



LEA Budget Process 101

Best Practices & Timeline

Strategy



Idaho State Department of Education

DEBBIE CRITCHFIELD, SUPERINTENDENT OF PUBLIC INSTRUCTION



Welcome Lisa Hals Chief Financial and Operations Officer, Lake Pend Oreille School District February 2023



My Approach to Budgeting



- Work with Intention
- Command of the Law, Lobby
- Use your Resources Effectively



Work with Intension



- Who are your stakeholders? Superintendent, Staff, Teacher's Union, Parents, Students, Civic Community
- How will you communicate?
- What is your process and timeline?
- Identify Extraordinary Variables?



Prepping & Projecting for the New Budget



My Timeline to develop a budget

- Supplemental Levy ballot measure considerations
- July-August- finalize prior year audit, carryforward balances, receive final federal appropriations, JFAC summer meeting, interim legislative committees start work sessions
- September- reconcile payroll encumbrances to CY budget, any variance in student count versus your budget projection, assess any deployment of additional resources, state agency heads submit FY budget requests on September 1st
- October- PY audit is final, non-election year meet with our state elected officials



Planning for the New Budget



- November- mid-term support unit count calculated, I start to visit all schools/staff and present a State of the State financial address (which continues until the end of December), November 15th all departments (including the Superintendent) are given a Jan 15th deadline to submit FY budget request to me
- December- has the federal government managed to adopt a budget that is effective October 1st?, actual good numbers for Free and Reduced counts, monitor JFAC, attend ATI conference, monitor JFAC and other state interim committees for final reports, did Office of Performance Evaluations have a project related to K-12?
- January- CEC, EORAC, Governor's State of the State, LSO's budget book released first day of session, JFAC budget hearings and revenue projection. Our insurance committee meets with insurance broker. Target end of January for my state and federal FY Revenue projections, enrollment and F&R projections for FY, Jan 15th my departments start presenting their FY year budget requests, end of January I have projected options on additional costs for FY budget expenditures (inflation, operations, career ladder, strategic plan, one-time costs, policy changes), monitor legislature, lobby the legislature with a technocrat bent



From Budget Committee To Budget Adoption Feb-June



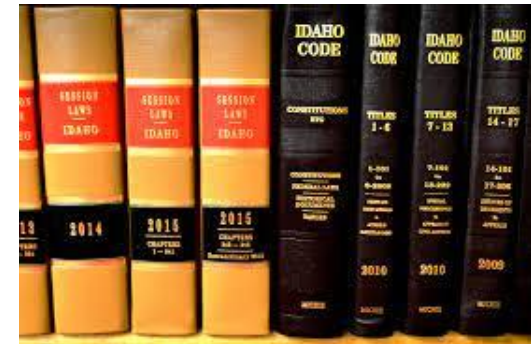
- February- convene our Small Budget Committee with mission of presenting a balanced budget to Superintendent by Spring Break, February 15th state foundation payment is received based on actual data, monitor legislature, JFAC may recommend K-12 agency budget at month end, lobby the legislature with a technocrat bent
- March- present to School Board overall financial projections and variables in play to balance FY budget, Small Budget Committee finishes its work, monitor legislature, lobby the legislature with a technocrat bent, Idaho session sine die
- April- Negotiations with teacher's union commence, health insurance committee finalizes work, draft budget presented to board, estimated federal appropriations are released, I provide a fair amount of content, explain the "why" augmented by financial details, RIF discussions start with principals & staff
- May- FY budget finalized with school board, teacher contract ratified. I provide a fair amount of content, explain the "why" augmented by financial details
- June- budget adoption mid-June



Command of the Law



- Understand how all of your federal appropriations are calculated, what are the spend deadlines, are these one-time funds
- Understand the nuances of Idaho code and the state foundation payment, new policy



Use your Resources



- Your Federal Programs directors, your department directors, LSO, DMF, Superintendent and SDE staff, State Board, ASA
- Your elected officials
- ATI, ISBA, ASBO
- Colleagues



Idaho Legislature

DIVISION OF FINANCIAL MANAGEMENT



Idaho ASBO
Association of School Business Officials



Be a Good Civil Servant, Please



Our students are depending on it.





• Legislative Budget Book

This **Legislative Budget Book** is the primary reference document used by the Joint Senate Finance and House Appropriations Committee, in setting the Idaho State Budget. The publication is also available online at:

<https://legislature.idaho.gov/lso/bpa/pubs/>

Comparison of the FY 2023 Original Appropriation, FY 2024 Public School Support Budget Request, and FY 2024 Governor's Recommendation				
	FY 2023 Original Appropriation	FY 2024 Request	FY 2024 Governor Rec.	Statutory References
FUND SOURCES				
General Fund	\$2,318,089,700	\$2,502,544,800	\$2,382,813,000	
Dedicated Funds	\$128,652,000	\$126,497,100	\$426,498,300	
Federal Funds	\$871,376,500	\$704,479,600	\$705,627,400	
TOTAL APPROPRIATION	\$3,318,118,200	\$3,333,521,500	\$3,514,938,700	
General Fund Percent Change from Previous Year:		8.0%	2.8%	
Total Funds Percent Change from Previous Year:		0.5%	5.9%	
I. DISTRIBUTIONS				
Statutory Requirements				
1 Transportation	\$98,573,100	\$108,430,400	\$100,267,700	§33-1006, 33-1002(2)(b)
2 Border Contracts	\$2,462,700	\$2,462,700	\$2,462,700	§33-1002(2)(d), 33-1403
3 Exceptional Contracts/Tuition Equivalents	\$6,448,100	\$6,448,100	\$6,448,100	§33-1002(2)(e), 33-2004, 33-2005
4 Salary-Based Apportionment	\$257,496,500	\$277,684,200	\$346,648,800	§33-1002(2)(f), 33-1004E(4)(5), 33-1004F
5 State Paid Employee Benefits	\$50,441,600	\$53,852,800	\$66,569,900	§33-1002(2)(f), 33-1004E(4)(5), 33-1004F
6 Career Ladder Salaries	\$941,093,700	\$972,598,200	\$1,077,889,900	§33-1004B, 33-1004F
7 Career Ladder Benefits	\$185,956,600	\$197,826,500	\$237,496,600	§33-1004B, 33-1004F
8 Bond Levy Equalization	\$25,461,900	\$23,781,400	\$23,781,400	§33-906, 67-7434, 63-2520(a)(4)
9 Idaho Digital Learning Academy	\$16,916,200	\$18,126,300	\$19,786,400	§33-1020, 33-1002(2)(j)
10 Idaho Safe & Drug-Free Schools	\$4,024,900	\$4,324,900	\$4,324,900	§63-2506, 63-2552A(3), 63-3067
11 Math and Science Requirement	\$7,081,000	\$7,358,700	\$7,358,700	§33-1021, 33-1002(2)(n)

Operations

Analyst: Tatro

Budget by Decision Unit FTP General Dedicated Federal Total

8. Additional Compensation - Classified

The Superintendent of Public Instruction requests \$14,221,800 to increase the base salary for classified positions an additional 7.5%. The request is intended to be combined with the 1% CEC request above, for a total increase of 8.5%. If the above CEC request and this line item are both approved then the distributed salary amount would increase from \$24,841 to \$26,952. Of this request \$11,999,100 is for salaries and \$2,222,700 is for benefits.

Agency Request	0.00	14,221,800	0	0	14,221,800
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The Governor recommends \$97,400,000 for classified position compensation. This funding is intended to close the gap between current appropriations and staff allowances compared to actual compensations at school districts and charter schools. Funding is recommended from the Public School Income Fund.

LSO Analyst Comment: The Legislature will need to include a distribution criteria in the appropriation bill; otherwise these funds will be distributed as discretionary funds.

Governor's Recommendation	0.00	0	97,400,000	0	97,400,000
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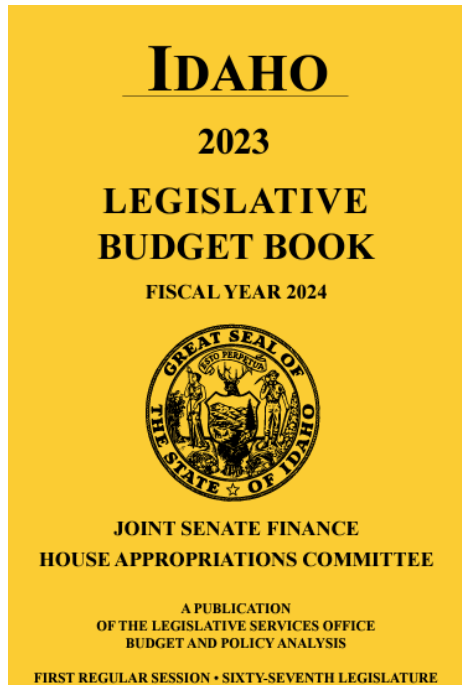
9. Discretionary Funding

The Superintendent of Public Instruction requests \$40,101,200 for additional discretionary funds. This amount is equal to an 14.3% increase in discretionary funds which would increase the per support unit amount from \$16,226 to \$18,547. If approved, these funds and the discretionary funds requested in the nondiscretionary adjustments would increase the base funding amount for discretionary purposes to \$320,454,400 for FY 2024.

Agency Request	0.00	40,101,200	0	0	40,101,200
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The Governor recommends shifting the request from the General Fund to the Public School Income Fund and for an additional \$12,348,700 in discretionary funding for a net impact of \$52,449,900. If approved, the distribution per support unit would be \$18,866.

Governor's Recommendation	0.00	0	52,449,900	0	52,449,900
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Committee Calendars



Legislative Committee Calendars

- COMMISSION FOR REAPPORTIONMENT
- ALL HOUSE COMMITTEES
 - HOUSE AGRICULTURAL AFFAIRS
 - HOUSE APPROPRIATIONS
 - HOUSE BUSINESS
 - HOUSE COMMERCE & HUMAN RESOURCES
 - HOUSE EDUCATION**
 - HOUSE ENVIRONMENT, ENERGY & TECHNOLOGY
 - HOUSE ETHICS
 - HOUSE HEALTH & WELFARE
 - HOUSE JUDICIARY, RULES & ADMINISTRATION
 - HOUSE LOCAL GOVERNMENT
 - HOUSE RESOURCES & CONSERVATION
 - HOUSE REVENUE & TAXATION
 - HOUSE STATE AFFAIRS
 - HOUSE TRANSPORTATION & DEFENSE
 - HOUSE WAYS & MEANS
- JOINT FINANCE-APPROPRIATIONS
- ALL SENATE COMMITTEES
 - SENATE AGRICULTURAL AFFAIRS
 - SENATE COMMERCE & HUMAN RESOURCES
 - SENATE EDUCATION**

« 2022 < JAN FEBRUARY 2023 MAR > 2024 »						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
			Joint Finance-Appropriations 8:00 am	Joint Finance-Appropriations 8:00 am	House Education 11:59 pm	
			House Education 9:00 am	House Education 9:00 am	Joint Finance-Appropriations 11:59 pm	
			Senate Education 3:00 pm	Senate Education 3:00 pm		
5	6	7	8	9	10	11
	Joint Finance-Appropriations 8:00 am					
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				



AGENDA
SENATE EDUCATION COMMITTEE
3:00 P.M.
Room WW55
Thursday, February 02, 2023

For members of the public to observe the meeting, please click on the following link:
<https://www.idahoptv.org/shows/idahoinsession/ww55/>

SUBJECT	DESCRIPTION	PRESENTER
WELCOME:		Chairman Lent
PRESENTATION:	K-12 Public School Facilities	Rakesh Mohan, Director, Office of Performance Evaluations
PRESENTATION:	School Choice	Greg Wilson, Chief of Staff, State Department of Education Michelle Clement Taylor, Coordinator, State Department of