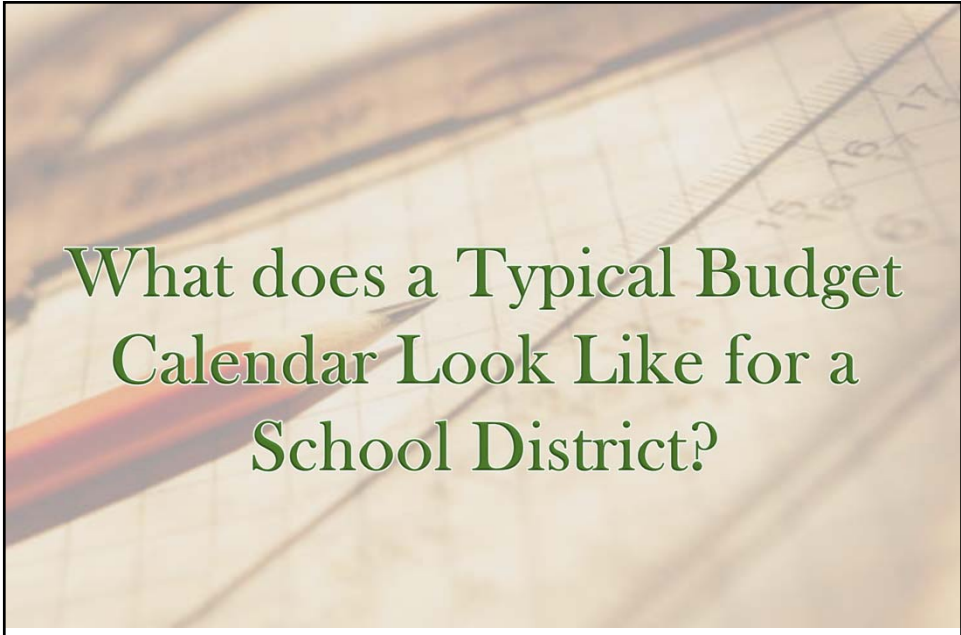




SC SCHOOL BOARDS ASSOCIATION TRAINING

BUDGET PLANNING
COMPARE INTERESTING FACTS
QUESTIONS TO ASK

October 13, 2016



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

	Greenwood 50 School District	Lee County School District	Fort Mill School District
Sq Miles of District	322	411	50
# of Students	8,963	2,047	14,051
% Special Needs Students	13%	14%	8%
% of ESOL Students	13%	1%	4%
# of Employees	1,190	337	1,655
# of Facilities	19	7	17
Total Sq Feet of Facilities	1,796,690	589,564	2,140,017
Total Acres	673	41	794
# of Bus Routes	107	40	85
Miles Driven each Day / Yearly	5,731 / 1,031,580	3,866/715,210	5,850/1,053,000
# of Students Transported	6,650	1,446	8,000
# of Field Trips	230	300	411
Field Trip and Activity Miles Yearly	70,000	25,000	90,000
Meals Served / Day / Year	10,489 / 1,887,886	2,687/497,122	6,826/1,208,313
% Poverty	73%	61%	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?