

PLUM BOROUGH SCHOOL DISTRICT



The 2012-13 Fiscal Year Budget Process

November 15, 2011 Finance Committee Meeting

INTRODUCTION:

The Plum Borough School District will develop its annual General Fund (Fund 10) operating budget through a process that began in early November, 2011 for the 2012-13 fiscal year budget adoption. The goal of Administration is to present a balanced operating budget where the estimated expenditures do not exceed estimated revenues, without any tax increases and limited use of the fund balance.

Central Administration will collect and enter the departmental and building budget information in a detailed format in ProSoft™ and will track changes from meeting to meeting.

Proposed Budget Timeline For the 2012-13 Budget:

Central Administration recommends the following budget timeline be used for the 2012-13 General Fund Budget Process:

A. November, 2011 – December, 2011: Staffing review. Verification of all personnel records to insure employees are properly classified to the correct building and department. Update and verify all wage schedules in ProSoft to existing bargaining unit and Act 93 agreements.

B. November, 2011: Budget preparation sheets will be distributed to the buildings and departments. The budget sheets are compiled at the building/department level. After review and approval by the building principal or supervisors, a composite spreadsheet is developed for each building's budget and submitted to Central Administration by December 28th for review.

C. December 2011: Review the building/departmental budget spreadsheets are reviewed by the Superintendent, Assistant Superintendent, Director and Assistant Director of Business Affairs and the Services Manager. Any modifications made by Central Administration are shared with the building principals and department supervisors.

D. January 6, 2012: Solicitation for Bids advertisements are advertised on 1/6/2012, 1/10/2012 and 1/17/2012, are required by School Code.

E. January 30, 2012: Bids are received from vendors and tabulated during the period from January 30, 2012 to February 17, 2012 and entered into the ProSoft Budgetary Preparation module.

An Initial Preliminary Annual Budget is prepared by the Director of Business Affairs and forwarded to the Superintendent and other Central Administrators staff members for discussion and review. The budget shall not be developed by increasing or decreasing the budget amounts by a flat dollar or percentage over the prior year's expenditures.

Note: *Teacher retirement notifications are due by January 31, 2012.*

F. February 14, 2012: Central Administration will present the first draft of the 2012-13 Preliminary General Fund Budget on Tuesday, February 14, 2012 to the Finance Committee at the February Finance Committee Meeting.

G. February 15 thru April 6, 2012: Finance Committee members will schedule budget workshops to discuss various departmental preliminary costs and revenues.

H. April 10, 2012: Finance Committee Meeting will be held on April 10, 2012 and a revised draft of the 2012-13 Preliminary General Fund Budget will be presented.

I. April 11 thru May 4, 2012: Finance Committee members will schedule budget workshops to discuss various departmental preliminary costs and revenues. Ongoing budget discussion meetings are held between building principals and supervisors and Central Administration.

J. May 15, 2012: Finance Committee Meeting will be held on May 8, 2012. It is recommended that this meeting be a voting meeting where the Board would pass the Preliminary General Fund Budget. This will allow for the Preliminary Budget to be on public display for at least 30 days. Finance Committee members can schedule budget workshops to discuss changes to the preliminary expenditures and revenues in preparation for a Final General Fund Budget adoption.

K. June 12, 2012: Finance Committee will set amounts for the Adoption of the Final General Fund Budget for the 2012-13 fiscal year.

L. June 26, 2012: Adoption of the Final G.F. Budget at the June 2012 Public Meeting. PDE requires that the Final General Fund Budget (Fund 10) must be adopted by June 30, 2012 for the 2012-13 Fiscal Year.

Note: *The Capital Accounts (Construction Accounts), Food Service, Student Activity are not included in the General Fund Budget amounts.*