

# Budget Prep Program

The priorities of an organization are shown by the money the organization spends. School budgets in Indiana can be a monumental task, balancing needs with wants and trying to give your district's students every opportunity to succeed. With extensive experience in school business and building school budgets, EES has the ability and expertise to complete your school's budget cycle from start to finish.

Beginning with a few meetings and some school specific information, EES will complete the budget process from pre-planning meetings through the 1782 response period. EES provides budget preparation services to school partners to enhance efficiency in central office and we will remain in regular contact with the superintendent, providing updates on progress, and ensuring district administration can spend time focused on student achievement. We believe planning and communication are keys to a successful budget preparation, and we created our services to enhance both.

## Meet periodically beginning in late April

EES will meet with building level admins and others as determined by the district to forecast priorities for the upcoming budget year. Priorities could include opening/closing a school, adding or reducing staff, salary increase goals/projections, facility projects, etc.

- **What we need from district** – Time for meeting(s) to communicate district's priorities

## Provide district specific timeline for passing annual budget

EES will ensure all statutory and DLGF deadlines are met and deliver a budget calendar.

- **What we need from district** – Schedule of current board meetings, special meetings, etc.

## Provide information for budget workshop in July or Aug.

Presentation at board meeting

- **What we need from district** – Time in board meeting

## Complete Current Year Financial Worksheet and debt worksheet

Using the district's most recent financial data, EES will complete the CYFW and debt worksheet in Gateway as well as provide a summary of data (analysis of current financial and/or recommendation for future focus areas).

- **What we need from district**
  - Monthly revenue and expenditure reports (January – to date)
  - Monthly fund reports (January – to date)
  - Monthly appropriation reports (January – to date)
  - Current year 1782 notice
  - Amount of encumbrance brought forward from previous year
  - Additional or reduction of appropriations
  - Non-appropriated obligations
  - Levy excess not transferred by June 30
  - Outstanding (as of June 30) temporary loans and transfers from July 1-December 31 current year
  - Temp loans to be repaid in first six months of 2022 and transfers out in CY 2022
  - Period 1 current year form 9, debt payment schedules

## Advise the district on completion of Form 1

Using information from prior meetings, EES will advise the district as the district completes Form 1.

- **What we need from district**
  - Prior year expenditure reports
  - Current year through current date expenditure reports
  - Potential increase in salaries/benefits
  - Increases in major expenses if known

## Complete Form 2 – Miscellaneous Revenue

EES will complete Form 2 for each budgeted fund.

- **What we need from district** – Prior year revenue reports

## Complete Form 3 for Advertisement (posting on website)

EES will complete and submit Form 3 to Gateway. We will also send a PDF of Form 3 to the school so the district can post it on their website in the appropriate place.

## Complete Form 4 to submit to board for signatures

EES will complete Form 4 and deliver a PDF to the district so the board can sign Form 4 after budget adoption.

## Complete Form 4B

Using Gateway, EES will complete Form 4B for each budgeted fund.

## Submit and/or upload all forms to Gateway

## Provide all resolutions for school corporation to pass at board meeting

## Advise on District Bus Replacement Plan

EES will assist the district in creating their Bus Replacement Plan

- **What we need from district** – bus replacement plan submitted with current year budget

## Advise on District Capital Projects Plan

EES will assist the district in creating their Capital Projects Plan

- **What we need from district** – Capital projects plan submitted with current year budget