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Supplies will be available as needed/within entry budget. It is your responsibility to contact Operations as an entry becomes available to ensure timely re-tacking. Please continue to have your Plant Manager submit supply orders as needed. For more information, please contact your Chief Operations Specialist or Custodial Operations at 905-395-3977.

**Department Funded Positions**

Department that understand the department budget development process. Any questions regarding the appropriate department.

**Enrollment Projections**

We have incorporated the 'next year' enrollment projections into the annual planning process. The

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**Field Trips**

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**Fixed Charges**

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2025-26 ESTIMATED PERCENTAGES  
FOR FIXED CHARGES and the ESTIMATED AVERAGE ANNUAL HEALTH/WELFARE  
INSURANCE RATES.

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Sites are expected to spend current allocations on current students. If there are unspent allocations at the end of 2014-15, a maximum of only \$10,000 may be carried over to the following year.

#### Quick reference:

- Spend the most reasonable amount.
- You may not transfer funds (more than \$1,000 to \$3,000). Funds may be used for the creation of new positions.
- Funds in the utility account are specifically allocated to the school site.
- Funds allocated by other departments must be used for the purpose intended. Please ensure compliance with the guideline.
- Funds are designated for use during the current fiscal year. Please exercise due diligence in utilizing funds. Except for Title I funds, any unspent funds will not carry over.
- If you have any questions or concerns regarding the budget material, please call your Fund Specialist, your Instructional Superintendent, or any Department Leader for support.

please do not use funds for the following purposes: (1) to purchase