

# MUNIS PBR Instructions for Requesting 2022-23 ARP/ESSER Budget Transfers of Approved Budgets AND ARP/ESSER 2022-23 New Spending Requests

Updated 6-13-22

Please note the following:

1. This is a follow up to the Memo communicated by the CFO on March 23, 2022.
2. The ARP/ESSER funding should address large scale programs and/or items.
3. The ASRP/ESSER funding is short term funding and FTE requests should be made with that in mind.
4. Please note revisions to the Approved FS-10 budgets require NYSED approval.

22-23 ARP/ESSER PBR Requests:

1. Within Munis PBR there are two (2) categories of PBR ARP/ESSER Request Types:
  - a. ARP Staff (FTE)
  - b. ARP Non Staff (including hourly payroll)

Select whether it is for Staff (FTE) or Non Staff (including hourly payroll).

## 2. For ARP Staff Request - Information Required in the Request Comments Box:

- a. Type in NEW REQUEST or BUDGET TRANSFER
- b. **IF NEW REQUEST:**
  - i. Include the 4-digit job class code for the position request.
  - ii. Include the Department code for the position request
  - iii. Include Average Salary excluding benefits.
  - iv. Include a brief rationale for your additional staff request.
  - v. Example script to use in the comment section of the New Staff Request Comment Section of the PBR: **NEW REQUEST. Add position: Grade 1 Teacher Job Class #2250, FTE 1.0 @ \$72,000, school #079. Rationale 1<sup>st</sup> grade classes are at 33,34, and 34. The new class will eliminate the overages.**
- c. **If a BUDGET TRANSFER - Information Required in the Request Comments Box:**
  - i. Include the 4-digit job class code for the position request. (Attachment lists job class codes).
  - ii. Include the to and from accounts of the transfer. Include the project ARP with the account.
  - iii. Include Average Salary. (Attachment lists average salary for common positions for 2022-23).
  - iv. Include a brief rationale for your additional staff request.
  - v. Example script to use in the comment section of the Staff Request Budget Transfer Comment Section of the PBR: **STAFF REQUEST BUDGET TRANSFER. REDUCE POSITION 5678, (Grade 1 Teacher-2250, FTE 1.0, account F7115C21-120 ARP@ 003. ADD (Grade 4 teacher-2265, FTE 1.0, account F7115C21-121 ARP @003. Rationale: 1<sup>st</sup> grade class size is extremely small and can consolidate to one 1<sup>st</sup> grade class. 4<sup>th</sup> grade is over enrolled and additional class will prevent class overages.**

## 3. For ARP NON-STAFF Requests - Information Required in the Request Comments Box:

- a. Type in NEW REQUEST or BUDGET TRANSFER
- b. **IF NEW REQUEST:**
  - i. Include the account you are requesting additional funds, including the project ARP.
  - ii. Include a rationale for your request.
  - iii. Example script to use in the comment section of the ARP Non-Staff request: **NEW REQUEST NON-STAFF REQUEST. Transfer \$250,000 from ARP Unused funds determined by Grants to**

**account F0004D21-500 ARP. Rationale: Additional funds are required to purchase the materials necessary for the STEM days.**

**c. If BUDGET TRANSFER - Information Required in the Request Comments Box:**

- i. Include the to and from accounts of the transfer. Include the project ARP with the account.
- ii. Include a brief rationale for your request.
- iii. Example script to use in the comment section of the Budget Transfer Comment Section of the PBR: **BUDGET TRANSFER. Transfer \$250,000 from account F0004D21-500 ARP to account F0004D21-515 ARP. Rationale: Decision made to purchase Software for District rather than Instructional Supplies.**

***Lists of commonly used Job Class Codes, Department Codes, and Average salaries are attached and/or available from your budget liaison.***

***Please contact your budget liaison with any questions.***