

PROGRAM PLANNING, BUDGET PREPARATION, ADOPTION, AND IMPLEMENTATION

School district administration shall work diligently to develop and implement budget management practices to follow the direction established by the Board of Directors. Consistent implementation of these management strategies should result in a stable school district fiscal health and should be accomplished without significantly affecting the education of its students.

Board Fiscal Management

1. Annual budgets must be balanced with anticipated revenues and available cash reserves equaling or exceeding anticipated expenditures.
2. Maintain an unassigned fund balance amount in the General Fund of an amount not less than 8% of appropriated operating expenditures as required per Policy No. 6022 Minimum Fund Balance.
3. An adequate undesignated, unreserved fund balance is needed to solidify the district's bond rating for future bond issues.
4. Passage of maintenance and operation levies are imperative to the fiscal stability of the district.

Administrative Budget Management

Strong budget management practices include:

1. Developing and strictly adhering to a balanced annual budget, including the Minimum Fund Balance policy requirement;
2. Anticipating and budgeting for ongoing major expenses;
3. Identifying sufficient funding for those mandated programs, such as Special Education, that are inadequately funded by the state.

Specifically, administration should:

1. Recommend policies to the school board and develop procedures that strengthen budget accountability at the district, building and department levels. These strategies should include:
 - A. Each school should maintain a 5% carryover in their non-employee related costs budget annually.
 - B. Schools intending to carryover more than 15% of those funds may report the need to the superintendent or his designee.
 - C. Assure that the unassigned fund balance shall only be used for unplanned, non-recurring, costs.

- D. The majority of proceeds from the sale of surplus property should be invested and that the earned interest is assigned to the unassigned general fund balance.
 - E. Funds must be budgeted, on an annual basis, for ongoing major expenses such as curriculum adoptions, technology and transportation.
 - F. Continue to conservatively project enrollment and staffing.
2. Additionally, district administration should:
- A. Investigate the feasibility of allocating administrators, teachers and specialists to schools proportionately to the number of students enrolled in the school.
 - B. Develop a process that utilizes efficiency consultants and other strategies to regularly review existing programs and departments for opportunities to reduce expenditures without significantly affecting student services.
 - C. New Program/Special Activity Grants

If minimum unassigned fund balance is met in draft estimates for the upcoming budget year, the administration shall set aside an amount equal to .01% of the unassigned minimum fund balance for Board authorized New Program/Special Activity Grants. For example - an estimated unassigned fund balance of \$3,000,000 would result in a total amount of \$30,000 for new programs and activities.

Proposals to the Board shall be submitted using the District Grant Application Approval procedure outlined in Policy 6115. These proposals shall be due to the Superintendent's secretary by close of business on the last work day in May. Applications received late will not be accepted. Applications should include the following at a minimum:

1. Board Goal or Initiative(s) supported by the program or activity. The maximum amount to be granted per program or activity is \$10,000.
2. Strategies and supporting activities to accomplish goals.
3. Rationale why funding the program/activities demonstrates the best and maximum use of public K-12 local funds.
4. Funds may not be requested to enhance current educational programs or to enhance individual classroom technology.
5. Three year budget including all personnel, travel, materials and supplies, and all other anticipated fees. A 10% reserve shall also be included in the budget for unanticipated expenditures.
6. Three signatures of employees who will support the proposal plus one building principal who will serve as the program/activity administrator. The responsible Eastmont educators shall present an annual executive summary Board Report at one of the Board's regular meetings.

Successful recipients will be required to provide a report to the Board at the end of their initial year of operation. The funds will cease unless a new proposal is approved by the Board. Programs may be eligible to be included in the regularly funded programs of the District after three years.

The Board shall review all proposals in September once revenue and enrollment estimates are confirmed. Successful applicants shall be notified in October.

Fiscal Communication

Administration should purposefully and regularly communicate with its patrons about all aspects of district operations, including fiscal management. The communication should be broad-based in order to reach all components of the community, and provide opportunity for citizen input.

This should include:

1. Annually develop and communicate a clear, simplified citizen budget.
2. Develop an explanation of the inadequacy of state and Federal education funding of basic education and the need for local support through Maintenance and Operation Levies.

Payroll: Authorization and Control

Employment of all certificated and classified staff must be approved by the Board and authority to pay for such services rendered follows this approval. Annual salaries will be determined by placement on the District salary schedule in terms of position, experience, training (where applicable), and collective bargaining agreements (where applicable). Proper documentation is required to receive credit for experience and training.

Salary Warrants

Unless otherwise specified, each staff member will receive a salary warrant on the last working day of each month equal to 1/12 of the staff member's yearly salary less statutory, contractual, and voluntary deductions. Voluntary payroll deductions must be authorized by the Board. The board may act on behalf of individual staff to deduct a certain amount from the staff member's paycheck and remit an agreed amount to a designee of the staff member.

The District will make payroll deductions for staff:

1. As required by law, such as federal withholdings, applicable state retirement contributions, and industrial insurance premiums.
2. Based on contractual agreements, such as those required by collective bargaining agreements
3. From District approved deductions after an employee has submitted a written request to make such a deduction. Examples include credit unions, United Way, life insurance, tax-sheltered annuities, etc.