

Pre-Budget Workshop

June 16, 2022

Budget Preparation

- Use 1st FEFP calculation (conference report) to set up revenues and categorical projects
- Estimate school based budgets
- Develop office budgets
- Enter new projects
- Estimate utilities
- Estimate salaries and benefits

Budget Preparation

- Enter contract projects (ESE, HighRoad, etc.)
- Enter district projects
- Estimate health insurance
- Estimate other costs (state mandates, FRS)
- Enter federal, state, local and other funding sources
- Estimate fund balance

SCHOOL BASED BUDGETS

School Based Budgets

- Balances from the prior year are rolled forward. Schools start the new year with those balances.
- School based budgets are based on the October FTE/enrollment. Once the October FTE is verified by the state the budget forms are sent out to the schools. This occurs in late October/early November.
- Allocations to the schools are based on two criteria: type of school (elementary, etc.) and size of school.

School Based Budgets

- An electronic budget form is created for each individual school with appropriate information for their school. The schools distribute the funds to the functions and objects they desire.
- Completed forms are sent back to finance to be entered in the system.

School Based Budgets

- As required by Florida Statute 1008.365, the budget for each school is to be discussed with and approved by their School Advisory Committee.

DEPARTMENTAL BUDGETS

Departmental Budgets

- Budget sheets are distributed in early May for district office budgets and any additional projects for which Directors/Coordinators are responsible.
- Allocations for the operation of a department are the same amount as the current year minus any funds that carried forward (due to encumbrances).

Departmental Budgets

- The budget sheets are sent back to finance to be entered into the new budget year.
- Any requests for increases are noted on the sheets with an explanation as to the reason. Increases are normally due to contract or material cost changes.

OTHER AREAS OF BUDGET DEVELOPMENT

Additional Budget Development

- Staffing Plan
 - Developed by the Human Resource Department
 - Once the number of needed positions are determined, Human Resource inputs the information into FOCUS.
 - Position Control in FOCUS projects the salaries and most benefits for the new fiscal year. Once this information is reviewed it is posted to the budget.

Additional Budget Development

- Estimates for Utilities Expenses
 - Expenditure reports showing actual expenses for the current year are run for utilities.
 - After reviewing those expenses and taking into consideration any anticipated increases the budget either remains the same or is increased by a given percent.

Additional Budget Development

- Estimate for Health Insurance
 - Expenditure reports showing actual expenses for the current year are run for utilities.
 - After reviewing those expenses and taking into consideration any anticipated increases the budget either remains the same or is increased by a given percent.

Additional Budget Development

- Estimates for Other Costs
 - FRS costs are estimated based on the prior year retirement expense and the rate changes from the state, plus additional costs based on number of employees added in the new year.
 - Other state mandates are estimated based on the wording of legislation.

Additional Budget Development

- Costs for Contract Projects
 - Negotiations with vendors take place. Any changes in contract projects are sent to finance by the Department that is responsible for the contract. (health techs, ot/pt contracts, etc.)

Additional Budget Development

- State Funds
 - The Legislature convenes every year and determines state funding. The district receives State funding information (FEFP – Florida Education Funding Program) sometime after the Legislative session ends.
 - The first FEFP calculation is usually received about mid-May. The state funding amounts are in the FEFP calculation. The document is reviewed and the funds for the district are entered into the budget.

Additional Budget Development

- Revenues
 - All known revenue amounts are entered into the budget.
 - For funding areas where exact amounts are not known, i.e. interest earnings, are estimated based on prior earnings and entered into the budget.

Additional Budget Development

- Calculation of Carry Forward Fund Balance
 - The fund balance carry forward must be determined each year. A fund balance analysis spreadsheet is prepared after year end so that the estimated year ending fund balances can be determined.
 - All journal entries that can be posted for the prior fiscal year are posted by mid-July.
 - A trial balance report is run to get all general ledger balances. Balances for appropriations, revenues, estimated revenues, expenditures and reserves are entered in the spreadsheet.

Carry Forward Fund Balance (con't)

- A Revenue/Expenditure report is run to get the amounts for actual (not estimated) revenue and expenditures. Those numbers are entered in the spreadsheet.
- The prior fiscal year's fund balances are entered in the spreadsheet.
- Based upon the required breakout of fund balance and formulas, the carry forward fund balance is calculated.

Estimated Fund Balance for New Year

- The June 30th fund balance numbers from the Fund Balance Analysis spreadsheet are then entered in the Budget Status Summary spreadsheet.
- The estimated revenue and appropriations are also entered in the Budget Status Summary spreadsheet.
- The June 30th balance forward, plus the estimated revenue, minus the appropriations gives you the new year estimated fund balance.

Additional Budget Development

- Debt Service
 - Includes areas of
 - SBE and COBI (State Board of Education and Capital Outlay Bonds)
 - COPS (Certificates of Participation)

The numbers used for these budgets come from the various amortization/payment schedules.

Additional Budget Development

- Capital Outlay Projects
 - Capital Outlay requests are submitted to the Board in May by the Assistant Superintendent for Administrative Services office.
 - Once the requests are approved, the Excel file showing all budget lines and dollar amounts for requested projects is sent to Finance.
 - Finance then sets up the budget lines in the system.

Additional Budget Development

- Federal Projects
 - Federal project applications are reviewed by the Accounting Analyst and any new projects are set up in the new year.
 - Several federal projects are continued every year.
 - For continued projects, new year project numbers are set up and salaries are projected based on positions being paid with federal dollars.
 - Once the new year budget is open, the total dollars for each federal project is adjusted.

Additional Budget Development

- All budget requests, state funds, projected salaries, revenue, etc. are entered into the system.
- Any balances from projects that don't end on June 30 as well as funds that are obligated toward a purchase commitment that has not been fulfilled are carried forward.
- The process of all the new numbers merging with carry forward balances is referred to as roll over. When complete, we have a new year budget!

Truth in Millage Compliance (TRIM)

- TRIM Compliance
 - July 1: Property Appraiser delivers the Certification of Taxable Value. This becomes day 1 for TRIM Compliance
 - July 18: Deadline for DOE (Department of Education) to provide 2nd FEFP Calculation. This calculation always provides the millage certification needed to complete the Proposed/Tentative Budget. The Proposed/Tentative Budget cannot be completed until this updated calculation is received which causes a tight time frame.