

**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
1. Create a Budget Development Calendar that lists the dates when:	No Cost	Process Due 7-31-08	Superintendent and Business Administrator	Completed and to be approved by the Board on September 8, 2008.
1.1 The draft budget of revenues and expenditures are compiled by the Business Administrator	No Cost	Due 1-15-09	Business Administrator	
1.2 The draft budget is reviewed and adjusted by the directors, supervisors, and principals	No Cost	2-1-09 to 3-1-09	Superintendent	
1.3 The draft budget is reviewed by the Board Finance Committee	No Cost	3-15-09 to 5-15-09	Board Finance Chair and Business Administrator	
1.4 State mandated Board action	No Cost			
1.5 Board and Superintendent plan goal retreat	No Cost			
2. Create a 5 year Long-Range Budget report to consist of:	No Cost	Due each Feb. 15th	Superintendent, Central Office Directors, and Business Administrator	Completed by Business Administrator
2.1 A spread sheet of desired improvements with estimated costs		Due each Apr. 1st		
2.2 A 5 year estimate of anticipated revenues, expenditures, fund balances, and tax increase scenarios				
3. Continue monthly reporting by Business Administrator				
3.1 Monthly budget status report	No Cost	Due each month	Business Administrator	Completed by Business Administrator
	1			