

MTRSP Form MS-22 Instructions: DOE Breakdowns & Appropriations Supplemental Schedule

- After you have completed entering the voted appropriations, please hit the “View/Submit Appropriations” button:



- You will be brought to a review of your appropriations... **Be sure to add the breakdowns for the Elementary, Middle and High School reporting for the DOE.** Also, please be sure that the breakdown amounts add up to the “As Voted” totals; **these fields do not double check your work!**

Instruction	Account Code Description	WA	As Voted	Elementary	Middle	High
Support Services						
General Administration						
Executive Administration						
Non-Instructional Services	1100-1199 Regular Programs	1	\$1,000	\$0	\$0	\$0
Facilities Acquisition and Construction	1200-1299 Special Programs		\$0	\$0	\$0	\$0
Other Outlays	1300-1399 Vocational Programs		\$0	\$0	\$0	\$0
Fund Transfers	1400-1499 Other Programs		\$0	\$0	\$0	\$0
	1500-1599 Non-Public Programs		\$0	\$0	\$0	\$0

- Hit the Save & Recalculate Button and your breakdown will be visible in the Appropriations Summary. Once complete, hit the “Continue to Step 2 – Finalize” button.

Appropriations Summary				
Appropriations As Voted	Elementary	Middle	High	
\$1,000.00	\$500.00	\$250.00	\$250.00	

- Don't forget to download, save and fill out the MS-22 Supplemental Schedule before you finalize!

Please download and fill out the supplemental Information for your budget by right clicking and selecting “Save As” Then open in Adobe Reader Link: [Appropriations Supplemental Schedule](#)

By Clicking “Finalize Appropriations” you will submit your final appropriations as voted. After this step you will no longer be able to edit your warrant articles. Following submission please print the appropriate appropriations form for your records.

Finalize Budget Home