



**Budget Development Process
And
Responsibilities**

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GISD School Board

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- According to Education Code and Board Policy CE (LEGAL) “The Superintendent shall prepare, or cause to be prepared, a proposed budget covering all estimated revenue and proposed expenditures of the District for the following fiscal year. *Education Code 44.002.*”

- **According to Board Policy CE (LOCAL)**
 - “Budget planning shall be an integral part of overall program planning so that the budget effectively reflects the District's programs and activities and provides the resources to implement them. In the budget planning process, general educational goals, specific program goals, and alternatives for achieving program goals shall be considered, as well as input from the District, campus-level planning and decision-making committees. Budget planning and evaluation are continuous processes and shall be a part of each month's activities.”

- According to the Financial Accountability System Resource Guide, the following funds are to be presented to the Board for approval
 - 199 – General Operating
 - 240 – Child Nutrition
 - 599 – Debt Service
- The Budget is adopted at the function level

- According to Education Code, Financial Accountability System Resource Guide, and Board Policy CE (LEGAL) the Board has the following responsibilities:
 - Review/prioritize/revise proposed budget submitted by Superintendent and staff in workshops/working sessions.
 - Call a public meeting in which to adopt the budget
 - Publish notice of such meeting

- “The Board shall adopt a budget to cover all expenditures for the succeeding fiscal year at the meeting called for that purpose and before the adoption of the tax rate for the tax year in which the fiscal year covered by the budget begins.”
Education Code 44.004(f)-(g)
- Further the policy states “The Board shall have the authority to amend the approved budget or to adopt a supplementary emergency budget to cover necessary unforeseen expenses”

GISD 2019-20 Budget Process

- February 2020- Budget Parameters were set by Superintendent and Assistant Superintendent for Finance and Operations
 - Student: Teacher Ratios established
 - Allocations established
 - Campuses
 - Departments



- Assumptions and calendar were presented to the Board at the February 17, 2020 Meeting
 - Allocations consistent with prior year with some mandatory increases in special programs due to student growth.
 - Staffing of vacated positions is still reviewed by Superintendent to determine to replace or not based on Staffing Formulas and district need
 - Fund balance should increase due to at least a 3% spending lapse.
 - The taxable value of property is projected to increase slightly for 2020-21. However, with the 2.5% revenue cap put in place by HB3, recapture is projected to increase as well to offset the increase in property values.
 - Projected student growth of 1% to 3% is projected.
- * Keep in mind, these assumptions were made prior to the COVID-19 pandemic.

- February 28, 2020 – Budget Packets were distributed to Principals and Directors
 - Per pupil allocations were calculated and presented to campuses based on projected enrollment
 - Central Office and Department budgets were developed based on allocations and fixed costs.

- During the months of February & March:
 - Principals were to meet with Staff and Campus Leadership Teams to develop budgets
 - Directors were to meet with Staff and Principals to develop budgets
- Budgets were to be submitted to Business Office on or before April 21, 2020
 - Submitted via Skyward Budget worksheet
- Keep in mind, these processes and dates had to be adjusted due to the COVID-19 pandemic.

- Staffing Formulas reviewed
 - Maintained formulas approved by Board
- Vacated Positions Reviewed before posting
- The District is still be behind market on teacher salaries and in some other areas
 - Teachers received mandated increase for 2010-11 (1%) – no other personnel received an increase
 - No increase for any employees for the 2011-12 fiscal year
 - A 2 % increase was given to all employees in 2012-13
 - In 2013-14 teachers received a step increase (1%) and all other employees received a 1% increase
 - All employees received a 2% salary increase in 2014-15
 - Teachers have received a \$1,500 increase and all other employees have received a 3% salary increase in 2015-16, 2016-17, 2017-18, 2018-19 and 2019-20.

- Revenue projections were reviewed
 - Preliminary Taxable Values – 05/01/20
 - Increase in residential and commercial values
 - Current Collection Rate
 - Assumption was 99%
 - Student Growth – 0.00% student ADA growth (used for 2020-21 budgeting purposes based on COVID-19 adjusted ADA for the 2019-20 school year)
 - Future growth is uncertain at this time due to COVID-19 pandemic
 - Other Revenue Sources were reviewed
 - Ch 49 Status (previously Chapter 41 status), etc.
- District calculation of projected revenue

Revenues

- Local Revenue
 - Property Taxes
 - Interest Income
 - Enterprising Income
 - Miscellaneous
- State Revenue
 - TIER I & II
 - TRS On-Behalf
 - Other State Revenues
- Federal Revenue
 - Indirect Revenue from Federal Programs
 - SHARS – School Health Related Services
 - MAC – Medicaid Administrative Claims
 - JROTC

Expenditures

- Function 11 – Instruction
- Function 12 – Instructional Resources & Media Services (Library)
- Function 13 – Curriculum Development & Instructional Staff Development
- Function 21 – Instructional Leadership
- Function 23 – Campus Leadership
- Function 31 – Guidance, Counseling & Evaluation Services

- Function 32 – Social Services
- Function 33 – Health Services
- Function 34 – Student Transportation
- Function 35 – Food Service
- Function 36 – Co-Curricular /Extracurricular Activities
- Function 41 – General Administration
- Function 51 – Plant Maintenance & Operations
- Function 52 – Security & Monitoring Services

- Function 53 – Data Processing
- Function 61 – Community Services
- Function 71 – Debt Services
- Function 81 – Facilities Acquisition and Construction
- Function 91 – Contracted Instructional Services Between Public Schools (Recapture is paid to the State in this function)
- Function 99 – Other Intergovernmental Charges (CAD costs are paid in this function)

- Used for clarification of Budget
 - 6100 Payroll Costs
 - 6200 Professional and Contracted Services
 - 6300 Supplies & Materials
 - 6400 Other Operating Costs
 - 6500 Debt Service
 - 6600 Capital Outlay - Land, Buildings, & Equipment
 - GISD also uses this code for inventory tracking – submitted to TEA as 6300 if applicable

General Operating Expenditures - Allocations



- Campus Budgets were developed for the basic program on the campus and basic instructional supplies and materials for all other programs on the campus including the following:
- **Functions: 11, 12, 13, 21, 23, 31, 33, 36, 52**
 - **6100** Salaries - Special Activities specific to campus programs
 - **6200** Professional & Contracted Services
 - **6300** Supplies & Materials
 - **6400** Other Operating Expenses
 - **6600** Capital Outlay

General Operating Expenditures

- Allocations



- District wide budgets were developed for the following campus programs in addition to the campus allocation
 - Special Programs – G/T, Bilingual/ESL, Sp Ed, CTE, Comp Ed, Dyslexia, Early Education and College, Career and Military Readiness (CCMR)
 - Athletics
 - Copiers
 - Classroom/Teacher Computer Replacement
 - Technology infrastructure costs (fiber, software, etc.)
 - Technology software
 - Student regular and extracurricular transportation