



doddea

DEPARTMENT OF DEFENSE EDUCATION ACTIVITY

FY 2012 ZERO-BASED BUDGET (ZBB)

Guidance & Business Rules

Formulation Guidance

- Use inflation factor of 1.4%.
- Use current enrollment data as of 28 January 2011; this will be adjusted with the official FY 2012 enrollment data.
- Foreign Currency: Use the attached FY 2012 budget rates to convert requirements in foreign currencies to US dollars.
- All payroll, FSRM, Non-DoD Schools Program (NDSP), Permanent Change of Station (PCS), and Special Arrangements will be formulated by Headquarters.
- World-wide budgets for Procurement, HR, DMEO, General Counsel and IT will be formulated by Headquarters.
- **All TDY must be reduced 40% from FY 2009 levels; this is a DoD-mandated efficiency saving that will be strictly enforced.**

General Guidance

Budget Management System (BMS)

- To facilitate the budget call, all master and detail budget items will be carried over from FY 2011 into FY 2012, but without amounts and memo notes.
- All master items have been assigned a standard description and priority based on previous year submissions and rankings.
- New master items may be added for new requirements, subject to review and approval by DoDEA RMD.
- Master items which are labeled as “R” (Required) must have detailed notes describing why this was determined to be a mandatory vs. routine cost.

General Guidance BMS (cont'd)

- **Adjust all detail items as appropriate for FY 2012:**
 - If items are no longer required, they should be deleted.
 - If new items are required, they should be added.
 - If item descriptions have changed, they should be revised.
 - If fiscal codes are incorrect, they should be corrected*.
 - **The “sum” of all your TDY items must show a 40% reduction from your FY 2009 levels**
 - It is recommended that you avoid creating multiple detail items with the same program, organization, and object class codes as this will make it more difficult to match execution data to each item; if you have more than one requirement with the same PP, ORC, and OBJ, create one detail record and break out the requirements in the “Notes” memo field.

*See FY 2011 Financial Management Coding Directory (FMCD) on DoDEA RMD website for complete list of fiscal codes.

General Guidance BMS (cont'd)

- **Provide as much detail as possible to justify requirements:**
 - Provide a clear and concise description of each detail budget item.
 - Use the “Notes” memo field to provide additional information that will help justify the requirement.
 - Rule of Thumb: By providing good supporting information you will facilitate the validation and approval of your requirements during the review process.
- **Enter all amounts in whole dollars only (no cents); round up to the nearest dollar.**
- **District budget submissions are NOT to be adjusted by area RM divisions.**

Business Rules

School Level Budgets

- **Supplies-School Level:** calculate \$120 per student for ES grades (PK-5), \$140 for MS grades (6-8) and \$160 for HS grades (9-12).
- **Classroom Furniture LCR:** calculate \$20 per student for all schools.
- **Equipment-School Level:** list detailed requirements (smart boards, projectors, printers, etc.); do not include laptops and computers.
- **Media Centers LCR:** calculate \$20 per student for all schools.
- **Textbooks Replenishment:** calculate \$5 per student for all schools.
- **Athletic/Band Uniforms/Equipment LCR:** calculate \$35 per student for MS grades (6-8) and \$70 for HS grades (9-12).

LCR = Life Cycle Replacement

Business Rules

DSO Budgets

- **Supplies-ASL:** calculate \$1,000 per above school level FTE.
- **Equipment-ASL:** list detailed requirements (telephone systems, printers, scanners, etc.); do not include laptops and computers.
- **Office Furniture:** list detailed requirements (desks, conference tables, etc.).
- **Drayage:** list detailed requirements and notes.
- **Athletics/District:** create separate detail items for TDY, student transportation, athletic officials, and other requirements as appropriate.
- **District Special Education Support:** list detailed requirements and notes.

ASL = Above School Level

Business Rules

DSO Budgets (cont'd)

- **Travel:**
 - Superintendent: calculate two visits per school per FY.
 - Asst Superintendent: calculate one visit per school per FY.
 - District ISS Support: list detailed requirements and notes.
 - DSO Program Reviews/Site Visits (Support Staff Travel): list detailed requirements and notes.
- **Professional Development-Educational Staff:**
 - List detailed requirements and notes.
 - Do not include PD hosted by HQS Ed Div.
- **Professional Development-Support Staff:** calculate \$1,000 per above school level, non-educator FTE.
- **Outfitting Costs-Schools:** include these projections if applicable in FY 2012 and include detailed notes.
- **Reduce total TDY by 40% from FY 2009 levels.**

Business Rules

Area Office Budgets

- **Supplies-ASL:** calculate \$1,000 per FTE.
- **Equipment-ASL:** list detailed requirements (telephone systems, printers, scanners, etc.); do not include laptops and computers.
- **Office Furniture:** list detailed requirements (desks, conference tables, etc.).
- **Athletics/Area Events:** create separate detail items for TDY, student transportation, contracts, and other requirements as appropriate.
- **Student Activities/Area Academic Events:** create separate detail items for TDY, student transportation, contracts, and other requirements as appropriate.
- **Area Special Education Support:** list detailed requirements and notes.

Business Rules

Area Office Budgets (cont'd)

- **Travel (reduce 40%):**
 - Area ISS Support: list detailed requirements and notes.
 - Area Program Reviews/Site Visits (Support Staff Travel): list detailed requirements and notes.
 - Travel required to support projects and/or contract requirements will be borne by the requester. For example, FSRM projects which require a contracting officer to attend meetings will be paid by the FSRM account.
- **Professional Development-Educational Staff:**
 - List detailed requirements and notes.
 - Do not include PD hosted by HQS Ed Div.
- **Professional Development-Support Staff:** calculate \$1,000 per non-educator FTE.
- **Area Administrator Conferences:** create separate detail items for TDY, contracts, and other requirements as appropriate.
- **Support Conferences/Meetings:** create separate detail items for TDY, contracts, and other requirements as appropriate.
- **Outfitting Costs-Admin Office:** include these projections if applicable in FY 2012 and include detailed notes.
- **Reduce total TDY by 40% from FY 2009 levels.**

Business Rules

HQS, Education Division Budget

- **Curriculum Buys:**

- Each buy (Math, Science, etc.) will have its own master item.
- For each master item create a detail item for the textbook purchase and additional detail items for the professional development related to the curricular buy (TDY, contracts, etc.).
- All TEBs must include projected costs for support staff, i.e. travel for procurement personnel, budget etc.

- **Professional Development-Education Staff:**

- Each additional PD requirement hosted by HQS Ed Div should be budgeted under its appropriate educational program master item (e.g., Advanced Placement, Elementary ELA, Social Studies, Foreign Language, etc.).
- Create separate detail items for TDY, contracts, and other requirements as appropriate.
- Provide detail notes to include where, when, and number of projected attendees.

Business Rules

HQS, Ed Div Budget (cont'd)

- **Task Groups:**

- Task groups should also be budgeted under their appropriate educational program master item.
- Create separate detail items for TDY, contracts, and other requirements as appropriate.
- Provide detail notes showing task group topic (Assessment, MAPA, UDDI, etc.), where, when, number of projected attendees, and number of times the group is expected to meet.

- **Worldwide Superintendent Meetings & Worldwide Administrators Conference:**

- Create separate detail items for TDY, contracts, and other requirements as appropriate.
- Do not budget for attendance by other HQS division personnel.

- **Reduce total TDY by 40% from FY 2009 levels.**

Business Rules

HQS, Other Division Budgets

- **HQS Required Operational Contracts/Support**
 - Budget for all essential HQS operational requirements under this master item.
 - Create separate detail items for each requirement.
 - Provide detail notes describing why the requirement is a mandatory vs. routine cost.
- **Mandatory Training-Support Staff:** list detailed requirements and notes.
- **Professional Development-Support Staff:** calculate \$1,000 per FTE.
- **Support Conferences/Meetings:** create separate detail items for TDY, contracts, and other requirements as appropriate.

Business Rules

HQS, Other Div Budgets (cont'd)

- **Supplies:**
 - HQS Log Div will budget for routine office supplies for all divisions.
 - Divisions should budget for specialty supplies only and provide detailed notes.
- **HQS Subscriptions/Prof Pubs & Materials:** list detailed requirements and notes.
- **Attendance at Worldwide Conferences/Meetings:**
 - All divisions must budget for attendance at worldwide superintendent meetings, worldwide administrator conferences, task group attendance, etc.
 - HQS Ed Div will not budget for your attendance at these meetings.
- **Reduce total TDY by 40% from FY 2009 levels.**

FY 2012 Budget Rates (Foreign Currency Fluctuation Rates)

Units of Foreign Currency Equivalent to One U.S. Dollar

<u>Country</u>	<u>Monetary Unit</u>	<u>Rate</u>
Denmark	Krone	5.5819
European Community	Euro	0.7491
Japan	Yen	91.2524
Norway	Krone	6.0905
Singapore	Dollar	1.4246
South Korea	Won	1,099.5183
Turkey	Lira	1.4139
United Kingdom	Pound	0.5917

