

# Budget 101



**CORBETT SCHOOL DISTRICT  
BUDGET COMMITTEE MEETING  
APRIL 9, 2014**

# Overview



- **Budget Committee**
  - Reviews, modifies, and finally approves the proposed budget.
  - Establishes the maximum property tax levy rate or dollar amount.
- **District**
  - Files Approved Budget with TSCC by May 15
- **Board**
  - Adopts Budget and Enacts Resolutions by June 30
  - Limited to changes, within a fund, of not more than \$5000 or 10%, with exceptions.
- **District**
  - Files Adopted Budget and Response to Certification Letter within 15 days after budget adoption
  - Levy Certification filed with County Assessor's Office by July 15
  - Budget Document filed with County Clerk by September 30

# Budget Committee : Official Duties



- Meet publically to review the proposed budget document.
- Provide an opportunity for the public to ask questions and comment on the budget.
- Approve the budget with all funds in balance.
- Approve the maximum rate or dollar amount of property taxes.

# Fund Structure



**We currently have 9 Active and Independent Funds**

- General Fund
- Food Service
- Federal Funds
- Capital Projects
- Debt Service
- Early Retirement
- Student Body
- Bus Replacement
- Energy Projects

# Functions and Objects



## Functions

- Functions define the WHO
- For each transaction we need to know for whom amount is being recorded.
  - ✦ 1000 Instruction
    - 1111 K-2 Classroom
  - ✦ 2000 Support Services
    - 2410 GS Principal

## Objects

- Objects define the WHAT
- For each transaction we need to know what the transaction records.
  - ✦ 0100 Salaries
    - 0111 Certified
  - ✦ 0200 Associated PY Costs
    - 0220 FICA/Medicare
  - ✦ 0400
    - 0410 Supplies

# A Balanced Budget



**Resources**

**Beginning Fund Balance**

**+ Revenue**

**+ Transfers In**

**Requirements**

**- Transfers Out**

**- Expenditures**

**- Contingency**

**= Ending Fund Balance**

# Beginning Fund Balance



- **The budgeted Beginning Fund Balance is an estimate of how much each fund will have remaining once the prior year has come to a close.**
- **Once the prior year has been audited, the financials are updated with the actual amount.**

# Revenue



- **Revenue is categorized into the following:**
  - **Local Sources**
    - ✦ Taxes
    - ✦ Tuition
  - **Intermediate Sources**
    - ✦ County School Funds
    - ✦ Medicaid Administrative Claiming
  - **State Sources**
    - ✦ State School Fund
    - ✦ Some Grants
  - **Federal Sources**
    - ✦ IDEA Funds
    - ✦ Title Funds
- **Most revenue estimates are captured from data provided by the source agency. Some estimates are based on prior year data and program usage.**



# Transfers



- **Transfers are how we move money between funds. Often this means a transfer from the General Fund to another, dependent fund, such as Early Retirement Projects, or the Bus Replacement Fund.**
- **The Transfers In and Transfers Out for the District budget should always match.**

# Expenditures



- All the spending for the district. Includes personnel, debt service payments, supplies, insurance, equipment, and many, many other things.

# Contingency



- Contingency is how we allow ourselves to increase our expenditure budget, in the event that we have unfunded, yet necessary changes.
- Contingency is never spent. Instead, the Board could approve an increase in the expense budget and a decrease in contingency as needed.

# Ending Fund Balance



- The Ending Fund Balance is the amount left over for use in the following fiscal year.
- An Ending Fund Balance of 3-5% of the total requirements is advisable. This percentage can be more depending on unknown economic conditions during budget preparation.

# Resources



- **TSCC Website Publications  
(Tax Supervising and Conservation Commission)**
  - <http://www.tscmultco.com/publications.html>
- **Oregon Department of Education : District SSF**
  - <http://www.ode.state.or.us/search/results/?id=344>

Thank you!



**QUESTIONS?**