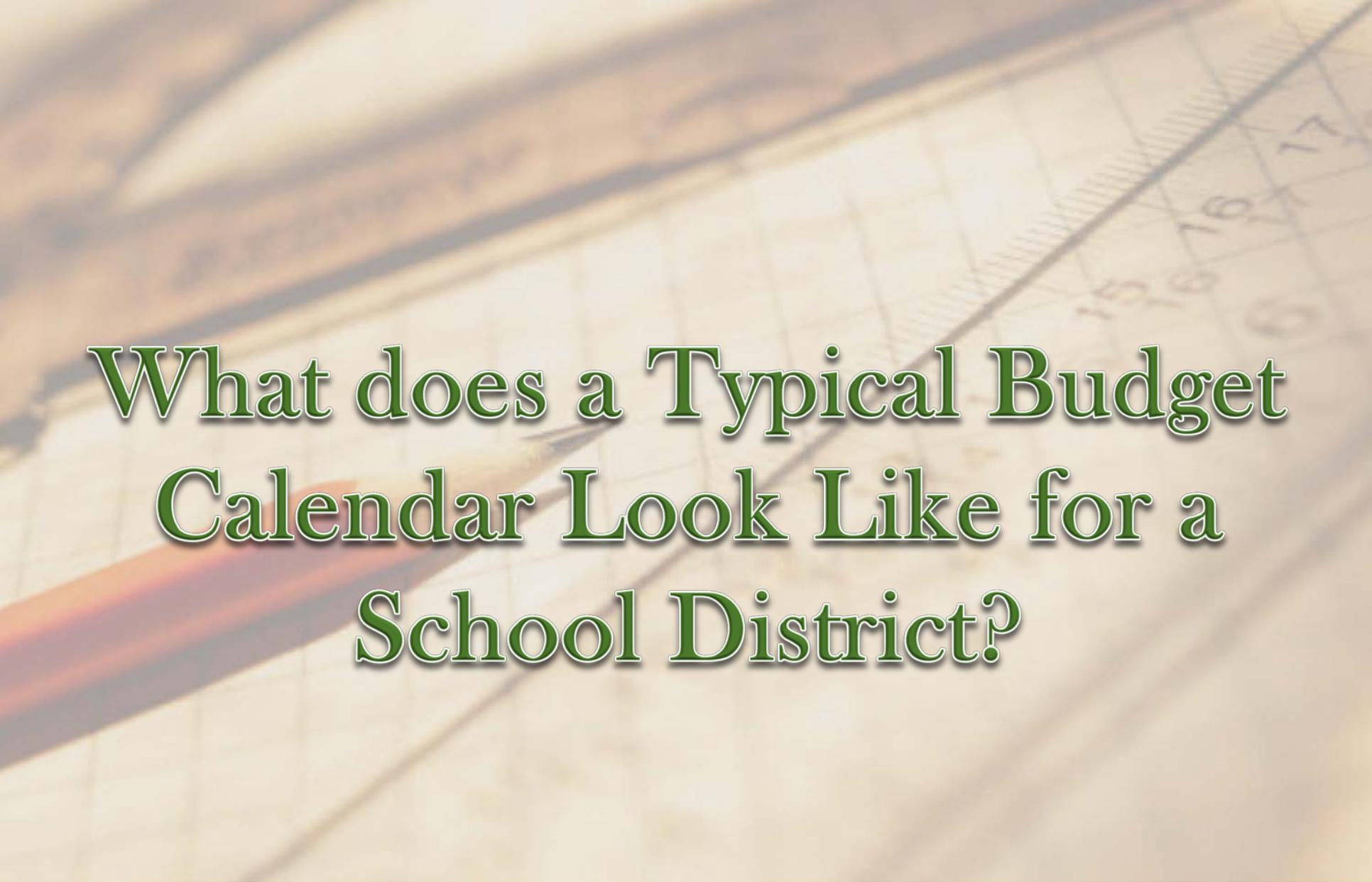
The background of the slide features a close-up, slightly blurred image of a pencil with a sharpened lead tip, resting on a sheet of graph paper. The pencil is oriented diagonally from the bottom left towards the top right. The graph paper has a grid pattern, and some faint numbers are visible in the background. The overall color palette is warm, with soft yellows and oranges.

# SC SCHOOL BOARDS ASSOCIATION TRAINING

BUDGET PLANNING  
COMPARE INTERESTING FACTS  
QUESTIONS TO ASK

*October 13, 2016*

The background of the slide features a close-up, slightly blurred image of a wooden pencil and a metal ruler resting on a sheet of graph paper. The pencil is positioned diagonally from the bottom left towards the center. The ruler is also diagonal, running from the top right towards the center. The graph paper has a grid pattern with numbers visible along the ruler's edge. The overall color palette is warm, with browns, yellows, and greys.

# What does a Typical Budget Calendar Look Like for a School District?



# JANUARY & FEBRUARY

- **JANUARY** - Budget forms and instruction packets forwarded to School Principals and Department Heads from Finance Office
- **JANUARY**- School Administration meets with teachers, staff, and SIC members to discuss needs
- **FEBRUARY** - Budget requests due to Finance Department for compiling
- **FEBRUARY** - Finance Department provided Pupil Projections by school for upcoming school year
- **FEBRUARY** - Budget time line distributed to Board of Trustees

# MARCH & APRIL

- **MARCH** – Superintendent and Assistants meet with each Principal and Department Head to discuss staffing and budget needs for next year
- **MARCH** - Board of Trustees presented State and District budget overview
- **MARCH** - Leadership Team reviews budget requests and recommends budget priorities
- **APRIL** - Board of Trustees discusses budget priorities
- **APRIL** - Board of Trustees presented any updated State Budget information

# MAY & JUNE

- **MAY** - Finance Department reviews updated revenue estimates, budget requests, and projected fund balance position with Board
- **MAY** - Budget priorities presented at Principals' Meeting
- **MAY** - Board of Trustees receives most current budget information and funding priorities as recommended by Administration
- **MAY or JUNE** - Budget presented at a Public Hearing
- **JUNE** - Board of Trustees adopts Budget

# School District Interesting Facts

	<b>Greenwood 50 School District</b>	<b>Lee County School District</b>	<b>Fort Mill School District</b>
<b>Sq Miles of District</b>	322		50
<b># of Students</b>	8,963		14,051
<b>% Special Needs Students</b>	13%		8%
<b>% of ESOL Students</b>	13%		4%
<b># of Employees</b>	1,190		1,655
<b># of Facilities</b>	19		17
<b>Total Sq Feet of Facilities</b>	1,796,690		2,140,017
<b>Total Acres</b>	673		794
<b># of Bus Routes</b>	107		85
<b>Miles Driven each Day / Yearly</b>	5,731 / 1,031,580		5,850/1,053,000
<b># of Students Transported</b>	6,650		8,000
<b># of Field Trips</b>	230		411
<b>Field Trip and Activity Miles Yearly</b>	70,000		90,000
<b>Meals Served / Day / Year</b>	10,489 / 1,887,886		6,826/1,208,313
<b>% Poverty</b>	73%		17%

# Questions to Ask

- 1. What is the educational background of your District's finance officer?**
- 2. What is his/her professional experience?**
- 3. How many professionals and how many clerical personnel are on his/her staff? In his/her view is that adequate?**
- 4. Does your district prepare a Comprehensive Annual Financial Report (CAFR)?**
- 5. What reportable findings, if any, arose from the annual audit?**
- 6. Was a Management Letter issued as part of the annual audit? What were its findings?**
- 7. Is your District subject to the state procurement code? If so, what findings, if any, arose from the triennial procurement audit?**
- 8. What is the name of the Chief Financial Officer at the SDE?**
- 9. How much is your District's 8% borrowing capacity?**
- 10. What is the average payback period for your 8% debt?**

# Questions to Ask

- 11. Is there a long range facility plan to address major capital needs?**
- 12. What is the current value of one mill?**
- 13. How often do you meet in person with your County Auditor/Treasurer?**
- 14. How much in dollars is your unrestricted fund balance?**
- 15. What percentage of your General Fund Budget is your fund balance? Is there a Board Policy addressing the size of the fund balance?**
- 16. Is the Food Service Fund operating in the black or is it subsidized by the General Fund?**
- 17. How do our teacher salaries compare with neighboring districts?**
- 18. How much is our operating and debt service millage?**
- 19. How do we invest our cash? Who makes the decision?**
- 20. Do you attend the bi-annual meetings of SCASBO?**