

BUDGETING 101

PROVIDED BY ESC REGION 15

TOPICS TO BE COVERED

- Budgeting Legal Requirements
- School Finance & the Template
- What to look for in Budgeting

TEXAS LAW

As required by Texas Education Code §§44.002 and 44.004(a), a school district is required to adopt a budget for the next succeeding fiscal year by June 30th or August 31st.

LEGAL REQUIREMENTS FROM TEA

- The superintendent is the budget officer for the district and prepares or causes the budget to be prepared.
- The district budget must be prepared by a date set by the state board of education, currently August 31 (June 30 if the district uses a July 1 fiscal year start date). In order for the budget to be adopted by the board of trustees, inclusive of amendments, the district budget must be prepared by August 20 (June 19 if the district uses a July 1 fiscal year start date).

LEGAL REQUIREMENTS FROM TEA

- The president of the board of trustees must call a public meeting of the board of trustees, giving ten days public notice in a newspaper, for the adoption of the district budget. Any taxpayer in the district may be present and participate in the meeting.
- Concurrently with the publication of notice of the budget above, a school district must post a summary of the proposed budget on the school district's Internet website or in the district's central administrative office if the school district has no Internet website. The budget summary must include a comparison to the previous year's actual spending and information relating to per-student and aggregate spending on instruction, instructional support, central administration, district operations, debt service, and any other category designated by the commissioner. (Section 44.0041, TEC).

SCHOOL FUNDING IS DEPENDENT ON:

- ADA – Average Daily Attendance
- Property Values Certified from your CAD (County Appraisal District) and therefore tax collections
- State Funding Formulas

TEMPLATE FUNDING ELEMENTS

Funding Elements	2016-17 Data Entry	2017-18 Data Entry
Students		
Refined ADA (PreK - 12)	119.842	111.179
High School Refined ADA (Grades 9 thru 12 only)	38.900	40.450
Special Education Instructional Arrangement FTEs:		
Homebound (Code 01)	0.000	0.000
Hospital Class (Code 02)	0.000	0.000
Speech Therapy (Code 00)	0.136	0.172
Resource Room (Code 41,42)	2.738	2.974
S/C Mild/Mod/Severe (Code 43, 44, & 45)	0.487	0.413
Off Home Campus (Codes 91-98)	0.000	0.000
VAC (Code 08)	1.441	0.000
State Schools (Code 30)	0.000	0.000
Nonpublic Contracts	0.000	0.000
Res Care & Treatment (Code 81-89)	4.874	3.925
Mainstream ADA	2.017	1.116
Career & Technology FTEs	11.436	8.550
Advanced Career & Technology FTEs	0.000	0.000
Compensatory Ed Enrollment	64.670	74.170
FTEs of Pregnant Students	0.000	0.000
Bilingual ADA	2.090	0.741
G & T Enrollment	5.167	3.000
Public Ed Grant Student ADA	0.000	0.000

ESTIMATE TAX COLLECTIONS FOR 2018-2019

2017 TAX YR PRELIMS
52,346,523
53,857,273
52,346,523
52,346,523
53,857,273
53,857,273
2018-19
1.1700
600,205
0
0
0.0000
0
0

CERTIFIED APPRAISED VALUES

Staff	2016-17	2017-18	2018-19	2019-20
# of Full-time Employees (excluding admin & teachers, etc)	8.300	8.300	8.300	8.300
# of Part-time Employees (excluding administrators)	0.000	0.000	0.000	0.000
Property Values - (Loaded thru 17-18)	2015 TAX YEAR	2016 TAX YEAR	2017 TAX YR PRELIMS	2018 TAX YEAR
State Certified Property Value ("T2" value) @ \$25K Exemption	45,885,653	48,542,086	52,346,523	52,346,523
State Certified Property Value ("T1" value) @ \$15K Exemption	47,236,663	49,977,856	53,857,273	53,857,273
State Certified Property Value ("T4" value) @ \$25K Exemption	45,885,653	48,542,086	52,346,523	52,346,523
State Certified Property Value ("T10" value) @ \$25K Exemption	45,885,653	48,542,086	52,346,523	52,346,523
State Certified Property Value ("T3" value) @ \$15K Exemption	47,236,663	49,977,856	53,857,273	53,857,273
State Certified Property Value ("T9" value) @ \$15K Exemption	47,236,663	49,977,856	53,857,273	53,857,273

TEMPLATE ESTIMATE

State Aid by Funding Source			
	Fund Code/Object Code - Funding Source		
47.	199/5812 - Foundation School Fund		\$1,017,540
48.	199/5811 - Available School Fund		\$24,755
49.	599/5829 - Existing Debt Allotment (EDA) (Link to Detail Report)		\$0
50.	599/5829 - Instructional Facilities Allotment (IFA) (Bond) (Link to Detail Report)		\$0
51.	599/5829 - Instructional Facilities Allotment (Lease Purchase) (See Link Above)		\$0
52.	I&S Hold Harmless (ASAHE for Facilities on TEA's Report) (see HH1718-Calcs tab)		\$0
53.	TOTAL 2017-18 FSP/ASF STATE AID		\$1,042,295

REVENUE

- Available School Fund – per capita – template
- Foundation School Program – template
- Local Taxes – County Appraisal District
 - Current
 - Delinquent
 - Penalty & Interest
- Other Local Revenue
 - Interest
 - Athletic gate receipts
 - Facility rental
 - Gifts, donations
- Misc

HOW IT LOOKS IN THE BUDGET SYSTEM

Date Run: 08-22-2015 9:23 PM

Account Code Inquiry - Summary

Cnty Dist: 227-912

Lago Vista ISD

Page: 1 of 38

199 XX XXXX XX XXX 6 XX X XX

File ID: N

		2013 - 2014	2014 - 2015	2014 - 2015	2014 - 2015	2015 - 2016	2015 - 2016	2015 - 2016
		Last Yr Closing	This Yr Original	This Yr Amend	This Yr Actual	Next Yr	Next Yr	Next Yr
		Amt	Budget	Budget	Amt	Requested	Recommend	Approved
Fund Description								
Fund: 199/6 GENERAL FUND								
199-00-5711.00-000-600000	TAXES - M&O CURRENT	12,139,195.06	12,100,000.00	12,100,000.00	12,561,282.89	12,350,000.00	12,625,000.00	0.00
199-00-5712.00-000-600000	TAXES - PRIOR YEARS M&O	113,632.93	125,000.00	125,000.00	208,661.11	175,000.00	175,000.00	0.00
199-00-5716.00-000-600000	SUPPLEMENTAL TAXES	2,095.98	300.00	300.00	837.60	500.00	500.00	0.00
199-00-5719.00-000-600000	PENALTY AND INTEREST	119,192.64	110,000.00	110,000.00	145,135.30	110,000.00	110,000.00	0.00

LOCAL REVENUE

[illegible]

EXPENDITURES

- 62XX – Contracted Services
 - ESC
 - TASB
 - Professional Services
 - Copiers
 - Drug Testing
 - Criminal History checks
 - Other – i.e. AESOP

EXPENDITURES

- Electricity
- Water
- Propane
- Insurance
- Fuel
 - Transportation
 - Extra Curricular
- Tax Office
- County Appraisal District (CAD)
- Chapter 41 Payments
- Debt Service, Bond Payments, Principal, Interest
- SSA

EXPENDITURES

- Legal Fees
- Audit Fees
- Technology
- Extra Curricular
 - Officials
 - Post District
 - Letter Jackets
 - Travel
 - Tournament fees
 - Supplies/uniforms

EXPENDITURES

- Capital Purchases (over \$5000)
 - Buses
 - Land/Property
 - Equipment
 - Athletics
 - Band
- Maintenance

EXPENDITURES

- Staff Development/Travel
 - Teacher
 - Student
- Supplies
 - Books
 - Furniture
 - Computers
 - Testing materials
 - Paper
 - Postage

EXPENDITURES

- Repairs
- Professional Organizations
- Food Service
 - Commodities
 - Food
 - Non Food
- Equipment

NEXT YEAR PAYROLL

- Salary Schedule
- Step increase
- TRS On Behalf
- Stipends (verify)
- Health Insurance
- Other Benefits

Do by hand after NY Payroll interfaces with Budget

- Substitutes –
- Worker's Compensation
- Unemployment

Date Run: 08-22-2015 9:23 PM
Cnty Dist: 227-912

Account Code Inquiry - Summary
Lago Vista ISD
199 XX XXXX XX XXX 6 XX X XX

Page: 38 of 38
File ID: N

Fund Description		2013 - 2014 Last Yr Closing Amt	2014 - 2015 This Yr Original Budget	2014 - 2015 This Yr Amend Budget	2014 - 2015 This Yr Actual Amt	2015 - 2016 Next Yr Requested	2015 - 2016 Next Yr Recommend	2015 - 2016 Next Yr Approved
199-61-6411.01-999-699000	STAFF TRAVEL - LITTLE VIKINGS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
199-61-6499.01-999-699000	FEES, DUES, AWARDS - LTLE VIKS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
64XX	OTHER OPERATING EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
199-71-6512.00-940-699000	CAPITAL LEASE PRINCIPLE	133,738.00	130,000.00	130,000.00	130,000.00	130,000.00	130,000.00	0.00
199-71-6512.00-999-699000	CAPITAL LEASE PRINCIPAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
199-71-6522.00-940-699000	CAPITAL LEASE INTEREST	20,264.18	25,000.00	25,000.00	24,002.18	25,000.00	25,000.00	0.00
199-71-6522.00-999-699000	CAPITAL LEASE INTEREST	0.00	0.00	0.00	0.00	0.00	0.00	0.00
65XX	DEBT SERVICE	154,002.18	155,000.00	155,000.00	154,002.18	155,000.00	155,000.00	0.00
199-81-6219.00-999-699000	ARCH SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
62XX	PURCHASE & CONTRACTED SVS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
199-81-6629.00-999-699000	CONCESSION/RR CONSTRUCTION	5,926.00	45,145.00	45,145.00	36,175.00	0.00	0.00	0.00
199-81-6629.01-999-699000	CONSTRUCTION	0.00	0.00	0.00	0.00	0.00	25,000.00	0.00
66XX	CPTL OUTLY LAND BLDG & EQUIP	5,926.00	45,145.00	45,145.00	36,175.00	0.00	25,000.00	0.00
199-91-6224.00-999-699000	STUDENT ATTENDANCE CREDITS	4,018,465.00	3,618,629.00	3,618,629.00	3,619,360.00	3,977,665.00	3,977,665.00	0.00
199-99-6213.00-703-699000	TRAVIS CTY APPRAISAL	80,507.13	90,000.00	90,000.00	89,467.92	92,000.00	92,000.00	0.00
199-99-6213.00-999-699000	TRAVIS CTY APP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
62XX	PURCHASE & CONTRACTED SVS	4,098,972.13	3,708,629.00	3,708,629.00	3,708,827.92	4,069,665.00	4,069,665.00	0.00
6XXX	PURCHASE & CONTRACTED SVS	15,305,827.65	15,131,491.00	15,131,491.00	14,880,298.28	6,341,020.00	15,542,392.00	0.00
Totals for 199 / 6								
Fund Balance		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Estimated Revenues		15,486,384.63	15,131,491.00	15,131,491.00	15,166,180.92	15,246,148.00	15,542,392.00	0.00
Other Resources		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Appropriations		15,305,827.65	15,131,491.00	15,131,491.00	14,880,298.28	6,341,020.00	15,542,392.00	0.00
Other Uses		1,500,000.00	0.00	250,000.00	250,000.00	0.00	0.00	0.00
Grand Totals								
Fund Balance		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Estimated Revenues		15,486,384.63	15,131,491.00	15,131,491.00	15,166,180.92	15,246,148.00	15,542,392.00	0.00
Other Resources		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Appropriations		15,305,827.65	15,131,491.00	15,131,491.00	14,880,298.28	6,341,020.00	15,542,392.00	0.00
Other Uses		1,500,000.00	0.00	250,000.00	250,000.00	0.00	0.00	0.00

WHAT TO TAKE TO THE BOARD FOR APPROVAL

Date Run: 08-22-2015 7:01 PM

Cnty Dist: 227-912

Budget Board Report by Function

Lago Vista ISD

By Fund

Program: BUD2050

Page: 1 of 2

File ID: N

Total Estimated Revenues by Fund, Function

199/6 GENERAL FUND

Function	Description	Recommended	
		Estimated Revenues	Percent of Total Fund
00	DISTRICT WIDE	15,542,392.00	100.00%
199/6 Total		15,542,392.00	100.00%
Total Estimated Revenue		15,542,392.00	

WHAT TO TAKE TO THE BOARD

Date Run: 08-22-2015 7:01 PM
Cnty Dist: 227-912

Budget Board Report by Function
Lago Vista ISD
By Fund
Total Appropriations by Fund, Function

Program: BUD2050
Page: 2 of 2
File ID: N

199/6 GENERAL FUND

Function	Description	Recommended	
		Appropriations	Percent of Total Fund
00	DISTRICT WIDE	.00	.00%
11	INSTRUCTION	6,396,575.00	41.16%
12	LIBRARY	155,172.00	1.00%
13	CURRICULUM	24,000.00	.15%
21	INSTRUCTIONAL	227,741.00	1.47%
23	CAMPUS ADMINISTRATION	802,366.00	5.16%
31	GUIDANCE AND COUNSELING	343,750.00	2.21%
33	HEALTH SERVICES	65,894.00	.42%
34	PUPIL TRANSPORTATION-	415,500.00	2.67%
36	CO-CURRICULAR ACTIVITIES	610,672.00	3.93%
41	GENERAL ADMINISTRATION	609,194.00	3.92%
51	PLANT MAINTENANCE &	1,374,660.00	8.84%
52	SECURITY	5,750.00	.04%
53	DATA PROCESSING	254,665.00	1.64%
61	COMMUNITY SERVICES	6,788.00	.04%
71	DEBT SERVICES	155,000.00	1.00%
81	CAPITAL PROJECTS	25,000.00	.16%
91	CHAPTER 41 PAYMENT	3,977,665.00	25.59%
99	PAYMENT TO OTHER	92,000.00	.59%
199/6 Total		15,542,392.00	100.00%
Total Appropriations		15,542,392.00	
End of Report			

WHAT CAN YOU DO NOW?

Begin the Budget Process for Next Year

- Enrollment numbers
- Staff numbers
- Projected revenues
- Projected expenditures – salary schedule, contracted services, projected utilities, fuel, program changes, etc.
- Run a new template with updated numbers each six weeks

EDUCATION SERVICE CENTER 15

Scott Tipton – Director of Financial Services

325-481-4030 (Office)

830-688-6477 (Cell)

Special Thanks to Henri Gearing the original author of this presentation.