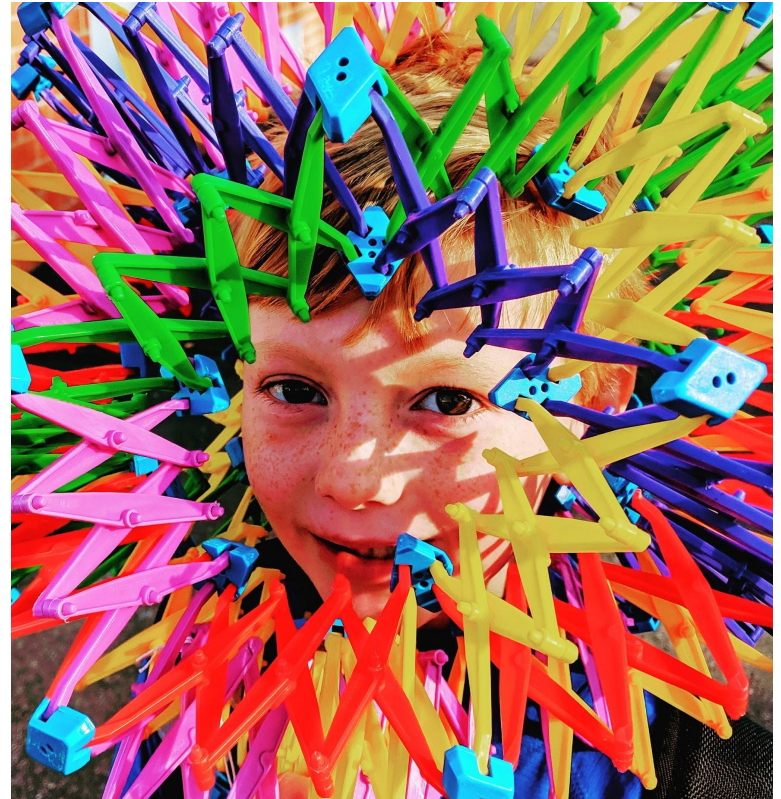




Lansing Central School District

# The Budget Process

October 23, 2023





# Lansing Central School District

## **What does a budget consist of:**

Revenues must equal expenses:

### **Revenues:**

63% Taxes & PILOTS

34% State Aid

3% Other

### **Expenses:**

70% Salaries & Benefits

22% Supplies, Contractual, Equipment

8% Debt Service & Transfers



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## **Strategies for Budgeting - hybrid model**

- Zero-based budget
  - Built from scratch based on needs and requests
  - All expenses are justified annually - student based
- Review structures & spending annually
  - Does it make sense?
  - Is it efficient?
  - Is it best for students?
- Rely on long-term equipment purchasing & replacement plans
  - Technology, facilities equip, athletic equipment/uniforms, etc.
- Plan for contingencies
- Maximize resources
  - State aid
  - BOCES aid
  - Tax cap
  - Cash flow



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## **Revenue Strategies ... How to plan for the Unknown**

Final State Aid #s - April

Estimated Tax roll - March (conservative #s from County)

Final Tax Roll - July

## **Use conservative assumptions.**

State Aid - use #s from initial governor's run in January

Taxes - assume flat assessment growth until March ...



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## Budget Timeline:



**November**  
early planning begins

**May**  
Public Vote

**November to December:** Base Budget only

### **January to April:**

- adjust based on need, known changes, student changes
- Compare to revenue projections
  - How to reconcile the difference?



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## **Early Stages:**

### **December**

- Meet with departments/buildings
- Discuss budget guidelines
- Distribute timelines
- Start building budget with basics
  - Salaries - contractual
  - Benefits - tied to salaries and trend based



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## **December/January**

- Cooperative bid packets go to buildings
  - Office/Classroom/Student supplies
  - Athletic supplies
  - Transportation - parts, tires, fuel, etc.
  - Buildings & Grounds
- Each teacher/staff member/dept. indicates the items they need and want for the following year
  
- Requisitions are due to building supervisors
- Receive EARLY state aid projections mid Jan
- Share EARLY budget projections with BOE
- Leadership discussions around future needs



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## **February**

- Dept supervisors meet with Business Admin about future needs (Buildings, Transportation, Facilities, Athletics, Special Services, Technology)
- Submit budget requests
- Review student trends - enrollments, demographics
- Analyze staffing changes and projections - retirements, savings through attrition
  
- REVENUE Sources - taxes and state aid assumptions
  - Impact of tax cap
  - Use of appropriated fund balance
- Continue to update the Board on district needs, resources, and projections





# Lansing Central School District

## **March**

- Receive **ESTIMATED** assessment projections from County Assessor
  - Update tax cap (due in March)
  - Tax levy projections
  - Impact of PILOT changes
- Present budget components to the BOE with recommendations
  - Use of appropriated fund balance & tax impact
  - Use of reserves

## **April**

- State Budget due - updated state aid projections
- Present final budget to the BOE for approval



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## **May**

- Public hearings
- Budget newsletter - mailed to all residences
- Budget notice - mailed to all residences

## **What information is shared with the public?**

Current year and Projected Expenses and Revenues

- By category
- By department
- Line by line
- 3 Part Budget

## **Where?**

- Website: <https://www.lansingschools.org/Page/103>
- Main offices
- Lansing Library



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**Third Tuesday in May:**

**Vote**

**July**

- Receive final tax roll
  - Final tax impact calculated
    - Tax Levy
    - PILOTs



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Summary ...

Budget is an ongoing process that begins now

Evolving based on needs and changes.

All stakeholders involved ...



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## **ADDITIONAL INFORMATION:**

Business Office website: <https://www.lansingschools.org/Page/44>

Budget: <https://www.lansingschools.org/Page/103>

Purchasing: <https://www.lansingschools.org/Page/105>

NYSED Budgeting Handbook:

<https://www.p12.nysed.gov/mgtserv/budgeting/handbook/>



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Questions?