

**MOTHER LODE UNION SCHOOL DISTRICT
GOVERNING BOARD BUDGET DEVELOPMENT GUIDELINES
2020-21**

Note: See BP/AR 3100 for further guidance.

- 1) The prime consideration of the budget shall be the provision for the basic educational program at all grade levels.
- 2) The budget shall consider the District's ability to fund the educational program in future years, adjusting patterns of expenditure on an ongoing basis in proportion to recurring revenue.
- 3) Provisions shall be made to preserve the use and value of existing facilities, property and equipment through capital improvements and preventative maintenance.
 - a) Equipment replacement will be funded to the extent that can be justified in relation to available resources.
- 4) Allowance shall be made for increases and/or decreases in supplies and service costs. These will include such items as diesel, gasoline, propane, electricity, insurance, water, postage, trash collection, telephone service, lease agreements, debt repayment, retiree benefits, or other benefits mandated by law.
- 5) All categorical programs shall be self-supporting, and shall include allocations for indirect costs.
 - a) Special Education programs shall meet the needs of students while ensuring they are developed in a fiscally responsible fashion. Special Education is an underfunded program, so the District shall provide needed services while attempting to minimize the program contribution. Our current program contribution is approximately \$1,000,000
 - b) As Federal funding declines, administration will shall work to identify solutions to maintain program needs and minimize the need for a contribution.
- 6) The budget shall include a General Fund Reserve for Economic Uncertainty as stated in BP 3100 (current board direction, maintain 10%).
- 7) The budget shall include a transfer of 2% of the LCFF funding to Fund 40 Special Reserve for Capital Outlay.
- 8) One-time revenue shall be used to support one-time expenditures.
- 9) The Adopted Budget shall reflect a balanced budget, i.e. current year expenditures shall not exceed current year revenue. Any exception to this shall be specific, intentional and clearly explained.
 - a) Budgets may include the expenditure of one-time grant funds and prior year carryover balances which may result in deficit spending (current year expenditures exceeds current year revenue).
- 10) Collective bargaining agreements shall be considered in the development of the budget.
 - a) Staffing ratios shall be maintained and/or developed to comply with collective bargaining contract.
 - b) Enrollment trends will be monitored for projected staffing needs.

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- c) Any proposal to modify contractual agreements shall be resolved through the negotiations process.
- 11) The budget shall attempt to reduce outstanding debt (i.e., building funds, lease purchase obligations, retiree benefits).
- 12) Administration shall solicit input from all individuals affected by proposed budget adjustments (staff, parents, community, budget advisory groups, etc.) prior to submitting the proposed adjustments to the Governing Board for consideration.
- 13) When staff recommends, and the Board authorizes, a new goal, project, or program, administration shall identify the major competing demands for funding, and specify the allocation or reallocation of resources required.
- 14) The budget document will be prepared on State required forms, and shall also be summarized in a format that shall communicate key district issues.
- a) The document shall allow for comparison between programs and/or between years.
 - b) More detailed budget information shall be available upon request so that the Board and public can examine the components of a specific program and/or site.
 - c) Any material changes from prior year staffing or expenditure levels shall be reported in the budget document with explanatory comments.
 - d) All other funds, such as Cafeteria, Deferred Maintenance, Developer Fees, and Special Reserve, shall be included in the budget document that is presented to the Board.
- 15) The budget shall be developed to comply with all State and Federal requirements. This includes but is not limited to:
- a) Title I set-aside for homeless students and SES providers.
 - b) All requirements of the Local Control and Accountability Plan (LCAP).
 - c) Special Education Maintenance of Effort (MOE).
 - d) Title III funded services to English Learners.

Presented: February 8th, 2017 Board approved _____