

12 Months of Fun - A Timeline to an Approved Budget

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Introductions

Nicole Stuckert, CSBO (Speaker)

- *CFO/CSBO, Sycamore Community Unit School District 427*

Melissa Mickey, CSBO (Speaker)

- *Director of Business Svcs, Adlai E. Stevenson HS Dist 125*

Jordi Camps, CSBO (Speaker)

- *Assistant Superintendent of Business Svcs / CFO, East Maine SD 63*

Edward Brophy, (Moderator)

- *Assistant Supt for Operations, Forest Park 91*



Sycamore Community
School District 427



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Stevenson HS District 125 - Lincolnshire

Background:

- One large high school
- Northern Suburbs in Lake County
- Enrollment: 4,297 (and rising 1-2% per year)
- Annual Budget: FY20 \$120,500,000 (w/o “on behalf of”)
 - We budget roughly \$35M for “on behalf of” payment



Stevenson HS Budget Timeline

- OCTOBER
 - Budget sheets sent to Division Directors
- DECEMBER
 - Completed budget sheets due before winter break
- JANUARY
 - Budget meeting with Director and CSBO
- FEBRUARY
 - Sectioning and Teacher advancement placement



Stevenson HS Budget Timeline

- MARCH
 - Tentative Budget presented to Board and tentatively approved
- MAY
 - Tentative Budget put on public display
- JUNE
 - Public Hearing and approval of Budget

Sycamore CUSD 427- Sycamore

Background:

- 7 schools
 - 5 K-5
 - 1 Middle School 6-8
 - 1 High School
 - 1 PreK
 - DeKalb County
- Enrollment : 3,700
- Annual Budget: \$50 Million



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Sycamore 427 Budget Timeline

- NOVEMBER
 - 5Cast Five Year Projections
- DECEMBER
 - MS/HS Department Chairs Work with Building Principals
- JANUARY
 - Sectioning HS/MS
 - Building Principals & Program Managers Present to Cabinet



Sycamore 427 Budget Timeline

- FEBRUARY
 - Program Managers Present to Board
 - Finalize Staffing
- APRIL
 - Update on 5Cast 5 Year Projections
- AUGUST
 - Tentative Budget
- SEPTEMBER
 - Final Budget

East Maine School District 63

Background:

7 schools - (6 next year)

6 K-6 (5 K-5 next year)

1 Junior High 7-8 (Middle School 6-8 next year)

PreK offered at 3 schools (1 new building in 2020-21)

Cook County

Enrollment : 3,500

Annual Budget: \$50 Million



East Maine SD 63 Budget Timeline

- JANUARY
 - Finalize enrollment projections
 - Budget guidelines / priorities / capital projects
- FEBRUARY
 - Finalize allocation by school and departments
- MARCH
 - Finalize staffing numbers (FTE)
- APRIL
 - 1st pass of budget by schools and departments
- MAY
 - Finalize budgeted revenues / estimate on grants



East Maine SD 63 Budget Timeline

- JUNE
 - Finalize any remaining revenues or expenditures
- JULY / AUGUST
 - Finalize Tentative Budget and Presentation
 - Board approves tentative budget
 - Publish for at least 30 days.
- SEPTEMBER
 - Budget hearing and adoption of the budget
- Budget monitoring and re-allocation takes place year round.

Budgeting Process

Monitoring

Planning



Preparation / Approval

Hartman, W. School District Budgeting

Budgeting Process (Planning Phase)

- Five-Year Strategic Plan
- The strategic plan can be a useful tool to frame up the planning budgeting phase
 - Every year, the strategic plan intersects with the annual budget
 - Initiatives in the plan probably have an impact on the budget
- The key is to utilize the strategic plan and see what items are intersecting with the annual budget



Budgeting Process (Planning Phase)

- ★ Vision: Student achievement is maximized by developing self-directed learners who communicate effectively and work collaborative
 - Goal: By June XXXX, develop clearly defined curriculum that maximizes student achievement
 - ❖ By the start of 2019-20 school year:
 - Implement true middle school model at Gemini Jr. High
 - Move Kindergarten from Half Day to Full Day
 - ❖ By the start of the 2020-21 school year:
 - Build and operate a stand alone Pre-K center



Budgeting Process (Planning Phase)

Implementing a true middle school model	<ul style="list-style-type: none">- Moving 6th graders out of elementary buildings and into Middle School. Need to finance the expansion of the building.- Extra capacity in elementary buildings. Closing one school and turning it into a training center and community support.
Move to Full Day Kindergarten	<ul style="list-style-type: none">- Changing school boundaries within the district- Need to double K teachers- Changes in Curriculum (going to full day K and true middle school model)
Build and Operate Stand Alone Pre-K Center	<ul style="list-style-type: none">- Change in busing routes- Furniture requirements- Financing for new Pre-K center building



Budgeting Process (Planning Phase)

- ★ Vision: Provide Facilities to support and enhance the instructional process
 - Goal: By June XXXX, develop and implement a plan that provides safe and functional space to support current and future instructional needs.
 - ❖ Develop and Implement a 5-year rolling capital project schedule that prioritizes capital improvement projects.

Budgeting Process (Planning Phase)

SUM of Total Est. Cost		Fiscal Year					
Project	Building	FY19	FY20	FY21	FY22	FY23	Grand Total
■ Replace boilers	Melzer					230,000	230,000
	Nelson					230,000	230,000
	Stevenson	230,000					230,000
	Twain					230,000	230,000
	Washington					230,000	230,000
Replace boilers Total		230,000				920,000	1,150,000
■ Replace fixtures in student washrooms	Apollo				92,000		92,000
	Melzer				115,000		115,000
	Nelson				92,000		92,000
	Stevenson				69,000		69,000
	Twain				103,500		103,500
	Washington				103,500		103,500
Replace fixtures in student washrooms Total					575,000		575,000
■ Tuck pointing	Apollo			86,250			86,250
	Melzer			23,000			23,000
	Nelson			23,000			23,000
	Stevenson			23,000			23,000
	Twain			11,500			11,500
	Washington			5,750			5,750
Tuck pointing Total				172,500			172,500
Grand Total		2,655,925	2,403,500	1,943,500	575,000	920,000	8,497,925



Budgeting Process (Preparation Phase)

- Estimating Revenues
 - Property taxes
 - State and Federal funding / grants
 - Fees
- Estimating Expenditure
 - Staffing costs (Salary, benefits, tuition reimbursement)
 - Cost of services and materials
 - Outplacement facilities for Special Ed. students
 - Capital Projects
- Inter-fund transfer
 - Transferring interest earned into the Ed Fund.
 - Transferring of working cash (from sale of bonds) into capital projects fund.



Budgeting Process (Preparation Phase)

- Ensuring the budget balances
 - Revenues and expenditures are aligned
 - If not, reduce expenditure or increase revenue estimates (or both)
 - Planned deficit spending
- Review and agreement by administration prior to board presentation
- Create budget Presentation that you can use to discuss with the board
 - Levy
 - Revenues - breakdown by source
 - Expenditures - breakdown by objects, enrollment, staffing
 - Fund Balance
 - Long Term Financial Strategies



Budget Process (Approval Phase)

- Schedule a meeting with your board for deep discussion
 - Special Finance Committee meeting before BM
- Pick Board Meetings for approval (30 days)
 - Work backwards from date needed
 - Ad in the paper for public viewing
 - Approved before new FY starts or by 9/30
 - Public Hearing - usually before the Board Meeting
- Final Approval and disbursement to appropriate parties
 - ISBE
 - ROE
 - Forecast5/Other



Budgeting Process (Monitoring Phase)

- Ensuring revenues and expenditures are tracking
 - Budget to Actual reports
 - Monthly budget reports to budget owners
- Unexpected Revenues or re-calibrating expenditures
 - Capital Projects
 - Technology
 - Buses
- Amending the budget
- Cash Flow
 - Tax anticipation Warrants (TAW)



Good Practices Associated with School District Budgets

- Integrate long-term planning with the budget
- Obtain stakeholders involvement early in the process
- Clearly communicate goals, assumptions, and trade offs to stakeholders
- Set realistic revenue and expenditure estimates
- Provide incentives and a sense of ownership to budget owners
- Establish a process of measuring budget tracking and performance

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Questions and Answers

We thank you for your time!



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