



COMMUNICATING FINANCIAL INFORMATION TO YOUR BOARD

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manager

Board's Role in Finance



Described in:

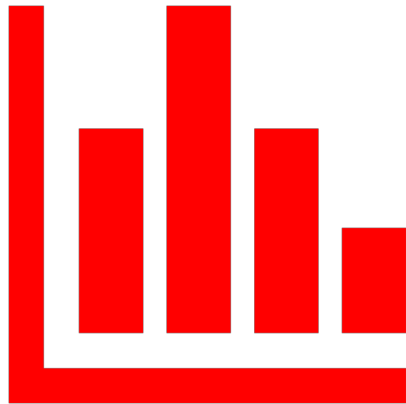
- State Law
- District Policies
- School Board Standards

Finance Elements



- Budget Cycle
- Monitor Budget – Budget Revisions/ Monthly Financials
- Audit

General tips



- Provide a narrative
- Utilize graphs
- Understand your board members
- Don't be afraid to ask for time to research and report back
- Research is never wasted!
- Other tips?

Budget Process



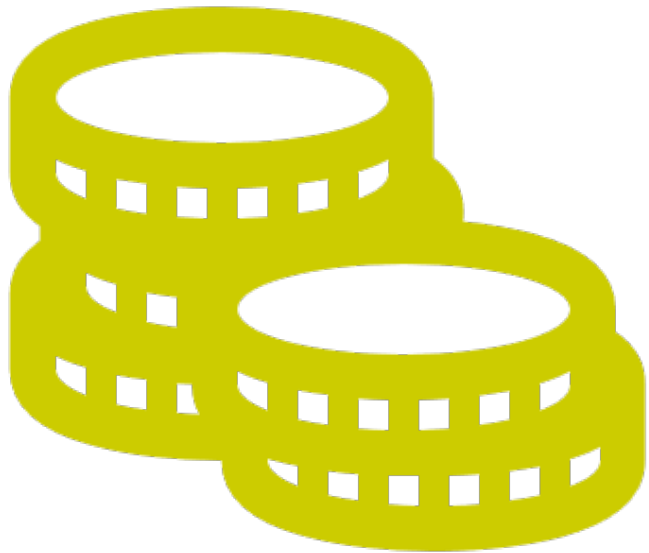
- A “Tool” that represents the financial picture of the school district
- Normally based on past performance, but provides planning for the future
- Vital document that expresses goals and priorities for the coming year
- Public relations document that tells the public the school story in dollars and cents
- Based on the best information at the time of development
- Variances from the original are expected and normal!

What Board Members want to see



- Data to make informed decisions
- How does the budget correlate to the strategic plan?
- Student Count trends and projections
- How were cuts prioritized?
- Attrition/Retirements?
- Bang for our buck?

Financial Reports/Budget Revisions



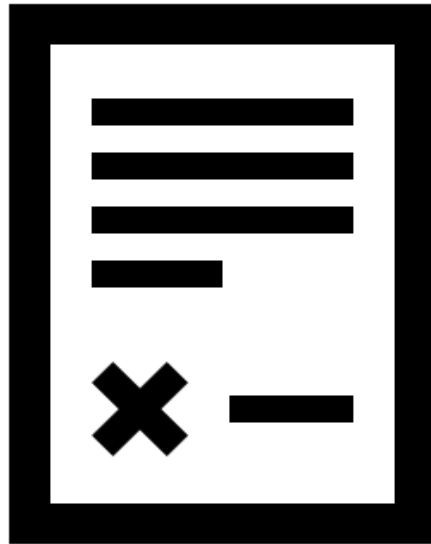
- Monthly Reports to the Board – these vary from district to district in format
- Shows monthly and year-to-date revenues and expenditures
- These reports are snapshots in time – timing of expenditures and revenues is not always even
- Budget Revisions are usually twice a year

What Board Members want to see



- Explain in layman's terms
- Understandable to the general public
- Look at percentages – high or low for that time of year
- Heads-up on upcoming changes
- Updates on student count
- Why is the revision being made?

Annual Audit



- Budget to Actual for:
 - *General Fund*
 - *Special Revenue Funds*
 - *Capital Project Funds*
- Management Letter
- Fund Balance
- What you have been seeing every month with the financials, but compiled differently

What Board Members want to see



- Explain in laymen's terms
- Understandable to the general public
- Point out any findings
- Relate back to monthly financials
- Shouldn't be any surprises!