

FORECASTING/BUDGETING
SDASBO April 26, 2017

BUDGET TIMELINES

- Fall – Five Year Capital Outlay Plan – Review equipment and facilities to determine needs that will be paid from the Capital Outlay Fund
 1. Facilities - Document dates regarding the construction of the building, age of electrical system, plumbing system, HVAC system, roof, carpet, windows, bleachers, gym floors.
 2. Infrastructure – Document age of wireless system, parking lots (asphalt), playground equipment, track surfaces.

BUDGET TIMEINLINES

3. Determine items that will be on a rotation such as technology items (laptops), curriculum, athletic uniforms, band equipment, custodial equipment, and transportation.

4. Transportation needs – Create a listing of vehicles with mileage amounts and a record on the repairs in the last three to five years. You can set up a repair record for each vehicle in your chart of accounts. West Central uses 10-2559-000-323-801 which indicates Bus #1. Through this you can determine which vehicles need to be replaced.

BUDGET TIMELINES

- December – Discussions with School Board on areas that may be priorities in the budget
- January/February – Discussions with other administrative staff as to needs for the upcoming school year. Determine budget scenarios based upon preliminary legislative proposals.
- January/February/March – Presentation to School Board on Capital Outlay purchases that are proposed to be purchased in the coming fiscal year that need bid lead time in order to be in place prior to beginning of school.

BUDGET TIMELINESS

- March – Presentation to School Board on areas that will need expansion or areas that will be reduced. This will give time if staff are to be RIF or non renewed.
- May – Presentation of preliminary budget to the School Board at the first meeting in May. SDCL 13-11-12.
- July – Budget Hearing for Public input must be held prior to July 15. SDCL 13-11-12.
- July/September – School Board must adopt the budget sometime after the budget hearing and before October 1. County must be notified of levy prior to October 1.

GENERAL FUND REVENUES

- Determine an estimate of Fall Enrollment

	2016-17	2017-18
Kindergarten	90	?
First Grade	101	90
Second Grade	102	101
Third Grade	103	102
Fourth Grade	96	103
Fifth Grade	108	96
Sixth Grade	108	108
Seventh Grade	109	108
Eighth Grade	107	109
Ninth Grade	96	107
Tenth Grade	117	96
Eleventh Grade	111	117
Twelfth Grade	78	111
Total	1,326	

GENERAL FUND REVENUES

Estimate Kindergarten classes

Determine based upon birth rates

West Central uses a combination of a percentage of births within Minnehaha County and a percentage of births within the zip codes of the school district.

Contact Information at State Department of Health

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GENERAL FUND REVENUES

- State Aid and Property Taxes

Budget Forms on State Web Site – Department of Education

School Finance/State Aid – School Budgets

1. The General State Aid Calculator FY 2018 will determine the amount of State Aid and Local Effort

2. Local Effort consists of an amount determined by the Department of Revenue – Communication from Wendy Semmler regarding valuations 2016 taxes payable 2017 – Total State Recognized Local Effort divided by 2. This is what will be received for the first half (July through December 2017 \$1,005,000). The second half will need to be estimated. A way to estimate is using an average of what your valuations have typically increased by and applying that percentage to the first half or contact your county equalization office to determine the valuations 2017 payable in 2018 for preliminary numbers.

GENERAL FUND REVENUES

- Other Revenue Sources

Consists of Utility Gross Receipts (1140), Revenue in Lieu of Taxes (1210 and 2200), County Apportionment (2100), Wind Farm (3113) and Bank Franchise (3114)

Under the budget forms on the State website the impact of the equalization for Fiscal Year 2018 is noted.

Future year impacts can find on Department of Education website under School/Student Data – Legislature -2017 – Other Revenue Equalization

GENERAL FUND REVENUES

- Remaining Revenues – Comparison to prior years plus or minus any known changes

Interest Income

Admissions

Other Pupil Revenues

Indirect Medicaid

Other Revenues

Federal Grants

Website Grants Management – Grant Allocations

CAPITAL OUTLAY REVENUES

- Website – School Budgets – Maximum Capital Outlay Pay 2018 Tax Request
- Also contact county auditor or equalization office to determine the amount of new growth.

SPECIAL EDUCATION FUND REVENUES

- Determine amount of students in each disability category
Department of Education and/or Local Special Education Director has this information through the December Child Count
- Use the Special Education Aid Estimate for Fiscal Year 2018 to determine the amount of State Aid and Property Taxes
- Other Revenue Sources consisting of direct Medicaid reimbursements and indirect Medicaid payments.
- Federal Grant allocations for IDEA and Preschool IDEA.

EXPENDITURES GENERAL AND SPECIAL EDUCATION FUNDS

- Have documentation on the past three to five years history of actual expenditures to assist with determining current budget numbers.
- Consult with the Superintendent as to whether there will be additional personnel added or if positions are being eliminated.
- Determine increases in salaries and benefits from the negotiation process.

For preliminary numbers prior to negotiations we use the percentage of proposed increase by the Governor as the possible increase in salaries.

EXPENDITURES GENERAL AND SPECIAL EDUCATION FUNDS

- Account for any contracts for services that have been issued or will be entered into.
- Consult with utility companies as to any increase in rates.
- Determine if there will be any additional cost due to curriculum changes.
- Determine if any new programs will be instituted or any programs that will be discontinued.
- Determine amounts of any minor summer repair projects.
- Determine if there will be any summer professional development.

EXPENDITURES CAPITAL OUTLAY

- Utilize the five year Capital Outlay Plan to determine budgetary numbers.

PROJECTIONS

- Projections are a key component for future planning
- Projections should include revenues and expenditures
- Projections should be for three to five years out.
- Projections should show at least three years historical actual in addition to the projected numbers.
- Projections should be based upon conservative increases which may be based on historical computations.

PROJECTIONS

- Projection should include enrollment historical and projected as our funding is still based upon enrollments.
- Consider future impact of the equalizing of the other revenue sources.
- Project salaries and benefits increases plus increase or decrease in positions that would correspond to enrollment changes.
- Summarize revenues and expenditures in categories to make the projections more understandable for the administration, School Board and public.