



9301 Wights Fort Road  
West Jordan, Utah 84088  
[www.jordandistrict.org](http://www.jordandistrict.org)

**Career and Technical Education**

Jason Skidmore  
Director  
801-256-5951 Office  
[cte@jordandistrict.org](mailto:cte@jordandistrict.org)

DATE: Thursday, April 29, 2020

TO: High School Principals  
High School Finance Secretaries

FROM: Jason Skidmore, CTE Director  
John Larsen, Business Administrator  
Brad Sorensen, Administrator of Schools  
Dan Ellis, Director of Accounting & Audits

RE: Preschool and Child Care Budget Changes

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Beginning the 2020-21 school year, the budgets for the preschool and child care programs will be managed by the CTE Department.

- Payments will continue to be received by the school and transferred to their respective CTE budget at the end of each month. The following account codes will be set up through Accounting for this transfer.
  - Child Care: 10 R 099 **6250** 1990 999
  - Preschool: 10 R 099 **6255** 1990 999
- CTE will provide each preschool and child care with a budget amount for their expenses. Expenses will be paid directly from these accounts, eliminating the need for CTE to send an invoice to the schools each month for reimbursement of these expenses.
  - Child Care: 10 E LOC **6250** 1090 XXX
  - Preschool: 10 E LOC **6255** 1090 XXX
- Hire/Change Forms for employees in these programs will need to be submitted effective July 1, 2020.

Should you have any questions regarding these changes, please contact the CTE Office at (801) 256-5951 or at [cte@jordandistrict.org](mailto:cte@jordandistrict.org).