



Kim M Adams
Assistant Superintendent for Finance & Budget

TO: Robin Moore, Board President
Dr. Caitlin Cavanagh, Board Treasurer
Dr. Deyanira Nevárez Martinez, Trustee
Lavonté L. Heard

Superintendent
Ben Shuldiner

CC: Ben Shuldiner, Superintendent

Executive Team

DATE: June 10, 2025

Sergio Keck
**Deputy Superintendent
of Special Populations
and Programs**

RE: PO 6220 Budget Preparation – Status Update & Next Steps

Background

Following up on our recent discussion regarding the District's fund balance policy, we have reviewed available records and found no formal Board action suspending Policy 6220 (PO6220). However, it does appear that the associated Administrative Guidelines (AGs) were removed. In response, we have developed a draft version of revised AGs and will be working closely with the Deputy Superintendent to review and reinstate them.

Jessica Benavides
**Deputy Superintendent
of Schools**

Cordelia Black
**Executive Director
of Culture and Climate**

Fund Balance Compliance Status

PO 6220 currently states that "fund equity shall not fall below ten percent of the preceding year's expenditures." While the fiscal year is still in progress and not yet finalized, we conducted a preliminary test using budgeted expenditures to assess projected compliance.

Kim Adams
**Assistant Superintendent
of Finance and Budget**

As of June 10, 2025:

- Total Spending & Encumbrances: \$234,343,434
- Required Minimum Fund Balance (10%): ~~\$23,434,344~~

Kristina Tokar
Chief Operating Officer

Looking ahead, the estimated ending fund balance as of June 30, 2026 is projected to be **\$39,618,937**. It is important to note that this figure is conservative, based on assumptions that include full staffing of all positions and no additional mid-year adjustments. As we know from past experience, typical savings from unfilled positions and unspent budget lines may improve the actual ending balance.

Next Steps

- Finalize the draft Administrative Guidelines in collaboration with the Deputy Superintendent and reintroduce them for internal alignment.
- Update the Finance Committee with a finalized compliance analysis once FY25 closes.
- Review the current language of Policy 6220 to determine whether it accurately reflects the Board's fiscal intent and operational flexibility.
 - If revisions are deemed necessary, the Finance Committee should develop and formalize recommendations, which will then be brought forward to the Policy Committee for consideration and potential adoption.

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