

**Project Title:** Management Information and Budgeting

**Completion:** Nov 2006

**Objectives:**

Improve information availability and analysis  
Improve annual budgeting process  
Prepare background information for 2007-08 budget

**Components:**

**(1) Actual cost and revenue projections for the current year**

We are budgeting for one year into the future, but the closest anchor of actual data is one year in the past. We need to adopt a system that will project actual data for the current year to serve as a foundation for the budget estimates.

**(2) Budget transfers between programs (and objects) make comparisons from one year to the next difficult to interpret**

We are trying to compare line item changes with data that have been changed in mid-comparison by transfers. We need to adopt a system that will transfer all past budget and actual data with each transfer change in the future.

**(3) We are unable to analyze the need for staff additions**

We make budget decisions on staff additions (which are generally regarded as ten year financial commitments) without quantitative data on current staff schedules and utilization. We need a single program that provides teacher, student, and classroom utilization.

**(4) We do not know the actual cost of professional staff contracts**

The negotiated percentage increases are not the actual increases incurred in any year due to the distribution of pay rate on the seniority rows and educational column movement. We need a historical analysis of actual salary costs by position and a projection for the current contract.

**(5) We must recover and convert the historical data on the AS400 system**

Our financial records are at risk of being lost on the old computer system. They must be recovered and converted to the new accounting system for trends and projections.

**Deliverable Result**

**(1) 2006-07 final budget and 2005-06 actual spending - July 2006 – Note this is completed**

**(1) Professional staff contract analysis - Nov 2006.** A report showing actual cost increases for the three previous contract years.

**(2) Professional staff current level and projected needs - Oct 2007.** A report on staff utilization.

**(3) 2007-08 budget - Nov 2007.** The 2007-08 budget must be accomplished in November 2006. We will have to work with the 2005-06 actual results as a foundation and project based on the 2006-07 budget and the information generated in items 2, 3, and 4 above.