

Business Office Update March 16, 2015 Meeting

IEMA Security Grant

- The security cameras and the security window film are scheduled to be installed over spring break at both schools.

Illinois Clean Diesel Grant

- I am in the process of applying for a grant from the Illinois Environmental Protection Agency that will allow the district to purchase a fuel-operated heater for each of our sixteen diesel buses. The grant covers the cost of the heater and installation. The only requirement is that the district must maintain the heaters for five years.
- The fuel-operated heater preheats the engine and coolant system that helps to defrost the windshield quickly and warms the bus interior for driver and passenger comfort.
- The heater allows the bus to start quicker in cold weather and reduces the amount of time necessary for idling. As a result, this results in reduced pollution from the bus.

Life Safety & Master Facilities Plan

- At the April 13, 2015 COW, Charli Johnsos, Terry Miller, and I will be sharing items that have been identified for inclusion on the Life Safety Plan that needs to be submitted to the state sometime in 2016.
- We will also be sharing more information regarding the Master Facilities Plan.
- The board will need to identify two members to serve on the “Project Team.”
- The Project team consists of
 - Superintendent
 - Business Manager
 - Board Members (2)
 - Building & Grounds
 - Building Principals
 - F/H representatives

(Time commitment – bi-weekly meetings approximately 1 hour (members can attend by teleconference if not convenient to meet in person) plus involvement with the Facility Planning Committee

Cash Flow & Budget Update

- Cash flow is still positive. Assuming that the state continues to pay schools on a similar schedule as in the past, the month of May is the only time that I would anticipate the potential for the district to issue a Tax Anticipation Warrant.

Operations & Maintenance Budget Issues

- Both Millburn Elementary and Millburn Middle School have had two heat exchangers on rooftop units fail. This has resulted in additional cost to the budget of approximately \$16,000.
- We also had to replace the stove, built-in microwave, and HVAC system at the district-owned house next door to Millburn Elementary School. This resulted in an additional cost of approximately \$7,000.

FY2015 Budget Update

- Overall revenue and expenses are tracking similar to past years. The reduction in winter snowfall has resulted in some savings in the Operations and Maintenance fund, however, unexpected HVAC and other expenses have eaten away a large part of those savings.

FY 2016 Budget Preparation

- The administration has already started reviewing the various components that will make up the FY 2016 budget that the board will approve (typically in September).
- Attached for your review is a copy of the district calendar that is used for the development of the budget and annual property tax levy.

Summer Projects/Summer Help

- I plan to have a preliminary list of summer projects for the board to review and discuss at the April 13, 2015 meeting of the Committee of the Whole.
- I also plan to have a recommendation for hiring for summer help to discuss at the April 13, 2015 meeting.

Donations

- Abbott Labs Employee Giving - \$64.36

Professional Activities

- February 26 & March 12, 2015 – I attended the Illinois Association of School Business Officials (IASBO) Planning & Development Committee meeting. During these two sessions, we finalized three presentations for the IASBO annual conference scheduled for April 29 – May 1, 2015 in Schaumburg. I will be one of the panelists for the presentation that deals with the Life Safety and Master Facility planning process. We also identified eleven presentations for the Midwest Facilities Conference that will be held next November 2015. We also discussed ideas for submission for the Triple I Conference in November 2015 as well as other half-day and full-day conferences that the committee will schedule throughout the year.

Millburn School District #24
Budget Calendar
Updated 3/15/15

| MARCH | RESPONSIBLE |
|---|---------------------|
| Deadline for final purchases and blanket orders for current year budget | Business Office |
| MARCH-APRIL | |
| Finalize Tax Levy Rates | Business Office |
| APRIL-MAY | |
| Meet with District Administrators - Budget Requests | Administrative Team |
| Board of Education Meeting or Committee of the Whole Meeting <ul style="list-style-type: none"> • Review current year budget revision (if needed) | Board of Education |
| Place legal notice of Public Hearing on the Revised budget in newspaper (if needed) (Public notice of revised budget needs to be published at least 30 days prior to adoption by the Board, 105 ILCS5/17-1 | Business Office |
| APRIL - JUNE | |
| Work with administration for any purchasing emergencies | Administrative Team |
| Develop Draft of budget for Administrative/Board Review | Administrative Team |
| JUNE | |
| Committee of the Whole Meeting <ul style="list-style-type: none"> • Review Draft of Budget | Board of Education |
| Board of Education Meeting <ul style="list-style-type: none"> • Public Hearing on the Current Year Revised Budget (If needed) • Adopt Current Year Revised Budget (if needed) • Board Approval to place Tentative Budget on Public Display | Board of Education |
| JULY | |
| Committee of the Whole Meeting <ul style="list-style-type: none"> • Questions/Comments on Tentative Budget | Board of Education |
| JULY/AUGUST | |
| <ul style="list-style-type: none"> • Place legal notice of Budget for the Public Hearing in the newspaper and on the District website | Business Office |
| (Public notice of availability of tentative budget must be published at least 30 days prior to adoption by the Board, ILCS 5/17-1) | |
| AUGUST/SEPTEMBER | |
| Board of Education Meeting <ul style="list-style-type: none"> • Public Hearing on the Budget • Board adoption of the Budget (Last day to adopt the annual budget is the end of the FY quarter, which is September 30, 105 ILCS 5/17-1 | Board of Education |

| SEPTEMBER/OCTOBER | RESPONSIBLE |
|---|------------------------------------|
| Within 30 days of the budget adoption, the annual budget must be: <ul style="list-style-type: none"> • Filed with the County Clerk • Transmitted electronically with a deficit reduction plan (if necessary) to ISBE • Posted on the District Website • Parents and guardians notified of budget's availability (105 ILCS 5/17-1, 105 ILCS 5/17-1.2, 35 ILCS 200/18-50) | Business Office |
| <ul style="list-style-type: none"> • Develop 2012 Truth in Taxation Notice • Board of Education & Finance Committee Meeting to review preliminary financial data for upcoming budget | Business Office |
| NOVEMBER | |
| Board of Education Meeting | Board of Education |
| <ul style="list-style-type: none"> • First reading of the Current Year/Pay Next Year Tax Levy • Approval for publication of the "Truth in Taxation Statement" (Estimated property tax levy must be presented to the Board at least 20 days prior to the adoption of the property tax levy, 35 ILCS 200/18-60) | |
| NOVEMBER/DECEMBER | |
| <ul style="list-style-type: none"> • Publish Truth in Taxation Notice of Public Hearing | Business Office |
| (Published no more than 14 days nor less than 7 days prior to the date of the hearing, 35 ILCS 200/18-80) | |
| DECEMBER | |
| Board of Education Meeting | Board of Education |
| <ul style="list-style-type: none"> • Review and discuss tentative Next Year Budget objectives • Hold 2012 Truth in Taxation Hearing • Adoption of Tentative Tax Levy | |
| <ul style="list-style-type: none"> • Certificate of Tax Levy (ISBE 50-02) must be filed with county clerk on or before the last Tuesday in December (105 ILCS 5/17-11 and 35 ILCS 200/18-15. NOTE: Last Tuesday is December 25) | Business Office |
| <ul style="list-style-type: none"> • Administration & Staff begin discussion re: staffing levels, curriculum, special programs, etc... that will impact the upcoming budget. | Administration/Staff Members |
| JANUARY | RESPONSIBLE |
| Administrative Meetings | Administrative Team |
| <ul style="list-style-type: none"> • Discuss Budget Process • Review Current and Prior Year Budget Expenditures • Begin gathering data for development of next year's budget | |
| Committee of the Whole Meeting | PMA/Superintendent/Business Office |
| <ul style="list-style-type: none"> • Budget & Enrollment Projection Presented to Board of Education | |
| FEBRUARY | |
| Committee of the Whole Meeting | |
| <ul style="list-style-type: none"> • Begin discussion re: staffing scenarios and other items that will impact the upcoming budget | Board/Admin Staff |