

Business Office Update September 19, 2012 Meeting

Budget Update

- There are a few areas that I will be recommending changes prior to adoption of the FY2013 budget. Attached are the following:
 - A spreadsheet showing the changes recommended
 - The cash summary page of the budget showing that all funds will end FY2013 with a cash balance
 - The page from the budget showing that, even with the changes, the district will have a balanced budget.
- I have also attached a partial list of budget changes from FY12 to FY13

FY2013 Budget – Upcoming Dates

- Prior to October 15, 2012 – File budget with the County Clerk; Post on the District & ISBE website
- October 24, 2012 – First Reading of the 2012 pay 2013 Property Tax Levy & Approval for Publication of the “Truth in Taxation Statement”
- November 14, 2012 – Discussion of Property Tax Levy
- November 28, 2012 – Truth in Taxation Hearing & Property Tax Levy Adoption
- December – File “Certificate of Tax Levy” with the county clerk on or before Friday, December 21, 2012.

Restructuring of Building & Grounds Department

- Attached is a proposed organizational chart for the Building & Grounds Department
- I am proposing that the district fill the “Head of Building and Grounds” position that has been vacant since October, 2011. The job description for the Head of Building and Grounds and the Head Custodian are attached.
- The net cost of the personnel changes in the department will be approximately \$54,000 less than was budgeted in FY12 and approximately \$10,000 more than was originally planned for this year. The current FY13 Building & Grounds budget will accommodate the projected additional cost.
- The cost of contracted services in FY12 was approximately \$40,000 less than was spent in FY11. However, as we continue to discover and take care of deferred maintenance, there may be an increase in this budget area for FY13 as we bring building systems up to acceptable standards. Once this process is complete, the costs for contracted services will be reduced as we have our own staff performing routine maintenance.