

HOW TO VIEW YOUR BUDGET

1. In BPLUS, go to “schools and departments tab”

HOME **Schools/Dept**

2. Under “Schools/Dept – Finance Reports”

SCHOOLS/DEPT – FINANCE REPORTS

3. Click “OSGL6004: Budget to Actual by Fund-Responsibility”

📅 OSGL6004: Budget to Actual by Fund-Responsibility

4. Enter your Building Responsibility Code

- Auburn - 0100
- Deerfield - 0200
- Graham - 0300
- Woodland – 0400
- Gate – 0502
- AMS – 0510
- AHS – 0700

5. Click “Submit”

Cancel

Submit

6. View Report

Avondale School District Budget to Actual by Fund-Responsibility As of 3/20/2025

Org Key / Object	Key Description	Object Description	WB Budget	Encumbrance	Actual	Balance	% of Utilization
Type: 5 Expenditure							
Fund: 110 General Fund							
Resp. Code: 0100							
110-111-0000-0000-001-0100-55110000	Auburn	Supplies -Teaching	15,206.00	1,040.00	5,922.39	8,243.61	45.78%
110-111-0000-0000-001-0100-55210000	Auburn	Textbooks	3,530.00	0.00	0.00	3,530.00	0.00%
110-222-0000-0000-001-0100-53450000	Auburn -Media	Software & Licenses	743.00	0.00	795.89	-52.89	107.11%
110-241-0000-0000-001-0100-52390000	Auburn -Office	Principal Professional Acct	1,419.00	0.00	0.00	1,419.00	0.00%
110-241-0000-0000-001-0100-53220000	Auburn -Office	Conferences	1,371.00	0.00	30.00	1,341.00	2.18%
110-241-0000-0000-001-0100-55910000	Auburn -Office	Supplies -Office	2,561.00	0.00	2,663.79	-102.79	104.01%
110-241-0000-0000-001-0100-57410000	Auburn -Office	Memberships	579.00	0.00	0.00	579.00	0.00%
	Resp. Code: 0100	Auburn Principal	Total: 25,409.00	1,040.00	9,412.07	14,956.93	41.13%
	Fund: 110	General Fund	Total: 25,409.00	1,040.00	9,412.07	14,956.93	41.13%
	Type: 5	Expenditure	Total: 25,409.00	1,040.00	9,412.07	14,956.93	41.13%
Grand Total:			-25,409.00		-9,412.07		

HOW TO VIEW YOUR BUDGET

*WB Budget is your actual working board approved budget.

*Encumbrance is any open PO's not fully paid.

*Actual is actual money expensed, note that PCARD transactions may not be showing until reconciliation

* Balance is budget funds still available less any outstanding PCARD transactions or AP invoices.

* Note when balance is negative, budget is overspent and there are no funds available.