

**Pasadena Unified School District
BUDGET & PROGRAM PLANNING PROCESS - HIGH LEVEL**

Planning Context
-Major school/program changes -Major policy changes (choice, transportation)
- Budget assumptions -Spending trends -Changes to funding streams/ grant expirations
-Set budget goals -Review/revise base staffing model -Total compensation projections (after completion of negotiations)
-Enrollment projections -Staffing projections -Set site and department allocations -Communicate decisions

Needs Assessment
- Collect Data - Analyze Data - Root cause analysis
(District and Site)

Review/revise goals, outcomes, metrics and targets (LCAP and Departments/Divisions, and Site)

Update/modify/develop strategies and actions. Cost out and identify funding source. (LCAP and Departments/Divisions, and Site)
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If proposed costs greater than available funding, prioritize staff reductions or hiring decisions
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LCAP - Update of existing plan to incorporate progress to date/proposed changes for next year
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Prioritize Expenditures

Revise action and spending plans. (LCAP and Dept/Div and Site)

LCAP - Draft + Executive Summary

Preliminary Budget

Stakeholder review of LCAP and Budget plans with feedback (LCAP and Dept/Div and Site)
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Budget - Final

Review of final plans and budgets (LCAP and Dept/Div and Site)

LCAP - Final

LCAP/Budget: Hearing and Approval Site/Dept plans: Approval
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