



Eagle Mountain-Saginaw Independent School District
1200 Old Decatur Road
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Introduction



2022 Board of Trustees

Marilyn Tolbert, Ed. D.
Place 1

Paige Ring
Place 2
Board Vice President

Tim Daughtrey
Place 3

William Boaz
Place 4

Steven G. Newcom
Place 5
Board President

Liz Hatley
Place 6

Donna Webb
Place 7
Board Secretary

Administration

Jim F. Chadwell, Ed.D.
Superintendent

Linda Parker, Ed.D.
Deputy Superintendent

Robb Welch
Chief Financial Officer

Clete Welch
Chief Operations Officer

Dana Barnes, Ed.D.
Executive Director of Educational Services

Megan Overman
Director of Communications

Walter Berringer
Executive Director of Secondary Services

Audrey Arnold
Executive Director of Elementary Services



Staff Directory of the Office of Chief Financial Officer

Office of Chief Financial Officer

Robb Welch, Chief Financial Officer 817-232-0880, ext. 2955
 Michelle Ozuna, Assistant to the Chief Financial Officer 817-232-0880, ext. 2955

Payroll and Benefits

Stella Mendoza, Director of Payroll and Benefits 817-232-0880, ext. 2953
 Priscilla Finch, Senior Payroll Specialist..... 817-232-0880, ext. 2980
 Elena ‘Len’ Timmermann, Payroll Specialist..... 817-232-0880, ext. 2979
 Courtney Baker, Payroll/TRS Specialist..... 817-232-0880, ext. 2954
 Jamie Erwin, Benefits Specialist..... 817-232-0880, ext. 2978

Budget, Taxes, and Investments

Douglas Kittinger, Director of Budget, Taxes, and Investments 817-232-0880, ext. 2974

Finance and Accounts Payable

Jane Valdez, Executive Director of Finance 817-232-0880, ext. 2973
 Janice Green, Business Services Supervisor..... 817-232-0880, ext. 2971
 Diana Espinoza, Accountant..... 817-232-0880, ext. 2984
 Tamara Radke, Accounting Specialist..... 817-232-0880, ext. 2972

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Section 1: Budget Guidelines Overview



2022–2023 Budget Guidelines

Date: April 2022

Re: Budget Guidelines Overview

We are pleased to present the 2022-2023 Budget Guidelines of the Eagle Mountain-Saginaw Independent School District. The document is prepared in a manner to help our staff and Board of Trustees understand how resources are used to achieve District goals. In keeping with the goals and mission adopted by the Board of Education, the annual budget focuses on the Board's philosophy that the core mission of the District is to foster a culture of excellence that instills a passion for a lifetime of continuous achievement in every student. The allocation of resources is designed to ensure higher student achievement. We believe the District is accountable to meet the challenges of student enrollment growth and sustain a safe and secure environment for all students. To meet these expectations, the budget decisions and resource allocations are made by the personnel that directly impact the learning process. Campus principals and staff will be actively involved in making focused requests.



2022–2023 Budget Guidelines

2022-2023 Budget Calendar

Activity	Date	Area of Responsibility
Enrollment Projections/Staffing Allotments	February-March	Director of Human Resources; Chief Financial Officer; Superintendent; Leadership Team
Prepare cost template for staffing plan based on initial classroom staffing allotments	February-March	Director of Human Resources; Chief Financial Officer; Superintendent; Leadership Team
Budget Report and Update	February 28, 2022 (Board Meeting)	Chief Financial Officer; Board of Trustees
Develop 2022-2023 Calendars	Apr	



2022–2023 Budget Guidelines

2022-2023 Budget Calendar (continued)

Activity	Date	Area of Responsibility
Budgets sent to Leadership Team for Review	June 25, 2022	Superintendent; Leadership Team
Budget Workshop Update for Board of Trustees (if needed)	June, 2022 (Budget Workshop)	Chief Financial Officer; Board of Trustees
Certified Tax Roll	July 25, 2022	Tarrant Appraisal District
Proposed 2022-2023 Budget to Board of Trustees	July 25, 2022	Chief Financial Officer; Board of Trustees
Approval of Proposed Salary Plan	July 26, 2022	Chief Human Resource Officer; Chief Financial





Budget Preparation Overview

1. A complete copy of the current Budget Guidelines will be posted on the Eagle Mountain-Saginaw ISD website under Departments; Budget, Taxes, & Investments; Budget. In addition, all amended information will be prepared and distributed electronically to each Budget Manager.
- 2.



Campuses Budget Process

1. Principals will be given their campus allocations as early as possible, once demographer information is received.
2. At that time, the staff members on the campus will need to submit to their principals, their detailed requests.
3. The Principal will determine with their staff, the final budget for their campus.
4. The Financial Secretary or Principal will enter the campus budget into Skyward by account for each line item. Input of detail descriptions for each line item is at the discretion of the Budget Manager. The allocation will be sent via e:mail.
5. The Principal will need to review the budget for accuracy and send an email to Doug



Increases and Enhancements

Campuses or departments who have non-discretionary operational increases should complete Form A Operational Budget Increases – Non-Discretionary.

Campuses or departments who have initiatives or programs they wish to pursue should discuss those with a member of the Leadership Team. Enhancements to the base budget may be applied for separately by using Form B Budget Enhancement Request. Information that will be necessary should (at a minimum) include the following:

- A general description of the program and the goals of the program
- Details of the project including:
 - Required personnel
 - Personnel who will be responsible
 - Equipment and material costs – initial year and upcoming years
 - Facility requirements
 - Benefits analysis and basis for measurement of outcomes
 - Other information necessary to evaluate the program

Operational increases and enhancement requests must be submitted to the Business office by April 1, 2022 and will be reviewed by the Leadership team. See the sample forms in the Miscellaneous Information section.

Capital Outlay

Capital outlay items will be purchased as needed and as funds are available. Every campus and department should review their facility and equipment needs and include any capital outlay items on Form B Budget Enhancement Request form.



Items Budgeted by the Business Office or Campuses/Departments

Please refer to the table below for a summary of key budgeted items and the responsible budget area.

Budget Item	Business Office	Campus / Department
Regular salaries & associated fringe benefits	X	
6118 Stipends		
6119 Professional salaries		
6129 Support personnel		
6112 Substitutes - Leave		
Extra dut		

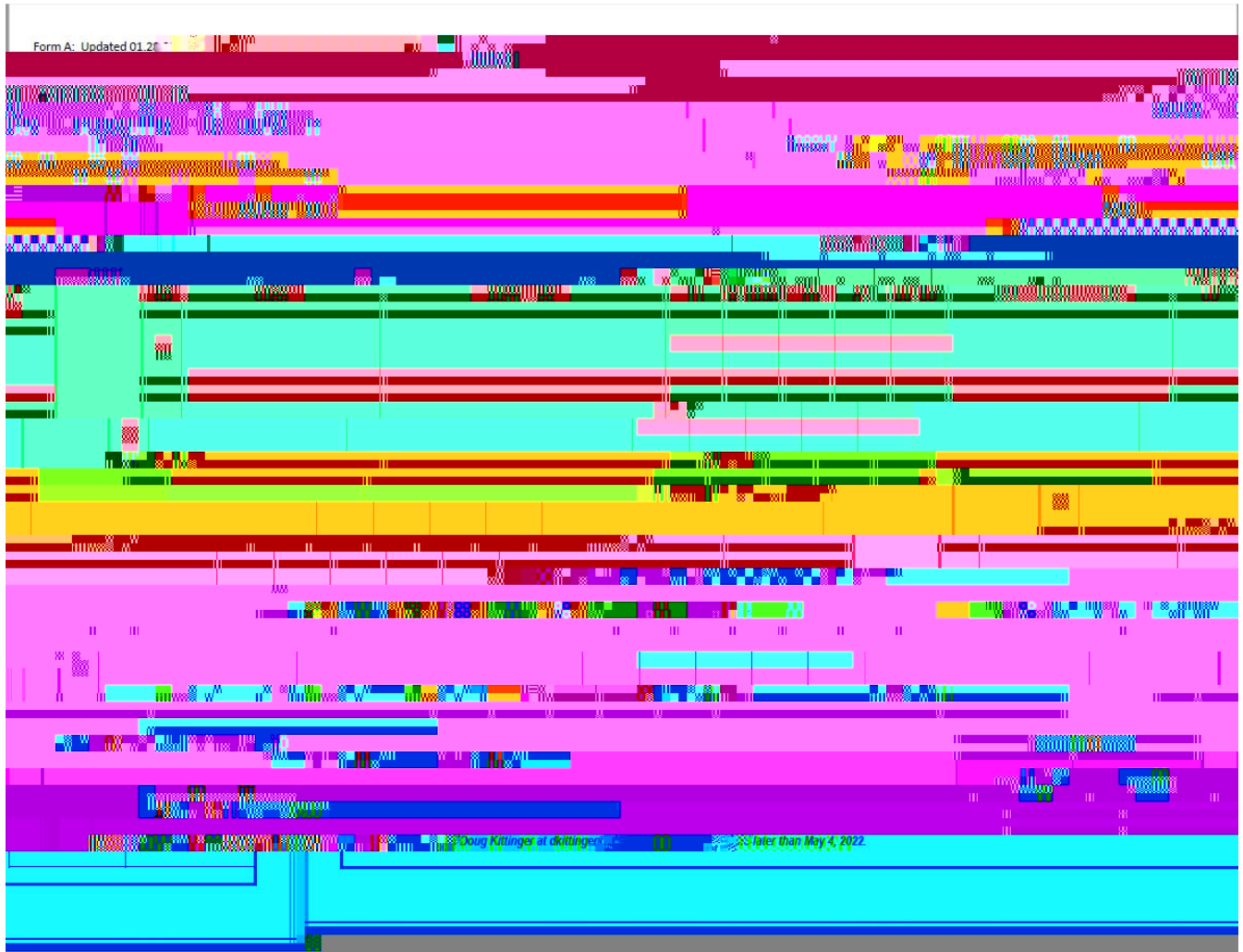


Section 3: Miscellaneous Information



Operational Budget Increases – Non-Discretionary Form

The form below is an example form used for requesting Operational Budget increases. A fillable form can be found on the EMS ISD website under Budget department.





Budget Enhancement Request

The form below is an example form used for requesting Budget enhancements. A fillable form can be found on the EMS ISD website under Budget department.

Form B: Updated 01.28.2021

Print

**EAGLE MOUNTAIN-SAGINAW ISD
BUDGET ENHANCEMENTS REQUEST**

Please provide the following required information:

- Approval description and cost of the program
 - Description of program
 - Required personnel
 - Personnel who will be responsible
 - Equipment and material cost - initial year and upcoming years
 - Facility requirements
 - Benefits analysis and basis for measurement of outcomes
 - Other information you feel is necessary to evaluate the program

RATE **CAMPUS/DEPARTMENT**

CODE	Fund	Fct	Object	Sub-Obj	Org	PIC	BUDGET ACCOUNT
					100		
	INITIAL COSTS						
	CONTINUING COSTS						
	ANCILLARY COSTS						
	Submitted By:						
	Budget Manager Approval:						



Section 4: Account Codes

