TO: Deputy Superintendent  
Assistant Superintendents  
Complex Area Superintendents  
Principals (All)  

FROM: Brian Hallett  
Assistant Superintendent and Chief Financial Officer  

SUBJECT: Budget Execution Procedures for Fiscal Year 2020-2021  

The Budget Execution Guidelines and Procedures for Fiscal Year (FY) 2020-2021 are being transmitted for your information and use. The procedures continue to be centralized with direct allocations from state to schools. That is, schools will be able to view allocation exhibits and budget details in the DOE BUDGET ALLOCATION DETAILS FY 2021 database.

At this time, the following database icons can be added to your computer’s Lotus Notes Workspace:

<table>
<thead>
<tr>
<th>Database Name</th>
<th>Purpose / Description</th>
<th>Click on link below to add the database to your Lotus Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>DOE Budget Allocation Details FY 2021</td>
<td>The allocation narrative is designed to assist principals with expenditure plan development and contains the following: Purpose, Rationale for Allocation, Guidelines for Implementation, and Program Manager’s name.</td>
<td>DOE Budget Alloc Details FY2021</td>
</tr>
<tr>
<td>Budget Execution Procedures 2020-2021</td>
<td>General information, directions, procedures, and forms are included.</td>
<td>Budget Execution 2020-2021</td>
</tr>
<tr>
<td>Federal Budget Execution Procedures FY 2021</td>
<td>General information, directions, procedures and forms related to federal funds are included.</td>
<td>Federal Bud Exec Proc FY21</td>
</tr>
<tr>
<td>Centralized Budget Execution Procedures FY 2021</td>
<td>General overview of budget execution - Administrator Training Manual</td>
<td>Central Bud Exec Proc FY21</td>
</tr>
<tr>
<td>Budget Branch References</td>
<td>Quick access to budget execution related frequently asked questions, forms, and flow charts.</td>
<td>Budget Branch References</td>
</tr>
<tr>
<td>WSF References</td>
<td>Access to WSF information including calculations, Financial Plan resources, eHR QuickSheets, Buy-Sell procedures, etc.</td>
<td>WSF References</td>
</tr>
</tbody>
</table>

When first opening the databases, press the ESC key to clear the “white” informational page.
Please be mindful that allocations for each of the programs may need to be reduced due to restrictions imposed by the Governor or internal reductions imposed to manage shortfalls.

Should there be any questions or concerns regarding this transmittal, please do not hesitate to call the Budget Execution Section at 784-6030.

BH:kk

c: The Honorable Catherine Payne, Chairperson, Board of Education
   Members of the Board of Education
   Dr. Christina M. Kishimoto, Superintendent
   Alison Kunishige, Executive Director, Board of Education
   Executive Assistants
   Internal Audit
   Budget Branch