	Foundations-Acad Facilities-DM Roofing-BusOps
102013	English Second Language K8	204100	Family Resource Center Health	642704	Foundations-Acad Facilities-DM Windows-BusOps
102014	English Second Language High	204200	Behaviorial And Mental Health Services	642804	Foundations-Acad Facilities-Water Irrigat-BusOps
102020	STEM	210000	Innovation Office	653004	Foundations-Audit Report-FinAudit Suppt-BusOps
102030	Literacy	211000	Charter Schools	653008	Foundations-Audit Report-FinAudit Suppt-Finance
102040	Mathematics	211100	Charter School Administration	653009	Foundations-Audit Rpt-FinAudit Suppt-Dep Sup Acad
102050	Science	212000	District Innovations	720801	Academics-Early Reading-ELA & Math Supports-COA
102060	Social Studies	212010	Virtual School	730301	Academics-Other-Virt Ed & Logistics-COA
102071	Elementary Music and Art	212020	K-16 Innovations	730601	ACADEMICS Educational Technology
102081	Summer School	212030	Virtual Education & Logistics	730801	Academics-Other-ELA & Math Supports-COA
102083	Head Start- In-Kind/Match Partner	215000	iZone	731409	ACADEMICS School Support
102084	Head Start- In-Kind/Match District	215500	Chief of Schools	731507	Academics-Other-U of M Campus Sch-Dep Sup Oper
102085	Head Start-Program Design & Management	215501	School Improvement & Accountability	733401	ACADEMICS College Readiness
102086	Head Start-Child Health & Development	215502	Critical Focus Schools	733503	ACADEMICS Advanced Academics Support
102087	Head Start-Family Community Partnership	215503	Continuous Improvement Zone (CIZ)	740203	Academics-Tutoring Programs-Extended Learning-AC
102088	Head Start-Other/Facilities	215504	Equity Office	750801	Academics-Intervent-ELA & Math Supports-COA
102089	Head Start-Training & Technical Assistance	220000	Planning and Accountability	750805	Academics-Intervent-ELA & Math Supports-Schools
102090	Pre-K	221000	Student Info Management	751301	Academics-Intervent-RTI & Intervent Materials-COA
102091	Elementary Physical Education	222000	Assessment and Accountability	751309	Academics-RTI Advisors
102100	Textbooks	223000	Research Planning and Improvement	751401	Academics-Intervent-School Support-COA
102200	World Languages	300000	Deputy Superintendent	751405	Academics-Intervent-School Support-Schools
102300	Band and Strings	301000	Communications	751409	Academics-Coaches
102310	Band Instrument Repair	301010	Instructional Television	751706	Academics-Intervent-Strat Recruit & Reten-HR
102400	Substitutes	302000	Community Outreach and Parental Engagement	754505	Academics-Intervent-School Support -Schools
102500	Librarians	302100	Family And Community Engagement (FACE)	760101	Academics-Summer Progs-ESL Support-COA
102501	Librarians-Elementary	303000	Voice of SCS	760102	Academics-Summer Progs-ESL Support-FACE
102502	Librarians-Middle	310000	Talent Management	760201	Academics-Summer Progs-Extended Learning-COA
102503	Librarians - K-8	311000	Performance Management	760203	Academics-Summer Progs-Extended Learning-AOSS
102504	Librarians - High	312000	Professional Development	760204	Academics-Summer Progs-Extended Learning-BusOp
102600	Educational Support	313000	Recruitment and Staffing	764901	CCTE Summer Program
102700	District Initiatives	314000	Employee Services	810101	Educators-Strat Tchr Retention-ESL Support-COA
103000	Career and Technical Education	315000	Human Resources	810801	Educators-Strat Tchr Retention-ELA & Math Sppt-CO
103010	Adult Education	320000	Finance	811701	Educators-Strat Tchr Retention-Strat Recruit -COA
104000	Exceptional Children	321000	Accounting	811706	Educators-Strat Tchr Retention-Strat Recruit-HR
104001	Exceptional Children - Elementary	322000	Budget and Fiscal Planning	812001	Educators-Strat Tchr Retention-Teacher Suppt-COA
104002	Exceptional Children - Middle	323000	Payroll	814206	Educators-Strat Tchr Retention-Transform Model-HR
104003	Exceptional Children - K-8	324000	Contracts	821901	Educators-Class Size Reduction-Reduce Ratio -COA
104004	Exceptional Children - High	324010	Accounts Payable	831706	Educators-Other-Strat Recruit & Reten-HR
104010	Exceptional Children - Homebound & Hospital	325000	Benefits	832001	Educators-Other-Teacher Supports-COA
104020	Exceptional Children - Gifted	325010	Benefits - Retirees	834201	Educators-Other-Transform Model-COA
104030	Exceptional Children Schools Admin	330000	Operations Administration	834406	Educators-Other-COVID Sick Leave -HR
104040	Exceptional Children Administration	331000	Business Operations Admin	910101	Student Ready-Special Pops-ESL Support-COA
105000	Federal Programs	332000	Transportation	910112	Student Ready-Special Pops-ESL Support-COMM
106000	Director of Schools	332010	Special Education Transportation	910703	Student Ready-Special Pops-Acad Homeless Sppt-AO
106010	Northwest Region	333000	Procurement	920401	Student Ready-Mental Health-Online &Virt Sch-COA
106020	Northeast Region	333100	Asset Management	921203	Student Ready-Mental Health-SEL & M Health-AOSS
106030	Southwest Region	334000	Facility Support - Mailroom	923703	Student Ready-Mental Health-Alt Sch Suppt -AOSS
106040	Southeast Region	334100	Custodial and Grounds	931203	STUDENT READINESS SEL & Mental Health
106050	Shelby Region	334200	Utilities	931401	Student Ready-Other-School Support-COA
106060	Principals	334300	General Services	931403	STUDENT READINESS School Support
106061	School Leadership - Elementary	334400	Zone 4 Maintenance	932103	Student Ready-Other-Attendance Truancy Suppt-AO!
106062	School Leadership - Middle	334500	Zone 2 Maintenance	932302	Student Ready-Other-Facilities & DM-FACE
106063	School Leadership - K-8	334600	Zone 1 Maintenance	934002	Student Ready-Other-Comm Engage Suppt-FACE
106064	School Leadership - High	334700	Zone 3 Maintenance	934201	Student Ready-Other-Transform Model-COA
107000	Optional Schools	334800	Plant Services	934209	Student Ready-Other-Transform Model-Dep Sup Aca
108000	Alternative Schools	335000	Facilities Planning and Property	934307	Student Ready-Other-Covid Testing -Dep Sup Oper
108010	Adolescent Parenting	336000	Nutrition Services	934702	CCTE Internships
108020	SCS Prep Northwest	337000	Warehousing	934803	Advanced Academics CLUE
108030	SCS Prep Northeast	340000	Information Technology	943503	Student Ready-AP&Dual Course-Adv Acad Suppt -AO
108040	SCS Prep Southwest	341000	User Support Services	950401	Student Ready-HS Innov-Online &Virt Sch-COA
108050	SCS Prep Southeast	342000	Business Applications Services	950501	Student Ready-HS Innov-Project Stand-COA
108060	Ida B Wells Academy	343000	Infrastructure and Systems Support Services	951001	Student Ready-HS Innov-Proj Based Learning-COA
951101	Student Ready-HS Innov-Robotics in SCS-COA				
951601	Student Ready-HS Innov-SWTCC Training-COA				
951801	Student Ready-HS Innov-Coding Training-COA				
952201	Student Ready-HS Innov-Boot Camps for Students-COA				
953201	Student Ready-HS Innov-IT Digital Ambassadors-COA				

SHELBY COUNTY SCHOOLS
ACCOUNT CODE STRUCTURE

DEPARTMENT ELEMENTS

<u>CODE</u>	<u>DESCRIPTION</u>
953401	Student Ready-HS Innov-CTE Apprenticeships-COA
953409	Student Ready-HS Innov-College Ready-Dep Sup Acad
953601	Student Ready-HS Innov-Agriculture Prog Exp-COA
953801	Student Ready-HS Innov-CTE Apprenticeships-COA
953901	Student Ready-HS Innov-Certification Training-COA
954101	Student Ready-HS Innov-Create Our Own -COA
954203	Student Ready-HS Innov-Transform Model-AOSS
954209	Student Ready-HS Innov-TransformModel-Dep Sup Acad
963401	Student Ready-Acad Advising-College Readiness-COA

<u>CODE</u>	<u>DESCRIPTION</u>
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<u>CODE</u>	<u>DESCRIPTION</u>
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SHELBY COUNTY SCHOOLS ACCOUNT CODE STRUCTURE

PROJECT ELEMENTS

<u>CODE</u>	<u>DESCRIPTION</u>	<u>CODE</u>	<u>DESCRIPTION</u>
0000	No Project	9422	Head Start Jan-Dec 2022
0016	Consolidated Administration	9423	Head Start Jan-Dec 2023
0055	Coordinated School Health	9520	Head Start CARES
0066	Shelby Metro Sports Camps	9521	Head Start CRRSA - Cares
0090	Summer Learning Camp â€” Year 2	9522	American Rescue Plan
0135	ATSI 2019 Designation	9708	CDCP HIV/STD PREVENTION (FY 2020)
0136	ATSI 21 Grant	9709	CDCP HIV/STD Prevention (FY 2021)
0315	Instructional Television	9710	CDCP HIV/STD Prevention (FY 2022)
0900	IDEA, Part B	9711	CDCP HIV/STD Prevention (FY 2023)
0915	ARP IDEA Part B	9790	CDC/Mental Health Supplement 2
1005	Title I, Part A, Improving Academic Achievement	9904	Enhancing School Capacity to Address Youth Violence
1006	Title 1 A, Neglected	9907	Project Stand
1450	Title I-C	9908	Priority School Exit Grant
1505	Title I, Part D, Subpart 1, Neglected/Delinquent	9930	Pre-Disaster Mitigation Grant
2005	Title II, Part A, Training & Recruiting	9940	TN All Corps
2102	Greene School Allocation	9984	ESSER 2.0
2107	Bibbs School Allocation	9985	ESSER 3.0
2108	Orgel School Allocation	9986	Epidemiology & Laboratory Capacity (ELC)
2201	McKissack School Allocation	9987	ESSER Planning Grant
2202	Greene School Allocation	9988	Emergency Connectivity Fund (ECF)
2203	Love School Allocation	9990	Fiscal Pre-Monitoring Supports Grant
2204	Woods School Allocation	C734	New Construction Alcy ES
2206	Avant School Allocation	C735	New Construction Goodlett ES
2207	Bibbs School Allocation	C760	Oakhaven ES Fire Alarm
2208	Orgel School Allocation	C764	Avon Lenox HS Civil/Paving
2209	Coleman School Allocation	C765	Craigmont MS Civil/Paving
2210	McKissack School Allocation	C766	Maxine Smith Academy Civil/Paving
2300	Superintendent Allocations	C767	Mallory Warehouse Civil/Paving
2301	McKissack School Allocation	C768	Sheffield HS Civil Paving
2302	Greene School Allocation	C769	Shrine Sheffield ES Civil/Paving
2303	Love School Allocation	C770	Wooddale HS Civil/Paving
2304	Woods School Allocation	C771	Frayser HS New School
2306	Everett Board Allocation	C772	Orange Mound K-8 New School
2307	Clay-Bibbs School Allocation	C773	Treadwell Pre-K-8 New School
2308	Orgel School Allocation	C774	Central HS Fire Alarm
2309	Coleman School Allocation	C775	Lucie E. Campbell ES Fire Alarm
2310	Harris Board Allocation	C776	Bolton HS Fire Alarm
3005	Title III, Part A, English Language Acquisition	C778	Cummings K8 Fire Alarm
3740	Literacy Training Teacher Stipend Grant	C779	Gardenview HVAC
3741	HQIM Literacy Implementation Networks	C800	Mitchell HS HVAC
3742	Early Literacy Networks	C823	Bayer Building/Associated Capital Expenses
5011	Title IV, Part A-Student Support & Academic Enrich	C825	Intercom System (18)Schools
5013	21st Century Community Learning GrantFY19	C826	Outdoor Lighting Parking Lot
5022	21st CCLC MASE Charter Schools	C827	Raleigh Egypt Stadium
5023	FY19-20 21st Century Community Learning Center	C828	Sherwood ES -Fire Alarm System
5515	STEM in the Library	C829	Sherwood ES -Flooring
5520	IAL Libraries in the Blend	C831	Outdoor Lighting Stadium
6405	Central Office Cafeteria Renovation	C901	Alton ES Roofing
6904	Unforeseen Emergencies	C902	B. T. Washington HS HVAC
7006	Title IX Homeless	C903	Barret's Chapel K-8 HVAC
7056	ARP Homeless 1.0	C904	Barret's Chapel K-8 Roofing
7057	ARP Homeless 2.0	C905	Chickasaw MS Roofing
7070	ARP Homeless System Navigator	C906	Dexter ES HVAC
8003	Family Resource Center	C907	Douglass K-8 Roofing
8005	Carl Perkins	C909	Germantown ES HVAC
8053	Turnaround Action Grant (TAG)	C910	Grahamwood ES HVAC
8054	School Turnaround Pilot Program Grant	C911	Hickory Ridge ES Fire Alarm Sys
8055	Turnaround Action Grant (TAG) 2.0	C913	Highland Oaks ES HVAC
8056	Turnaround Pilot Plan Grant	C915	Jackson ES Elevator
8709	STOP Sch Violence Threat Assess	C916	Jackson ES Roofing
9005	IDEA, Part B	C917	Lowrance K-8 HVAC
9017	Substance Abuse Prevention & Treatment	C918	Lowrance K-8 Roofing
9031	Transition School to Work (FY22)	C919	Macon Hall ES Construction - FY2019
9032	Transition School to Work (FY23)	C920	Maxine Smith Academy HVAC
9105	IDEA, Preschool	C921	Oakhaven ES HVAC
9118	Priority School Improvement Grant-Regular	C922	Oakhaven ES Roofing
9120	District Priority Shool Improvement Grant	C924	Raleigh-Bartlett Meadows ES HVAC
9216	Innovative High Schools Models Grant	C926	Shelby Oaks ES Windows

SHELBY COUNTY SCHOOLS ACCOUNT CODE STRUCTURE

PROJECT ELEMENTS

<u>CODE</u>	<u>DESCRIPTION</u>	<u>CODE</u>	<u>DESCRIPTION</u>
C927	Sheffield ES HVAC	D485	SCIAA Dues & Fines
C928	Snowden K-8 Windows	D525	Pre-K
C929	White Station ES Roofing	D526	First 8.1
C930	White Station HS Roofing	D555	Research & Evaluation
C931	White Station MS Fire Alarm Sys	D670	Adolescent Parenting Program
C932	Whitehaven HS Fire Alarm Sys	D730	SOTA Music Program Support Grant
C933	Whitehaven HS HVAC	D766	First 8.2
C934	Whitehaven HS Windows	D767	First 8.2 Wraparound
C935	Whitney ES Roofing (ASD)	D768	First 8 Coaches Support
C936	Cummings K-8 Gym	D777	Evening Reporting Center
C937	Douglas K-8 Construction	D795	SPED Medicaid Reimbursement
C938	Germantown ES Construction	D957	Project Graduation
C939	Jackson ES Construction	D960	Lottery for Education Afterschool Programs (LEAPS)
C940	Kingsbury ES Construction	D964	Tennessee SCORE
C941	Macon Hall ES Construction	D966	Bolton High School & TN State Univ Agri STEM Grant
C942	Newberry ES Construction	D968	Trauma Intensive Parent (TIP) Grant
C945	New Germantown High School	D969	Middle School CCTE Start-Up Grant
C946	Snowden K8 - HVAC Replacement	D971	ESPO Expansion Grant
C947	White Station HS - HVAC Replacement	D972	Middle School STEM Start-up Grant FY21
C948	Bolton HS - Roof Replacement	D973	Middle School CTE Career Exploration FY 21
C949	Peabody ES - Roof Replacement	D974	Middle School STEM Start-up Grant FY22
C950	Richland ES Richland ES Gymnasium	D975	Middle School CTE Career Exploration FY 22
C952	Delano ES Gynasium	D976	STEM Classroom Grants
C954	Macon Hall Foundation Repair	D977	Building A Future That Works
C955	Crump Stadium Turf Replacement	D990	City of Memphis - CARES
C956	Double Tree ES Roofing	D991	WiFi Donations
C957	Frayser ES (ASD) HVAC	D992	Community Foundation Donation
C958	Frayser ES (ASD) Roofing	IY22	Investments FY2022
C959	Hamilton MS HVAC	IY23	Investments FY2023
C960	Hanley ES (ASD) Structural	N340	Summer Food Service Program (SFSP)
C961	Keystone ES HVAC	N341	Child and Adult Care Food Program (CACFP)
C962	Kingsbury CTC Roofing	N343	Fresh Fruit & Vegetable Program (FFVP)
C963	Vollentine ES Roofing	N346	Head Start
C964	Vollentine ES Windows	N347	Adolescent Parenting Program (Fund 10 Only)
C965	Perea/Klondike Slab Restoration	SC22	SCORP FY2022
C966	Rozelle		
C967	Riverview MS Cooling Tower Replacement		
C968	Kingsbury HS New Gym Safe Building		
C969	Kingsbury MS/HS HVAC Replacement		
C970	Kingsbury MS/HS Int/Ext Campus Improv AE Services		
C971	Willow Oaks ES Annex Boiler/Chiller Replacement		
C972	Germantown HS Chiller/Boiler		
C973	Belle Forest Community School Gym/Safe Building		
C974	Kate Bond ES Driveway Repaving		
C975	Sherwood ES Boilers/Pumps		
C976	Winchester ES Boiler/Pumps		
C979	Germantown MS Multipurpose Fields		
C980	Alton ES Chiller Replacement		
C981	Germantown HS Intercom Replacement		
C982	Southwind HS Track Replacement		
C984	Whitehaven HS STEM building Addition		
C985	Mitchell HS Painting		
C986	Delano ES Gym		
C987	Mitchell HS Fire Alarm		
C988	Halle Stadium Renovation		
C989	Whitehaven HS Stadium Renovation		
C990	Raleigh Egypt HS Track		
D045	Security-Ancillary Services		
D065	TVA ENERNOC Demand Response Program		
D075	Facility Rental		
D090	YMCA Before and After Care		
D125	Telcommunications Center UBS		
D205	Adopt a School Seminar		
D225	After-School Snacks		
D240	Class Piano Program		
D398	Gear Up 3.0		
D415	Homeless Children & Youth Program		
D465	Mental Health Records		

**SHELBY COUNTY SCHOOLS
ACCOUNT CODE STRUCTURE**

Alphabetical Order

School Code	School Name	Grade Levels	Address	City	State	Zipcode
2005	A. B. Hill Elementary	PK,K,1,2,3,4,5	345 East Olive AVE	Memphis	TN	38106
2740	A. Maceo Walker Middle	6,7,8	1900 East Raines RD	Memphis	TN	38116
2020	Alton Elementary	PK,K,1,2,3,4,5	2020 Alton Ave	Memphis	TN	38106
2023	American Way Middle	6,7,8	3805 American Way	Memphis	TN	38118
8150	Arrow Academy of Excellence	K,1,2,3,4	645 Semmes ST	Memphis	TN	38111
8175	Aspire East Academy	K,1,2,3,4,5,6,7,8	6870 Winchester RD	Memphis	TN	38115
8180	Aster College Preparatory	5,6,7,8	1299 E. McLemore AVE	Memphis	TN	38106
8256	Aurora Collegiate Academy	K	4841 Summer AVE	Memphis	TN	38122
2025	Avon School	K,1,2,3,4,5,6,7,8,9,10,11,12	310 Avon Rd	Memphis	TN	38117
2030	B. T. Washington High	6,7,8,9,10,11,12	715 S Lauderdale St	Memphis	TN	38126
2610	Balmoral/Ridgeway Elementary	K,1,2,3,4,5	5905 Grosvenor Ave	Memphis	TN	38119
0010	Barret's Chapel Elementary/Middle	K,1,2,3,4,5,6,7,8	10280 Godwin Rd	Arlington	TN	38002
8350	Believe Memphis Academy Charter School	4,5,6,7,8	1250 Vollintine AVE	Memphis	TN	38112
0300	Belle Forest Community School	PK,K,1,2,3,4,5	3135 Ridgeway	Memphis	TN	38115
2040	Bellevue Middle	6,7,8	575 S Bellevue Blvd	Memphis	TN	38104
2045	Berclair Elementary	PK,K,1,2,3,4,5	810 N Perkins Rd	Memphis	TN	38122
2050	Bethel Grove Elementary	PK,K,1,2,3,4,5	2459 Arlington Ave	Memphis	TN	38114
7201	Bluebird Learning Center	P4	1098 South Bellevue	Memphis	TN	38116
0035	Bolton High	9,10,11,12	7323 Brunswick Rd	Arlington	TN	38002
2057	Brownsville Road Elementary	K,1,2,3,4,5	5292 Banbury Ave	Memphis	TN	38135
2060	Bruce Elementary	PK,K,1,2,3,4,5	581 S Bellevue Blvd	Memphis	TN	38104
2070	Campus Elementary	1,2,3,4,5	535 Zach Curlin	Memphis	TN	38152
7210	Campus Kids Corner	P4,P3	5983 Macon Cove	Memphis	TN	38134
2830	Carver College and Career Academy	9,10,11,12	1591 Pennsylvania	Memphis	TN	38109
2090	Central High	9,10,11,12	306 S Bellevue Blvd	Memphis	TN	38104
2095	Charjean Elementary	PK,K,1,2,3,4,5	2140 Charjean Rd	Memphis	TN	38114
2100	Cherokee Elementary	P4,PK,K,1,2,3,4,5	3061 Kimball Ave	Memphis	TN	38114
2108	Chickasaw Middle	6,7,8	4060 Westmont Rd	Memphis	TN	38109
2049	Chimneyrock Elementary School	PK,K,1,2,3,4,5	8601 Chimneyrock Blvd	Cordova	TN	38016
8201	Circles Of Success Learning Academy	K,1,2,3,4,5	867 South Parkway East	Memphis	TN	38106
8145	City University School Girls Preparatory	6,7,8	1475 E. Shelby DR	Memphis	TN	38103
8265	City University School of Independence	9,10,11,12	1475 East Shelby DR	Memphis	TN	38116
8204	City University School Of Liberal Arts	9,10,11,12	1475 E. Shelby DR	Memphis	TN	38106
2115	Colonial Middle	6,7,8	1370 Colonial RD	Memphis	TN	38117
8185	Compass Community School, Berclair Campus	K,1,2,3,4,5,6,7,8	3880 Forrest	Memphis	TN	38122
8190	Compass Community School, Binghampton Campus	K,1,2,3,4,5,6,7,8	2540 Hale AVE	Memphis	TN	38112
8195	Compass Community School, Frayser Campus	K,1,2,3,4,5,6,7,8	3690 Thomas ST	Memphis	TN	38127
8360	Compass Community School, Hickory Hill Campus	K,1,2,3,4,5,6,7,8	3572 Emerald	Memphis	TN	38115
8365	Compass Community School, Midtown Campus	7,8,9,10,11,12	61 N. McLean BLVD	Memphis	TN	38104
8370	Compass Community School, Orange Mound Campus	K,1,2,3,4,5,6,7,8	2718 Lamar AVE	Memphis	TN	38114
2117	Cordova Elementary	PK,K,1,2,3,4,5	750 N Sanga Rd	Cordova	TN	38018
2119	Cordova High School	9,10,11,12	1800 Berryhill RD	Cordova	TN	38016
2118	Cordova Middle	6,7,8	900 N Sanga Rd	Cordova	TN	38018
2126	Craigmont High	9,10,11,12	3333 Covington Pike	Memphis	TN	38128
2128	Craigmont Middle	6,7,8	3455 Covington PIKE	Memphis	TN	38128
2130	Cromwell Elementary	K,1,2,3,4,5	4989 Cromwell Rd	Memphis	TN	38118
8325	Crosstown High School	9	1365 Tower AVE	Memphis	TN	38104
2133	Crump Elementary	PK,K,1,2,3,4,5	4405 Crump RD	Memphis	TN	38141
2135	Cummings Elementary/Middle	PK,K,1,2,3,4,5,6,7,8	1037 Cummings St	Memphis	TN	38106
2145	Delano Elementary	K,1,2,3,4,5	1716 Delano Ave	Memphis	TN	38127
0067	Dexter Elementary	P4,PK,P3,K,1,2,3,4,5	7105 Dexter RD	Cordova	TN	38016
0068	Dexter Middle	6,7,8	6998 Raleigh LaGrange Rd	Cordova	TN	38018
2153	Double Tree Elementary	PK,K,1,2,3,4,5	4560 Double Tree	Memphis	TN	38109
2155	Douglass Elementary/Middle	PK,K,1,2,3,4,5,6,7,8	1650 Ash St	Memphis	TN	38108
2160	Douglass High	9,10,11,12	3200 Mount Olive Rd	Memphis	TN	38108
2162	Downtown Elementary	PK,K,1,2,3,4,5	10 N 4th St	Memphis	TN	38103
8135	DuBois Elementary School of Entrepreneurship	K,1,2,3,4,5,6,7,8	8800 Winchester RD	Memphis	TN	38125
2165	Dunbar Elementary	PK,K,1,2,3,4,5	2606 Select Ave	Memphis	TN	38114
0080	E.E. Jeter Elementary/Middle	K,1,2,3,4,5,6,7,8	7662 Benjestown Rd	Millington	TN	38053
7211	Early Childhood Education	P4,P3	717 Beale ST	Memphis	TN	38104
7213	Early Childhood Programs	P4	3782 Jackson AVE	Memphis	TN	38112
2180	East High	9,10,11,12	3206 Poplar Ave	Memphis	TN	38111
2183	Egypt Elementary	PK,K,1,2,3,4,5	4160 Karen Cv	Memphis	TN	38128
7202	Ernestine Rivers Child Care Center	P4	867 South Parkway East	Memphis	TN	38106
2185	Evans Elementary	PK,K,1,2,3,4,5	4949 Cottonwood Rd	Memphis	TN	38118
2700	Exceptional Children Special Placements	P3,P4,PK,PS,K,1,2,3,4,5,6,7,8,9,10,11,12	160 S Hollywood	Memphis	TN	38112
2210	Ford Road Elementary	PK,K,1,2,3,4,5	3336 Ford Rd	Memphis	TN	38109
2215	Fox Meadows Elementary	PK,K,1,2,3,4,5	2960 Emerald St	Memphis	TN	38115
8234	Freedom Preparatory Academy	6,7,8,9,10,11,12	5132 Jonetta RD	Memphis	TN	38109
8355	Freedom Preparatory Academy Charter Schools	6,7,8,9,10,11,12	3750 Millbranch RD	Memphis	TN	38109
8155	Freedom Preparatory Academy Elementary School	K,1,2,3,4,5	3750 Millbranch RD	Memphis	TN	38116
2230	Gardenview Elementary	PK,K,1,2,3,4,5	4075 Hartz Dr	Memphis	TN	38116
2245	Geeter School	K,1,2,3,4,5,6,7,8	4649 Horn Lake RD	Memphis	TN	38109
2255	Georgian Hills Middle	6,7,8	3925 Denver St	Memphis	TN	38127
2258	Germanshire Elementary	PK,K,1,2,3,4,5	3965 South Germantown RD	Germantown	TN	38125
0105	Germantown Elementary	K,1,2,3,4,5	2730 Cross Country Dr	Germantown	TN	38138
0110	Germantown High	9,10,11,12	7653 Old Poplar Pike	Germantown	TN	38138
0107	Germantown Middle	6,7,8	7925 CD Smith Rd	Germantown	TN	38138
2259	Getwell Elementary	PK,K,1,2,3,4,5	2795 Getwell Road	Memphis	TN	38118
2260	Goodlett Elementary	PK,PK,K,K,1,1,2,2,3,3,4,4,5,5	3001 S Goodlett St	Memphis	TN	38118
2285	Grahamwood Elementary	K,1,2,3,4,5	3950 Summer Ave	Memphis	TN	38122
2835	Grandview Heights Middle School	6,7,8	2342 Clifton Rd	Memphis	TN	38127
8280	Granville T. Woods Academy of Innovation Charter School	K,1,2,3,4,5,6,7,8	3824 Austin Peay HWY	Memphis	TN	38128
2317	Hamilton High	9,10,11,12	1363 E Person Ave	Memphis	TN	38106
2311	Hamilton School	K,1,2,3,4,5,6,7,8	1478 Wilson ST	Memphis	TN	38106
2325	Havenview Middle	6,7,8	1481 Hester Rd	Memphis	TN	38116
2330	Hawkins Mill Elementary	PK,K,1,2,3,4,5	4295 Mountain Terrace St	Memphis	TN	38127
2331	Hickory Ridge Elementary	K,1,2,3,4,5	3890 Hickory Hill RD	Memphis	TN	38115
2333	Hickory Ridge Middle	6,7,8	3920 Ridgeway RD	Memphis	TN	38115
0108	Highland Oaks Elementary	PK,2,3,4,5	5252 Annandale Rd	Memphis	TN	38125
0200	Highland Oaks Middle	6,7,8	5600 Meadowbriar TRL	Memphis	TN	38125
2338	Hollis F. Price Middle College	9,10,11,12	807 Walker Ave	Memphis	TN	38126
2343	Holmes Road Elementary	PK,K,1,2,3,4,5	1083 E Holmes Rd	Memphis	TN	38116
0981	Home School	K,1,2,3,4,5,6,7,8,9,10,11,12	160 S Hollywood	Memphis	TN	38112
0975	Homebound	K,1,2,3,4,5,6,7,8,9,10,11,12	160 S Hollywood	Memphis	TN	38112
7203	Hooks Dimmick Child Care Center	P4	4982 Knight Arnold	Memphis	TN	38118
7204	Horn Lake Road Learning Center	P4	3657 Horn Lake RD	Memphis	TN	38109
2353	Ida B. Wells Academy ES/MS	K,1,2,3,4,5,6,7,8	995 S Lauderdale St	Memphis	TN	38126
2355	Idlewild Elementary	K,1,2,3,4,5	1950 Linden Ave	Memphis	TN	38104
2362	J. P. Freeman Elementary/Middle	K,1,2,3,4,5,6,7,8	5250 Tulane Rd	Memphis	TN	38109
2360	Jackson Elementary	PK,K,1,2,3,4,5	3925 Wales Ave	Memphis	TN	38108
7205	Jessie Mahan Day Care Center	P4	929 Delmar	Memphi	TN	38106
8300	Kaleidoscope School of Memphis	6,7,8	110 North Court AVE	Memphis	TN	38103
2116	Kate Bond Elementary School	K,1,2,3,4,5	2727 Kate Bond RD	Bartlett	TN	38133

**SHELBY COUNTY SCHOOLS
ACCOUNT CODE STRUCTURE**

Alphabetical Order

School Code	School Name	Grade Levels	Address	City	State	Zipcode
2007	Kate Bond Middle School	6,7,8	2737 Kate Bond RD	Memphis	TN	38133
2368	Keystone Elementary	PK,K,1,2,3,4,5	4301 Old Allen Rd	Memphis	TN	38128
7206	Kids School Early Childhood Development Center	P4	1126 North Thomas	Memphis	TN	38107
2377	Kingsbury Career Technology Center	10,11,12	1328 N Graham St	Memphis	TN	38122
2370	Kingsbury Elementary	PK,K,1,2,3,4,5	4055 Bayliss Ave	Memphis	TN	38108
2375	Kingsbury High	9,10,11,12	1270 N Graham St	Memphis	TN	38122
2373	Kingsbury Middle	6,7,8	1276 N Graham St	Memphis	TN	38122
8262	KIPP Memphis Collegiate Elementary	K,1	230 Henry AVE	Memphis	TN	38107
8202	KIPP Memphis Collegiate High School	9,10,11,12	2110 Howell AVE	Memphis	TN	38108
8238	KIPP Memphis Collegiate Middle	5,6,7,8	2110 Howell	Memphis	TN	38108
8258	KIPP Memphis Middle Academy	5,6	2110 Howell	Memphis	TN	38108
2379	Kirby High	9,10,11,12	4080 Kirby Pkwy	Memphis	TN	38115
2385	Knight Road Elementary	PK,PK,K,K,1,1,2,2,3,3,4,4,5,5	3237 Knight Rd	Memphis	TN	38118
2395	Larose Elementary	PK,K,1,2,3,4,5	864 S Wellington St	Memphis	TN	38126
8285	Leadership Preparatory Charter School	K,1	4190 Elliston RD	Memphis	TN	38111
2435	Levi Elementary	PK,K,1,2,3,4,5	135 W Levi Rd	Memphis	TN	38109
0205	Lowrance Elementary/Middle	PK,K,1,2,3,4,5,6,7,8	7740 Lowrance RD	Memphis	TN	38125
2463	Lucie E. Campbell Elementary	PK,K,1,2,3,4,5	3232 Birchfield Dr	Memphis	TN	38127
0115	Lucy Elementary	PK,K,1,2,3,4,5	6269 Amherst RD	Millington	TN	38053
0118	Macon-Hall Elementary	K,1,2,3,4,5	9800 Macon RD	Cordova	TN	38016
2470	Magnolia Elementary	PK,K,1,2,3,4,5	2061 Livewell Cr	Memphis	TN	38114
2480	Manassas High	9,10,11,12	1111 N Manassas St	Memphis	TN	38107
2836	Maxine Smith STEAM Academy	6,7,8	750 E Parkway S	Memphis	TN	38104
2493	Melrose High	9,10,11,12	2870 Deadrick Ave	Memphis	TN	38114
8210	Memphis Academy Of Health Sciences	6,7,8	3608 Hawkins Mill	Memphis	TN	38128
8213	Memphis Academy of Health Sciences High School	9,10,11,12	3925 Chelsea Extended	Memphis	TN	38107
8205	Memphis Academy Of Science Engineering Middle/High	6,7,8,9,10,11,12	1254 Jefferson AVE	Memphis	TN	38104
8207	Memphis Business Academy Elementary School	K,1,2,3	1082 Berclair	Memphis	TN	38127
8340	Memphis Business Academy Hickory Hill Elementary School	PK,K,1,2	4443 S. Germantown RD	Memphis	TN	38125
8335	Memphis Business Academy Hickory Hill Middle School	6	4443 S. Germantown RD	Memphis	TN	38125
8217	Memphis Business Academy High School	9,10,11,12	3306 Overton Crossing	Memphis	TN	38127
8215	Memphis Business Academy Middle	6,7	3306 Overton Crossing	Memphis	TN	38134
8240	Memphis College Preparatory	K,1,2,3	1500 Dunn AVE	Memphis	TN	38106
8170	Memphis Delta Preparatory	K,1,2,3,4,5,6,7,8	1237 College ST	Memphis	TN	38106
8260	Memphis Grizzlies Preparatory Charter School	6,7	168 Jefferson AVE	Memphis	TN	38103
7207	Memphis Learning Academy	P4	1455 Poplar AVE	Memphis	TN	38104
8380	Memphis Merit Academy	K,1,2,3,4,5,6,7,8	4775 American Way	Memphis	TN	38118
8264	Memphis Rise Academy	6,7,8,9,10,11,12	5130 Raleigh LaGrange	Memphis	TN	38134
8252	Memphis School of Excellence	6,7,8,9,10,11,12	4921 Winchester RD	Memphis	TN	38118
8310	Memphis School of Excellence Elementary	K,1,2,3,4,5	4450 S Mendenhall RD	Memphis	TN	38141
8165	Memphis STEM Academy	K,1,2,3,4,5	2450 Frayser BLVD	Memphis	TN	38127
2832	Memphis Virtual School	9,10,11,12	3772 Jackson AVE	Memphis	TN	38108
2515	Middle College High	9,10,11,12	750 E Parkway S	Memphis	TN	38104
2520	Mitchell High	9,10,11,12	658 WMitchell Rd	Memphis	TN	38109
0140	Mt. Pisgah Middle	6,7,8	1444 Pisgah RD	Cordova	TN	38016
7208	Nat Burning Orange Mound Day Nursery Learning, Inc.	P4	2415 Saratoga	Memphis	TN	38114
2525	Newberry Elementary	K,1,2,3,4,5	5540 Newberry Ave	Memphis	TN	38115
0145	Northaven Elementary	P4,PK,K,1,2,3,4,5,6,7,8	5157 N Circle Rd	Memphis	TN	38127
2824	Northwest Prep Academy	8,9,10,11,12	1266 Poplar Ave	Memphis	TN	38104
2692	Oak Forest Elementary	PK,K,1,2,3,4,5	7440 Nonconnah View Cv	Memphis	TN	38119
2540	Oakhaven Elementary	PK,K,1,2,3,4,5	3795 Bishops Bridge RD	Memphis	TN	38118
2545	Oakhaven High	9,10,11,12	3125 Ladbroke Rd	Memphis	TN	38118
2543	Oakhaven Middle	6,7,8	3125 Ladbroke Rd	Memphis	TN	38108
2550	Oakshire Elementary	PK,K,1,2,3,4,5	1765 E Holmes Rd	Memphis	TN	38116
2565	Overton High	9,10,11,12	1770 Lanier Ln	Memphis	TN	38117
2570	Peabody Elementary	PK,K,1,2,3,4,5	2086 Young Ave	Memphis	TN	38104
8345	Perea Elementary School	K,1,2,3,4,5	1250 Vollintine AVE	Memphis	TN	38107
8315	Power Center Academy Elementary - Southeast	K,1,2,3,4,5	8220 E Shelby DR	Memphis	TN	38125
8270	Power Center Academy Elementary School	K,1,2,3,4,5	6120 Winchester RD	Memphis	TN	38115
8206	Power Center Academy High School	9,10,11,12	5390 Mendenhall Square Mall	Memphis	TN	38115
8220	Power Center Academy Middle	6,7,8	6120 Winchester RD	Memphis	TN	38115
8160	Power Center Academy Middle - Southeast	6,7,8	8220 East Shelby DR	Memphis	TN	38125
7209	Primary Prepatory	P4	3274 Range Line	Memphis	TN	38127
8225	Promise Academy	PK,K,1,2,3,4,5	1346 Bryan ST	Memphis	TN	38108
2599	Raleigh Egypt Middle School	6,7,8	4215 Alice Ann DR	Memphis	TN	38128
2597	Raleigh-Bartlett Meadows Elementary	PK,K,1,2,3,4,5	5195 Twin Woods Ave	Memphis	TN	38134
2598	Raleigh-Egypt High	6,7,8,9,10,11,12	3970 Voltaire Ave	Memphis	TN	38128
2600	Richland Elementary	K,1,2,3,4,5	5440 Rich Rd	Memphis	TN	38120
7214	Ridgeway Early Learning Center	PK	3435 3435 Ridge Meadow Pkwy	Memphis	TN	38115
2615	Ridgeway High	9,10,11,12	2009 Ridgeway	Memphis	TN	38119
2612	Ridgeway Middle	6,7,8	6333 Quince RD	Memphis	TN	38119
2625	Riverview Elementary/Middle	PK,K,1,2,3,4,5,6,7,8	241 Majuba Ave	Memphis	TN	38109
2717	Riverwood Elementary School	K,1,2,3,4,5	1330 Stern Ln	Cordova	TN	38016
2626	Robert R. Church Elementary	PK,K,1,2,3,4,5	4100 Millbranch Rd	Memphis	TN	38116
2627	Ross Elementary	PK,K,1,2,3,4,5	4890 Ross Rd	Memphis	TN	38141
2630	Rozelle Elementary	K,1,2,3,4,5	993 Roland	Memphis	TN	38114
2633	Scenic Hills Elementary	PK,K,1,2,3,4,5	3450 Scenic Hwy	Memphis	TN	38128
2637	Sea Isle Elementary	PK,K,1,2,3,4,5	5250 Sea Isle Rd	Memphis	TN	38117
2640	Shady Grove Elementary	K,1,2,3,4,5	5360 Shady Grove RD	Memphis	TN	38120
2650	Sharpe Elementary	PK,K,1,2,3,4,5	3431 Sharpe Rd	Memphis	TN	38111
2663	Sheffield Career Technology Center	10,11,12	4350 Chuck Ave	Memphis	TN	38118
2655	Sheffield Elementary	PK,K,1,2,3,4,5	4290 Chuck Ave	Memphis	TN	38118
2660	Sheffield High	9,10,11,12	4315 Sheffield Ave	Memphis	TN	38118
2680	Shelby Oaks Elementary	PK,K,1,2,3,4,5	6053 Summer Ave	Memphis	TN	38134
2665	Sherwood Elementary	PK,K,1,2,3,4,5	1156 Robinhood LN	Memphis	TN	38111
2670	Sherwood Middle	6,7,8	3480 Rhodes Ave	Memphis	TN	38111
2675	Shrine School	PK,K,1,2,3,4,5,6,7,8,9,10,11,12	4259 Forest View Dr	Memphis	TN	38118
2690	Snowden Elementary/Middle	PK,K,1,2,3,4,5,6,7,8	1870 N Parkway	Memphis	TN	38112
8232	Soulsville Charter School	6,7,8,9,10,11,12	1115 College ST	Memphis	TN	38106
2695	South Park Elementary	PK,K,1,2,3,4,5	1736 Getwell Rd	Memphis	TN	38111
8228	Southern Avenue Charter School Of Academic Excellence Creative Arts	K,1,2,3,4,5	2221 Democrat RD	Memphis	TN	38132
2703	Southwest Career Technology Center	10,11,12	3746 Horn Lake RD	Memphis	TN	38109
8320	Southwest Early College High School	9,10,11,12	737 Union AVE	Memphis	TN	38103
0175	Southwind Elementary	P3,P4,PK,K,1,2,3,4,5	8155 Meadow Vale Dr	Memphis	TN	38125
0178	Southwind High	9,10,11,12	7900 E Shelby Dr	Memphis	TN	38125
2705	Springdale Elementary	PK,K,1,2,3,4,5	880 N Hollywood St	Memphis	TN	38108
8230	Star Academy	K,1,2,3,4,5	3240 James RD	Memphis	TN	38108
8275	The Excel Center	9,10,11,12	1490 Norris RD	Memphis	TN	38106
2715	Treadwell Elementary	PK,K,1,2,3,4,5	3538 Given Ave	Memphis	TN	38122
2723	Treadwell Middle School	6,7,8	920 N Highland St	Memphis	TN	38122
2727	Trezevant Career and Technology Center	9,10,11,12	3224 Range Line Rd	Memphis	TN	38127
2725	Trezevant High	9,10,11,12	3350 N Trezevant St	Memphis	TN	38127
2726	University Middle	6,7,8	4075 Park AVE	Memphis	TN	38111
8254	Veritas College Preparatory	6,7,8	1500 Dunn AVE	Memphis	TN	38106

SHELBY COUNTY SCHOOLS
ACCOUNT CODE STRUCTURE

Alphabetical Order

School Code	School Name	Grade Levels	Address	City	State	Zipcode
8266	Vision Preparatory Charter School	K,1,2,3,4,5	260 Joubert AVE	Memphis	TN	38109
2730	Vollentine Elementary	PK,K,1,2,3,4,5	1682 Vollintine Ave	Memphis	TN	38107
2745	Wells Station Elementary	PK,K,1,2,3,4,5	1610 Wells Station Rd	Memphis	TN	38108
2840	Westhaven Elementary	P4,PK,K,1,2,3,4,5	4585 Hodge Rd.	Memphis	TN	38109
2750	Westside Elementary	PK,K,1,2,3,4,5	3347 Dawn Dr	Memphis	TN	38127
2770	Westwood High	9,10,11,12	4480 Westmont Rd	Memphis	TN	38109
2777	White Station Elementary	K,1,2,3,4,5	4840 Chickasaw Rd	Memphis	TN	38117
2780	White Station High	9,10,11,12	514 S Perkins Rd	Memphis	TN	38117
2783	White Station Middle	6,7,8	5465 Mason Rd	Memphis	TN	38120
2785	Whitehaven Elementary	PK,K,1,2,3,4,5	4783 Elvis Presley Blvd	Memphis	TN	38116
2790	Whitehaven High	9,10,11,12	4851 Elvis Presley Blvd	Memphis	TN	38116
2053	William Herbert Brewster Elementary School	PK,K,1,2,3,4,5	2605 Sam Cooper Blvd	Memphis	TN	38112
2800	Willow Oaks Elementary	PK,K,1,2,3,4,5	4417 Willow Rd	Memphis	TN	38117
2805	Winchester Elementary	PK,K,1,2,3,4,5	3587 Boeingshire Dr	Memphis	TN	38116
2810	Winridge Elementary	K,1,2,3,4,5	3500 Ridgeway RD	Memphis	TN	38115
2815	Wooddale High	9,10,11,12	5151 Scottsdale	Memphis	TN	38118
0185	Woodstock Middle School	6,7,8	5885 Woodstock Cuba Rd	Millington	TN	38053

FREQUENTLY ASKED QUESTIONS

Accounting and Reporting

1. Question: What is Money Due Board? How is it related to reimbursements? When are reimbursements appropriate?

Answer: Money Due Board is used as a line of credit to the schools. The schools reimburse Memphis-Shelby County Schools with money received from fundraisers and/or donations for supplies, equipment, and after-school expenses.

Money Due Board and reimbursements from the schools to the District are one in the same. As far as when the reimbursements are appropriate, please contact Academic Operations & School Support for further clarification. Contact Felicia Calhoun in Accounting and Reporting for questions regarding Money Due Board.

2. Question: How was the account code structure determined?

Answer: The Account Code Structure was designed for State of Tennessee compliance reporting as well as to provide information to users of District financial information. To see the State of Tennessee Department of Education Accounting Manual with a listing and description of state account codes, please go to the following link:

[Uniform Chart of Accounts](#)

Department structure is based upon the District's Organization. For example, for the Department 100000 Academic Office – all General Education Staffing for Schools and School Leadership falls under this Cabinet Head, such as 1025XX for Librarians, 106XXX for School Leadership and 19XXXX for General Education. For the Departments of Information Technology, all Departmental codes are within the 34XXXX scheme. For example, Information Technology's departmental code is 340000; Relationships and Customer Service is 341000; Educational Technology is 342000 and Technical Services is 343000. In addition, all of these IT departments are under the leadership of the Cabinet Head, which in this case is the Chief Information Officer.

Also, please note that while searching for account code transactions in APECS, you will not be able to see all the account code data in the District. You will only see the account code information for your school, administrative department(s) or office(s).

FREQUENTLY ASKED QUESTIONS

Accounts Payable

3. We have old bills that need to be paid. How do we get these bills paid?

Answer: The answer depends on whether invoices are related to the prior or current fiscal year. For prior year invoices, were the goods and services received prior to June 30th? If so, please contact Accounts Payable on how to manage these types of transactions. For current year old invoices that have not been paid, they must be sent to AP for payment on a Payment Request form. The Payment Request must include the vendor number, budgetary coding, proper approval signature and the invoice must be attached. All unpaid invoices over \$500.00 that are not covered by a purchase order are in violation of District Policy and require approval of the Director of Procurement Services before the invoice can be paid.

Budget and Fiscal Planning

4. Question: For school-based users, what are the restrictions for the various accounts such as: Office of the Principal, Instruction/Supplies, etc.?

Answer: Instructional supplies and equipment should be used to purchase items that can be used in the classroom for teachers and students. Admin supplies and equipment should be used to purchase items used in the Office of the Principal, Asst. Principal, and Clerical. The only restriction we have is that schools are not allowed to transfer budget from instructional/school expenditure accounts into administrative/school leadership expenditure accounts or vice versa.

5. Question: School-based users can see the budget in APECS, but they do not know how it should be used. What is the best way to figure this out?

Answer: First, please refer to the listing of departments and expenditure objects within this manual. In addition, please see the following listing of all school-based Departments and then, all school-based expenditure objects for spending:

<u>Department</u>	<u>Description</u>
102501, 502, 503, 504	Librarians-Elementary, Middle, K-8, High
106061, 062, 063, 064	School Leadership-Elem., Mid, K-8, High
190001, 002, 003, 004	General Education-Elem., Mid, K-8, High
203041, 042, 043, 044	Guidance Counseling-Elem., Mid, K-8, High

<u>Object</u>	<u>Description</u>
33600	Administrative Property Maintenance (incl. copier lease)
34800	School Postage and Shipping
34800	Administrative Postage and Shipping
35500	Principal Local Travel and Non-PD Out-of-Town Travel
35500	Assist. Principal Travel and Non-PD Out-of-Town Travel
42900	School Supplies and Materials
49900	Administrative Supplies and Materials
49900	Guidance Supplies and Materials

FREQUENTLY ASKED QUESTIONS

<u>Object</u>	<u>Description</u>
49900	Library Services Supplies and Materials
59903	School Printing and Binding (Print Services)
59903	Administrative Printing and Binding (Print Services)
72200	School Furniture and Equipment
70100	Administrative Furniture and Equipment
52400	Principal Travel (Out of Town for PD)
52400	Assist. Principal Travel (Out of Town PD)

6. **Question: When will school-based users see the SPED and CTC budgets hit the accounts?**

Answer: Special Education Administration and Technology and Careers Administration are responsible for handling and entering budget dollars into APECS as they relate to SPED and CTC programs, respectively. If there are specific questions about these budgets, please contact those offices directly.

7. **Question: Will school-based users see the fee waiver money in APECS?**

Answer: The fee waiver funds will be available after we receive the count for direct certified students. The account number is 01-71100-53500-19000X-loc.-0000. The appropriate instructional department is 190001, 190002, 190003, or 1900004 depending on whether it is an Elementary, Middle, K-8, or High School.

8. **Question: Is postage a school line item?**

Answer: School postage is budgeted in the expenditure function-object of 72410-34800. Keep in mind that the appropriate administrative department is 106061, 106062, 106063, or 106064 based on whether the School Leadership is for an Elementary, Middle, K-8, or High School.

9. **Question: Should school-based users assume the school will pay for any copiers through their site-based budget and that they have been allocated money in their budgets for this equipment?**

Answer: School copiers that are leased are budgeted in the expenditure object of 33600. Keep in mind that the appropriate department is 106061, 106062, 106063 or 106064 based on whether the School Leadership is for an Elementary, Middle, K-8 or High School. The appropriate Instructional department is 190001, 190002, 190003 or 1900004 depending on whether it is an Elementary, Middle, K-8 or High School.

For printing/copies and supplies, use expenditure object of 49900. Keep in mind that the appropriate department is 106061, 106062, 106063 or 106064 based on whether the School Leadership is for an Elementary, Middle, K-8 or High School. The appropriate Instructional department is 190001, 190002, 190003 or 1900004 depending on whether it is an Elementary, Middle, K-8 or High School.

FREQUENTLY ASKED QUESTIONS

To comply with new accounting regulations, the monthly lease cost, printing/copies, and supply cost must be kept separate. DO NOT split code copiers.

10. Question: For central office or non-administrative offices, what codes do we use to order leased copiers?

Answer: Copiers that are leased are budgeted in expenditure object of 33600. Use your full account code string noting the object code of 33600. For printing/copies and supplies, use your full account code string noting the object code of 49900.

To comply with new accounting regulations, the monthly lease cost, printing/copies, and supply cost must be kept separate. DO NOT split code copiers.

11. Question: For all users, what codes do we use to order furniture?

Answer: Instructional furniture/equipment is account code 01-71100-72200-190001-loc.-0000. Admin furniture/equipment is account code 01-72410-70100-106061-loc.-0000 for school locations. For schools, keep in mind the department code will vary depending on if the school is an Elementary, Middle, or High School. For Central Office or non-school administrative offices, use your full account code string noting the object code of 70100.

12. Question: What codes do we use to order technology items?

Answer: Instructional equipment is account code 01-71100-72200-190001-loc.-0000. Administrative equipment is account code 01-72410-70100-106061-loc-0000 for school locations. For schools, keep in mind the department code will vary depending on if the school is an Elementary, Middle, or High School. For Central Office or non-school administrative offices, use your full account code string noting the object code of 70100.

13. Question: What codes do we use to order software?

Answer: Over the counter (OTC) and subscription-based software is account code 01-71100-47100-190001-loc.-0000. Administrative over the counter and subscription-based software is account code 01-72410-47100-106061-loc-0000 for school locations. For schools, keep in mind the department code will vary depending on if the school is an Elementary, Middle, or High School. For Central Office or non-school administrative offices, use your full account code string noting the object code of 47100.

14. Question: We have different codes for supplies and materials, so which codes do we use to order supplies and materials?

Answer: Teachers instructional supplies are coded to 01-71100-42900-190001-loc-0000; Guidance supplies are coded to 01-72130-49900-203041-loc-0000;

FREQUENTLY ASKED QUESTIONS

Library supplies are coded to 01-72210-49900-102500-loc-0000; Office supplies at school locations are coded to 01-72410-43500-106061-loc.-0000. Keep in mind, the department code will vary depending on if the school is an Elementary, Middle, K-8 or High School. For Central Office or non-school administrative offices, use your full account code string and refer to the object code expenditure listing in this manual for assistance.

15. **Question: There are numerous account codes for teacher salaries. Which codes go with which grade level?**

Answer: See table below.

**SHELBY COUNTY SCHOOLS
DEPARTMENT CODES FOR SCHOOL LOCATIONS**

Department	Description	Grade	Position Types
102011	English Second Language Elementary	K-5	Primarily Teachers
102012	English Second Language Middle	6-8	Primarily Teachers
102013	English Second Language K8	K-8 Schools	Primarily Teachers
102014	English Second Language High	9-12	Primarily Teachers
102071	Elementary Music and Art		
102091	Elementary Physical Education		
102501	Librarians-Elementary	K-5	Librarians Only
102502	Librarians-Middle	6-8	Librarians Only
102503	Librarians - K-8	K-8 Schools	Librarians Only
102504	Librarians - High	9-12	Librarians Only
104001	Exceptional Children - Elementary	K-5	Primarily Exceptional Children, Teachers, and Educational Assistants
104002	Exceptional Children - Middle	6-8	Primarily Exceptional Children, Teachers, and Educational Assistants
104003	Exceptional Children - K-8	K-8 Schools	Primarily Exceptional Children, Teachers, and Educational Assistants
104004	Exceptional Children - High	9-12	Primarily Exceptional Children, Teachers, and Educational Assistants
104010	Exceptional Children - Homebound & Hospital		
104020	Exceptional Children - Gifted		
104030	Exceptional Children Schools Admin		
104040	Exceptional Children Administration		
106061	School Leadership - Elementary	K-5	Primarily Principals, Assistant Principals, and Clerical Support
106062	School Leadership - Middle	6-8	Primarily Principals, Assistant Principals, and Clerical Support
106063	School Leadership - K-8	K-8 Schools	Primarily Principals, Assistant Principals, and Clerical Support
106064	School Leadership - High	9-12	Primarily Principals, Assistant Principals, and Clerical Support
107000	Optional Schools		
108000	Alternative Schools		
108010	Adolescent Parenting		
108020	SCS Prep Northwest		
108030	SCS Prep Northeast		
108040	SCS Prep Southwest		
190001	General Education - Elementary	K-5	General Education, Instruction Teachers, and Educational Assistant
190002	General Education - Middle	6-8	General Education and Instruction Teachers
190003	General Education - K-8	K-8 Schools	General Education and Instruction Teachers
190004	General Education - High	9-12	General Education and Instruction Teachers
190100	Hollis F Price		
190200	Middle College		
203020	ROTC		JROTC Teachers
203041	Guidance Counseling - Elementary	K-5	Guidance Counselors Only
203042	Guidance Counseling - Middle	6-8	Guidance Counselors Only
203043	Guidance Counseling - K-8	K-8 Schools	Guidance Counselors Only
203044	Guidance Counseling - High	9-12	Guidance Counselors Only

16. **Question: Is it possible for us to get a printout that breaks down the different codes for our locations?**

Answer: This manual includes a list of all four-digit location codes. In addition, you may export whatever APECS accounting data is requested into Excel and then print.

FREQUENTLY ASKED QUESTIONS

17. Question: Is Title I budget included with the budget amounts we see in APECS?

Answer: The Title I accounts begin with 12, as in Fund 12. The project number for Title 1 accounts are 0100, as in Project 0100.

18. For school-based APECS users, what is WIN-SCHOOL?

Answer: It is an amount added to each regular-instruction school's budget to pay for overtime for only Clerical staff to enter data into Power School. The account code where school-based users can see this budget is 01-72410-18908-106061 (106062,106063,106064)-school location code-0000. As noted previously, the department will depend on whether the school is an Elementary, Middle, K-8 or High School.