

Washougal School District 112-06

Policy Type: Executive Responsibility 7 (Budget Planning)

Board Review/Approval Date: January 9, 2018

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 22, 2017 Board Meeting. The state’s budget form (F-195) format was also presented. The 2017-18 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 2018-19 District Budget will be submitted to OSPI for review and presented to the Board by July 10, 2018 for Board adoption no later than August 28, 2018.</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.	Major budget assumptions were included in the adopted 2017-18 District Budget. Major budget development assumptions will be listed for the fiscal year 2018-19 budget, as well.		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.	The 2017-18 Budget includes a planned \$565,665 spend down of the fund balance. The Budget developed for the 2018-19 fiscal year will outline planned expenditures of District reserves for board approval prior to budget adoption.		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.	There are no plans in 2017-18 to reduce the minimum fund balance (unassigned to minimum fund balance policy) to less than 6% of expenditures. The 2018-19 District Budget will include the Board required 6% minimum unassigned fund balance (unassigned to minimum fund balance policy) in accordance with Board Policy 6022.		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 2017-18 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> <p>As stated in the prior year, ER 7 Proposition No. 5 approved by the voters on Feb 10, 2015, authorized the district to issue \$57,685,000 in general obligation bonds to relieve overcrowding and improve district facilities, safety and infrastructure. \$30,000,000 of these bonds were issued on June</p>		X		

	<p>24, 2015 to provide resources for the initial stages of the construction projects. The balance of authorized bonds of \$27,685,000 were issued on November 15, 2016 to complete projects.</p> <p>State Construction Assistance Program (SCAP) of \$5.1 million was applied for and received on the Jemtegaard MS project. This funding speaks to our strategic organizational focus on the future needs of the school system.</p> <p>Management has been and will continue to track legislative changes through the 2018 short legislative session regarding impacts on District finances.</p>				
<p>10. Reflect anticipated changes in employee compensation, including inflationary adjustments, step increases, and benefits.</p>	<p>The 2017-18 budget reflects cost obligations associated with existing PSE, WAE, PAW and athletic coach collective bargaining agreements; the budget is set for annual employer contributions to employee retirement and benefit plans.</p>		<p>X</p>		

<p>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.</p>	<p>Expenditures of \$406,000 were budgeted for the 2017-18 school year.</p>		<p>X</p>		
<p>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.</p>	<p>Expenditures of \$280,000 have been budgeted for the 2017-18 school year.</p>		<p>X</p>		