

# **Budget Committee Standard Operating Procedure**

February 20, 2007

The Budget Committee has three main responsibilities pursuant to the TCKS Fiscal Management Policy— to prepare and administer an annual school wide budget, to help identify assessed needs, and to decide on un-assessed needs. These responsibilities and the standard operating procedure for implementing them are as follows:

## **I General Rules**

1. All Budget Committee decisions shall be decided by majority vote of the Budget Committee with all members participating. Deliberations may be conducted in person, by telephone, or by e-mail.
2. Applicants for any funds are encouraged to initiate their request with the Budget Committee rather than through the school administration or SBMC directly. All applications shall be in writing. Use of the TCKS Funding Request Form is encouraged. The TCKS Funding Request Form is appended at the end of this procedure.
3. Requests are to be initiated by delivering the request to the school Office Manager.
4. Upon receipt of a request, the Office Manager shall forward the request to the Budget Committee members and notify the requestor that the Budget Committee will consider the request within five school days.
5. Any person may request an allocation pursuant to the FMP.

6. Verbal conversations regarding a funding request or need are advisory only and are not binding. The Budget Committee shall make this clearly understood in any such conversation.
7. The Budget Committee shall maintain a file containing identified needs, requests, their disposition and funding, and the total amount actually expended. Said file shall be in the possession of the school Office Manager.
8. All grants of funds shall have the following conditions:
  - a. Funds are to be used only for the purposes identified in the request.
  - b. Any unused funds are to be returned to TCKS.
  - c. Any grant of funds is subject to all other TCKS and PSD rules and procedures.
  - d. Anything purchased with the funds granted becomes the property of TCKS and the PSD.
9. The written record of the requests and decisions shall be relied upon by the Office Manager in disbursing funds. The Office Manager shall also follow TCKS and PSD procedures.

## **II Annual School-Wide Budget**

### **A. Provisions of Fiscal Management Policy:**

- To compile and present a preliminary annual School-Wide Budget to the SBMC at an April SBMC meeting. (FMP section I(a)).
- To consider changes to the annual School-Wide Budget. The Budget Committee decides on these changes itself if the change is 10% or less and refers the decision to the SBMC if more than 10%. (FMP section I(d and e)).

- To provide an accounting for the allocation of fundraising dollars to the TCKS community. (FMP section III(i)).

B. Standard Operating Procedure:

1. The annual School-Wide Budget will be prepared in time for presentation at the first April SBMC meeting.
2. Applications for changes of 10% or less to the annual School-Wide Budget shall be considered using the procedures for deciding on un-assessed needs (see Section IV below).
3. Applications for changes of more than 10% to the annual School-Wide budget shall be referred to the SBMC.
4. A report of the amount and source of fundraising dollars and the amounts and purposes of such funds expended in the previous school year shall be delivered to the school community in September.

### **III Needs Assessment**

A. Provisions of Fiscal Management Policy:

- To receive the needs assessment from the Strategic Planners. (FMP section III(b)).
- To work with each grade level team to determine a suggested per student contribution amount to support curriculum related field trips and special activities. (FMP section VI(b)(1)).

B. Standard Operating Procedure:

1. The Budget Committee shall coordinate the development of assessed needs, funding recommendations, and funding priorities by the Strategic Planners, SAAC, and the SBMC.
2. In order to avoid a duplication of effort, the Budget Committee shall work with the Strategic Planners and grade level teams to determine the suggested per student contribution amount no later than the second SBMC meeting in April.
3. The Budget Committee shall work with the strategic planners to identify all school needs at TCKS, including soliciting ideas from TCKS parents, staff, and volunteers.

#### **IV Un-Assessed Needs**

A. Provisions of Fiscal Management Policy:

- To consider and decide on un-assessed needs. (FMP section III(e – h)).
- To recommend an allocation of additional funds to individual classroom budgets. (FMP section IV(c)).

B. Standard Operating Procedure:

1. In evaluating requests the Budget Committee shall be bound by the current Funding Priorities and reserve amount and shall consider the following factors:
  - a. Value for money– the cost per student and the need for the item.
  - b. The importance of the item to the goal to be advanced.

- c. Whether the goal could be met in some better or more inexpensive way.
  - d. The effect the granting of the request will have on the overall budget balance and thus on future requests.
  - e. Whether the request disproportionately favors one grade level or group of students considering the overall budget of the school, the parent contributions, the need for the item, and previously granted requests.
2. Requests shall be considered within five school days.
  3. Budget Committee members shall conduct such inquiry as is necessary prior to meeting to discuss the request.
  4. The Budget Committee may meet and decide that a decision should be delayed. This delay may be for any period.
  5. If one Budget Committee member feels that more inquiry is required prior to voting, upon the request of said member, the vote on that decision shall be delayed once to allow for this inquiry. Said delay shall not exceed five school days.
  6. If decision is delayed for any reason, the Requestor shall be informed of the delay and the new decision deadline.
  7. The Budget Committee may grant, deny, partially grant or deny, or conditionally grant or deny requests.
  8. Budget Committee decisions shall be in writing and may include a statement of the reasons for the decision.
  9. All requests and their dispositions shall be reported to the requestor and to the SBMC by the time of the next SBMC meeting.

10. Within five school days of notice of the Budget Committee decision, any member of the Budget Committee, the requestor, or any member of the SBMC may request the SBMC to reverse or modify the decision of the Budget Committee. The five-day decision-making period starts when the party requesting review is notified of the decision. This request shall be made to the PAB or TAB Treasurer. In this event, the issue before the SBMC is whether to reverse or modify the Budget Committee decision. In the event of a request for review, the decision is stayed until finally decided by the SBMC.
11. Five days after notice of the decision has been given, the decision is final.
12. Funding requests which are granted in whole or in part shall be summarized in the Friday Notes within two weeks after they become final. Such summary shall include the requestor, the purpose, the amount granted, and the source of the funds used. Funding requests which are denied shall be summarized in the annual report on the allocation of fundraising dollars as provided by the Fiscal Management Policy and these procedures.

## **TCKS Funding Request**

**Requestor:**

**Request:**

**Amount:**

**Purpose and relation to curriculum or school goals: (Why do we need this? How will this item improve TCKS?):**

**If this request is for an item which could be funded by your classroom or annual budget, please explain why additional funds are necessary:**

**How important is this request? Is it a “must have,” a “very important,” a “nice to have,” or a “dream?”**

**How many students will benefit from this request? Is it an item with a multi-year use?**

**Is there an existing budget for this request?**

**Are you aware of any grant funds which might exist to fund this request?**

**Would a lesser amount be useable to fulfill some of this need?**

Either respond to this electronically (preferred) with your answers to the above questions and send to the TCKS school Office Manager at [storres@psdschools.org](mailto:storres@psdschools.org), or complete the form and deliver it to the School Office Manager. In either case, the request will be forwarded to the Budget Committee, and the committee will review it as provided by the Fiscal Management Policy and the Fiscal Management Policy Standard Operating Procedure. Both of these documents may be obtained in The TCKS Policy Manual or at the TCKS web site. You will be notified of the decision. Please do not hesitate to contact any member of the Budget Committee if you have any questions.