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# Resource C

## Budgeting Checklist for School Administrators

School administrators have numerous tasks and responsibilities that are related to the school budget and other bookkeeping procedures. This checklist is intended to assist the school leader in mastering those tasks and responsibilities. Furthermore, it is anticipated that each of these checklist items will further serve to ensure a successful budgetary year as well as the overall success of those individuals involved in a most demanding yet essential process.

### Bookkeeping Tasks and Responsibilities

- Review all receipt books.
- Reconcile all bank statements on a monthly basis.
- Account for petty cash funds and reconcile these accounts on a monthly basis.
- Ensure each month that all checks have been signed with proper signatures.
- Visit on a regular (weekly) basis with the bookkeeping clerk regarding all budgetary considerations.
- Ensure that all bookkeeping personnel are bonded.
- Monitor all payments of bills and potential discounts for early or timely payments.
- Review any bookkeeping or budgetary issues that require your approval or signature. Examples include the following:
  - checks
  - purchase orders

- financial reports
- fundraising requests
- amendments
- field trip requests

## Budget Manager Tasks and Responsibilities

- Examine and review the budget on a monthly basis.
- Ensure that all requisitions that are prepared; specifically list and identify the quantity ordered, the proper accounting code(s), the description of the item(s) ordered, and the unit cost per item(s) ordered. Ensure that subtotals and grand totals are reflected on the requisition, the originator is identified, and the approval signature is noted.
- During the requisition or budget season, ensure that all requisition forms are prepared by faculty and staff and submitted on a timely basis.
- Ensure that all accounts have been properly audited by authorized outside accounting firms.
- Update the faculty handbook annually regarding any fiscal and/or budgetary topics or issues.
- Hold a faculty meeting prior to the budget development and requisition season to ensure that all parties understand the allocations provided as well as the proper procedures associated with requisition supplies, materials, and all other budgetary considerations.
- Develop a school academic action or improvement plan and integrate the plan with the school budget.
- Review the different budget accounts each month. Do not allow over-expenditures to roll forward from one month to the next.
- Amend the school budget as is necessary and in accordance with the school academic action or improvement plan.
- Be aware of all district guidelines and deadlines associated with the school budget.
- Spend all school funds wisely, appropriately, legally, timely, and with a student-centered approach/application.

## Fundraising and Crowdfunding Considerations

- All fundraising and crowdfunding must comply with local board policy and/or administrative regulations.

- ❑ All fundraising and crowdfunding requests/projects must be monitored and approved prior to initiating any student-focused efforts.
- ❑ Crowdfunding, as an alternative method of raising funds, is a means of enhancing schools and classrooms in terms of supplies and materials and can also be utilized for more creative projects such as start-up funding for student films, music, small business ventures, and field trips, for example.
- ❑ See Chapter 5 (pp. 174–176) for further insight and information regarding fundraising and crowdfunding.
- ❑ What additional outside sources of revenue (Adopt-A-School businesses, grants, foundation dollars, etc.) can further facilitate and enhance the budgetary allotment?

## Site-Based Team and Budget Development

- ❑ The budget development season begins each January with a meeting with the site-based team to initiate discussions about issues and considerations that will impact the budget proposed for the next school year.
- ❑ Establish a budget calendar and begin regular meetings for the purpose of developing the school budget.
- ❑ Plan to spend the time necessary for proper budget development. In most cases, this will require several after-school meetings, at least two half-day sessions, and at least one full-day meeting.
- ❑ Provide the site-based team with the proper accounting codes and categories to begin the school budget development process.
- ❑ Establish all revenue and expenditure targets for the next fiscal-year budget with the team. Enter all revenue and expenditure funds on the appropriate school form to be submitted to the district business department.
- ❑ Examine any budgetary concerns that might have been problematic during the previous year budget cycle. Review the budget on an account-by-account basis.

## Important Budgetary Questions

- ❑ What is the budgetary allotment for the next fiscal year?
- ❑ What is the basis for the upcoming budgetary allotment?

- What is the projected student enrollment for next year and what is the per-pupil allotment?
- Are there any money or budgetary concerns or considerations to be aware of this week?
- Are any employees not following proper fiscal procedures as related to the budget or bookkeeping management, receipts, purchase orders, reimbursements, or financial reports, to include bank reconciliation?
- Do any checks or purchase orders need approval and/or authorized signature?
- Are daily bank deposits being made?
- Are there any other items related to the school budget or bookkeeping procedures that need to be discussed or examined?
- What bookkeeping or budgetary improvements need to be made?
- When do I get a well-deserved vacation?