

## FY18 Budget Development Process

**December:** FY18 Enrollment projections completed and presented

FY17 Budget Report presented to School Committee (Dec 5)

Discuss with Budget and Finance (B&F) Subcommittee: (w/o Dec 12)

FY18 WPS Budget calendar and priorities

Develop "Roll-up" (Level Service) Budget:

Inc: salaries & benefits at current level

Estimated Spec Ed costs for tuitions, utilities

Known program changes (e.g. FLES)

Enrollment Projections

Town Council adopts FY18 Budget Guidelines (22<sup>nd</sup>)

District Leadership Team meet to review the budget process and fiscal landscape

- Distribute budget worksheets by school and department leaders
- Budgets to be school based and collaboratively developed
  - Principals to endorse department budgets for their school
  - District-wide curriculum/department budgets endorse by assistant superintendent; Support budgets by Student Services Director; facilities by Business Manager
  - Budgets will include new program/new initiative proposals and justification
- Collaborative budget work session provided for District Leadership Team

**January:** Quarterly FY17 Budget Report presented to School Committee (Jan 9)  
"Roll-up" budget and presentation/report formats (Jan 9)

Collaborative budget work session provided for District Leadership Team

Cost center budgets due to Superintendent (January 10)

Administrative Council meets to review all proposals (January 20)

Internal budget discussions, deliberations, revisions (January 20 – Feb 1)

B & F Subcommittee meeting to discuss revised roll-up budget/preliminary budget (w/o Jan 30)

**February:** Superintendent preliminary budget presented to School Committee

- This version to show proposed new programs/initiatives and those which were presented by cost centers, but not included

Superintendent presents budget to staff at forums

11/29/2016

Internal budget discussions, deliberations, revision continue

B & F Subcommittee reviews and conducts budget hearings with key budget managers on proposed budget; staffing, new initiatives, cost centers, one-time costs.

**March:** Proposed budget made available on-line for community review

- Budget book developed and presented

School Committee Public Hearing on recommended FY18 Budget

School Committee approval of FY18 Budget

### **CAPITAL BUDGET**

**November:** Principals, district leaders and budget managers submit capital budget requests to Director of Business

B&G Subcommittee to discuss FY17 update and FY18 intentions

**December** Business Manager and Director of Facilities develop 5-year Capital plan

B&G Subcommittee review Capital Budget Plan (w/o Dec 12)

**January** School Committee approves capital requests (Jan 9)

Capital requests submitted to Town (w/o Jan 9)