

**BOARD MEMO**

Date: September 23, 2021

For ACTION

For INFORMATION

Board Agenda: Yes

No

**FROM:** Robert Easley, Director, Budget & Financial Systems & Reporting

**THROUGH:** Dominic B. Turner, Chief Financial Officer  
Gregory C. Hutchings, Jr., Ed.D., Superintendent of Schools

**TO:** The Honorable Meagan L. Alderton, Chair, and  
Members of the Alexandria City School Board

**TOPIC:** FY 2023 Adoption of Budget Process Resolution, Rules of Engagement, and  
Budget Calendar

**ACPS 2025 STRATEGIC PLAN GOAL:**

Goal 4: Strategic Resource Allocation

**SY 2020-2021 FOCUS AREA:**

Focus Area 3: Strategic Plan Implementation

**FY 2022 BUDGET PRIORITY:**

Implementation of 2025 Strategic Plan

**SUMMARY:**

The following documents were discussed during the FY 2023 Budget Work Session on September 9, 2021:

Budget Process Resolution and Rules of Engagement: The FY 2023 Budget Process Resolution and Rules of Engagement were submitted with mark-ups of proposed changes.

Budget Calendar: The FY 2023 Budget Calendar, was discussed, highlighting two (2) options for discussion and subsequent approval of one. The School Board approved Option 2, with minor revisions.

**BACKGROUND:**

Each September, the School Board begins budget development for the next fiscal year. This preliminary budget work session commences public work on the budget process and introduces the below key planning documents that will be used throughout the development of the FY 2023 Combined-Funds Budget and the FY 2023 – 2032 Capital Improvement Program (CIP) Budget.

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**Budget Process Resolution and Rules of Engagement:** Each year, the School Board establishes the process by which the Capital Improvement Program and Combined Funds budgets will be developed, discussed, amended and ultimately approved through the adoption of a budget process resolution and the associated rules of engagement. The rules of engagement were developed and approved five years ago to establish written guidelines that all School Board members must follow throughout the budget process regarding the submission of budget questions and add/delete recommendations.

**Budget Calendar:** Annually, the School Board adopts a budget calendar to define the timeframe under which the proposed budget will be prepared, discussed, and approved. The School Board approves the budget calendar as part of setting the work and meeting schedule for both the Combined Funds and CIP budgets.

On June 17, 2021, the School Board was presented multiple Budget Calendar options prior to the end of the fiscal year to allow members to consider during the Summer Recess. Of the three (3) options presented for members to consider prior to a final approval in September of 2021, staff would like to discuss two (2) options for further consideration. The first option, which maintains the existing budget schedule and option two (2), which moves the School Board approval date up a week from the existing budget calendar.

### **RECOMMENDATION:**

The Superintendent recommends that the School Board approve the Budget Process Resolution, Rules of Engagement, and Budget Calendar in preparation for the FY 2023 Budget Process.

### **ATTACHMENTS:**

- 1) FY 2023 Budget Process Resolution
- 2) FY 2023 Rules of Engagement
- 3) FY 2023 Budget Calendar – Option B

### **CONTACT:**

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