

Washougal School District 112-06

Policy Type: Executive Responsibility 7 (Budget Planning)

Board Review/Approval Date: January 8, 2019

Responsibility:

Budget development for each fiscal year will be planned in conjunction with the Board, beginning annually in January. The budget will be developed in support of the District’s Strategic and Capital Facilities Plan initiatives, annual district-wide goals, the Board Ends and Executive Responsibilities.

| Therefore, the Superintendent will present to the Board a budget which: | Evidence Requested/Presented | Board Notes | In Compliance | Not in Compliance | Follow-up Review Date |
|--|---|--------------------|----------------------|--------------------------|------------------------------|
| 1. Is consistent with the board’s priorities established over the course of the year | <p>The Budget was presented to the Board by the Business Services Director during the August 28, 2018 Board Meeting. The state’s budget form (F-195) format was also presented. The 2018-19 budget adheres to the guidelines outlined in ER 7.</p> <p>The Business Services Director will provide new Board members with orientation to the budget.</p> <p>The 2019-20 District Budget will be submitted to OSPI for review and presented to the Board by July 10, 2019 for Board adoption no later than August 27, 2019.</p> | | X | | |
| 2. Is in a format understandable to the Board | | | X | | |
| 3. Describes major budget initiatives and funding sources | | | X | | |
| 4. Notes the amount budgeted for each major fund type for the most recently completed fiscal year, for the current fiscal year and the amount budgeted for the next fiscal year. | | | X | | |

| Therefore, the Superintendent will present to the Board a budget which: | Evidence Requested/Presented | Board Notes | In Compliance | Not in Compliance | Follow-up Review Date |
|---|---|-------------|---------------|-------------------|-----------------------|
| 5. Lists the major budget development assumptions. | <p>Major budget assumptions were included in the adopted 2018-19 District Budget. Major budget development assumptions will be listed for the fiscal year 2019-20 budget, as well.</p> <p>The 2018-19 fiscal year of reporting to the board and public the 4-year financial forecast.</p> | | X | | |
| 6. Does not allow for the expenditure in any fiscal year of more funds than are conservatively projected to be received or appropriated during the year unless otherwise approved by the Board in a multi-year plan. | <p>The 2018-19 Budget includes a planned \$599,004 spend down of the fund balance prior to finalizing all of the open Union Collective Bargaining Agreements. The Budget developed for the 2019-20 fiscal year will outline planned expenditures of District reserves for board approval prior to budget adoption.</p> | | X | | |
| 7. Does not require the reduction, without approval of the Board, of the unreserved and undesignated general fund balance (unassigned to minimum fund balance policy) for any fiscal year to less than 6.0 percent of total expenditures. | <p>There are no plans in 2018-19 to reduce the minimum fund balance (unassigned to minimum fund balance policy) to less than 6% of expenditures. The 2019-20 District Budget will include the Board required 6% minimum unassigned fund balance (unassigned to minimum fund balance policy) in accordance with Board Policy 6022.</p> | | X | | |

| Therefore, the Superintendent will present to the Board a budget which: | Evidence Requested/Presented | Board Notes | In Compliance | Not in Compliance | Follow-up Review Date |
|--|--|-------------|---------------|-------------------|-----------------------|
| 8. Provides adequate and reasonable budget support for Board development and other governance priorities, including the costs of fiscal audits, Board and committee meetings, Board memberships and district legal fees. | The 2018-19 Budget (F-195) includes funds for Board development, fiscal audits, membership in WSSDA, costs associated with linkage meetings if needed, and legal fees. | | X | | |
| 9. Takes into consideration fiscal soundness in future years including the building of organizational capabilities sufficient to achieve <i>Ends</i> in future years; | <p>The superintendent and the Board’s legislative representative will communicate, as needed, with legislators during the legislative session regarding budget needs and impact.</p> <p>The budget commits resources to be spent in support of student learning growth goals that are identified in the Board’s Ends Policy and the District and School Improvement Plans.</p> | | X | | |
| 10. Reflect anticipated changes in employee compensation, including inflationary adjustments, step increases, and benefits. | The 2018-19 budget reflects cost obligations associated with estimated final negotiated PSE, WAE, PAW and athletic coach collective bargaining agreements; the budget is set for annual employer contributions to employee retirement and benefit plans. | | X | | |

| Therefore, the Superintendent will present to the Board a budget which: | Evidence Requested/Presented | Board Notes | In Compliance | Not in Compliance | Follow-up Review Date |
|--|---|--------------------|----------------------|--------------------------|------------------------------|
| 11. Provides for a 1% reserve of total revenue annually in a cumulative, specific account designated for long-term capital projects repair, replacement or renovation. | Expenditures of \$445,530 were budgeted for the 2018-19 school year. | | X | | |
| 12. Provide for an annual 0.5% allocation to a dedicated textbook and curricular materials reserve. The annual expenditure of these resources will be managed through a process designed by the superintendent that includes input from the Instructional Services Department and the current and identified future curricular adoption requirements of the State. These funds may also be used to provide for staff training needed to implement the new materials. | Expenditures of \$222,765 have been budgeted for the 2018-19 school year. | | X | | |