

**GOAL #4:** The Board of School Directors will by September 2008 develop and adopt a policy outlining a process for long term budget planning including annual review and reporting.

Strategic Action	Budget	Time Frame	Person (s) Responsible	Status of Strategic Action
<div>1. Create a Budget Development Calendar that lists the dates when:<div>1.1 The draft budget of revenues and expenditures are compiled by the Business Administrator</div><div>1.2 The draft budget is reviewed and adjusted by the directors, supervisors, and principals</div><div>1.3 The draft budget is reviewed by the Board Finance Committee</div><div>1.4 State mandated Board action</div><div>1.5 Board and Superintendent plan goal retreat</div></div> <div>2. Create a 5 year Long-Range Budget report to consist of:<div>2.1 A spread sheet of desired improvements with estimated costs</div><div>2.2 A 5 year estimate of anticipated revenues, expenditures, fund balances, and tax increase scenarios</div></div> <div>3. Continue monthly reporting by Business Administrator<div>3.1 Monthly budget status report</div></div> <div>4. Review and revise the credit card usage procedure</div>	<div>No Cost</div> <div>No Cost</div> <div>No Cost</div> <div>No Cost</div> <div>No Cost</div> <div>No Cost</div> <div>No Cost</div> <div>No Cost</div> <div>No Cost</div> <div>No Cost</div>	<div>Process Due 7-31-08</div> <div>Due 1-15-09</div> <div>2-1-09 to 3-1-09</div> <div>3-15-09 to 5-15-09</div> <div>Due each Feb. 15th</div> <div>Due each Apr. 1st</div> <div>Due each month</div> <div>Report due to Finance Committee on 11-25-08</div>	<div>Superintendent and Business Administrator</div> <div>Business Administrator</div> <div>Superintendent</div> <div>Board Finance Chair and Business Administrator</div> <div>Superintendent, Central Office Directors, and Business Administrator</div> <div>Business Administrator</div>	<div>Completed and to be approved by the Board on September 8, 2008.</div> <div>A spreadsheet was created to factor in long-range programming, staffing needs, etc. It will be merged with the Business Manager's long-range spreadsheet. Directors met on October 29th and November 19th to schedule the long-range projected expenditures over a five-year period.</div> <div>Template was completed by Business Administrator who continues to work on the five-year projection.</div> <div>Completed by Business Administrator</div> <div>Supt. and Business Administrator presented credit card report to Finance Committee on 11-25-08. February 2009; Credit Cards have been reduced from 43 to 14 . 27 credit cards have been returned to the Business Office as a repository, to be signed out on an as needed basis for Approved Conferences only. These cards will no longer be used for purchases. Two Cards have been canceled and others are under consideration to be cancelled. Expedited Purchases will be handled through Purchasing Department or the Business Office.</div> <div>Directors have had 4 Budget Sessions, the Master Financial Budget Model has been modified and adapted to provide additional detailed information including columns that include Approved Budget , Adjusted Budget, Actual Results including Year to Date for the current Year for both 2007-2008, 2008-2009 &amp; initial budget for 2009-2010. Reports from the Accounting system have been integrated into the excel workbook to assist in updating adjustments, transfers and changes. Budget Workshops are being scheduled for March &amp; April.</div> <div>February 18, 2009</div>