

# Budget Development Process

February 27, 2017

Clinton Township School District  
Where Children Come First



# Essential Questions

- What are the components of a school district budget?
- How does one develop a school district budget?
- What is included in the Clinton Township School District budget?



# Objective

- To provide an understanding of the components of and process for developing a school district budget



# Agenda

- General Budget Overview
- Components of the Clinton Township School District Budget
- Budget Calendar



# General Budget Overview

- What is a school budget?
  - A plan which provides school district leaders and members of the school community a clear description of needs and associated expenditures in order to run a school district



# General Budget Overview

- What does it do?
  - Describes a district's plan for anticipated revenues and expenditures
  - Translates intangible missions, operations, and objectives into reality by outlining and providing specific programs and funding/financial terms
  - Connects district goals to resources
  - Creates a dialogue to inform choices among various programs competing for the limited available resources



# General Budget Overview

- Zero-Based
  - Budget starts from zero each year
  - No reference to previous year's budget
  - Each budget inclusion must be justified
  - Budget prepared by dividing operations into decision units
  - Individual units then aggregated to decision packages on basis of program activities, goals, and organizational units



# General Budget Overview

## Zero-Based - Benefits

- Staff involved in selecting resource allocation
- Fosters public confidence in budgeting process
- Elimination of outdated efforts and/or expenditures and concentration of resources where most effective
- Particularly useful when overall spending must be reduced





# Components of the Clinton Township School District Budget

- Clinton Township Considerations
  - Buildings – Four
  - Enrollment – 1,334
    - On October 15<sup>th</sup> of each school year, the state requires an upload of student data. This information is considered the official data for the school year. The October 15<sup>th</sup> upload is used throughout the school year for various reporting purposes.



# Components of the Clinton Township School District Budget

1. Expenditures
2. Revenue Sources
3. Tax Levy



# Components of the Clinton Township School District Budget

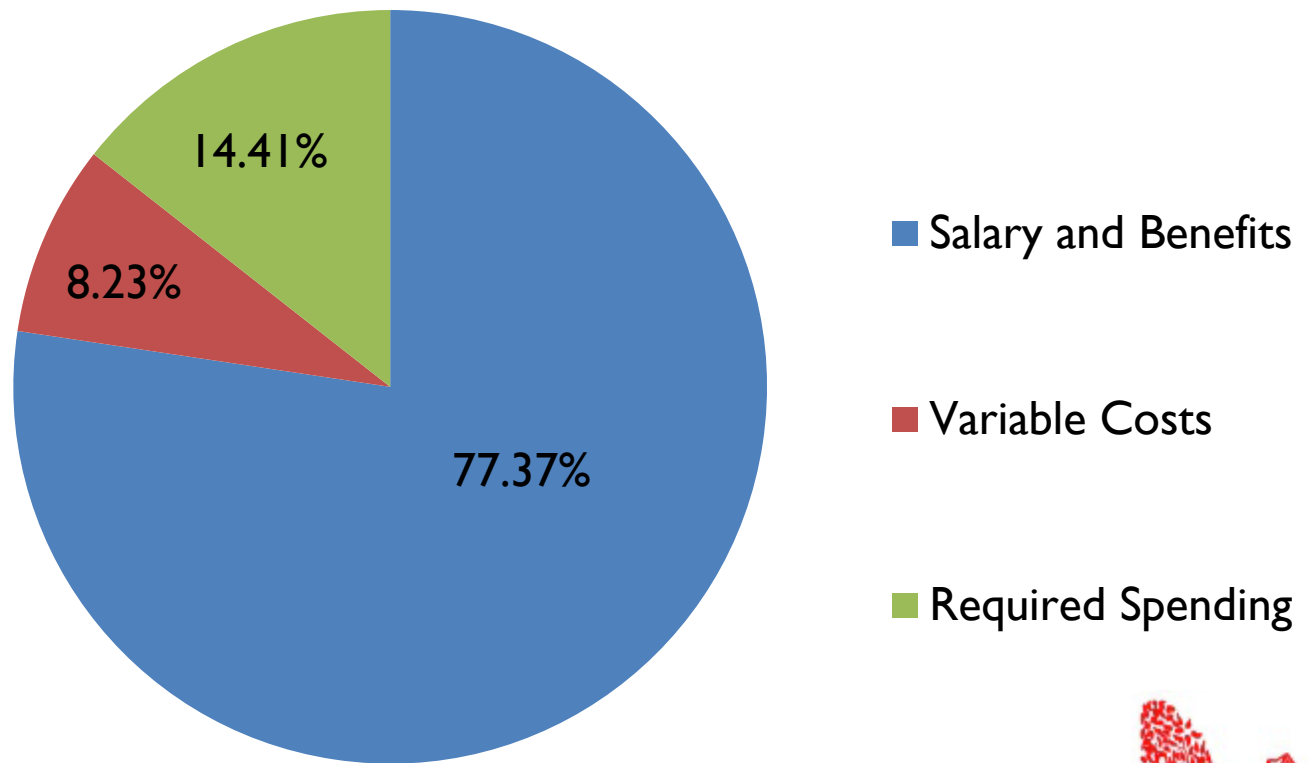
## I. Expenditures

- Salary and Benefits
- Variable Costs
- Required Spending



# Components of the Clinton Township School District Budget

## Expenditures



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# Components of the Clinton Township School District Budget

## 2. Revenue Sources

### Income

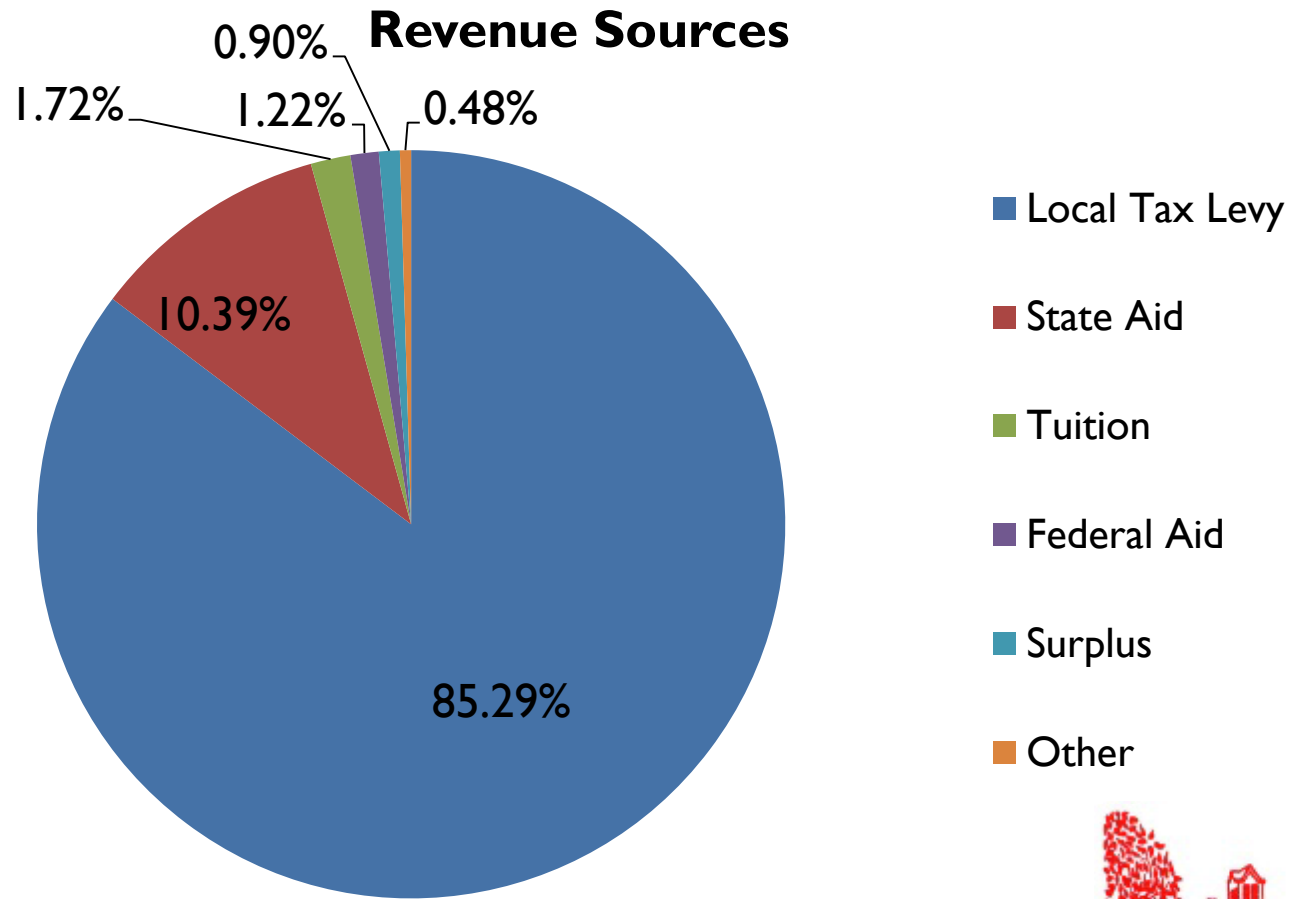
- Local Taxes
- Tuition
- Building Usage
- Surplus

### Aid

- Federal
- State



# Components of the Clinton Township School District Budget



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# Components of the Clinton Township School District Budget

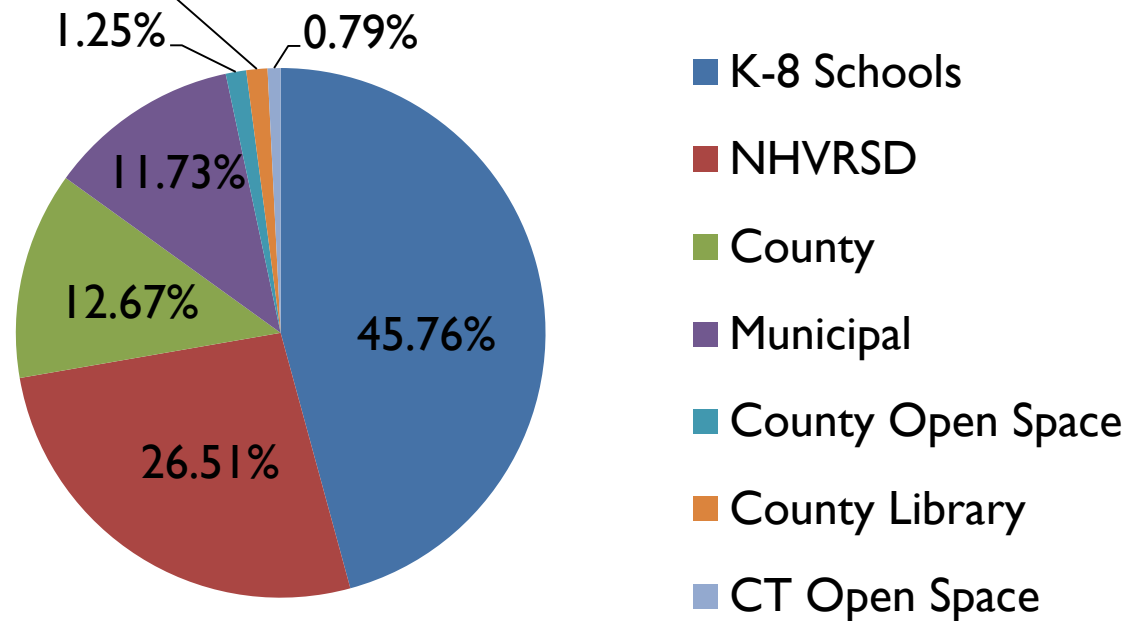
## 3. Tax Levy

- Take total required spending and subtract the revenue from sources other than taxes
- The difference is the local taxes needed to support the budget



# Components of the Clinton Township School District Budget

**Property Tax Distribution**



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# Budget Calendar

- **October to January**
  - Chief School Administrator (CSA) and School Business Administrator (SBA) work collaboratively with building and district administrators to determine district needs and review draft budgets
- **January to February**
  - SBA builds district budget
- **February to March**
  - Department of Education releases State Aid amounts



# Budget Calendar

- March
  - Preliminary budget presented to Board committees
  - Board of Education reviews and provides input to the preliminary budget
  - Preliminary budget is sent to the county for approval
- April
  - Public hearing and Board approval of the final budget
- January
  - CSA and SBA participate in the mid-year budget review by county personnel
- Ongoing
  - Auditors review budget twice each year

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# Next Steps

- **March 13, 2017**
  - Budget Presentation and Board of Education Preliminary Vote
- **March 21, 2017**
  - Budget sent to the Hunterdon County Office of the Superintendent of Schools
- **April 24, 2017**
  - Final Budget Presentation



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