

**BOARD MEMO**

Date: September 7, 2023  
For ACTION \_\_\_\_\_  
For INFORMATION  X   
Board Agenda: Yes  x   
No \_\_\_\_\_

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

**THROUGH:** Dominic B. Turner, Chief Financial Officer  
Dr. Melanie Kay-Wyatt, Superintendent of Schools

**TO:** The Honorable Dr. Michelle Rief, Chair, and  
Members of the Alexandria City School Board

**TOPIC:** FY 2025 Preliminary Budget Work Session

**ACPS 2025 STRATEGIC PLAN GOAL:**

Goal 4: Strategic Resource Allocation

**SY 2023-2024 FOCUS AREA:**

N/A

**FY 2025 BUDGET PRIORITY:**

N/A

**SUMMARY:**

The following documents will be discussed during the FY 2025 Budget Work Session on September 7, 2023:

Budget Process Resolution and Rules of Engagement: The FY 2025 Budget Process Resolution and Rules of Engagement are submitted.

Budget Calendar: The FY 2025 Budget Calendar, will be discussed, as presented on June 15, 2023.

**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 2025 Combined-Funds Budget and the FY 2025 – 2034 Capital Improvement Program (CIP) Budget.

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

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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 15, 2023, the School Board was presented with a proposed Budget Calendar. Upon consideration of School Board feedback, a revised calendar reflects some minor modifications and clarifications.

### **RECOMMENDATION:**

The Superintendent recommends that the School Board review the draft Budget Process Resolution, Rules of Engagement, and Budget Calendar in preparation for the work session.

### **ATTACHMENTS:**

- 1) FY 2025 Budget Process Resolution
- 2) FY 2025 Rules of Engagement
- 3) FY 2025 Budget Calendar

### **CONTACT:**

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