

**WCASD**  
**ADMINISTRATION**  
**INSERVICE**  
**11/29/01**

**BUDGET PROCESS**

**WEST CHESTER AREA SCHOOL DISTRICT  
2002-03 BUDGET**

**2002-03 BUDGET CALENDAR**

<ul style="list-style-type: none"> <li>▪ 2002-03 Enrollment Projections</li> <li>▪ Capital Plan Update</li> </ul>	<p>10/15/01 Property &amp; Finance Committee</p>
<ul style="list-style-type: none"> <li>▪ 3-Year General Fund Forecast</li> </ul>	<p>11/19/01 Property &amp; Finance Committee</p>
<ul style="list-style-type: none"> <li>▪ 2002-03 Per Pupil Allocation Recommendation</li> <li>▪ Board members begin discussions on 2002-03 Board Budget Goals</li> </ul>	<p>12/10/01 Property &amp; Finance Committee</p>
<ul style="list-style-type: none"> <li>▪ Finalize 2002-03 Board Budget Goals</li> </ul>	<p>1/22/02 (Tuesday) Property &amp; Finance Committee</p>
<ul style="list-style-type: none"> <li>▪ 2002-03 Curriculum Cycle Recommendations</li> </ul>	<p>2/19/02 - 4/15/02 Joint Education Committee/ Property &amp; Finance Committee</p>
<ul style="list-style-type: none"> <li>▪ Update of the Technology Plan</li> </ul>	<p>4/8/02 Education Committee</p>
<ul style="list-style-type: none"> <li>▪ Develop 2002-03 Board Committee Goals</li> </ul>	<p>March - June</p>
<ul style="list-style-type: none"> <li>▪ Presentation of Preliminary Budget Proposal</li> </ul>	<p>4/15/02 Property &amp; Finance Committee</p>
<ul style="list-style-type: none"> <li>▪ Preliminary Adoption</li> </ul>	<p>4/22/02 Board Meeting</p>
<ul style="list-style-type: none"> <li>▪ Public Hearing</li> </ul>	<p>5/6/02 Special Board meeting required</p>
<ul style="list-style-type: none"> <li>▪ Board Budget Work Session</li> </ul>	<p>5/20/02</p>
<ul style="list-style-type: none"> <li>▪ Final Adoption</li> </ul>	<p>6/3/02 Special Board meeting required</p>

MEMO from the Director of Business Affairs

WCASD  
WCASD

**Date:** December 19, 2000  
**TO:** All Principals  
**FROM:** Suzanne K. Moore

**2001-02 BUDGET PREPARATION**

Enclosed are your budget preparation worksheets to be used when preparing and submitting your budget for the 2000-01 school year. Please submit the worksheets by **Wednesday, January 31, 2001** as follows:

**Send Original To:** Business Office (Suzanne Moore)  
**Make 2 Copies-** 1 for your school file  
1 to send to the Superintendent

- **Enrollment Projections** - the district projected enrollment for 2001-02 school year is 11,721 and is distributed by school. (See attached schedule of September 30, 2001 -- Enrollment by School and Grade Level.)
- **Budget Allocation** - The enrollment is weighted and multiplied by \$141.00 to determine the budget allocation distributed to each school. In addition, middle and high schools receive funding for Activity expenses (\$110,000 per high school and \$32,000 per middle school). Please see the attached Superintendent's Recommendation for the 2001-02 Per Pupil Allocation. The recommendation explains the changes to the per pupil allocation.
- **Weighting for Students** - Special Education students will be weighted the same as regular education students for Per Pupil Allocation funding. If a building principal incurs costs for a special education student in excess of the cost of a regular education student, s/he should contact the Director of Special Education for help in funding the excess cost expenses out of her budget.  
  
Based on historical trends, weighting is increased from 1.1 to 1.2 for middle school students. Weighting for elementary and high school students will remain the same.
- **Aides** - Include aides, other than Special Education aides and classroom aides necessitated by class size exceeding Board Guidelines, in your school per pupil allocation budget. Aides for computer technology will continue to be paid for by the Technology Fund and not by the building budgets. Some examples of aides to be included in your per pupil allocation are library, playground and cafeteria coverage, bus duty and office coverage. The aides charged to your Per Pupil Allocation are included in your budget worksheet under Object Code 155. For the 2001-02 Budget, increase salaries by 4% and include an additional \$8,500 (per aide) for related benefits.
- **Teacher Coverage** - Each principal will be given budgeted funds to cover substitute days and extra duty blue time cards for professional staff. Please note there are exceptions, and they are: coverage for a teaching vacancy that has not been filled, teacher absence for illness/personal days, special education meetings, curriculum writing, teacher induction, summer programs, bus duty, and Federal funds from Central Office accounts. Teacher coverage funds for IST meetings and other special education needs will be in the Director of Special Education's budget. Teacher coverage funds for training/curriculum writing initiated by the Asst. Superintendent will be included in her budget. Teacher coverage funds for technology training are in the Director of Technology's budget.



- **Budget Meetings** - In February the Superintendent along with the Central Office Staff will meet with each building principal to discuss his/her building budget.

Please call Suzanne Moore (7110) with any questions.

cc: Dr. Elko  
Dr. Antonowich  
Mr. Flamer  
Mr. DiBartolomeo

# West Chester Area School District Business Office

## Approval Process of Furniture and Equipment Purchases

### Furniture purchases during the year

- The Purchasing Agent, Pauline Bachtle, will review all purchase orders for the following:
  - Quote and bid thresholds
  - Prices of items
  - Need for furniture and use for any furniture that is being replaced
  - Vendor is reputable
  - Shipping charges are reasonable
  - Cost center budget is sufficient to cover the expense or is budget transfer needed
- Pauline will initial the P.O. after her review. If a budget transfer is needed to cover the purchase, she will note this on a yellow "sticky" attached to the P.O.
- Superintendent will initial the P.O. after his review and send back to Pauline. Pauline will sign as Board Secretary. Business Office will process the P.O.

### Annual Classroom Furniture Replacement in the Capital Project Fund

Each year there is a budget of \$100,000 included in the Capital Project Fund for the purchase of classroom furniture. The primary purpose of this is for the replacement of old furniture.

- In December, Pauline Bachtle will send a memo to all building principals requesting information on their furniture needs for the next fiscal year. Pauline will review all requests, visit sights to evaluate furniture conditions, and finalize the furniture list for the Superintendent's review.
- The Superintendent will review and approve the list and submit his approval to Pauline.
- Pauline will prepare the bids/purchase orders and arrange for the delivery of the furniture to the schools.

### Computer Equipment

The Board Secretary, Pauline Bachtle, approves all purchase orders. In addition to the Board Secretary approval, The Director of Technology, June Garwin, approves all computer related equipment purchases.

### 2001-02 Budget Year

Beginning with the 2001-02 Budget Year, each cost center manager will submit a furniture, equipment, and computer equipment "Property Request Form" to the Superintendent along with his/her budget worksheets. The form will list all purchases for each property (700 series) object code in each cost center budget code. The totals on the "Property Request Form" should equal the relative budget code amounts.

- The Purchasing Agent, Pauline Bachtle, will review and give preliminary approval for the furniture and non-computer related equipment purchases:
- The Director of Technology, June Garwin, will review and give preliminary approval for the computer equipment.
- Pauline and June will submit lists of approved and unapproved items to the Superintendent for his final approval and signature. Upon approval, Pauline will send final approved "Property Request Forms" back to the cost center managers.
- Upon Superintendent's approval, Business Manager, Suzanne Moore will make any necessary adjustments to the equipment budgets and enter them into the budget system. If an adjustment is needed for the principal's budget, Suzanne will work with the principal to adjust the overall budget to equal the approved per pupil allocation amount.
- During the year, cost center managers must attach the "Property Request Form" to all furniture/equipment/computer purchase orders.

**WEST CHESTER AREA SCHOOL DISTRICT  
GENERAL FUND FURNITURE AND EQUIPMENT PURCHASES  
BUDGET REQUEST FORM**

BUDGET YEAR: \_\_\_\_\_

Building Location: \_\_\_\_\_

ACCOUNT CODE: P - - - - -

AMOUNT	DESCRIPTION OF ITEM	JUSTIFICATION OF ITEM	REPLACE- MENT/ OR NEW
\$0			
\$0			
\$0			
\$0			
\$0			
\$0			
\$0			
\$0			
\$0			
\$0	<b>TOTAL</b>	Requested by _____	
		Approved by _____	

WEST CHESTER AREA SCHOOL DISTRICT  
2001-02 BUDGET

PROJECTED ENROLLMENT FOR SEPTEMBER 30, 2001

	<u>East Bradford</u>	<u>East Goshen</u>	<u>Exton</u>	<u>Fern Hill</u>	<u>Glen Acres</u>	<u>Hillsdale</u>	<u>M.C. Howe</u>	<u>Penn. Wood</u>	<u>Starkweather</u>	<u>Westtown-Thornbury</u>	<u>Subtotal</u>	<u>Fugett M.S.</u>	<u>Peirce M.S.</u>	<u>Stetson M.S.</u>	<u>East H.S.</u>	<u>Henderson H.S.</u>	<u>Subtotal</u>	<u>TOTAL</u>
Spec. Ed	4	21	0	0	0	2	4	14	0	0	45	8	2	24	17	13	64	109
K	76	86	116	79	92	73	81	73	117	58	851							851
1	77	87	118	80	94	75	83	75	119	59	867							867
2	76	85	125	74	79	78	97	73	93	70	850							850
3	101	80	127	95	78	89	72	101	87	65	895							895
4	95	102	109	91	81	103	104	108	95	70	958							958
5	81	83	105	78	92	92	94	96	106	74	901							901
6												342	359	284				985
7												304	338	284				926
8												312	340	257				909
9															481	558	1039	1039
10															398	483	881	881
11															330	406	736	736
12															383	431	814	814
TOTAL	510	544	700	497	516	512	535	540	617	396	5367	966	1039	849	1609	1891	6354	11721

WEST CHESTER AREA SCHOOL DISTRICT

2001-02 TENTATIVE BUDGET ALLOCATION

SUMMARY

<u>GRADES</u>	<u>PROJECTED ENROLLMENT</u>	<u>WEIGHTING FACTOR</u>	<u>WEIGHTED ENROLLMENT</u>
K	851	0.50	425.5
1-5	4516	1.00	4516.0
6-8	2854	1.22	3481.9
9-12	3500	1.36	4760.0
TOTAL	<u>11721</u>		<u>13183.4</u>

PER PUPIL ALLOCATION X \$141.00

EDUCATION BUDGET ALLOCATION -----  
\$1,858,857

FIXED ACTIVITY EXPENSES \$316,000

2001-02 TENTATIVE BUDGET ALLOCATION -----  
\$2,174,857

TOTAL 2001-02 BUDGET ALLOCATION \$2,174,857

**WEST CHESTER AREA SCHOOL DISTRICT  
2001-02 BUDGET**

**PER PUPIL ALLOCATION**

		<u>SCHOOL BUILDING BUDGETS</u>			
		<u>ELEMENTARY</u>	<u>MIDDLE</u>	<u>HIGH</u>	<u>TOTAL</u>
<b>1100 INSTRUCTION</b>					
100	SALARIES	23,100	3,100	-	26,200
300	PROFESSIONAL/TECHNICAL SERVICES	120	150	-	270
400	PURCHASED PROPERTY SERVICES				
	REPAIR/MAINTENANCE	25,800	14,625	12,200	52,625
	EQUIPMENT RENTAL	77,673	55,049	96,542	229,264
	<b>TOTAL 400</b>	<b>103,473</b>	<b>69,674</b>	<b>108,742</b>	<b>281,889</b>
500	OTHER PURCHASED SERVICES				
	CONTRACTED CARRIERS	-	1,083	4,800	5,883
	COMMUNICATIONS	10,025	300	-	10,325
	PRINTING	18,105	12,060	25,900	56,065
	TRAVEL	8,573	7,150	3,400	19,123
	<b>TOTAL 500</b>	<b>36,703</b>	<b>20,593</b>	<b>34,100</b>	<b>91,396</b>
600	SUPPLIES				
	GENERAL SUPPLIES	280,578	128,404	102,679	511,661
	BOOKS/PERIODICALS	159,640	60,140	101,050	320,830
	<b>TOTAL 600</b>	<b>440,218</b>	<b>188,544</b>	<b>203,729</b>	<b>832,491</b>
700	PROPERTY				
	EQUIP ORIGINAL	13,308	9,610	8,235	31,153
	EQUIP REPLACEMENT	-	3,730	4,196	7,926
	<b>TOTAL 700</b>	<b>13,308</b>	<b>13,340</b>	<b>12,431</b>	<b>39,079</b>
800	DUES/FEES	2,495	2,440	3,510	8,445
	<b>TOTAL 1100</b>	<b>619,417</b>	<b>297,841</b>	<b>362,512</b>	<b>1,279,770</b>
<b>1200 SPECIAL PROGRAMS</b>					
300	PROFESSIONAL/TECHNICAL SERVICES	-	-	2,500	2,500
400	REPAIR/MAINTENANCE	-	150	800	950
500	OTHER PURCHASED SERVICES				
	CONTRACTED CARRIERS	-	-	1,300	1,300
	COMMUNICATIONS	-	-	200	200
	TRAVEL	-	1,000	1,300	2,300
	<b>TOTAL 500</b>	<b>-</b>	<b>1,000</b>	<b>2,800</b>	<b>3,800</b>
600	SUPPLIES				
	GENERAL SUPPLIES	1,400	6,438	8,000	15,838
	BOOKS/PERIODICALS	900	3,300	8,000	12,200
	<b>TOTAL 600</b>	<b>2,300</b>	<b>9,738</b>	<b>16,000</b>	<b>28,038</b>

**WEST CHESTER AREA SCHOOL DISTRICT  
2001-02 BUDGET**

**PER PUPIL ALLOCATION**

		<u>SCHOOL BUILDING BUDGETS</u>			
		<u>ELEMENTARY</u>	<u>MIDDLE</u>	<u>HIGH</u>	<u>TOTAL</u>
700	PROPERTY				
	EQUIPMENT ORIGINAL	-	1,850	500	2,350
	EQUIPMENT REPLACEMENT	-	-	500	500
	TOTAL 700	-	1,850	1,000	2,850
800	DUES/FEES	-	-	300	300
	<b>TOTAL 1200</b>	<b>2,300</b>	<b>12,738</b>	<b>23,400</b>	<b>38,438</b>
<b>1300 VOCATIONAL EDUCATION</b>					
300	PROFESSIONAL/TECHNICAL SERVICES	-	-	400	400
400	REPAIR/MAINTENANCE	-	4,565	1,500	6,065
500	OTHER PURCHASED SERVICES				
	CONTRACTED CARRIERS	-	-	2,100	2,100
	COMMUNICATIONS	-	100	-	100
	TRAVEL	-	1,250	7,900	9,150
	TOTAL 500	-	1,350	10,000	11,350
600	SUPPLIES				
	GENERAL SUPPLIES	-	41,772	45,900	87,672
	BOOKS/PERIODICALS	-	300	7,800	8,100
	TOTAL 600	-	42,072	53,700	95,772
700	PROPERTY				
	EQUIP ORIGINAL	-	5,729	5,000	10,729
	EQUIP REPLACEMENT	-	600	2,700	3,300
	TOTAL 700	-	6,329	7,700	14,029
800	DUES/FEES	-	166	1,800	1,966
	<b>TOTAL 1300</b>	<b>-</b>	<b>54,482</b>	<b>75,100</b>	<b>129,582</b>
<b>2100 PUPIL PERSONNEL</b>					
300	PROF/TECH	-	250	1,800	2,050
400	PURCHASED PROPERTY SERVICES				
	REPAIR/MAINTENANCE	-	-	2,250	2,250
	RENTAL	-	-	3,800	3,800
	TOTAL 400	-	-	6,050	6,050
500	OTHER PURCHASED SERVICES				
	CONTRACTED CARRIERS	-	250	50	300
	INSURANCE	-	-	-	-
	COMMUNICATIONS	-	-	500	500
	PRINTING	-	-	2,800	2,800
	TRAVEL	-	2,350	3,800	6,150
	TOTAL 500	-	2,600	7,150	9,750

**WEST CHESTER AREA SCHOOL DISTRICT  
2001-02 BUDGET**

**PER PUPIL ALLOCATION**

		<u>SCHOOL BUILDING BUDGETS</u>			
		<u>ELEMENTARY</u>	<u>MIDDLE</u>	<u>HIGH</u>	<u>TOTAL</u>
600	SUPPLIES				
	GENERAL SUPPLIES	3,400	3,543	4,400	11,343
	BOOKS/PERIODICALS	450	1,400	5,700	7,550
	TOTAL 600	3,850	4,943	10,100	18,893
700	PROPERTY				
	EQUIPMENT ORIGINAL	-	-	500	500
	EQUIPMENT REPLACEMENT	-	-	300	300
	TOTAL 700	-	-	800	800
800	DUES/FEES	200	260	100	560
	<b>TOTAL 2100</b>	<b>4,050</b>	<b>8,053</b>	<b>26,000</b>	<b>38,103</b>
<b>2200 SUPPORT INSTRUCTIONAL</b>					
100	SALARIES	-	-	-	-
300	PROFESSIONAL/TECHNICAL SERVICES	-	-	4,300	4,300
400	PURCHASED PROPERTY SERVICES				
	REPAIR/MAINTENANCE	5,955	4,930	4,250	15,135
	TOTAL 400	5,955	4,930	4,250	15,135
500	OTHER PURCHASED SERVICES				
	CONTRACTED CARRIERS	-	580	-	580
	COMMUNICATIONS	-	200	1,000	1,200
	TRAVEL	-	300	2,250	2,550
	TOTAL 500	-	1,080	3,250	4,330
600	SUPPLIES				
	GENERAL SUPPLIES	10,470	11,940	20,500	42,910
	BOOKS/PERIODICALS	44,200	30,000	22,200	96,400
	TOTAL 600	54,670	41,940	42,700	139,310
700	PROPERTY				
	EQUIP ORIGINAL	9,990	6,700	5,200	21,890
	EQUIP REPLACEMENT	1,000	2,600	1,000	4,600
	TOTAL 700	10,990	9,300	6,200	26,490
800	DUES/FEES	-	-	300	300
	<b>TOTAL 2200</b>	<b>71,615</b>	<b>57,250</b>	<b>61,000</b>	<b>189,865</b>
<b>2300 SUPPORT ADMINISTRATION</b>					
100	SALARIES	-	-	-	-
300	PROFESSIONAL/TECHNICAL SERVICES	2,900	3,000	-	5,900

**WEST CHESTER AREA SCHOOL DISTRICT  
2001-02 BUDGET**

**PER PUPIL ALLOCATION**

		<u>SCHOOL BUILDING BUDGETS</u>			
		<u>ELEMENTARY</u>	<u>MIDDLE</u>	<u>HIGH</u>	<u>TOTAL</u>
400	REPAIR/MAINTENANCE	7,300	750	2,000	10,050
	RENTAL	-	2,000	-	2,000
	<b>TOTAL 400</b>	<b>7,300</b>	<b>2,750</b>	<b>2,000</b>	<b>12,050</b>
500	OTHER PURCHASED SERVICES				
	COMMUNICATIONS	2,350	11,000	25,000	38,350
	PRINTING	1,200	1,800	-	3,000
	TRAVEL	9,575	7,600	9,000	26,175
	<b>TOTAL 500</b>	<b>13,125</b>	<b>20,400</b>	<b>34,000</b>	<b>67,525</b>
600	SUPPLIES				
	GENERAL SUPPLIES	13,570	60,974	37,500	112,044
	BOOKS/PERIODICALS	850	1,800	20,181	22,831
	<b>TOTAL 600</b>	<b>14,420</b>	<b>62,774</b>	<b>57,681</b>	<b>134,875</b>
700	PROPERTY				
	EQUIPMENT ORIGINAL	2,852	8,134	6,500	17,486
	EQUIPMENT REPLACEMENT	2,500	2,000	7,665	12,165
	<b>TOTAL 700</b>	<b>5,352</b>	<b>10,134</b>	<b>14,165</b>	<b>29,651</b>
800	DUES/FEES	5,500	2,900	4,900	13,300
	<b>TOTAL 2300</b>	<b>48,597</b>	<b>101,958</b>	<b>112,746</b>	<b>263,301</b>
<b>2400 SUPPORT PUPIL HEALTH</b>					
400	REPAIR/MAINTENANCE	-	180	500	680
500	OTHER PURCHASED SERVICES				
	PRINTING	60	340	1,250	1,650
	TRAVEL	-	300	1,150	1,450
	<b>TOTAL 500</b>	<b>60</b>	<b>640</b>	<b>2,400</b>	<b>3,100</b>
600	SUPPLIES				
	GENERAL SUPPLIES	8,920	3,240	10,300	22,460
	BOOKS/PERIODICALS	150	140	400	690
	<b>TOTAL 600</b>	<b>9,070</b>	<b>3,380</b>	<b>10,700</b>	<b>23,150</b>
700	EQUIPMENT ORIGINAL	1,180	-	1,150	2,330
	EQUIPMENT REPLACEMENT			3,500	3,500
	<b>TOTAL 700</b>	<b>1,180</b>	<b>-</b>	<b>4,650</b>	<b>5,830</b>
800	DUES/FEES	-	-	100	100
	<b>TOTAL 2400</b>	<b>10,310</b>	<b>4,200</b>	<b>18,350</b>	<b>32,860</b>
<b>2900 OTHER SUPPORT SERVICE</b>					
100	SALARIES	-	-	-	-
	<b>TOTAL 2900</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**WEST CHESTER AREA SCHOOL DISTRICT  
2001-02 BUDGET**

**PER PUPIL ALLOCATION**

		<u>SCHOOL BUILDING BUDGETS</u>			
		<u>ELEMENTARY</u>	<u>MIDDLE</u>	<u>HIGH</u>	<u>TOTAL</u>
<b>3200 STUDENT ACTIVITIES</b>					
300	PROFESSIONAL/TECHNICAL SERVICES	-	24,943	28,800	53,743
400	PURCHASED PROPERTY SERVICES				
	REPAIR/MAINTENANCE	-	5,530	14,200	19,730
	RENTAL	-	-	300	300
	TOTAL 400	-	5,530	14,500	20,030
500	OTHER PURCHASED SERVICES				
	CONTRACTED CARRIERS	-	34,130	90,520	124,650
	COMMUNICATIONS	-	400	-	400
	PRINTING	-	-	12,000	12,000
	TRAVEL	-	-	6,600	6,600
	TOTAL 500	-	34,530	109,120	143,650
600	SUPPLIES				
	GENERAL SUPPLIES	-	30,032	64,190	94,222
	BOOKS/PERIODICALS	-	-	1,500	1,500
	TOTAL 600	-	30,032	65,690	95,722
700	EQUIPMENT ORIGINAL	-	-	-	-
	EQUIPMENT REPLACEMENT	-	-	1,700	1,700
	TOTAL 700	-	-	1,700	1,700
800	DUES/FEES	-	1,620	28,890	30,510
	<b>TOTAL 3200</b>	-	<b>96,655</b>	<b>248,700</b>	<b>345,355</b>

<b>GRAND TOTAL</b>	<b>756,289</b>	<b>633,177</b>	<b>927,808</b>	<b>2,317,274</b>
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**WEST CHESTER AREA SCHOOL DISTRICT**

October 25, 2001

**MEMO TO: BUILDING PRINCIPALS**

FROM: Suzanne K. Moore   
Director of Business Affairs

**TEACHER COVERAGE BUDGET**

Listed below are your 2001-02 budgets for teacher coverage. Please add the amount to your building budget total. The Business Office will enter the coverage amount into your budget codes in the VAX System.

The total coverage amount was entered into your building budget code for substitute teachers. If you want to reallocate a portion of this to include teacher coverages, just submit a budget transfer sheet to me. Should you have any questions, please do not hesitate to call me.

SKM/ed

cc: Dr. Elko

**WEST CHESTER AREA SCHOOL DISTRICT  
2001-02 SCHOOL BUDGETS FOR TEACHER COVERAGE**

BUILDING	01-02 ENROLLMENT PROJECTIONS	COVERAGE FACTOR	TEACHER COVERAGE BUDGET
HENDERSON	1,866	9.60	17,914
EAST	1,594	9.60	15,302
PEIRCE	1,026	7.25	7,439
STETSON	826	7.25	5,989
FUGETT	946	7.25	6,859
M.C.HOWSE	505	5.10	2,576
EXTON	698	5.10	3,560
EAST GOSHEN	533	5.10	2,718
FERN HILL	457	5.10	2,331
GLEN ACRES	502	5.10	2,560
WEST. THORNBURY	405	5.10	2,066
PENN WOOD	514	5.10	2,621
HILLSDALE	491	5.10	2,504
EAST BRADFORD	522	5.10	2,662
STARKWEATHER	547	5.10	2,790
Total	11,432		79,889

Technology Equipment and Technology Capital Projects Timeline

Elementary Principals    Secondary Principals    Supervisors    Psychologists, Guidance Couns., Special Education

Project List ? - 1/15

Mr. Flamer

Mr. DiBart

Dr. Antonowich

Dr. Johnson

Technology Staff

Dr. Hewlett

Mr. Protzmann

Mrs. Moore

Approved Project List 1/15-1/30

Dr. June Garwin  
Director of Technology  
2/1-2/15

Final Board Approved Project List 6/25/01

Equipment Installed 9/15

Equipment Delivered 8/15

April  
-Bid Specs  
-Purchase Orders

Purchasing Agent

Process Purchase Orders

Vendors

June (Budget Adoption)

2/15  
Project List for Utilities Evaluation 2/15-2/28

Mr. Protzmann

Install Utilities 9/1

Maintenance Project Budget 3/9

Mrs. Moore

2/15  
Technology Budget 2/15-2/28

Mrs. Moore

**NOT FOR FURNITURE  
ITEMS**

**WEST CHESTER AREA SCHOOL DISTRICT**

**EQUIPMENT REPLACEMENT - (OBJECT CODE 760)**

**NEW EQUIPMENT - (OBJECT CODE 750)**

Page \_\_\_\_\_ of \_\_\_\_\_

(USE SEPARATE PAGE FOR EACH COMPANY IF APPLICABLE)

SHOW JUSTIFICATION BELOW

	SCHOOL YEAR F/Y	FUND	FUNCTION CODE	OBJECT CODE	LEVEL	PROGRAM	LOCATION
NAME:	01-02	GENERAL					
CODE:	1	01					
Estimated on hand 6-30-01	Quantity to Order	DESCRIPTION				List Price Per Unit	Extension
<b>JUSTIFICATION:</b>						<b>TOTAL</b>	

**COMPANY** \_\_\_\_\_  
**ADDRESS** \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Employee Making Request  
  
\_\_\_\_\_  
Principal or Director

## BUDGET TRANSFERS

In order to comply with Section 609 of the Pennsylvania School Code, transfers must be approved by a resolution of the Board of School Directors. To quote from this section of the School Code, "No work shall be hired to be done, no materials purchased, and no contracts made by any Board of School Directors which will cause the sums appropriated to specific purposes in the budget to be exceeded." Therefore, in order to prevent any illegal expenditure of school district funds, it is necessary that appropriate transfers are approved before such expenditures occur.

Budget transfers must be submitted on the Budget Transfer Form (150.2.1) to the Superintendent's Office. The Superintendent must approve all budget transfers before they are processed by the Business Office.

Budget transfers are to be submitted in even dollars. It is necessary to indicate what fifteen-digit code funds are to be transferred from and to what account they are to be transferred to (reference page 150.2.1). Transfers should only be made within a single location code and cannot be made from non-discretionary salary accounts. Transfers are not to be made during the first ninety days of the budget (Section 689(d) of Pennsylvania School Code). Please call the Business Manager for any questions regarding budget transfers.

A word of caution: Purchase orders, expense reports, warehouse requisitions, etc., may not be processed by the Business Office, if sufficient funds are not available in your line item budget, until transfers have been submitted and approved.

**WEST CHESTER AREA SCHOOL DISTRICT  
BUDGET TRANSFER REQUEST**

(LOCATION)

(MANAGER'S APPROVAL/DATE)

YR	FUND	FUNCTION	OBJECT	LEVEL	PROGRAM	LOCATION		DOLLAR AMOUNT
							FROM	
							TO	
							FROM	
							TO	
							FROM	
							TO	
							FROM	
							TO	
							FROM	
							TO	
							FROM	
							TO	
							FROM	
							TO	
							FROM	
							TO	
							FROM	
							TO	

**JUSTIFICATION:**

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MEMO from the Director of Business Affairs

WCASD  
WCASD

Date: April 16, 2001  
TO: All Principals, Supervisors, Managers & Directors  
FROM: Suzanne K. Moore

**Year "0" Purchase Requests**

The deadline for processing Year "0" purchase orders is May 14, 2001. Any purchase order received by the Business Office after this date will be returned to the sender. The Superintendent must approve any exceptions to this deadline.

**Purchase Order Receiving Copies & Expense**

The accounting policy of the West Chester Area School District is to charge expenses in the year incurred. Expenses are considered incurred when goods or services are actually received, not when they are ordered.

Therefore, please submit ALL Year "0" P.O. receiving copies (yellow) for Fund 01 and 02, and all expense reports to Accounts Payable by July 6, 2001.

- For completed P.O.s, mark "RECEIVED" on items you receive on or before June 30. show the date that the items were received, sign the "Receiving" copy, and return it to Accounts Payable (refer to Business Procedures Manual p. 220.1.1).
- To Cancel a P.O. or any item on the P.O., mark "Cancelled" on the receiving copy and return it to Accounts Payable. *The school or cost center manager is responsible for notifying the vendor of any cancelled items and/or cancelled P.O.s.*
- Mark "Re-encumber" on the receiving copy and return it to Accounts Payable for *items you do not receive by June 30 but expect to receive in the next fiscal year. Accounts Payable will charge these costs to your YEAR "1" budget.*
- *Purchase order receiving reports and expense reports received after July 6 will be charged to your 2001-02 budget (Year 1).*

Thank you for your cooperation with these procedures.

SKM/ed



## YEAR CODE

Year 0: 2000-01

Year 1: 2001-02

Year 2: 2002-03

Year 3: 2003-04

Year 4: 2004-05

Year 5: 2005-06

Year 6: 2006-07

Year 7: 2007-08

Year 8: 2008-09

Year 9: 2009-10

## FUND CODE

01	Fund:	General Fund
02	Fund:	Technology Fund
03	Fund:	Special State Funds
22	Fund:	Capital Reserve Fund
29	Fund:	Athletic Fund
30	Fund:	Capital Project Fund
40	Fund:	Summer Tuition Program
		Summer Art
		Summer Science
		Summer Theater
		Summer Phys. Ed.
41	Fund:	Scholarships Partnerships
44	Fund:	Academic Testing
45	Fund:	Spark
46	Fund:	Language Art Grant
47	Fund:	Drug Free Program
48	Fund:	WCASD History
49	Fund:	Tapestry Grant
60	Fund:	Bond Fund - Roof & Energy
61	Fund:	Bond Fund - Asbestos
62	Fund:	Bond Fund - Land
73	Fund:	Goals 2000
74	Fund:	Extra Grants
76	Fund:	Title I
77	Fund:	Adult Basic Ed/GED
78	Fund:	143 Literacy
82	Fund:	Drug Free Program
87	Fund:	IDEA
90	Fund:	Title II Eisenhower
94	Fund:	Technology/Literacy
95	Fund:	Summer Youth Employment Program
96	Fund:	Title VI

# FUNCTION CODES

## FUNCTION DIMENSION

### 1000 *INSTRUCTION*

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#### 1100 REGULAR PROGRAMS - ELEMENTARY/SECONDARY

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#### 1200 SPECIAL PROGRAMS - ELEMENTARY/SECONDARY (summary only)

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##### 1210 CCIU Life Skills Support

1211 Life Skills Support

##### 1220 Sensory Support

1221 Deaf/Hearing Impaired

1224 Blind/Visually Impaired

1225 Speech & Language Support

1226 Severely Multi-handicapped

##### 1230 Emotional Support

1231 Emotional Support Public

1233 Autistic Support

##### 1240 Academic Support

1241 Learning Disabled

1243 Learning Support Gifted

##### 1260 CCIU Physical Support

##### 1270 Gifted and Talented

##### 1280 Special Mixed

1281 Early Intervention

##### 1290 Other Services

---

#### 1300 VOCATIONAL EDUCATION PROGRAMS (summary only)

---

##### 1320 Marketing and Distributive Education

##### 1340 Home Economics (Consumer Science) Education

##### 1350 Industrial Arts (Tech Ed.) Education

##### 1360 Business Education

##### 1380 Trade & Industrial Education

##### 1390 Other Vocational Education Programs

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#### 1400 OTHER INSTRUCT. PROGRAMS - ELEM./SEC. (summary only)

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##### 1410 Drivers' Education

##### 1420 Summer School

##### 1430 Homebound Instruction

##### 1441 Tuition Incarcerated

##### 1490 Additional Other Instructional Programs

1491 Other Instructional Programs

1492 Other Instructional Programs - Math

1493 Other Instructional Programs - English

1494 Other Instructional Programs - ESL

1495 Other Instructional Programs - Pre-K, K, & 1st

1496 Innovative Project

FUNCTION DIMENSION (continued)

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1600 ADULT EDUCATION PROGRAMS (summary only)

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- 1610 Adult Vocational Education
- 1614 Adult Basic Education GED
- 1690 Other Adult Education Programs
- 1691 ABE Instructional Services

2000 SUPPORT SERVICES (summary only)

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2100 SUPPORT SERVICES - PUPIL PERSONNEL (summary only)

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- 2110 Supervision of Pupil Personnel Services
- 2120 Guidance Services
- 2121 Supervision of Guidance Services
- 2130 Attendance Services
- 2140 Psychological Services
- 2150 Speech Pathology & Audiology Services
- 2160 Social Work Services
- 2170 Student Accounting Services
- 2190 Other Pupil Personnel Services

---

2200 SUPPORT SERVICES - INSTRUCTIONAL STAFF (summary only)

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- 2210 Director of Curriculum
- 2220 Audiovisual Services
- 2230 Educational Television Services
- 2240 Computer-Assisted Instructional Services
- 2250 School Library Services
- 2260 Instructional & Curriculum Development Services
- 2270 Instructional Staff Development Services
- 2271 Instructional Staff Development
- 2290 Other Instructional Staff Services

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2300 SUPPORT SERVICES - ADMINISTRATION (summary only)

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- 2310 Board Services
- 2320 Board Treasurer Services
- 2330 Tax Assessment & Collection Services
- 2340 Staff Relations & Negotiations Services
- 2350 Legal Services
- 2360 Office of Superintendent Services (Exec. Dir.)
- 2370 Community Relations Services
- 2380 Office of the Principal Services
- 2390 Other Administration Services

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2400 SUPPORT SERVICES - PUPIL HEALTH

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- 2420 Medical Services
- 2430 Dental Services
- 2440 Nursing Services
- 2450 Non-public Health Services
- 2490 Other Health Services

FUNCTION DIMENSION (continued)

2500 SUPPORT SERVICES - BUSINESS
2530 Warehousing & Distributing Services
2600 OPERATIONS & MAINTENANCE OF PLANT SERVICES
2610 Supervision of Operations & Maint. Of Plant Services
2620 Operations of Bldg. Services (inc. bldg. Rental & prop. Ins.)
2700 STUDENT TRANSPORTATION SERVICES
2750 Non-public Transportation
2800 SUPPORT SERVICES - CENTRAL
2810 Planning Research, Development & Evaluation Services
2813 Evaluation
2814 Planning Services
2818 Technology Services
2840 Data Processing Services
2850 State & Federal Agency Liaison Services
2900 OTHER SUPPORT SERVICES
2990 Pass thru Funds
3000 OPERATION OF NON-INSTRUCTIONAL SERVICES (summary only)
3200 STUDENT ACTIVITIES
3300 COMMUNITY SERVICES
4000 FACILITIES ACQ., CONSTRUCTION & IMPROVE. SERVICES (summary only)
4100 SITE ACQUISITION SERVICES-Site IMPROVE. ORIGINAL & ADDIT.
4200 SITE IMPROVEMENT SERVICES - REPLACEMENT
4300 ARCH. & ENGRG. SERVICES/EDUC. SPEC. DEV. ORIGINAL & ADDIT.
4400 ARCH. & ENGRG. SERVICES/EDUC. SPEC. IMPROVEMENTS
4500 BUILDING ACQ. & CONST. SERVICES ORIGINAL & ADDIT.
4600 BUILDING IMPROVEMENT SERVICES REPLACEMENT

FUNCTION DIMENSION (continued)

5000 *OTHER FINANCING USES LEA (summary only)*

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5100 DEBT SERVICES

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5200 FUND TRANSFERS

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5210 General Fund Transfers

5220 Special Revenue Fund Transfers

5230 Capital Projects Fund Transfers

5250 Food Service Fund Transfers

5260 Internal Service Food Transfers

5270 Trust & Agency Fund Transfers

5280 Activity Fund Transfers

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5800 SUSPENSE ACCOUNT

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5900 BUDGETARY RESERVE

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# OBJECT CODE

## OBJECTION DIMENSION

### 100 *PERSONNEL SERVICES - SALARIES*

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#### 110 OFFICIAL/ADMINISTRATION

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- 111 Regular Salaries
- 113 Overtime Salaries (Extra-Assign. Admin.)
- 114 Sabbatical Leave Admin.

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#### 120 PROFESSIONAL - EDUCATIONAL

---

- 121 Regular Salaries
- 122 Substitute Salaries
- 123 Extra-Assignment
- 124 Sabbatical Leave
- 125 Subject Chairpersons
- 126 Personal Day Pay
- 127 Retirement Severance
- 128 Homebound Instruction
- 129 Retirement Incentive

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#### 130 PROFESSIONAL - OTHER

---

- 131 Professional -Other
- 135 Supplemental Contracts

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#### 140 TECHNICAL

---

- 141 Regular Salaries
- 142 Temporary Salaries
- 143 Extra-Assignment

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#### 150 OFFICE/CLERICAL

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- 151 Regular Salaries
- 152 Temporary Salaries
- 153 Overtime Salaries
- 154 Aides Salaries
- 155 Aides - School Budgets

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#### 160 CRAFTS & TRADES

---

- 161 Regular Salaries
- 162 Temporary Salaries Operative
- 163 Overtime Salaries

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#### 191 GTL

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OBJECTION DIMENSION (continued)

200 *PERSONNEL SERVICES - EMPLOYEE BENEFITS (summary only)*

210 GROUP INSURANCE

- 211 Medical Insurance
- 212 Dental Insurance
- 213 Life Insurance
- 214 Income Protection Insurance
- 215 Eye Care Insurance
- 216 Prescription Insurance
- 219 Other Group Insurance

220 SOCIAL SECURITY CONTRIBUTIONS

230 RETIREMENT CONTRIBUTIONS

240 TUITION REIMBURSEMENT

250 UNEMPLOYMENT COMPENSATION

260 WORKER'S COMPENSATION

270 SELF-INSURED HEALTH BENEFITS

290 OTHER EMPLOYEE BENEFITS

300 *PURCHASED PROFESSIONAL & TECHNICAL SERVICES*

320 PROFESSIONAL EDUCATIONAL SERVICES

- 321 Professional Educational Services - Public
- 322 Professional Educational Services - CCIU
- 323 Professional Educational Services - Other
- 329 Professional Educational Services - Other
- 348 Professional Educational Services - Technology

400 *PURCHASED PROPERTY SERVICES*

410 PURCHASED PROPERTY SERVICES

- 411 Disposal Services
- 413 Custodial Services - Contract
- 415 Laundry/Cleaning Services

420 UTILITY SERVICES

- 421 Natural Gas
- 422 Electricity
- 423 Bottled Gas
- 424 Water/Sewage

OBJECTION DIMENSION (continued)

---

430 REPAIRS & MAINTENANCE SERVICES

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440 RENTALS

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- 441 Rental of Land & Building
- 442 Rental of Equipment
- 460 Extermination Services
- 490 Other Purchased Property Services

500 *OTHER PURCHASED SERVICES*

---

510 STUDENT TRANSPORTATION SERVICES (summary only)

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- 511 Student Transportation Serv. from another LEA with state
- 513 Contracted Carrier
- 516 Student Transportation Serv. from the CCIU
- 519 Student Transportation Services from other services

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520 INSURANCE - GENERAL

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- 521 Fire Insurance
- 522 Automotive Liability Insurance
- 523 General Property & Liability Insurance
- 525 Bonding Insurance
- 529 Other Insurance

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530 COMMUNICATIONS - TELEPHONES & POSTAGE

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- 538 Communications - Technology

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540 ADVERTISING

---

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550 PRINTING & BINDING

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560 TUITION (summary only)

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- 561 Tuition to Other LEA'S within the State
- 562 Tuition to Other LEA'S outside the State
- 563 Tuition to Private Schools
- 564 Tuition to Vocational Technical Schools
- 568 Tuition to Private Schools
- 569 Tuition Other
- 580 Travel Expenses (includes meals/lodging)

---

590 MISCELLANEOUS PURCHASED SERVICES (summary only)

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- 592 Services Purchased LEA'S Within
- 594 IU Payments by Withholding for Special Classes
- 595 IU Payments by Withholding
- 596 IU Direct Payments

OBJECTION DIMENSION (continued)

600 SUPPLIES (summary only)

610 GENERAL SUPPLIES

618 Supplies-Technology

620 ENERGY - HEAT

621 Natural Gas

622 Electricity

623 Bottled Gas

624 Oil

626 Gasoline & Diesel

635 FOOD - MEALS & REFRESHMENTS

640 BOOKS & PERIODICALS

648 BOOKS - TECHNOLOGY

700 PROPERTY (summary only)

710 LAND & IMPROVEMENTS - use only w/Function 4100 & 4200

720 BUILDING - use only w/Function 4500 & 4600

750 EQUIPMENT - ORIGINAL & ADDITIONAL

758 EQUIPMENT - TECHNOLOGY

760 EQUIPMENT - REPLACEMENT

800 OTHER OBJECTS (summary only)

810 DUES & FEES

830 INTEREST (summary only)

831 Interest - Loan and Lease-Purchase Agreements

832 Interest - Serial Bonds

833 Interest - Revenue Anticipation Loans

840 CONTINGENCY

850 INDIRECT COST

880 REFUNDS OF PRIOR YEARS' RECEIPTS

890 MISCELLANEOUS EXPENDITURES

899 PASS THRU FUNDS

OBJECTION DIMENSION (continued)

900 *OTHER FINANCING USES (summary only)*

---

910 REDEMPTION OF PRINCIPAL (summary only)

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911 Loans and Lease-Purchase Agreements - Principal Payments

912 Serial Bonds - Principal Payments

919 Other Obligations - Principal Payments

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920 AUTHORITY OBLIGATIONS

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930 FUND TRANSFERS

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932 Capital Reserve Fund Transfer

934 Indirect Costs

939 Technology Fund Transfer

# LEVELS - INSTRUCTIONAL ORGANIZATION

00 DISTRICT

10 ELEMENTARY (K-6)

11 Grade 1 (Business Office Use Only)

12 Grade 2 (Business Office Use Only)

13 Grade 3 (Business Office Use Only)

14 Grade 4 (Business Office Use Only)

15 Grade 5 (Business Office Use Only)

1K Kindergarten (Business Office Use Only)

20 SECONDARY (7-12)

80 FEDERAL PROGRAMS

## PROGRAM CODES

- 01 Art
- 02 Bilingual - ESL
- 03 Business Education
- 04 Distributive Education
- 06 English/Language Arts
  - 06A Reading
  - 06B K-2 Program
- 07 Foreign Language
- 08 Kindergarten
- 09 Grades 1-5
  - 09A Elementary Ed. Supervisor
- 10 Computer Education
- 11 Health Education
  - 11A Health/Fitness
- 12 Family Consumer Science
- 13 Technology Education
- 14 Library/Media Center
  - 14A Audiovisual
- 15 Mathematics
- 16 Music
  - 16A Vocal
  - 16B Instrumental
- 17 Physical Education
  - 17A Adaptive Physical Education
- 18 Pupil Services
  - 18A Attendance
  - 18B Guidance
  - 18D Health Services
  - 18E Psychiatric Services
  - 18F Social Workers
  - 18G Community Services
  - 18H Alternative School
  - 18J Teenage Parent
- 19 Science
  - 19A Peirce - Outdoor Education
  - 19B Stetson - Outdoor Education
  - 19C Fugett - Outdoor Education
- 20 Social Studies

**PROGRAM CODES - continued**

- 21 Special Education**
  - 21A Mentally Gifted
  - 21B Hearing/Vision Support
  - 21C Emotional Support
  - 21D Psychologist
  - 21E Homebound Instruction
  - 21F Learning Support/Life Skills
  - 21G Early Intervention
  - 21H Physical Support
  - 21J Other Special Ed. Support
  - 21K Special Education Other
  - 21L Alternative Education
- 22 Help Program**
- 25 Tells Program**
- 30 Extra-curricular / ATHLETICS**
  - 30A Baseball
  - 30B Basketball-Boys
  - 30C Basketball-Girls
  - 30D Cross Country-Boys
  - 30E Football
  - 30F Golf
  - 30G Gymnastics-Boys
  - 30H Gymnastics-Girls
  - 30J Hockey
  - 30K Lacrosse-Boys
  - 30L Lacrosse-Girls
  - 30M Soccer-Boys
  - 30N Track-Boys
  - 30P Tennis-Boys
  - 30Q Tennis-Girls
  - 30R Wrestling
  - 30S Faculty Manager
  - 30T Softball-Girls
  - 30U Cross Country-Girls
  - 30V Track-Girls
  - 30W Volleyball
  - 30X Swimming
  - 30Y Soccer-Girls
  - 30Z Athletic Funds

**PROGRAM CODES - continued**

- 31 Extracurricular - Non-Athletics**
  - 31A Safety Patrol
  - 31B Bus Duty
  - 34O Link-to-Learn
- 35 Federal Fund Program**
  - 35B Educate AM Blue Moun
  - 35T Educate AM Trinity S
- 40 School Management**
- 41 Summer School**
  - 41A Summer Enrichment
- 42 Workshops - Curriculum Development**
- 43 Instructional Improvement**
  - 43A School Performance
- 45 Partnerships in Education**
- 50 General Support**
  - 50A Supervisors Special
  - 50C Innovation & Creativity
  - 50E Student Testing
  - 50S Substitutes
  - 50T Teacher Resource Center
  - 50Z Data Processing
- 51 School Board**
- 52 Superintendent of Schools**
  - 52B Assistant to the Superintendent
  - 52C Specially Funded Program Supervisor
  - 52E Teacher Induction
  - 52F Administrative Assistant
- 53 Assistant Superintendent**
- 54 Director of Personnel**
- 55 Business Administration**
  - 55C Capital Contingency
  - 55E East Bradford
  - 55G General Contingency
  - 55P Phoenixville Pk. WG
  - 55W Westtown
- 56 District Printing**
- 59 Unemployment Compensation**

**PROGRAM CODES - continued**

- 70 Maintenance**
  - 70A Asbestos
  - 70E Electrical
  - 70F Interior Finish
  - 70G General Construction
  - 70H Heating & Ventilation
  - 70O General Office
  - 70P Plumbing
  - 70R Roofing
  - 70S Special Items
  - 70T Tools & Equipment
  - 70X Environmental
- 71 Operational Services**
  - 71A Custodial
  - 71B Telephone
  - 71C Electrical
  - 71D Water
  - 71E Sewer
  - 71F Mail Distribution
  - 71G Motor Pool
  - 71H Warehouse
  - 71J Fuel Oil
  - 71K Gas Heat/Utility
  - 71L Security
  - 71T Waste Removal
- 75 Transportation**
  - 75A Home to School - Public
  - 75B Home to School - Nonpublic
  - 75C Special Education Services
  - 75D Field Trips
  - 75E Program Management
  - 75F Nonpublic Individual Contract
  - 75G Special Education (State Ded)
- 76 Performance Awards**

## LOCATION CODES

### SCHOOLS

221	Henderson High School
222	East High School
324	Stetson Outdoor Education
325	Peirce Outdoor Education
326	Peirce Middle School
327	Stetson Middle School
328	Fugett Middle School
329	Fugett Outdoor Education
330	Education Center - PROBE
432	Education Center LEEP
437	Mary C. Howse Elementary
438	Exton Elementary
440	East Goshen Elementary
444	Fern Hill Elementary
445	Glen Acres Elementary
447	Westtown-Thornbury Elementary
448	Penn Wood Elementary
451	Hillsdale Elementary
452	East Bradford Elementary
453	Sarah W. Starkweather Elementary

### FOR OPERATIONS & MAINTENANCE USE ONLY

621	Henderson High School
622	East High School
623	New Henderson
626	Peirce Middle School
627	Stetson Middle School
628	Fugett Middle School
631	Elementary Misc. Projects
637	Mary C. Howse Elementary
638	Exton Elementary
640	East Goshen Elementary
643	Education Center
644	Fern Hill Elementary
645	Glen Acres Elementary
647	Westtown-Thornbury Elementary
648	Penn Wood Elementary
651	Hillsdale Elementary
652	East Bradford Elementary
653	Sarah W. Starkweather Elementary
911	Education Center (829 Paoli Pike)
912	Warehouse
913	Custodial Services
914	Grounds
931	Director of Facilities

### MISCELLANEOUS SCHOOLS

720 Bishop Shanahan  
735 St. Agnes  
736 Community Center  
737 Delaware County IU  
739 Ss. Philip & James  
740 Chester County IU  
749 Ss. Simon & Jude  
753 Glen Mills School  
754 Friends Shelter  
755 Lutheran Home  
756 Gaudenzia House  
757 DTN ASD Brandywine AC  
758 Church Farm School  
759 Baptist Children's House

### EDUCATION CENTER USE ONLY

330 Education Center - PROBE  
432 Education Center - LEEP  
901 East Bradford Township  
902 East Goshen Township  
903 Thornbury (Chester Co.) Township  
904 Thornbury (Delaware Co.) Township  
905 West Chester Borough  
906 West Goshen Township  
907 Westtown Township  
908 West Whiteland Township  
920 Technology Center  
940 School Board  
950 Superintendent of Schools  
951 Assistant Superintendent  
953 Director of Secondary Education  
954 Director of Personnel  
955 Director of Business Affairs  
956 Director of Pupil Personnel  
958 Director of Elementary Education  
960 Art Supervisor  
961 Director of Information Technology  
962 Health & Physical Education Supervisor  
963 Foreign Language Supervisor  
964 Language Arts Supervisor  
965 Math & Business Ed. Supervisor  
966 Music/Art Supervisor  
967 Science/Tech Ed. Supervisor  
968 Director of Special Education  
969 Social Studies Supervisor  
970 Teacher Resource Center  
971 Guidance Supervisor  
972 Mentally Gifted Supervisor  
973 Reading Supervisor  
974 Psychologist  
975 Incentive Monies - Assessment

STUDENT ACTIVITY FUND CODES

CODE	DESCRIPTION	CODE	
P50024	ACADEMIC TEAM - HENDERSON	P50127	MEMORIAL FUND - KIETHA LEWIS
P50025	ATHLETIC FUND - HENDERSON	P50129	MEMORIAL FUND - MEREDITH
P50027	ATHLETIC FUND - EAST	P50131	MEMORIAL FUND - PRUTZMAN
P50028	AUDIO VISUAL CLUB - EAST	P50133	MEMORIAL FUND - ZIMMERMAN
P50029	BAND FUND - EAST	P50134	MUSIC FUND - EXTON
P50031	BLACK STUDENT UNION - EAST	P50135	MUSIC FUND - EAST
P50033	BLACK STUDENT UNION - HNDRSN	P50137	MUSIC FUND - HENDERSON
P50037	BROADWAY SHOW - EAST	P50138	MUSIC FUND - GLEN ACRES
P50038	CALLIOPE - HENDERSON	P50139	MUSIC FUND - FUGETT
P50039	CAMP FUND - STETSON (6)	P50141	MUSIC FUND - PEIRCE
P50040	CAMP FUND - STETSON (7)	P50143	MUSIC FUND - STETSON
P50043	CHEERLEADERS - EAST	P50144	MUSIC FUND - STARKWEATHER
P50045	CHEERLEADERS - HENDERSON	P50145	NATIONAL HONOR SOC - EAST
P50048	CLASS OF 1990 - EAST	P50147	NATIONAL HONOR SOC - HNDRSN
P50049	CLASS OF 1991 - EAST	P50149	NEWSPAPER - EAST
P50050	CLASS OF 1993 - EAST	P50151	NEWSPAPER - HENDERSON
P50051	CLASS OF 1993 - HENDERSON	P50153	NEWSPAPER - FUGETT
P50052	CLASS OF 1995 - EAST	P50166	ACTIVITY FUND - PROBE
P50053	CLASS OF 1995 - HENDERSON	P50167	PHOTOGRAPHY - EAST
P50054	CLASS OF 1996 - HENDERSON	P50169	READING IS FUNDAMENTAL
P50055	CLASS OF 1996 - EAST	P50170	SEMINAR LITERARY MAG - EAST
P50056	CLASS OF 1997 - HENDERSON	P50171	SKI CLUB - PEIRCE
P50057	CLASS OF 1997 - EAST	P50172	SKI CLUB - STETSON
P50058	CLASS OF 1998 - HENDERSON	P50173	SCIENCE OLYMPIAD HENDERSON
P50059	CLASS OF 1998 - EAST	P50174	PROUD KIDS - PEIRCE
P50060	CLASS OF 1992 - EAST	P50175	SCIENCE OLYMPIAD PEIRCE
P50065	CLASS OF 1994 - EAST	P50177	STUDENT COUNCIL - EAST
P50066	CLASS OF 1994 - HENDERSON	P50179	STUDENT COUNCIL - HENDERSON
P50068	CLASS OF 1992 - HENDERSON	P50180	SPANISH HONOR SOC - HENDRSN
P50079	COLONIST HANDBELL - FUGETT	P50181	STUDENT COUNCIL - FUGETT
P50083	DECA - EAST	P50183	STUDENT COUNCIL - PEIRCE
P50085	DECA - HENDERSON	P50185	STUDENT COUNCIL - STETSON
P50086	EAST FOREIGN LANG HONOR SOC	P50191	YEARBOOK - EAST
P50087	THEATRE FUND - EAST	P50193	YEARBOOK - HENDERSON
P50088	EAST ENVIRONMENTAL CLUB	P50195	YEARBOOK - FUGETT
P50089	DRAMA FUND - PEIRCE	P50196	YEARBOOK - PIERCE
P50092	KEY CLUB - EAST	P50199	YEARBOOK - STETSON
P50094	FRENCH HONOR SOC - HENDERSN	P50955	CASH
P50095	FIELD TRIP - STETSON (7)	P50990	INTEREST MONEY MARKET
P50096	FIELD TRIP - STETSON (8)	P50991	MONEY MARKET ACCOUNT
P50097	F.B.L.A. - EAST		
P50099	F.B.L.A. - HENDERSON		
P50100	HOME EC CLUB - HENDERSON		
P50106	GERMAN POETRY SOC - EAST		
P50109	INTERNATIONAL CLUB - HNDRSN		
P50110	JR CLASSICAL - EAST		
P50111	ACTIVITY FUND - LEEP		
P50112	JR CLASSICAL - HENDERSON		
P50113	LANGUAGE ARTS - STETSON		
P50125	MEMORIAL FUND - MAILACK		
P50127	MEMORIAL FUND - KEITHA LEWIS		

## STUDENT ACTIVITY FUND CODES -- TRUST AND AGENCY

CODE	DESCRIPTION
P51001	ACT FUND - ADMINISTRATION
P51005	ACT FUND - E BRADFORD
P51007	ACT FUND - E GOSHEN
P51009	ACT FUND - EXTION
P51011	ACT FUND - FERN HILL
P51013	ACT FUND - GLEN ACRES
P51015	ACT FUND - HILLSDALE
P51017	ACT FUND - M C HOWSE
P51021	ACT FUND - PENN WOOD
P51022	ACT FUND - STARKWEATHER
P51023	ACT FUND - WESTIWN THORNBRY
P51026	AMNESTY INTERNATIONAL HENDE
P51047	CHILDREN'S FUND
P51069	CLEARING ACCOUNT - EAST
P51071	CLEARING ACCOUNT - HENDERSN
P51073	CLEARING ACCOUNT - FUGETT
P51075	CLEARING ACCOUNT - PEIRCE
P51077	CLEARING ACCOUNT - STETSON
P51080	COMPUTER ACCOUNT - EAST
P51081	COMPUTER ACCOUNT - FUGETT
P51082	COMPUTER ACCOUNT - STETSON
P51084	COMPUTER ACCOUNT - HENDERSN
P51090	ACADEMIC DECATHLON EAST
P51091	FACULTY FUND - FUGETT
P51093	FACULTY FUND - PEIRCE
P51098	IMPROVEMENT FUND - HILLSDLLE
P51101	IMPROVEMENT FUND - EAST
P51102	GUIDANCE ACCOUNT - EAST
P51103	IMPROVEMENT FUND - HENDERSN
P51104	GUIDANCE ACCOUNT - HENDERSN
P51105	IMPROVEMENT FUND - FUGETT
P51107	INDUSTRIAL ARTS - HENDERSON
P51108	INTERACT - HENDERSON
P51114	GLEN ACRES LIBRARY FUND
P51115	LIBRARY FUND - EAST
P51116	LIBRARY FUND - EXTION
P51117	LIBRARY FUND - STETSON
P51118	LIBRARY FUND - PEIRCE
P51119	LIBRARY FUND - FERN HILL
P51120	LIBRARY FUND - HILLSDALE
P51121	LIBRARY FUND - WSTIWN THRNB
P51122	LIBRARY FUND - HENDERSON
P51123	LIBRARY FUND - STARKWEATHER
P51160	LIBRARY FUND - PENN WOOD
P51161	LIBRARY FUND - EAST BRADFOR
P51184	ACT FUND - STETSON
P51186	STUDENT TEACHERS
P51117	EAST SATELLITE TRACKING STA
P51200	UNDISTRIBUTED INCOME