

Budget

The County Superintendent (Superintendent) recognizes the critical responsibility for developing and implementing a sound budget for each fiscal year which is aligned with the Solano County Office of Education’s (SCOE) vision, mission, goals, and priorities. The SCOE budget shall guide administrative decisions and actions throughout the year and serve as a tool for monitoring SCOE’s fiscal health.

SCOE’s budget shall show a complete plan and itemized statement of all proposed expenditures and all estimated revenues for the following fiscal year, together with a comparison of revenues and expenditures for the current fiscal year. The budget shall also include the appropriations limit and the total annual appropriations subject to limitation as determined pursuant to Government Code sections 7900-7914.

In reviewing the proposed budget, and in addition to considering SCOE’s vision, mission, and goals and the Local Control Accountability Plan (LCAP) , the Superintendent shall take into account SCOE’s past, current, and future fiscal obligations; stability of funding sources; enrollment trends; legal requirements and constraints; anticipated increases and/or decreases in the cost of services and supplies to ensure that the budget is a realistic plan for SCOE revenues and expenditures.

Budget Development and Adoption Process

The Superintendent or designee shall establish an annual budget development process and calendar. The Superintendent or designee shall oversee the preparation of a proposed budget for approval by the County Board (Board) and shall involve appropriate staff in the development of budget projections.

At least 10 days, but not more than 45 days, before the public hearing of the budget, the Superintendent or designee shall publish in a newspaper of general circulation the location, dates, and times in which the proposed budget may be inspected, as well as the location, date, and time of the public hearing.

SCOE’s budget shall be presented in the format prescribed by the State Superintendent of Public Instruction (SSPI). The Superintendent or designee may supplement this format with additional information as necessary to effectively communicate the budget to the Board, staff, and public. (Education Code section 42126)

Budget Criteria and Standards

In developing the budget, the Superintendent or designee shall analyze criteria and standards adopted by the State Board of Education.

SCOE shall establish and maintain a general fund reserve for economic uncertainty that meets or exceeds the requirements of law.

SCOE may establish other budget assumptions or parameters which may take into consideration the stability of funding sources, legal requirements and constraints on the use of funds, anticipated increases and/or decreases in the cost of services and supplies, categorical program requirements, and any other factors necessary to ensure that the budget is a realistic plan for revenues and expenditures.

Fund Balance

Fund balances must be classified as nonspendable, restricted, committed, assigned, and unassigned in accordance with the current Governmental Accounting Standards Board (GASB) Statement definitions. The Superintendent has authority to specify the purposes of funds classified as "committed" and must express intended purposes of resources that result in the "assigned" fund balance.

Long-Term Financial Obligations

The current-year budget and multi-year projections shall include adequate provisions for addressing SCOE's long-term financial obligations, including, but not limited to, long-term obligations resulting from collective bargaining agreements, financing of facilities projects, and unfunded or future liability for retiree benefits.

SCOE shall have a plan for meeting its long-term obligations to fund nonpension, other post-employment benefits (OPEBs). This plan shall include a specific funding strategy and the method that will be used to finance SCOE's annual fiscal obligations for such benefits in a manner that continually reduces the deficit to SCOE to the extent possible. The funding strategy may be reviewed and amended as necessary to ensure that it continues to serve SCOE's best interests and maintains flexibility to adjust for changing budgetary considerations. SCOE will comply with the current GASB statement regarding the reporting of the annual expense of OPEBs and, to the extent that the OPEBs are not prefunded, to report them as a liability on SCOE's financial statements.

Budget Submittal and State Review

The final budget, which adheres to the state's standardized account code structure (SACS), shall be submitted to the Board with sufficient time to allow the Board to adopt the final budget on or before July 1 of each year. Once adopted by the Board, the Superintendent or designee shall file the final budget with the SSPI on or before July 1 of each year.

Budget Amendments

Whenever revenues and expenditures change significantly throughout the year, budget amendments may be necessary to ensure accurate projections of SCOE's net ending balance. When final figures for the prior-year budget are available, this information shall be used as soon as possible to update the current-year budget's beginning balance and projected revenues and expenditures.

In addition, budget amendments may be necessary when the state budget is adopted, collective bargaining agreements are accepted, revenue declines, increased revenues or unanticipated savings are made available to SCOE, program proposals are significantly different from those approved during budget adoption, interfund transfers are needed to meet actual program expenditures, and/or other significant changes occur that impact budget projections.

Budget Administration

Once the budget prepared by the Superintendent is adopted by the Board and submitted to the SSPI for approval, the administration of the budget, thereafter, is the responsibility of the Superintendent.

The Superintendent shall submit two interim reports during the fiscal year to the Board for information in accordance with the following:

OFFICE OF THE SOLANO COUNTY SUPERINTENDENT OF SCHOOLS

Policy 3100 (Continued)

1. The first report shall cover SCOE's financial and budgetary status for the period ending October 31.
2. The second report shall cover the period ending January 31.
3. Both reports shall be reviewed by the Board and approved by the Superintendent no later than 45 days after the close of the period being reported.
4. As part of each report, certify in writing whether or not SCOE is able to meet its financial obligations for the remainder of the fiscal year and, based on current forecasts, for two subsequent fiscal years.
5. Send copies of each positive, qualified, or negative certification and the report containing such certification to the SSPI at the time submitted to the Board.
6. Send copies of each qualified or negative certification and the report containing such certification to the State Controller at the time submitted to the Board.
7. Base reports and certifications on standards and criteria for fiscal stability adopted by the State Board of Education, and use format and forms prescribed by the SSPI.

Make reports and supporting data available to any interested party upon request.

Legal Reference:

EDUCATION CODE

- 1240(l)(1) Duties of county superintendent of schools
- 1623 Budget approval by the state
- 33127-33131 Standards and criteria for local budgets and expenditures
- 42103 Public hearing on proposed budget; requirements for content of proposed budget; publication of notice of hearing
- 42120-Financial Statements of School Districts
- 42126 Budget Requirements
- 42129 Budget Requirements
- 42140-42141 Public Disclosure of Fiscal Obligations
- 52060-52077 Local control and accountability plan

GOVERNMENT CODE

- Title 1, Division 9, 7900-7914 Expenditure Limitations

CODE OF REGULATIONS, TITLE 5

- Division 1, Chapter 14, Subchapter 2, Article 2, 15060 Standardized Account Code Structure
- Division 1, Chapter 14, Subchapter 9, Article 1, 15467-15475 Budget Review
- Division 1, Chapter 14, Subchapter 9, Article 2, 15476-15493 Interim Report Review

Policy Cross-Reference:

- 0000 Vision
- 0200 Goals
- 3000 Concepts and Roles
- 3110 Transfer of Funds
- 3460 Financial Reports and Accountability