

BOARD MEMO

Date: September 22, 2022

For ACTION

For INFORMATION

Board Agenda: Yes

No

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

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

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

TOPIC: FY 2024 Adoption of Budget Process Resolution, Rules of Engagement, and
Budget Calendar

ACPS 2025 STRATEGIC PLAN GOAL:

Goal 4: Strategic Resource Allocation

SY 2022-2023 FOCUS AREA:

Focus Area 3: Strategic Plan Implementation

FY 2023 BUDGET PRIORITY:

N/A

SUMMARY:

The following documents were discussed during the FY 2024 Budget Work Session on September 8, 2022:

Budget Process Resolution and Rules of Engagement: The FY 2024 Budget Process Resolution and Rules of Engagement were submitted with mark-ups of proposed changes.

Budget Calendar: The FY 2024 Budget Calendar, was discussed, and two changes were recommended. These changes have been incorporated in the attached document.

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 2024 Combined-Funds Budget and the FY 2024 – 2033 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.

RECOMMENDATION:

The Interim Superintendent recommends that the School Board approve the Budget Process Resolution, Rules of Engagement, and Budget Calendar in preparation for the FY 2024 Budget Process.

ATTACHMENTS:

1. FY 2024 Budget Process Resolution
2. FY 2024 Rules of Engagement
3. FY 2024 Budget Calendar – Mark-up
4. FY 2024 Budget Calendar

CONTACT:

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