

Budget Process Overview

Step 1 – Enrollment Projections

Projections are made for each school using progression ratios based on historical data of enrollment figures. For Kindergarten projections, we look at birth data from five years earlier.

Step 2 – Estimating Revenue

The levy that was certified by the School Board in December is used to allocate levy dollars to restricted programs such as LTFM, Debt Service, Community Service, Operating Capital, and others. The balance goes to the General Fund.

The enrollment projections are used to calculate State Aid funds using the formula allowance adopted by the State legislature. Other revenues from the State are generated based on enrollment numbers, such as Compensatory Revenue. Some of the aid amounts are restricted as to their uses, for example staff development and operating capital. These have to be taken in to account when budgeting.

Restricted grant funds such as Title, Federal Special Education, Indian Education, etc. are estimated based on historical funding and information from State and Federal sources as to whether funds will increase, decrease, or remain the same.

Step 3 – How much do we have to work with?

After estimating the revenue, we use current costs and forecasted increases of expenses to determine if we need to cut expenses or if we can make investments. These are brought to the School Board as considerations for approval.

Step 4 – Enrollment projections to principals

Enrollment projections for each school are provided to the principals along with their discretionary fund amounts. The principals begin their staffing plans for the next school year.

Step 5 – Building the Budget Details

Once principals have submitted their plans to administration, budgets for each school are compiled. While principals are working on their plans, budgets for other departments are built based on historical costs and future needs. These departments are Facilities, Transportation, Food Service, Business Services, Curriculum, Special Services, Community Services, and School Operations.

Step 6 – School Board Approval

Once all the details are put together, it is brought to the School Board for approval in June.

Budget Update - May 2018

Where are we in the process?

As of this date, we are in Step 5.

Principals have received enrollment projections and are working on their plans.

Budgets have been developed for Food Service, Debt Service, Trust, and Internal Service funds. Of the General Fund departments, budgets have been developed for Facilities, Transportation, School Board, Superintendent, Student Activities, Business Services, Curriculum, and Title programs.

In progress are school budgets based on plans developed by principals.

In progress are budgets for School Operations, Community Services, and other restricted funds for state grants.