Monthly Report Athletic Accounts

001 – Revenue 390 – Other Services
319 – Officials 410 – Supplies
323 – Repair 550 - Capital
325 – Rental 640 – Dues/Fees
333 – Mileage 750 – Non Capital

Account 410

FISCAL Year Spenddown Process Map

410 Spenddown Requirement(s)

- All 410 Orders must be placed by no later then April 1 of the current fiscal year
- By placing 410 orders by April 1, it should ensure we receive the supplies and invoice in the current fiscal year

START

DPS Accounting
Generates Monthly
Athletic Budget
Report for All
Schools Including
Budget, Revenue &
Spend

DPS Accounting
Emails Monthly
Athletic Budget
Report to Athletic
Coordinator

Athletic Coordinator Generates Athletic Monthly Budget Report by School Athletic Coordinator Emails Monthly Budget Report to Building AD

Monthly Report Reviewed by Building AD Building AD
Continues to
Spend Down
Correct 410
Account as Needed

