FMP – Budgeting

Programme Leader

Account Clerk

School Principal

School Management Committee

FMP Common Setup

Budgeting

Bookkeeping

1. EDB Grant
2. Draft Budget Income
3. Draft Budget Expenditure
4. Review Budget
5. Approve/Reverse
6. Revise Budget
7. Enquiry
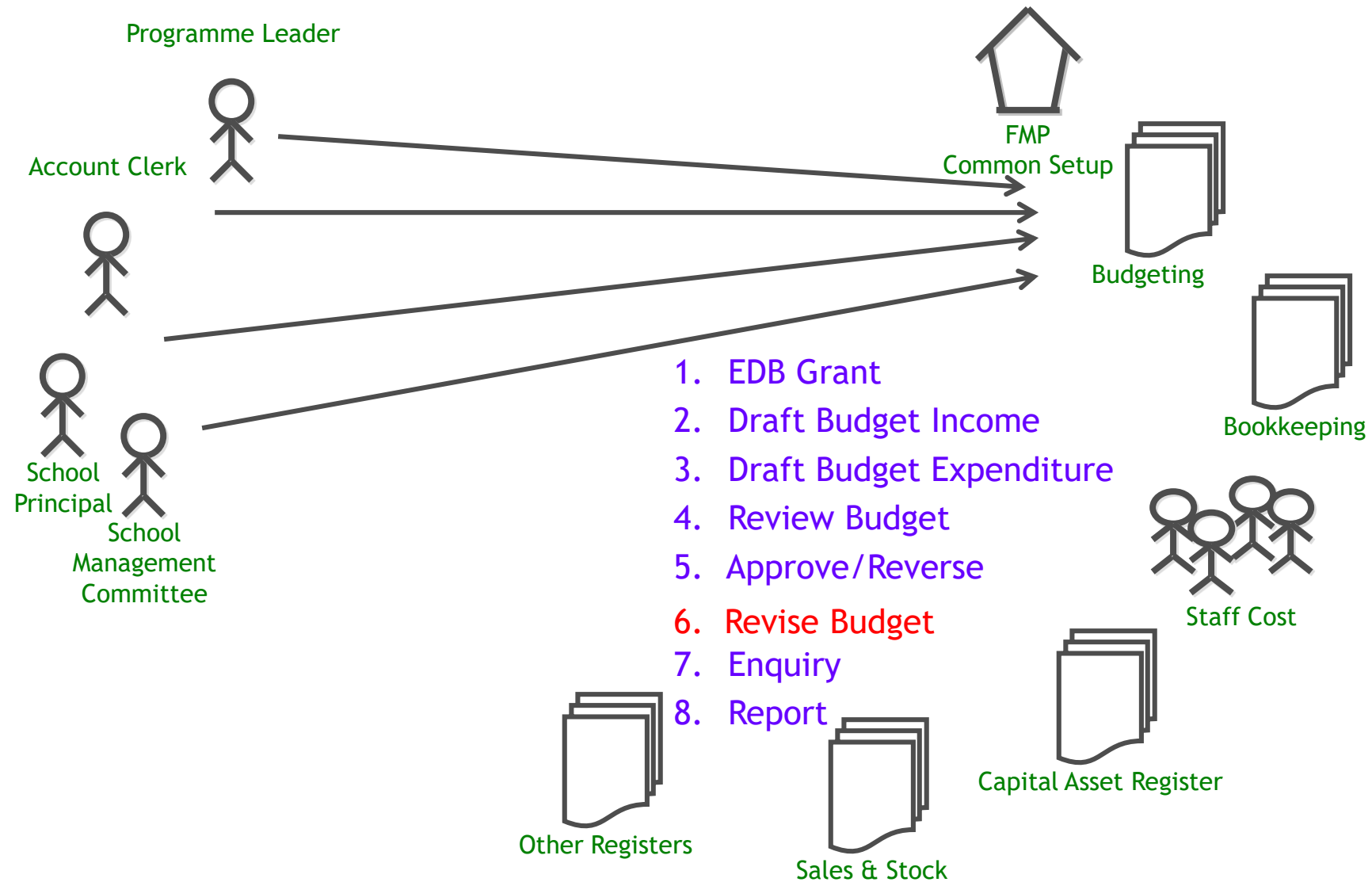8. Report

Staff Cost

Capital Asset Register

Other Registers

Sales & Stock

Budgeting - Revise Budget

Purpose:
• It allows the user to revise an approved budget income. User may edit any of the existing budget lines and add in new budget lines. "History of Revision to Budget Income and Expenditure" Report (R-FBG011-E) will capture all the revision history.

• For schools with multiple school levels / sessions, users should revise budget for each of the school levels / sessions separately.

Revise Budget Income

- Endorsement must be received from Incorporated Management Committee (IMC) to revise the budget.

- No deletion is allowed in Revise Budget function.

- After the budget has been revised, the current revised budget amount will be set to the last revised budget amount.

- Zero amounts can be captured in the budget input screens, but it will be filtered away in the enquiry screens and all Budgeting Reports.

(UAT - 3.21.12) Current School Year: 2018   21/08/2024 10:37:13 | | super1 ⌄ Logout

> Budgeting > Revise Budget > Income

Income	**Expenditure**

| ✓ Save | ↻ Reset | + Add Line | Chart of Account |

Step 4. Enter **[Current Revised Budget Amount]**

Step 5. For **[Add Line]** and **[Chart of Account]** buttons, please refer to "Draft Budget Income" for details

Step 6. Click **[Save]** button

Sch Level/Session   Secondary/Whole Day   **Accounting Yea**

EDB Grant	$	999,999,999.00
Total Current Revised Budget Amount	$	7,225,288.00
Total Last Revised Budget Amount	$	7,225,288.00
Total Original Budget Amount	$	7,225,288.00

Filter [Enter keyword]

<< < [1 ⌄] page of 1 > >>   Display

Account Code ⇕	Description ⇕	Current Revised Budget Amount $ ⇕		al Budget Amount $ ⇕
A1011001501	Grant Income - Parent-Teacher Assn Setup/Subsidize	7,320.00	7,320.00	7,320.00
A1017001501	Grant Income - Salaries Grant - Teaching Staff	2,000,000.00	2,000,000.00	2,000,000.00
A1017001508	Teaching Staff P.F. Con deducted at source by EDB	900,000.00	900,000.00	900,000.00
A1107001501	Grant Income-Diversity Learning Grant (Other Prog)	60,480.00	60,480.00	60,480.00
A1116001501	Grant Income - Moral and National Education	48,720.00	48,720.00	48,720.00
A1138001501	Grant Income - Promotion of Reading Grant	12,240.00	12,240.00	12,240.00
A2001001501	Grant Income - School and Class Grant	604,800.00	604,800.00	604,800.00
A2007001501	Grant Income - Rev Adm Grant (School Section)	2,000,000.00	2,000,000.00	2,000,000.00
A2072001501	Grant Income - Composite Information Technology Gr	246,000.00	246,000.00	246,000.00
A2701501501	Grant Income - EOEBG Baseline Reference	604,800.00	604,800.00	604,800.00
A3003001501	Grant Income - SB Support		4,848.00	4,848.00

Revise Budget Expenditure

- Endorsement must be received from Incorporated Management Committee (IMC) to revise the budget.

- No deletion of programme code and budget expenditure is allowed in Revise Budget function.

- After the budget has been revised, the current revised budget amount will be set to the last revised budget amount.

Revise Budget Expenditure

...dgeting > Revise Budget > Expenditure

| Income | **Expenditure** |

✓ Save   ⟳ Reset | + Add

Sch Level/Session	Secondary/Whole Day		Accounting Year	[∨]
EDB Grant	$
Total Current Revised Budget Amount	$
Total Last Revised Budget Amount	$
Total Original Budget Amount	$

∨ **Budget Expenditure**

Filter [Enter keyword]

<< < [∨] page of 1 > >>   Display [20 ∨] records / page

Programme Code △	Description ⇕	C...	...nount $ ⇕
No record.			

Step 1. Click **[Budgeting]** → **[Revise Budget]** from the left menu

Step 2. Click **[Expenditure]** tab

Step 3. Select **[School Level/Session]** and **[Accounting Year]**

Left menu:
∨ Budgeting
  EDB Grant
  Draft Budget Income
  Draft Budget Expenditu...
  Review Budget
  Approve/Reverse
  Revise Budget

Revise Budget Expenditure

Budgeting > Revise Budget > Expenditure

| Income | **Expenditure** |

✓ Save   ↻ Reset | + Add

Sch Level/Session	Secondary/Whole Day		**Accounting Ye**
EDB Grant		$	999,999,999.00
Total Current Revised Budget Amount		$	2,971,808.00
Total Last Revised Budget Amount		$	2,971,808.00
Total Original Budget Amount		$	2,971,808.00

> Budget Expenditure

⌄ CL01

Total Current Revised Budget Amount		$	695,700.00
Total Last Revised Budget Amount		$	695,700.00
Total Original Budget Amount		$	695,700.00

+ Add Line   Chart of Account

Filter [Enter keyword]

<< < [1 ⌄] page of 1 > >>   Display [20 ⌄] records / page

Account Code	Description	Current Revised Budget Amount $	Last Revised Budget Amount $	Original Budget Amount $
A1138001001	Grant Exp - Promotion of Reading Grant	0.00	0.00	0.00
A2001001001	Grant Exp - School and Class Grant	120,000.00	120,000.00	120,000.00
A2001001054	Teaching Materials	2,052.00	2,052.00	2,052.00
A2007001001	Grant Exp - Revised Admin. Grant (School Section)	242,052.00	242,052.00	242,052.00
A2701501052	Audit Fee	240,972.00	240,972.00	240,972.00
A2701501054	Transports & Travelling	4,932.00	4,932.00	4,932.00
A3017001001	Grant Exp - Capacity Enhancement Grant	85,692.00	85,692.00	85,692.00

Step 5. Enter **[Current Revised Budget Amount]**

Step 6. For **[Add Line]** and **[Chart of Account]** buttons, please refer "Draft Budget Expenditure"

Step 7. Click **[Save]** button