

Setting Your Budget

Process, Timeline, Staffing &
Decision Making

Budgeting Caveats

- Accurate Data
- Communication – Board, Staff, Community
- Involvement – Board, Staff, Community
- Transparency
- Trust

Budget Development Calendar

- **October-November** - Gathering Data – Enrollment projections, prior year audit report, amendments to current budget
- **October- November** - Develop Five-Year Budget Forecast – Provides best estimate of financial position for next five years based on data gathered and financial assumptions (Data by object code with specific inflators)

Budget Development Calendar

- **December** - Finance Advisory Committee Recommendations – Reviews five-year budget forecast and assumptions and formulates recommendations to Board
- **January** - Board reviews and approves five-year forecast, Finance Advisory Committee's recommendations and proposed budget development process

Budget Development Process

- **January - Budget Team Formation –**
Includes representatives from all stakeholder groups with leadership from Administrative Team on each Budget Team
 - ◆ General Fund Teams – Elementary, Secondary, District Services, Student Services and Co-curricular
 - ◆ Non-General Fund Teams – Community Education and Food Service

Budget Development Process

- **February** – Board adopts resolution requiring administration to recommend proposed additions or reductions of programs or staff positions
- **February** – General Fund Budget Teams develop recommendations (15-20 participants per team)
 - ◆ Each Team develops an X (existing) Package describing current staff, program and services provided (Data provided by business office)

Budget Development Process

- **February** – General fund Budget Teams develops budget package recommendations
 - ◆ Depending on financial forecast, each team creates a base program package at maximum cut level and restoration (R) packages and/or (E) enhancement packages
 - ◆ If proposed budget package impacts another Budget Team, they must request and review feedback from that team before making recommendations

Budget Development Process

- **February** – Non-General Fund Teams review budgets and identify areas where they can support or supplement general fund budget teams

Budget Development Process

- **March** – General Fund Budget Review Committee determines package priority recommendations
 - ◆ Committee includes Budget Team leaders from each Budget Team as well as representatives from all stakeholder groups (30-35 participants)
 - ◆ Budget Team leaders present the team's budget packages to the committee members who listen and ask clarifying questions

Budget Development Process

- **March** – General Fund Budget Review Committee determines budget package priority recommendations
 - ◆ Committee members individually rank order all packages
 - ◆ Individual rankings are put together to form a group ranking
 - ◆ All packages are placed in rank order from highest to lowest points received

Budget Development Process

- **March** – General Fund Budget Review Committee determines package priority recommendations
 - ◆ Individual committee members can lobby to modify rank order of packages
 - ◆ Proposed revisions are voted up or down after committee members have had a chance to speak for or against the modification
 - ◆ Committee can also vote to send messages to the Board concerning any of the packages

Budget Development Process

■ March - Recommended Budget Level

- ◆ Based on the priority ranking recommended by the Budget Review Committee, a line is drawn at the priority ranking level required to meet the budget forecast
- ◆ The recommendations are forwarded to the Superintendent including priority ranking, modifications and messages about packages

Budget Development Process

■ March – Superintendent Review/Revision

- ◆ The Superintendent reviews the priority order provided by the Budget Review Committee
- ◆ The Superintendent reviews, questions and discusses possible alternatives with Budget Team Leaders
- ◆ The Superintendent presents the priority ranking with any adjustments or modifications to the Board

Budget Development Process

- **March/April - Board Review, Revision and Final General Fund Budget Priorities**
 - ◆ The Board reviews the priority order of packages presented by the Superintendent
 - ◆ The Board discusses any desired modifications
 - ◆ Public Hearing allows community to comment on proposed priorities, cuts and enhancements
 - ◆ Following the hearing, the Board establishes the final budget priorities for implementation

Budget Development Process

- **March/April** - Board Review and Revision of Operating Capital/Health Safety, Debt Service, Food Service, Community Education and Trust Fund Budgets
 - ◆ The Board reviews each of these budgets presented by the Superintendent/Business Manager
 - ◆ The Board discusses any desired modifications
 - ◆ The Board establishes the final budgets in these areas

Budget Development Calendar

- **April** – Board adopts necessary resolutions relating to program or staffing changes for next fiscal year
- **April** – Board adopts individual resolutions of proposed unrequested leave placement of tenured licensed staff

Budget Development Calendar

- **May** – Hearings held as needed for teachers proposed for placement on unrequested leave of absence
- **May** – Board adopts individual resolutions of termination and non-renewal of probationary licensed staff
- **May** – Board adopts individual resolutions of placement of tenured staff on unrequested leave of absence

Budget Development Calendar

- **May/June** – Board adopts preliminary budgets for all funds
- **July/August** – Superintendent and Business Office take deep breath and prepare to begin the process again