



Arlington Public Schools
Business Office
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November 26, 2012

Dear Members of the School Committee:

Attached please find the November, 2012 monthly tracking reports, which consist of:

- Monthly Summary Report
- Budget Tracking Report as of October 31, 2012
- Grant Expenditure Report as of October 31, 2012
- Revolving Expenditure Report as of October 31, 2012
- Revolving Revenues as of October 31, 2012
- Position Control as of November 11, 2012

Presently, the Business Office is hard at work implementing a new budgeting and financial tracking software called My Budget File (MBF). This software, once fully implemented, will allow much greater efficiency in budget creation and financial reporting, not only for the School Committee, but for all school administrative personnel. MBF will hold our budgeting data and receive regular imports from MUNIS on actual expenditures and encumbrances to show administrators where they stand relative to their budgets. MBF will also be able to export the final budget to MUNIS for set up at the beginning of each fiscal year.

Within MBF, we will be able to have the detail of the existing Position Control report fully integrated into the budget as a whole. It will also make budget creation and maintenance much more user friendly.

While it is a very exciting step forward, like all software implementations it is fraught with stress. Either this program must be fully operational in time for the budget detail process, or I must put it aside in order to develop the budget on time using our old methods. Clearly, I hope to have MBF up and running in time for this budget cycle. I will keep you posted on our progress.

Sincerely,

Diane Fisk Johnson