

To: Bayfield School District Board of Education

From: Randi Johnson, Finance Manger

Date: December 1, 2014

Re: December Finance Manager Report

Preliminary Audit Report

We received the preliminary audit report from our auditors at Eagle Auditing. The major compliance findings made by our auditor was the fact that not one individual was assigned to be responsible for the correct and complete filing of major reports (membership reporting, transportation report, federal and state awards, etc.) resulting in some errors being made. Dr. Aslyn and I have had the opportunity to talk about this finding and we are in agreement that one person will be put in charge of all of the major reports that are due on the state and federal level. We will be meeting with department heads to go over this in the near future. Over all, I am very satisfied with the findings on the audit report.

Budget Timeline

The primary purpose of a school district's budget is to translate the district's educational goals into dollars and cents: what resources are being committed to which programs and services. Now is the time to start working on the 2015-2016 budget and what better way to start than to work on a timeline to help us through the process. Since this will be our first year implementing the timeline I understand that we will need to tweak the process in years to come in order to make it one that works the best for our district. On the next page is a very rough draft of how I foresee the timeline taking shape.

It deserves mentioning that 2015-16 will be the first year of a state biennial budget. While working through the budget building process, we will need to estimate revenue limits and state aids based on current law until Governor Walker releases the proposed state budget in the spring. As the state budget works its way through the legislative process, we would need to adjust revenue projections accordingly.

School District of Bayfield Preliminary Budget Timeline

This process includes the following six phases (some of which overlap):

Winter

- Definition Phase: the period during which the school board and administration identify goals, priorities and parameters for the upcoming budget.

Early Spring

- Allocation Phase: when the dollar amounts for the various budget lines are discussed and initially determined.

Mid Spring

- Budget Building Phase: the period during which the building principal and department managers, with staff input, prepare their respective budgets.

Late Spring

- Budget Assembly Phase: the superintendent and finance manager compile the building and department budgets to form a comprehensive district budget that reflects the district's goals and priorities.

Summer/Fall

- Budget Adjustment Phase: when the budget and levy are considered by the school board and are ultimately proposed at the annual meeting.

Fall

- Budget Adoption Phase: the citizenry, at the annual meeting, votes on the tax levy, the school board then certifies the levy (and adjusts it if necessary), and the board adopts the budget.