

## Timberlane District Budget Committee Mission, Goals and Objectives – DRAFT

This draft is a synthesis of the results of the brainstorming session held during the 27-Mar-2014 bud com meeting.

Mission: To prepare next year's Timberlane District School Board budget as provided in RSA 32:5 for submission to each annual meeting of the voters of the towns of Atkinson, Danville, Plaistow and Sandown.

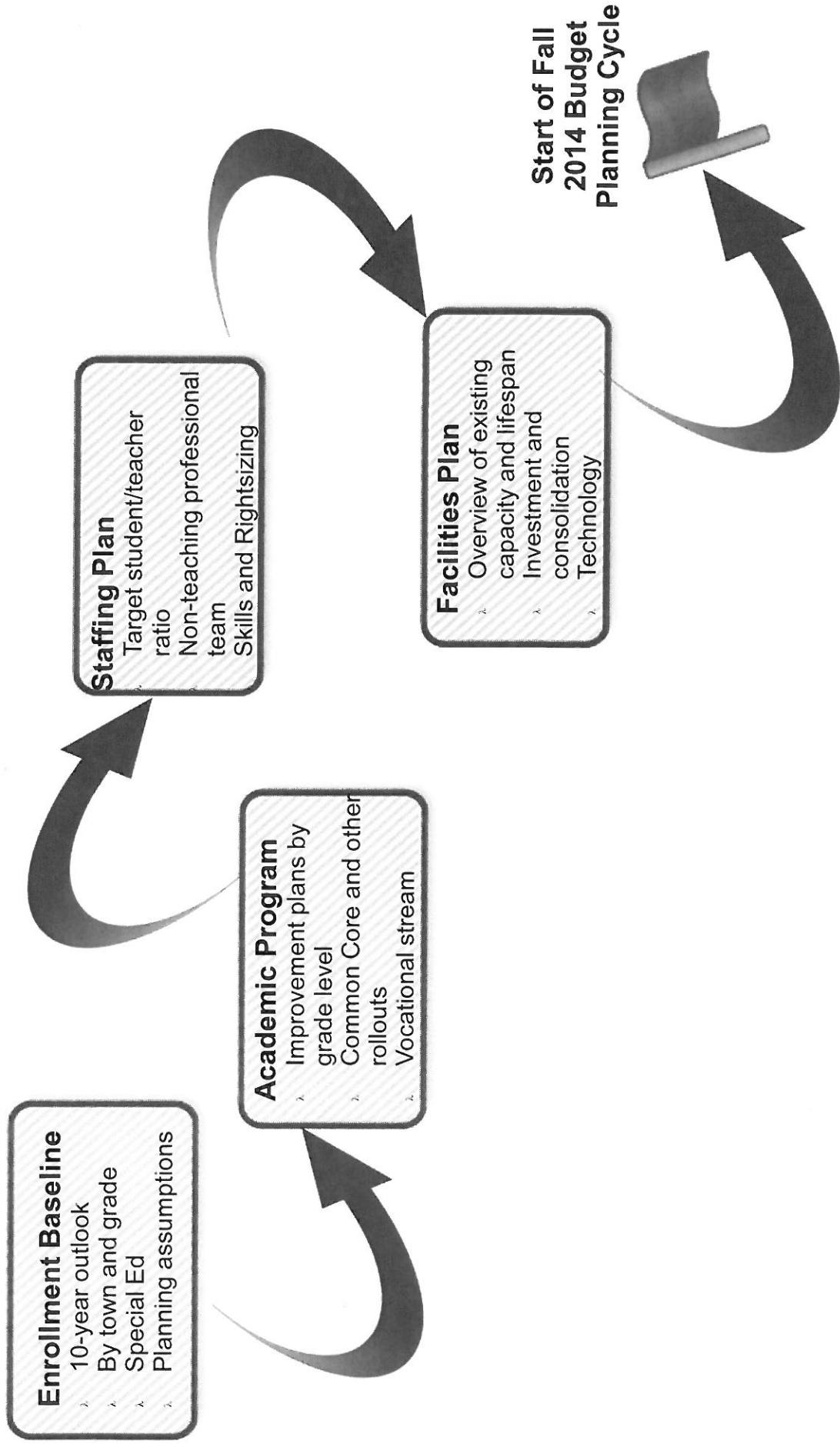
Goal 1: When making budget decisions, make sure any impact to students is considered.

Goal 2: Support the mission of the Timberlane District School Board

Goal 3: Clearly communicate the agreed-to budget to all concerned parties (School Board, Town Selectmen, Taxpayers, etc.)

Goal 4: Make budget decisions based upon administrative presentations, comparison data, historical data and budget documentation.

# Context for 2015/16 Budget Planning – Spring 2014



**Timberlane Budget Committee 2014/15**  
**Proposed Information Baseline for 2015/16 Budget Preparation**

Background materials to be provided by September 30 (earlier if practical):

- 2013/14 Budget Year
  - final expenditures and revenues by function and object code
    - format as live spreadsheet .xls format (Microsoft Excel XP)
  - list of carryover expenditures into 2014/15
- 2014/15 Budget Year
  - final approved (default) budget, updated with impact of Warrant Articles, including revenue
    - format as live spreadsheet .xls format (Microsoft Excel XP)
  - full 2014 tax impact form including ADM and assessment – in draft if final version is not available
  - Staffing reports as prepared for NH DOE showing FTE details for calculation of student/teacher ratios
  - Complete organization chart
    - for each position, indicate
      - Position Title
      - Employee/Contract
      - Reporting relationships
      - Full time or % time
      - Classification per the Annual Report staffing matrix
      - Classification per the NHDOE FTE staffing returns
      - Bargaining unit or equivalent
      - Professional Certification
      - Position vacant
      - Annual salary
      - Format to be discussed, preferably live spreadsheet
  - Balance sheet including
    - Depreciating assets – vehicles, computers etc
    - Real Estate, including breakout of land and building values, book value, current value
    - Short term and long term debt
  - List of upcoming special items impacting 2014/15 but not included in budget – NH pension, health, NHDOR etc.

Supporting materials to be provided together with the 2015/16 first draft budget:

- Headcount projection per annual report
- FTE projection per NHDOE format