

FISCAL MANAGEMENTANNUAL BUDGETBudget Planning

The Superintendent of Schools and the administrative staff shall have the overall responsibility for budget preparation, including the construction of a budget calendar. In developing the budget, the Superintendent may seek advice and suggestions from the Board of Education, staff, students, and the community.

The budget shall be designed to reflect the Board of Education's objectives for the education of the children of the district. It shall be carefully organized and planned to provide adequate accounting for each program expenditure, understanding of the financial needs of anticipated program developments, and be within the financial limitations of the district. To assist in budget and long-range planning, ongoing studies of the district's educational programs will include estimates of the fiscal implications of each program.

The budget for the ensuing school year shall be thoroughly reviewed by the Board of Education before its presentation to the voters.

Presentation: 2/7/90

First  
Vote: 2/21/90

Second  
Vote: 3/7/90

BUDGET SCHEDULE

\_\_\_\_\_ - \_\_\_\_\_

First Legal Notice Publication (\_\_\_\_\_)

Three subsequent publication dates –

\_\_\_\_\_ ; \_\_\_\_\_ ; \_\_\_\_\_

- Public Hearing (\_\_\_\_\_)
- Annual Meeting (\_\_\_\_\_)

\_\_\_\_\_ \_\_\_\_\_

Regular Board of Education Meeting  
Presentation of \_\_\_\_\_ - \_\_\_\_\_ Budget Proposal

\_\_\_\_\_ \_\_\_\_\_

Regular Board of Education Meeting  
Discussion of \_\_\_\_\_ - \_\_\_\_\_ Budget Proposal

\_\_\_\_\_ \_\_\_\_\_

Special Board of Education Meeting (if desired)  
Discussion of \_\_\_\_\_ - \_\_\_\_\_ Budget Proposal

\_\_\_\_\_ \_\_\_\_\_

Regular Board of Education Meeting  
Budget Adoption

\_\_\_\_\_ \_\_\_\_\_

Petitions due for Board of Education Candidates

\_\_\_\_\_ \_\_\_\_\_

Budget Document to Printer  
(Proposed \_\_\_\_\_ - \_\_\_\_\_ Information for Residents to review prior to  
Public Hearing)

\_\_\_\_\_ \_\_\_\_\_

Budget Document Received by Residents

\_\_\_\_\_ \_\_\_\_\_

Regular Board of Education Meeting  
Public Hearing in Lieu of \_\_\_\_\_ Annual Meeting prior to voting day

\_\_\_\_\_ \_\_\_\_\_

Annual Meeting  
Budget Vote  
School Bus Proposition  
Capital Reserve Fund Proposition  
Election of Board of Education Candidates

\_\_\_\_\_ \_\_\_\_\_

Regular Board of Education Meeting

WEST GENESEE CENTRAL SCHOOL DISTRICT  
November 1, 2013

TO: DISTRICT EMPLOYEES INVOLVED IN THE BUDGET DEVELOPMENT PROCESS  
FROM: CHRISTOPHER R. BROWN  
RE: 2014-2015 SCHOOL YEAR BUDGET PREPARATION

As we begin the budget development process for the 2014-2015 school year, please recognize that each of you play a significant role in determining the financial resources required to educate our students. Please refer to the criteria for effective budget processing listed below:

1. Please make every effort to meet the listed submission dates so that we will have ample time for necessary communication following the initial budget draft.
2. Please print or type all requests on color coded categorical forms.
3. Please use a separate color coded category form for each separate company that will be supplying requested material.
4. Please use a separate color coded category form for each content (subject) area.
5. Generally, a "Decision Package" form should be completed when requesting funding consideration for major expenditures such as an enhancement of or addition to an academic program or support service.
6. Please take as complete an inventory as possible and prepare estimates for only what you need. Do not order materials over and above your needs for next year. **Do not order web based subscriptions, software, or hardware. These requests must go through curriculum council.**
7. Please use current company supply catalogues in order to accurately project the cost of your requests.
8. Copies of all color coded forms listed and attached are available in your school building administrative office.
9. Take time to carefully consider all your needs for the next school year so that we can avoid unanticipated expenditures next year.
10. Please include 12% shipping costs and any anticipated price increases.
11. Please remember that communication is the responsibility of every person involved in this process.

SUBMISSION DATES

1. Faculty submit forms to Principal by December 13, 2013.
2. Principals/Directors submit forms to Superintendent by January 10, 2014.

If you have any questions concerning the procedures, contact your Building Principal or the Superintendent's Office.

THANK YOU FOR YOUR COOPERATION!

## COLOR CODED BUDGET CATEGORICAL REQUEST FORMS

Below is a listing of the color coded budget request forms. Attached in the email are samples of the forms that must be used in order for your requests to be considered for funding.

1. TEXTBOOK REQUESTS (BLUE FORM):  
Request textbooks, workbooks utilized for adopted textbook programs, newspapers for class use, and paperback books for class use.
2. LIBRARY BOOKS/PERIODICALS (WHITE FORM):  
Request library (resource and reference) books and periodicals.
3. SUPPLIES (YELLOW FORM):  
Request all supplies used in the teaching, guidance, and medical functions. Common items include chemicals for science courses, printed masters, music for band and choral programs, standardized tests and answer sheets, scheduling, attendance, and report card forms, and medical supplies.
4. AUDIOVISUAL SUPPLIES (PINK FORM):  
Request VCR/DVD media, bulbs, repair parts for projectors, charts, and pictures.
5. EQUIPMENT - ORIGINAL, ADDITIONAL, AND REPLACEMENT (GREEN FORM):  
Request original, additional, and replacement equipment used in your area of responsibility. Common equipment items **include instructional technology supplies such as CD-Rom, flashdrives, etc**, tools, appliances, musical instruments, DVD recorders and players, science laboratory apparatus, and physical education apparatus.
6. CONTRACTS FOR PROFESSIONAL AND TECHNICAL SERVICES (SALMON FORM):  
Request professional and technical services for instructional, guidance, and medical functions. Common contracted services include assembly programs, Regional Information Center services, Middle States membership, test scoring services, textbook rebinding, band uniform cleaning, and local mileage.
7. CONTRACTS FOR MAINTENANCE REPAIRS (GOLDENROD FORM):  
Request property services for instructional, guidance, and medical functions. Common contracted services include piano tuning, copier leases and supplies, musical instrument repair, physical education equipment repair, recalibrating of equipment, sewing machine repair, kitchen equipment repair, computer equipment repair, and audiovisual equipment repair.
8. DECISION PACKAGE (WHITE FORM):  
Document, for funding consideration, programs, equipment, or services requiring a significant monetary commitment not presently available as a part of the school district operation.

NOTE: Please have the Building Librarians review requests for resource books, reference books, and audiovisual equipment prior to submission to the Principal.