

**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. <b>Directors met on October 29th and November 19th to schedule the long-range projected expenditures over a five-year period.</b></div> <div>Template was completed by Business Administrator</div> <div>Completed by Business Administrator</div> <div><b>Supt. and Business Administrator will present report to Finance Committee on 11-25-08</b></div> <div>Revised: November 19, 2008</div>