Licking Valley Local Schools

Entry Of Student Activity Budget Data
May 2021

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# Director Of Information Services

In May of each year the Accounts Payable/Student Activities Department will distribute reports to each Student Activity Advisor showing activity for their accounts through April 30th of that year. This information should be utilized in the process of adjusting the Activity account budget for the following school year.

Once you are ready to start entering your budget data, open Internet Explorer and go to the Licking Valley District Web Page;
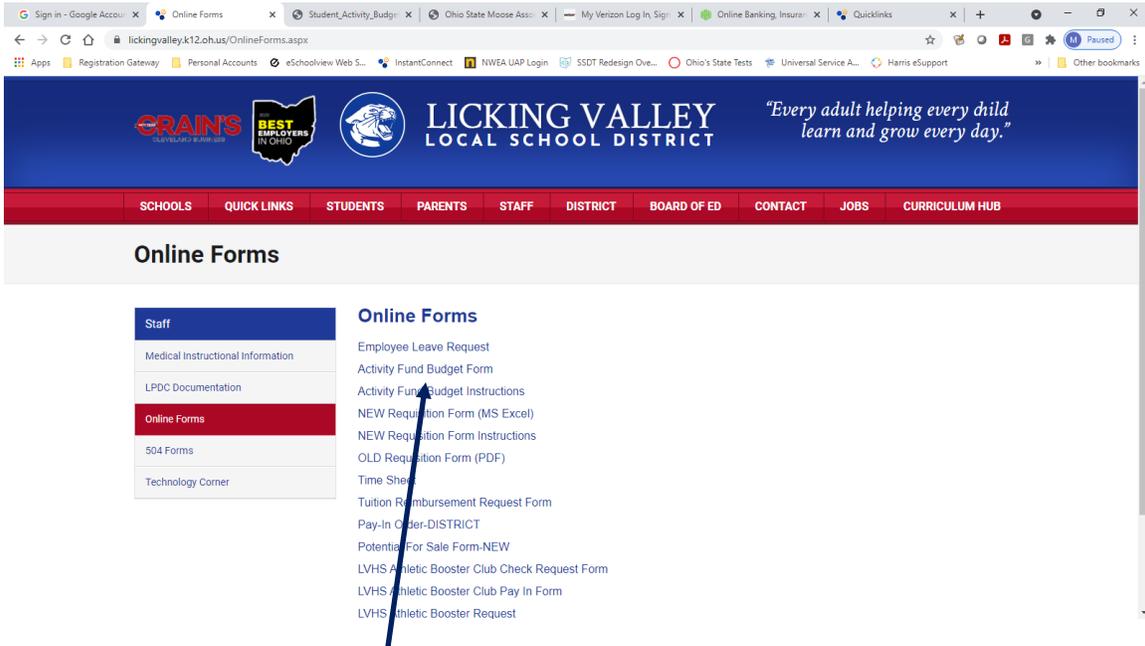
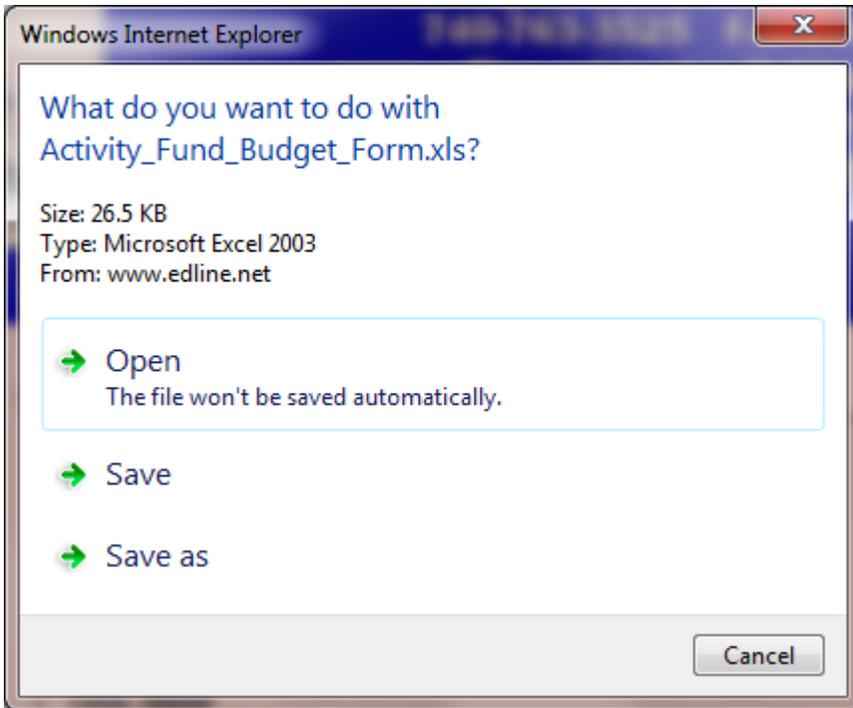www.lickingvalley.k12.oh.us

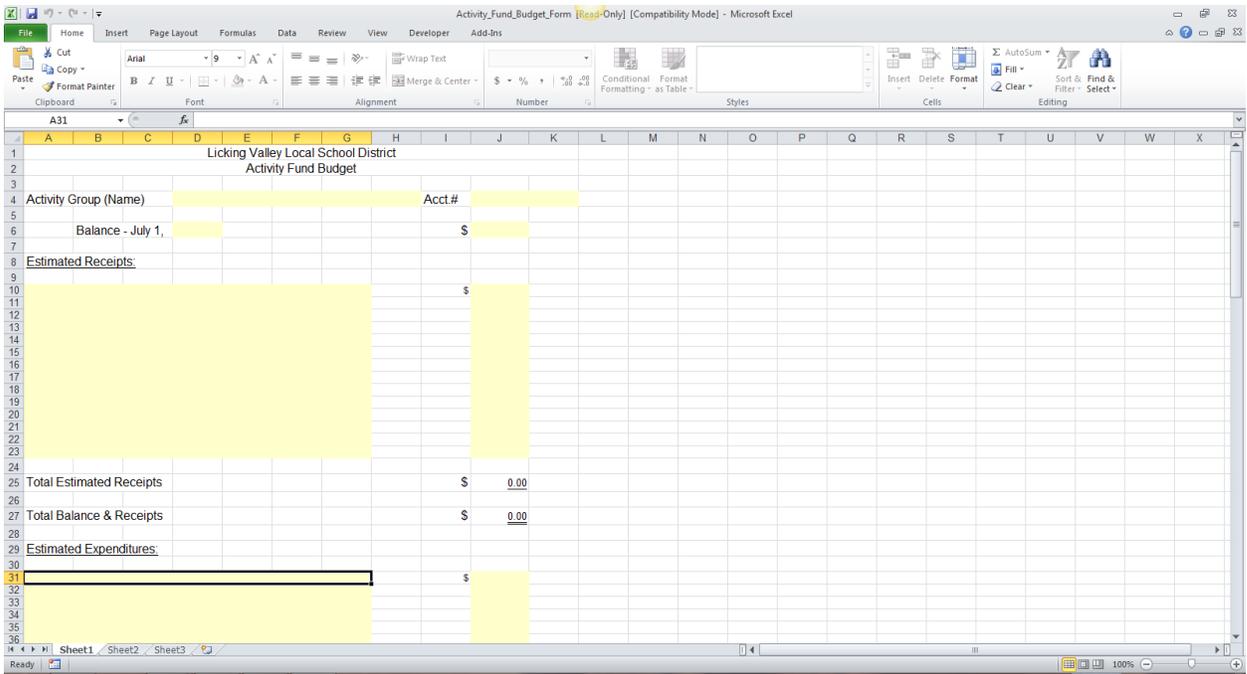Click on the Staff tab on the Home page.
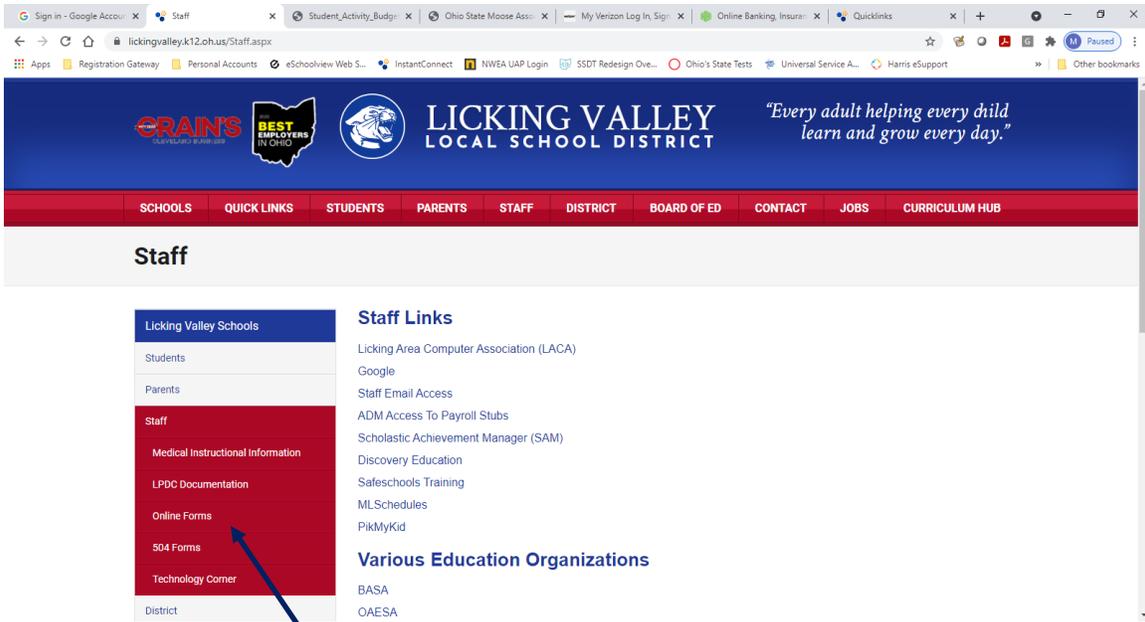
Next, click on Online Forms.

Find the Activity Fund Budget Form on the Staff page, and click on it. You may see the following message appear:

If you do, click on the Open button. The Excel spreadsheet file containing the blank budget form should open.


You'll see that the fields into which data can be entered will be lightly shaded. All you need to do is click in the first field at the top of the form

(Activity Group Name) and start entering data, pressing the tab key on your keyboard to move from field to field. You can also use your mouse to move from field to field on the form. You do not need to enter data into the Balance – July 1 field or the dollar amount field to the right of the Balance field, these amounts will be inserted by the Accounts Payable/Student Activity department once they receive your completed budget form. PLEASE NOTE: When you are entering data into the Purpose And Goals description box you must hold the Alt key and press Enter to move to a new line. You also do not need to enter any information into the fields pertaining to the approval of the Superintendent, as these fields will be filled once your budget has been approved.

Below the Superintendents' approval information you'll find your Purpose And Goals statement. Make sure to be as detailed as possible in your descriptions. As you type in the description area you don't need to press enter at the end of each line, lines will wrap automatically.

After you've completed all of your entries, check to make sure everything is accurate. Once you are satisfied click on the File link in the upper left hand corner of the page, and select the Save As option from the drop down menu.
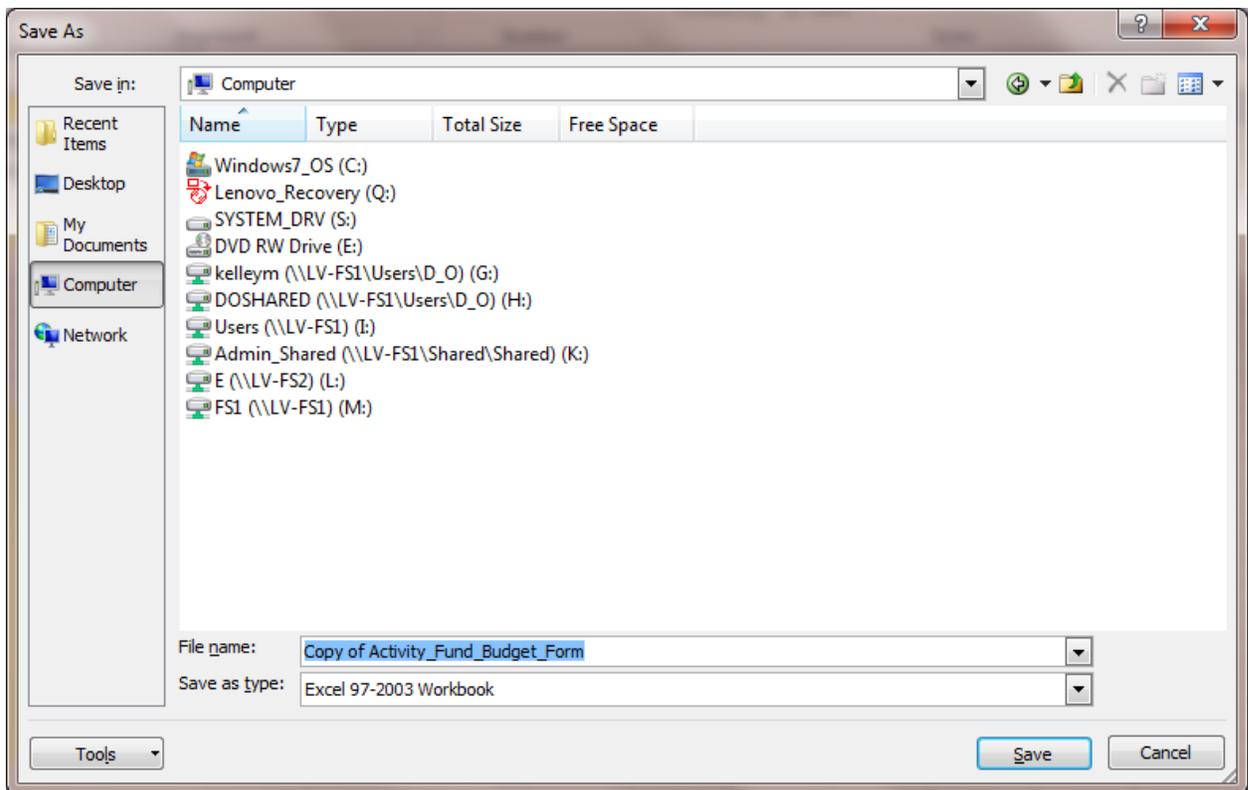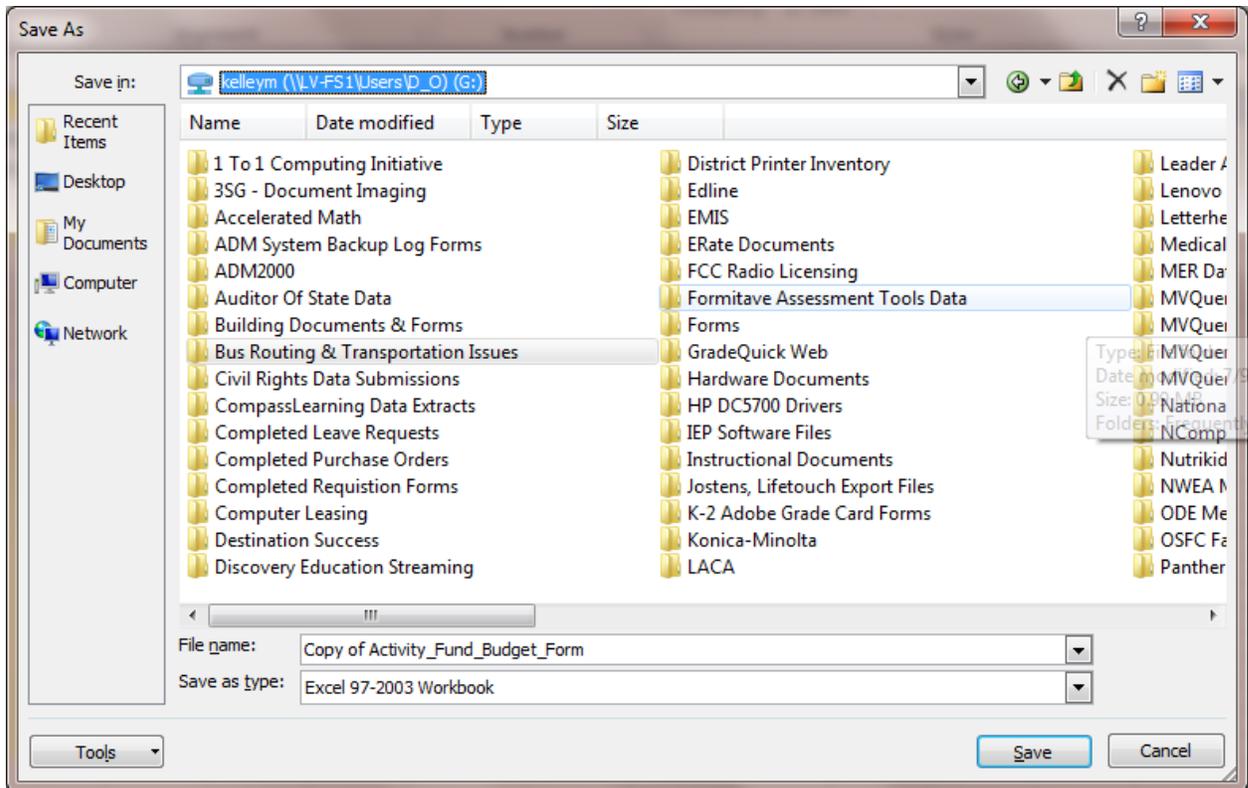
You will want to save the budget spreadsheet in YOUR G:\ network folder. In the example above we've clicked on the Computer option on the left hand side of the window, and then selected the KelleyM network folder as our Save Location. In the File name box type a name for your spreadsheet that describes briefly your budget account and your name, so that the Accounts Payable/Student Activities department will be able to identify your budget spreadsheet easily. Then, click on the Save button to save your work.

Once you've saved the budget spreadsheet you may close your Internet browser. If you need to make changes to your budget you may open the spreadsheet you have saved in your network folder and make changes to it at any time, and save those changes once again. When you are sure you have completed your budget entries you must attach the spreadsheet to an email to the Accounts Payable/Student Activities department for processing. Send this email to Zoe Moran at moranz@lickingvalley.k12.oh.us.