

# SGC Orientation October 24, 2013

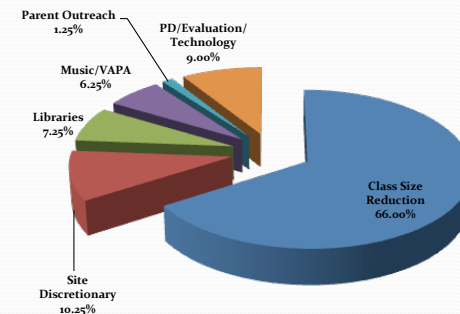
## Overview

- BSEP Program Description
- BSEP Revenue Distribution
- Financial Management
- SGC Budget Responsibilities
- Budget Cycle for 2014/15
- Sample Financial Report
- Glossary
- Additional Resources

## Berkeley Schools Excellence Program

- BSEP Special tax assessed and collected at the local level
- BSEP Revenue supplements district programs
- Oversight of BSEP Resources is done by the Planning and Oversight Committee (P & O)
- BSEP Net revenue is allocated according to the Measure.
- BSEP Site Discretionary funds are 10.25% of net revenue

## BSEP Revenue Distribution



## Financial Management

- BSEP revenue and expenses are tracked in a separate fund
- A separate BSEP audit is done to confirm expenditures are in compliance with the Measure and with the approved plans (by Resource and Site)
- Donations such as PTA funds are tracked in a separate resource by location and are audited as well
- Sample account number:  
04-0852-120-0-61-4300-1110-1000-000

## SGC Budget Responsibilities

- Why is a budget important?
  - Blueprint for the activity for the year
  - Basis for financial decision making and management
- Budgeting begins with the Site Plan and supports its goals
- Site plans incorporate funds from multiple resources: BSEP Site Discretionary, Federal Funds and the PTA
- BSEP funds may be used for payroll expense, materials and supplies and contracted services.

## Budget Cycle for 2014/15

- Begins in January 2014 with release of the Governor's budget
  - Proposal for funding public schools for FY beginning 7/1/14
  - Includes estimated COLA (may apply to BSEP revenue)
- BSEP Revenue is projected in January
  - Allocated based on the percentages in the Measure
  - Site Discretionary allocations are based on October 2013 enrollment
- SGC Decisions must be made by mid April
  - Program changes?
  - Staffing changes?

## Budget Cycle for 2014/15 (con't)

- April: Human Resources notified of staffing changes
- April/May: Principals meet with budget staff to fine tune the plan
  - Review cost estimates for staffing
  - Ensure most efficient use of funds
- May: Governor's budget revision including final COLA
- May: Site plans submitted to the Planning and Oversight Committee and to the School Board for approval
- End of May: all budget entries must be done to meet the Preliminary Budget deadline for the Board

## Budget Cycle for 2014/15 (con't)

- Mid June: Preliminary Budget submitted to the Board
- Budget revisions implemented if needed
- Final budget adopted by the Board by June 30 (by statute)
- New fiscal year begins July 1, 2014
- Prior year closes as of September 15, 2014 (carryover is available)
- 1<sup>st</sup> Interim budget revision December 15 as of October 31, 2014
- 2<sup>nd</sup> Interim budget revision March 15 as of January 31, 2015

## Budget Cycle for 2014/15 (con't)

In summary:

- Planning for FY 2014/15 starts in January 2014
- Books are closed in September, 2015
- Full cycle takes 20 months

## Sample Financial Summary

	Revised Budget 2012/13	Unaudited Actuals 2012/13	Difference
<b>Revenue</b>	102,080	102,080	0
<b>Expenses</b>			
Certificated Salaries	42,743	46,878	(4,135)
Classified Salaries	19,580	13,611	5,969
Employee Benefits	9,842	9,882	(40)
Materials & Supplies	12,375	12,964	(589)
Unallocated Reserve/Carryover	1,568	0	1,568
Equipment	625	625	0
Services & Other Operating Exp	19,119	17,219	1,900
<b>Total Expenses</b>	105,852	101,179	4,673
Site Discretionary Carryover			\$ 4,673

## Glossary

- BSEP: Berkeley Schools Excellence Program
- COLA: Cost of Living Adjustment
- Certificated: positions requiring a teaching certificate
- Classified: positions that don't require a teaching certificate
- Fiscal Year (FY): Financial Year
- FTE: Full Time Equivalent
  - 1 FTE = full time job
  - .1 FTE = 10% of a job
- Multi- funded: Multiple resources used to fund an expense
- P & O: Planning and Oversight Committee (BSEP)

## Resources

- BUSD web site [www.berkeleyschools.net](http://www.berkeleyschools.net) Search for Business Services for a summary of the District's budget and other financial documents as well as other news
- California Department of Education [www.cde.ca.gov](http://www.cde.ca.gov)
- EdSource [www.edsource.org](http://www.edsource.org) for topics of interest in education