

# “Budget & Finance 101”

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This presentation has been designed to provide the School Board and budget workshop “audience” (public and staff) with a greater understanding of the accounting, budgeting, and fiscal operations of our school system as follows:

## **Part I: Overview of the Budget Process**

The presentation begins with an overview of the budget process, taking the audience through all elements that have become traditional in our annual budget development process. Applicable fiscal legal requirements, state requirements, internal policy and procedures, customary practices, and methodologies will be reviewed and explained. Also, this presentation outlines and identifies specific sources of information which are vital to the budget formulation process.



## **Part II: Overview of the Business Departments**

This presentation will offer an outline of the major fiscal functions provided by the Business Services Division. This has been included as a reference guide that will facilitate the Board and audience in better understanding how fiscal operations are carried out by the Lafayette Parish School System.



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“Budget & Finance 101” has been developed to inspire and encourage unity among participants in the budget process. It is the intention of the Business Services Division staff, by means of this presentation, to lay a solid foundation for formulating the 2008-2009 fiscal year budget.

This presentation is being provided via “Budget Workshop #1” for 2008-2009. All items presented will be posted to the Business Services Division’s website following each workshop at the following location: <http://www.lpssonline.com/site342.php>

Lafayette Parish School System  
Business Services Division Presentation  
**“Budget & Finance 101”**  
February 19, 2008

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Lafayette Parish School System  
**“Budget & Finance 101”**

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**Part I:  
Overview of the Budget Process**



February 2008

**KOLDER, CHAMPAGNE, SLAVEN & COMPANY, LLC**  
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July 17, 2001

Ms. Stephanie Richard  
Lafayette Parish School Board  
113 Chaplin Drive  
Lafayette, Louisiana 70508

**RECEIVED**

JUL 20 2001

LAF. PAR. SCH. BD.  
BUSINESS DEPT.

Dear Stephanie:

Pursuant to your request on July 16, 2001, I have researched the Louisiana Statutes regarding the latest date for which budget amendments may be adopted. Per review of Louisiana Revised Statutes 17:88 "Budget of expected revenues and expenditures; boards' duty to adopt; submission to state superintendent of education with a copy to the legislative auditor" and 39:1310 "Amending the budget" (copies attached), I was unable to locate a specific date to which budget amendments must be adopted. Based upon the information enclosed, it is my opinion that specific line item amendments to the budget may be adopted at each school board meeting. However, a final amended budget document may be adopted on or before September 15 of each year, which is when the budget for the following year must be submitted.

Should you require any additional information, please do not hesitate to contact me.

Sincerely,

KOLDER, CHAMPAGNE, SLAVEN, & COMPANY  
Certified Public Accountants

*C. Burton Kolder*

C. Burton Kolder, CPA

CBK/sam

Enclosures

cc: Mr. Jules A. Gaudin,  
Assistant Superintendent  
School Operations & Fiscal Accountability

Mr. Matthew Dugas,  
Director of Finance

those powers reserved solely to the governing authority.

E. The total of proposed expenditures shall not exceed the total of estimated funds available for the ensuing fiscal year.

R.S. 39:1304. Added by Acts 1980, No. 504, § 1, eff. Sept. 1, 1980. Amended by Acts 1984, No. 186, § 2; Acts 1988, No. 542, § 1; Acts 1993, No. 236, § 1, eff. June 1, 1993; Acts 1999, No. 775, § 2, eff. July 2, 1999.

~~✕~~ § 1306. Completion and submission of the proposed budget

A. The proposed budget for political subdivisions with a governing authority including municipalities, parishes, school boards, and special districts shall be completed and submitted to the governing authority of that political subdivision and made available for public inspection as provided for in R.S. 39:1308 no later than fifteen days prior to the beginning of each fiscal year or prior to the date for budget adoption by school boards as required in R.S. 17:88(A).

B. The proposed budget for a registrar of voters and independently elected parish offices including the office of assessor, clerk of district court, coroner, district attorney, and sheriff shall be completed and made available for public inspection as provided for in R.S. 39:1308 no later than fifteen days prior to the beginning of each fiscal year.

R.S. 39:1305. Added by Acts 1980, No. 504, § 1, eff. Sept. 1, 1980. Amended by Acts 1984, No. 186, § 2; Acts 1999, No. 775, § 2, eff. July 2, 1999.

~~✕~~ § 1307. Public participation

A. Political subdivisions with total proposed expenditures of two hundred fifty thousand dollars or more from the general fund and any special revenue funds shall afford the public an opportunity to participate in the budgetary process prior to adoption of the budget.

B. Upon completion of the proposed budget and, if applicable, its submission to the governing authority, the political subdivision shall cause to be published a notice stating that the proposed budget is available for public inspection. The notice shall also state that a public hearing on the proposed budget shall be held with the date, time, and place of the hearing specified in the notice. The notice shall be published at least ten days prior to the date of the first public hearing. Where applicable, publication shall be in the official journal of the political subdivision. Where there is no requirement that the political subdivision have an official journal, publication shall be in the official journal of the governing authority of the parish in which the political subdivision is located. In cases where the political subdivision is located within the boundaries of more than one parish; publication shall be in the official journal of the governing authority of each parish.

C. No proposed budget shall be considered for adoption or otherwise finalized until at least one public

hearing has been conducted on the proposal. Nothing herein shall prohibit one or more political subdivisions from conducting joint public hearings.

D. The political subdivision shall certify completion of all action required by this Section by publishing a notice in the same manner as is herein provided for the notice of availability of the proposed budget and public hearing.

R.S. 39:1306. Added by Acts 1980, No. 504, § 1, eff. Sept. 1, 1980. Amended by Acts 1981, No. 643, § 1; Acts 1984, No. 186, § 2; Acts 1993, No. 236, § 1, eff. June 1, 1993; Acts 1999, No. 775, §§ 2, eff. July 2, 1999.

~~✕~~ § 1308. Inspection of the proposed budget

The proposed budget of a political subdivision shall be available for public inspection at the following locations:

- (1) Municipalities: at the office of the mayor or municipal governing authority.
- (2) School boards: at the school board office.
- (3) Special districts: at the office of the governing authority of the special district.
- (4) All other political subdivisions: at the office of the individual political subdivision.

(5) In cases where the political subdivision is located within the boundaries of more than one parish, the proposed budget shall be available at the office of the parish governing authority of each parish.

R.S. 39:1307. Added by Acts 1980, No. 504, § 1, eff. Sept. 1, 1980. Amended by Acts 1999, No. 775, § 2, eff. July 2, 1999.

~~✕~~ § 1309. Adoption

A. All action necessary to adopt and otherwise finalize and implement the budget for an ensuing fiscal year shall be taken in open meeting and completed prior to the end of the fiscal year in progress or prior to the date for budget adoption by school boards, as required by R.S. 17:88(A).

B. The adopted budget shall be balanced with approved expenditures not exceeding the total of estimated funds available.

C. The adopted budget shall contain the same information as that required for the proposed budget according to R.S. 39:1305(C) for the proposed budget.

D. Upon adoption, certified copies of the budget and adoption instrument shall be transmitted to and retained by the chief executive or administrative officer as required by R.S. 39:1313.

R.S. 39:1308. Added by Acts 1980, No. 504, § 1, eff. Sept. 1, 1980. Amended by Acts 1984, No. 186, § 2; Acts 1999, No. 775, § 2, eff. July 2, 1999.

§ 1310. Amending the budget

When the governing authority has received notification pursuant to R.S. 39:1311, or there has been a

change in operations upon which the original adopted budget was developed, the governing authority shall adopt a budget amendment in an open meeting to reflect such change. When an independently elected parish official has received notification pursuant to R.S. 39:1311(A), or when there has been a change in operations upon which the original adopted budget was developed, the independently elected official shall adopt a budget amendment and publish such amendment in the official journal as described by R.S. 39:1307(B). In no event shall a budget amendment be adopted proposing expenditures which exceed the total of estimated funds available for the fiscal year.

R.S. 39:1309. Added by Acts 1980, No. 504, § 1, eff. Sept. 1, 1980. Amended by Acts 1984, No. 186, § 2; Acts 1999, No. 775, § 2, eff. July 2, 1999.

#### § 1311. Budgetary authority and control

A. The adopted budget and any duly authorized adopted amendments shall form the framework from which the chief executive or administrative officers and members of the governing authority of the political subdivision shall monitor revenues and control expenditures. The chief executive or administrative officer shall advise the governing authority or independently elected official in writing when:

(1) Total revenue and other sources plus projected revenue and other sources for the remainder of the year, within a fund, are failing to meet total budgeted revenues and other sources by five percent or more.

(2) Total actual expenditures and other uses plus projected expenditures and other uses for the remainder of the year, within a fund, are exceeding the total budgeted expenditures and other uses by five percent or more.

(3) Actual beginning fund balance, within a fund, fails to meet estimated beginning fund balance by five percent or more and fund balance is being used to fund current year expenditures.

B. The written notification as required by this Section as well as any responsive action taken by the governing authority or independently elected official shall be transmitted to and retained by the chief executive or administrative officer. The written notification as required by this Section and the resulting budget amendment shall only be statutorily required for a special revenue fund with anticipated expenditures that equal or exceed two hundred fifty thousand dollars. Furthermore, only the written notification of Paragraph A(2) of this Section shall be required for special revenue funds whose revenues are expenditure driven.

C. The adopted budget and any duly authorized amendments required by this Section shall constitute the authority of the chief executive or administrative officers of the political subdivision to incur liabilities and authorize expenditures from the respective budgeted funds during the fiscal year.

D. Nothing in this Chapter shall prevent the making of contracts for governmental services or for the

capital outlay for a period exceeding one year if such contracts are allowed otherwise by law. Any contracts so made shall be executory only for the amounts agreed to be paid for such services to be rendered in succeeding years.

E. Notwithstanding any provision of this Section to the contrary, the elected chief of police in a municipality shall advise the municipal governing authority in writing when total actual expenditures plus projected expenditures for the remainder of the year within the police department exceed the total budgeted expenditures by five percent or more, and shall make recommendations in writing to the governing authority for responsive action.

R.S. 39:1310. Added by Acts 1980, No. 504, § 1, eff. Sept. 1, 1980. Amended by Acts 1984, No. 186, § 2; Acts 1993, No. 236, § 1, eff. June 1, 1993; Acts 1995, No. 529, § 1; Acts 1999, No. 775, § 2, eff. July 2, 1999.

#### § 1312. Governing authority's failure to make appropriation

If, at the end of any fiscal year, the appropriations necessary for the support of the political subdivision for the ensuing fiscal year have not been made, then fifty percent of the amounts appropriated in the appropriation ordinance or resolution for the last completed fiscal year shall be deemed reappropriated for the several objects and purposes specified in such appropriation ordinance or resolution.

R.S. 39:1311. Added by Acts 1980, No. 504, § 1, eff. Sept. 1, 1980. Amended by Acts 1981, No. 474, § 1; Acts 1982, No. 475, § 1; Acts 1984, No. 186, § 2; Acts 1999, No. 775, § 2, eff. July 2, 1999.

#### § 1313. Budget filing

The chief executive or administrative officer shall retain and file certified copies of the adopted budget, budget adoption instrument, duly authorized budget amendments, and copies of supporting schedules and correspondence related to the budget at the domicile of the governing authority.

R.S. 39:1312. Added by Acts 1980, No. 504, § 1, eff. Sept. 1, 1980. Amended by Acts 1984, No. 186, § 2; Acts 1999, No. 775, § 2, eff. July 2, 1999.

#### § 1314. Emergencies

Nothing shall prohibit the expenditure of funds in cases of emergency. For purposes of this Section, "an emergency" means an unforeseen event bringing with it destruction or injury of life or property or the imminent threat of such destruction or injury.

R.S. 39:1313. Added by Acts 1980, No. 504, § 1, eff. Sept. 1, 1980. Amended by Acts 1981, No. 643, § 1; Acts 1982, No. 116, § 1; Acts 1984, No. 186, § 2; Acts 1999, No. 775, § 2, eff. July 2, 1999.



upon the parish school board and the state of Louisiana.

Added by Acts 1952, No. 225, § 1.

**§ 87.6. School property; alienation by school boards**

Any parish or city school board may sell, lease or otherwise dispose of, at public or private sale, for cash or on terms of credit, any school site, building, facility or personal property which is not used and, in the judgment of the school board, is not needed in the operation of any school or schools within its jurisdiction. Any such sale, lease or disposal of such school property shall be on such terms and conditions and for such consideration as the school board shall prescribe.

Added by Acts 1960, 2nd Ex.Sess., No. 7, § 1.  
Amended by Acts 1961, 2nd Ex.Sess., No. 11, § 2.

**§ 87.7. School property; school board may require liability insurance for use**

Each parish or city school board within municipalities of more than two hundred thousand shall have the authority to require any state governmental agency or local governing authority to enter into an agreement to hold the parish or city school board harmless from liability for damages prior to and as a condition of the use of school property or facilities for purposes of any primary, general or special election conducted directly by such agency or governing authority, or for which said agency or governing authority designates the school property as the site of such election.

Added by Acts 1977, No. 162, § 1.

**§ 87.8. Leasing of sixteenth section lands for hunting and trapping; procedure**

A. Except in the parishes of East Carroll, West Carroll, Morehouse and Rapides, whenever a city or parish school board desires to rent or lease sixteenth section lands for hunting or trapping purposes, the procedure set forth below shall be followed by each board in connection with the award of the rights or privileges to bidders after advertisement in accordance with the following:

(1) If the lands have not been previously leased or when the immediately previous lessee is not bidding for renewal or continuation of his prior lease, as described in Paragraph (2) of this Subsection, the award shall be made to the highest bidder.

(2) If improvements made by the immediately previous lessee have become component parts of the lands to be leased and have a value equal to or greater than ten thousand dollars and the prior lessee is bidding for continuation or renewal of his prior lease then the award by the school board shall be made to the highest bidder who stipulates in his bid he will pay to the prior lessee a sum equal to the appraised value of such improvements as determined by a recognized appraiser of real estate selected by the school board. If the highest bidder does not comply with the provisions of

this Section, the prior lessee will have the opportunity to renew or continue his lease at the price bid by the highest bidder. Upon failure of a prior lessee to bid for continuation of his prior lease, all improvements made by said prior lessee shall be forfeited to the school board. The provisions of this Paragraph shall apply only to those prior lessees who have not defaulted in or violated the provisions of their prior lease with such school board.

B. Each bid submitted shall be accompanied by a payment in a sum equal to one year's rental or lease amount. Such payment shall be in cash or by any of the following:

- (1) A certified check.
- (2) A cashier's check.
- (3) A teller's check.
- (4) An official check issued by a bank.

Added by Acts 1984, No. 638, § 1, eff. July 12, 1984.  
Amended by Acts 2000, 1st Ex.Sess., No. 76, § 1.

**§ 88. Budget of expected revenues and expenditures; boards' duty to adopt; submission to state superintendent of education with a copy to the legislative auditor.**

~~A.~~ Each city and parish school board shall adopt no later than September fifteenth of each year, a budget for the general fund and each special revenue fund for the fiscal year, July first through June thirtieth. The revenue/receipts shall be those normally expected from constitutional, statutory, and regular sources and shall not include probable revenues/receipts that may arise from doubtful or contingent sources.

B. The revenues/receipts and expenditures/disbursements in this budget shall be listed and classified in such manner and substance as shall be prescribed by the state superintendent of public education, and shall detail as nearly as possible the several items of expected revenue/receipts and expenditures/disbursements, the total of which shall not exceed the expected means of financing composed of the beginning fund balance, cash balances and revenues/receipts. No item of expenditure unless included in a subsequent revised budget, not included in the detailed estimates shall be paid by the treasurer, or ex officio treasurer, of the school board, under the penalty that he and his surety or bondsman, shall be personally liable for any items so paid and not included in this budget of expenditure. The payment of debts arising out of the current operation of previous years shall be taken care of in accordance with law. If, during the course of the fiscal year, it becomes evident that receipts or disbursements will vary substantially from those budgeted, then the school board shall prepare and adopt, in like form, manner and substance and upon like penalties, an amended budget or revenues, expenses and disbursements.

C. Each school board shall submit to the state superintendent of education a copy of its adopted budget no later than September thirtieth of each year

which shall include the same line items as prescribed by the State Board of Elementary and Secondary Education for inclusion in the financial and statistical report as well as a general summary of the adopted budget. The general summary shall include projected revenues and receipts, expenditures and disbursements, beginning fund and cash balances, and ending fund and cash balances.

D. The state superintendent of public education may require the parish school boards to operate the schools within the receipts normally expected and set up in the school budget. The authority herein granted shall include the right to advise the school board in parishes participating in the state equalization fund in all matters relating to the preparation and adoption of their budgets and the right to require change when it is clearly evident that the budget fails to comply with the intent and purpose of the state equalization fund.

E. All action necessary to adopt and otherwise finalize and implement the budget for the current year<sup>1</sup> shall follow R.S. 39:1301 through 1316, as applicable.

Amended by Acts 1972, No. 693, § 1; Acts 1981, No. 183, § 1, eff. July 10, 1981; Acts 1992, No. 914, § 1, eff. July 9, 1992; Acts 1995, No. 940, § 1, eff. July 1, 1995.

<sup>1</sup> The language of subsec. E is as it appears in the enrolled bill (Acts 1992, No. 914).

**§ 89. Financial operation of boards on fiscal year basis; restrictions on expenditures; penalty for excessive borrowing**

The parish school boards that have been operating upon a fiscal year basis, July first to June thirtieth, shall continue to operate upon that basis and the parish school boards that have been operating on a calendar year basis shall be permitted to continue to operate upon that basis, but they shall so adjust their finances that they shall begin operating upon a fiscal year basis on and after July 1, 1935; provided that no parish school board shall, after July 12, 1934, permit its expenditures out of current revenues, in any such year, to exceed its receipts for the same year, and, provided further, that all debts incurred by parish school boards prior to July 12, 1934, properly to be paid out of current revenues, are hereby declared valid and the school boards are authorized and directed to budget and pay the same, in whole or in part, when, as, and if, current revenues are or become available for that purpose.

When the after the budget for a school year has been duly, regularly, and properly prepared, considered and adopted, as prescribed herein, the parish school boards shall have the authority to borrow money to meet its budget or expenditures for the school year 1934-35 sums aggregating not in excess of three-fourths of its expected revenue receipts for current operation. And for the years thereafter the sums borrowed shall not aggregate more than one-half of its expected revenue receipts for current operation. As

evidence of these loans the parish school boards may execute or cause to be executed notes or other evidences of indebtedness payable before the close of the school year, and pledge as security therefor their revenues for that current year, calendar or fiscal, as the case may be, and no longer. Provided, that in parishes having a population of two hundred thousand or more school boards shall be allowed to borrow as much as three-fourths of the expected revenue.

Parish school boards are prohibited from making budgets, expenditures, or disbursements, for current, or other expenses in excess of the revenues shown in the budget for that year. All notes or other instruments evidencing money borrowed by the parish school boards to be valid shall be authorized by appropriate resolution and shall be signed and executed by the president and the treasurer thereof but the said officials are prohibited from signing or executing the same in excess of one-half the amounts contained in the budget for current operation.

The president and treasurer, or any member of the parish school board, or any person, who signs, executes, causes, authorizes, or contributes in any manner to the borrowing of money in excess of the amount properly budgeted, for current operation, or beyond the limits and conditions herein prescribed, shall be fined not less than two hundred fifty dollars, nor more than one thousand dollars, and shall be removed from office in the manner prescribed by the constitution and laws of this state.

**§ 89.1. Pledge and deposit of Minimum Foundation Equalization Distribution Funds**

A. As used in this Section the following words and phrases shall have the following meaning unless the context otherwise requires.

(1) "Minimum Foundation Equalization Distribution Funds" shall mean such funds appropriated to parish school boards under the authority of Article VIII, Section 13(B) of the Louisiana Constitution of 1974.

(2) "Note" or "notes" shall mean any note, certificate, or other evidence of indebtedness issued by a parish school board pursuant to the authority of R.S. 17:89.

(3) "Public trust" shall mean any public trust and public corporation organized pursuant to state law having for its beneficiary the state.

(4) "Restricted account" shall mean the sinking fund subaccount for the notes established by any parish school board pursuant to this Section to receive directly from the state its allocation of the Minimum Foundation Equalization Distribution Funds.

B. In connection with the issuance of any note or notes, a parish school board may direct its treasurer to create restricted accounts for the segregation of the Minimum Foundation Equalization Distribution Funds and revenue income therefrom, or other sums, and parish school boards may pledge any such accounts to



**Example of:**  
**State Department of Education**  
**Annual Budget Request Form**

MANDATORY

**FORM A - GENERAL FUND BUDGET**

**FY2006-2007: July 1, 2006 – June 30, 2007**

I hereby certify that to the best of my knowledge and belief, the data reported in the attached Form A - General Fund Budget, Fiscal Year 2006-2007, constitutes a true and full report of revenues and expenditures, both budgeted and actual, for the school district listed below.

Parish/City of \_\_\_\_\_

Prepared by \_\_\_\_\_

Title \_\_\_\_\_

Telephone Number \_\_\_\_\_

Board Approval Date \_\_\_\_\_

\_\_\_\_\_  
Signature of Parish/City Superintendent

**Due by close of business on September 30, 2006**

Mail to:  
Mark Normand Jr.  
Louisiana Department of Education  
Division of Education Finance, 5<sup>th</sup> Floor  
P.O. Box 94064  
Baton Rouge, LA 70804-9064

*This form is issued by the State Superintendent of Education in accordance with Louisiana Revised Statutes, Title 17, Section 88.*

**Example of:**  
**State Department of Education**  
**Annual Budget Request Form**

FY2006-2007  
General Fund Budget Form A  
Annual Operation Budget

**INSTRUCTIONS:**

- The General Fund Budget Form A is to be used in submitting the general fund budget for 2006-2007. R.S. 17:88 requires local school boards to itemize revenues and expenditures in accordance with guidelines developed by the State Department of Education; to provide for budget amendments for special revenue funds that are expenditure driven; and to provide criminal penalties for violation. The school board shall adopt a budget and submit it to the Department in duplicate no later than September 30, 2006. Local school boards are not required to submit budget revisions.
- The actual expenditures reported on the General Fund Budget form should match the figures reported in that year's Annual Financial Report. Secondly, the ending fund balances for 2005-2006 should match the beginning fund balance for budgeted 2006-2007. If there were adjustments per the Comprehensive Annual Financial Report (CAFR), the beginning fund balances should still reflect the prior year's ending fund balance, and the adjustments should be reflected on the prior year's adjustment line of the fund balance section (Keypunch Code 51194).
- **GENERAL FUND:**
  - Actual 2005-2006: Record prior year actual expenditures as submitted in Column 4 of the AFR
  - Budgeted 2006-2007: Record current year beginning budget
- **SPECIAL REVENUE FUNDS:** (Includes Special Fund Federal, Federal NCLB Funds, and Other Special Funds)
  - Actual 2005-2006: Record prior year actual expenditures as submitted in Columns 5, 6 and 7 of the AFR
  - Budgeted 2006-2007: Record current year beginning budget

*\*Round to whole dollars - no decimals or cents.*



*STATE OF LOUISIANA*  
**DEPARTMENT OF EDUCATION**  
POST OFFICE BOX 94064, BATON ROUGE, LOUISIANA 70804-9064  
Toll Free #: 1-877-453-2721  
<http://www.louisianaschools.net>

January 31, 2008

Mr. Burnell Lemoine, Acting Superintendent  
Lafayette Parish School District  
P. O. Drawer 2158  
Lafayette, LA 70502-2158

Dear Superintendent Lemoine:

Review of the FY2007-2008 General Fund Budget adopted by the Lafayette Parish School Board on June 20, 2007, indicates that the budget is balanced within the revenues available. This letter serves as notification of the approval of your district's budget.

If we may be of further assistance, please contact Mark Normand at (225) 342-0180, toll free at 877-453-2721, or via e-mail at [mark.normand@la.gov](mailto:mark.normand@la.gov).

Sincerely,

A handwritten signature in black ink, appearing to read "Paul G. Pastorek".

Paul G. Pastorek  
State Superintendent of Education

PGP:BS:CS:PM:mn

**RECEIVED**

FEB 08 2008

*Executive Director & Chief Financial Officer*  
Lafayette Parish School System

c: Business Manager  
Ollie S. Tyler, Deputy Superintendent of Education

## ANNUAL OPERATING BUDGET

Under law the Board is required to adopt an annual budget by September 15<sup>th</sup> of each year and submit it to the State Department of Education for approval. The budget must be presented in the form required by the state superintendent. No item of expense may be incurred through the year except as provided for in the approved budget, unless a revision is adopted and approved by the Board.

It shall be the responsibility of the Assistant Superintendent of Finance working with the Finance Department to prepare the annual operating budget for submission to the Board.

Current practice codified 1975  
Adopted: date of manual adoption  
Revised: 3/18/98

LEGAL REF.: LSA-R.S. 17:88



# LAFAYETTE PARISH SCHOOL SYSTEM

**Matthew W. Dugas, CPA**

*Director of Finance and Acting Chief Financial Officer*

*E-mail: [mwdugas@lpssonline.com](mailto:mwdugas@lpssonline.com)*

**Business Services Division**

Accounting \* Finance \* Payroll \* Budget \* Sales Tax  
Accounts Payable \* Purchasing

113 Chaplin Drive, Lafayette LA 70508 • P. O. Drawer 2158, Lafayette LA 70502-2158  
Phone: (337) 521-7307 Fax: (337) 521-7301

## Inter-Office Memorandum

**To:** Dr. Easton  
**From:** Matthew Dugas *MWD*  
**Date:** September 14, 2006  
**Subject:** Budget Adoptions in Other School Districts

In response to your request, here is a summary of budget adoption dates in other school districts across the state:

	<u># of Parishes</u>	<u>Budget Adoption Month</u>	<u>Percent of Total</u>
	<u>1</u>	May	1 %
	8	June	12 %
	6	July	9 %
	11	August	16 %
	33	September	49 %
	<u>9</u>	Other **	<u>13 %</u>
<b>Total:</b>	<b>68</b>		<b>100%</b>

This information was compiled from data received from the State Department of Education. Louisiana school boards are required by law to adopt their budgets by September 15<sup>th</sup> each year and follow-up with submitting their budgets to the state office by September 30<sup>th</sup>.

\*\* Certain districts encountered problems with their budget submittals. Therefore the dates for these districts were not readily available at the time of our inquiry.

jbs



## **Budget Adoption Dates - Trend**

<u>Budget Year</u>	<u>Date Budget Adopted</u>
1998-1999	July 2, 1998
1999-2000	June 30, 1999
2000-2001	June 28, 2000
2001-2002	June 19, 2001
2002-2003	August 21, 2002
2003-2004	August 20, 2003
2004-2005	August 25, 2004
2005-2006	September 7, 2005
2006-2007	August 23, 2006
2007-2008	June 20, 2007

# Types of Budget Meetings

## Characteristics of Board Budget Workshops:

- More of an informal tone/setting for the meeting
- Generally information-based (review & discussion) rather than action-based (motions, approvals)
- Historically has not required that official minutes be taken

## Characteristics of Special Board Meetings:

- More of a formal tone/setting for the meeting
- Very formal agenda
- Generally action-based (motions, approvals)
- Must produce official meeting minutes followed by public advertisement of same

## Order of Business - Typical Agendas for Budget Meetings

Staff has traditionally presented budget agendas consisting of the following categories:

- I.     Introductory Items / Updates of Previous Meeting Issues
- II.    Presentation of Financial Reports
- III.   Other Topics & Information
- IV.    Questions & Discussions
- V.     Review Calendar - Confirmation of Next Meeting Date, Time, Location
- VI.    Adjourn

The staff leader for the meeting (the Chief Financial Officer) has traditionally requested that he be allowed to go through the entire presentation (I, II & III) before entertaining questions, and has asked that in-depth discussion and debate by the Board commence in section IV.

The reason this has been requested is due to many reasons, such as:

1.     To allow staff adequate opportunity to present and explain all information scheduled for that day's agenda;
2.     To allow the meeting to stay within the time limits the Board has allocated;
3.     To allow for a consistently organized meeting structure; and
4.     To ultimately allow for budget adoption to take place on the date specified by the Board

## **Distribution of Materials for Budget Meetings**

Every effort is made by staff to assemble, copy, and distribute budget workshop agendas and backup documentation in advance of budget meetings. However, staff wishes to emphasize to the Board, and to the general audience, that at times it may not be feasible to have all budget calculations obtained prior to the meeting. If numbers (from various sources) come in late, staff has traditionally felt that it would be better to present and explain the information at the podium, rather than to delay the information by two or more weeks, which could ultimately effect the date of budget adoption.

Because of the evolving nature of the budget process, numbers reported via the budget workshops may frequently change in response to the Board's decisions along the way. Sometimes decisions made at one meeting have a trickle-down effect on other budget issues to be presented at a subsequent meeting. Herein lies the challenge of quickly and accurately entering the data and producing new reports under tight deadlines for materials distribution.

The budget process is an intense, time-sensitive project, spread out over several months. The majority of staff in the budget, accounting, and finance areas, are active participants in the budget process. At the same time, staff must continue to attend to important, sometimes urgent, financial and accounting duties for the current fiscal year.

Again, every effort will be made by staff to meet the distribution of materials requirements set by the Board. Following budget meetings, all materials presented will be posted to the LPSS website following each meeting. The website location will be:

<http://www.lpssonline.com/site342.php>

In addition, previous budget year presentations and final budgets are all available online at the above address.

# Budget Adoption Calendar Fiscal Year 2008-2009

Proposed /Revised 1/16/08

## February 2008

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	

## March 2008

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
		30	31			

## April 2008

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

## May 2008

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## June 2008

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

-  Regular Board Meeting Day
-  Budget Workshop Day
-  Public Notice/Inspection Period
-  Holiday/Offices Closed
-  Budget Workshop on Board Meeting Day



Lafayette Parish School System  
 Budget For Fiscal Year 2008-2009

# Budget Recap & Timeline

Proposed/Revised 1/16/08

<p><u>Workshop #1</u>            February 19, 2008            (Tuesday)            2:30 pm - Board Room</p>	<p><u>Workshop #2</u>            March 18, 2008            (Tuesday)            2:30 pm - Board Room</p>	<p><u>Workshop #3</u>            April 15, 2008            (Tuesday)            2:30 pm - Board Room</p>	<p><u>Workshop #3(con't)</u>            April 17, 2008            (Thursday)            2:30 pm - Board Room</p>	<p><u>Workshop #4</u>            May 20, 2008            (Tuesday)            2:30 pm - Board Room  <b>(Special Board Meeting)</b></p>	<p><u>Budget Finalization</u>            &amp;  <u>Budget Adoption</u></p>
<p>Presentation / Refresher:            "Budget &amp; Finance 101"  <i>Overview of the Budget Process</i>  <i>Key Information Needed for Budget Formation</i>  <i>Budget, Accounting, &amp; Finance Operations</i></p>	<p>Review, Explanations &amp; Discussion of Primary General Fund Revenue Sources, Including:            Sales Taxes, Property Taxes, &amp; MFP            Presentation / Review Draft Budgets - Non-General Funds:            Special Revenue Fund            Capital Projects Funds            Debt Service Fund            Sales Tax Fund            2002 Teacher Tax Fund            Child Nutrition Services Fund            Group Insurance Fund</p>	<p>Preliminary Report of General Fund Budget Summary – Projected Revenue &amp; Expenditures            Review of Maintenance &amp; Facilities Cost Centers 1116, 1203, 1213, 1222, 1224, 1233            Review of Transportation Dept Cost Centers 1309, 1231            Review of Instructional Cost Centers - 1400 Series            Review of the 1100 Series of Cost Centers (Approx. 13 cost centers)            Review of the 1200 Series of Cost Centers (Approx. 15 cost centers)            Review of the 1300 Series of Cost Centers (Approx. 15 cost centers)            Review of the 1500 Series of Cost Centers (Approx. 18 cost centers)</p>	<p>Continuation of Workshop #3</p>	<p>Final Draft of Non-General Fund Budgets            Final General Fund Budget Balancing            ↓  <b>All Budgets Proceed to Adoption Process</b></p>	<p>June 5<sup>th</sup> &amp; 6<sup>th</sup>            Public Advertisement            June 5<sup>th</sup> – June 18<sup>th</sup>            Public Inspection Period  <b>Wednesday June 18, 2008</b>            Public Hearing 4:00 pm followed by Special Board Meeting to Adopt the Budget 4:30 pm</p>

Lafayette Parish School System  
 Budget For Fiscal Year 2008-2009

# Budget Formation Methodology

<b>Step #1</b> <b>Preliminary Action</b>	<b>Step #2</b> <b>Timeline/ Establishment of Budget Procedures</b>	<b>Step #3</b> <b>Draft Budgets Compiled</b>	<b>Step #4</b> <b>Board Budget Meetings</b>	<b>Step #5</b> <b>Budget Finalization</b>	<b>Step #6</b> <b>Budget Adoption</b>
<p>Staff begins inquiry for key budget estimates such as:</p> <ul style="list-style-type: none"> <li>- Enrollment Projections</li> <li>- Major Changes in Instructional Services (Schools of Choice, Teaming, etc.)</li> <li>- Staffing Projections</li> <li>- Property Insurance Premiums</li> <li>- Salary Plan Step Increases</li> <li>- Health Care Plan Changes</li> <li>- Maintenance &amp; Utility Costs</li> <li>- Requests for Capital Projects</li> <li>- Revenues are Estimated</li> <li>- Draft Budgets for All Non-General Fund Funds</li> </ul> <p>Preliminary Draft Timeline for Budget Adoption Proposed to Board</p> <p>Board Gives Budget Staff Direction As To Timeline &amp; Budget Objectives</p> <p>Staff Formulates a Plan for Complying With Board's Timeline &amp; Objectives</p>	<p>Once budget adoption timeline &amp; objectives are communicated by the Board, staff sets timeline for data compilation:</p> <p>Internal Budget Process &amp; Communications Established:</p> <ol style="list-style-type: none"> <li>1. Forms &amp; Draft Budgets are Distributed to Staff</li> <li>2. Meetings With Staff are Scheduled To Explain How Budget Information is to be Submitted (Review of Forms Completion, etc.)</li> <li>3. Preliminary Budget Meetings with Board Begin</li> </ol>	<p>Budget Forms &amp; Information are Gathered</p> <p>Budget Staff Performs Data Entry of Budget Information</p> <p>Draft Reports are Generated</p> <p>Board Budget Meetings Continue (See Budget Recap &amp; Timeline)</p> <p>Calculations and Budget Data Continue to be Assembled</p>	<p>Board is Presented Draft Budget Reports At Each Meeting</p> <p>Board Makes Decisions and Gives Direction – “Board Decisions List” is Updated At Each Meeting</p> <p>Following Each Meeting, Draft Budgets are Updated (Data Entry) to Reflect Board Decisions</p> <p>Process Continues Until All Aspects of the Budget Are Reviewed and Decisions of the Board are Reflected in all Budgets</p> <p>Board Achieves a Balanced Budget</p>	<p>Revised Budgets Are Presented to the Board For Final Review Prior to Formal Adoption Process</p>	<p>Official Public Notice Following by 10-Day Public Inspection Period</p> <p>Budget Hearing &amp; Budget Adoption</p> <p>Budget Documents Posted to the Website</p> <p>Formal Budget Book Designed, Printed &amp; Distributed</p> <p>Budget Submitted to State Department of Education</p> <p>Budget Approval Letter From State Dept of Ed is Received</p>

# Key Information Needed for Budget Formulation

- A. **Baseline Budgets for all Cost Centers**
- B. **Enrollment Projections & Staffing Formula Compliance**
- C. **Major Revenue Estimations**
  - 1. MFP
  - 2. Property Tax Collections
  - 3. Sales Tax Collections
- D. **Specific Board Priority Items**
- E. **Anticipated Expenditure Changes\***
  - 1. Mandated Items (Including any Unitary Status Requirements)
  - 2. Items That are Unavoidable or Uncontrollable
  - 3. Items That Have Been Previously Agreed To or Authorized by Board
  - 4. Other Items that are Optional but Needed
  - 5. Budget Cuts Recommended by the Board (Board Decisions List)
  - \*
    - a. Specific Changes in Instructional Areas – Examples:
      - New Instructional Services or Expansion of Services
      - Increase/Decrease in Costs Related to Pupil-Teacher Ratios
    - b. Changes in Expenditures for Areas in Support of Instruction -Examples:
      - Textbooks, Building Maintenance, Capital Projects & Repairs, Property Insurance, Transportation, Employee Pay & Benefits, New Technology/Software Implementation, Child Nutrition, Etc.
- F. **Initial Projections for All Other Funds (Non-General Fund)**
  - Special Revenue Fund, Sales Tax Fund, 2002 Teacher Tax Fund, Child Nutrition Fund, Debt Service Fund, Capital Projects Funds, Group Insurance Fund
- G. **Other Relevant Information**
  - 1. Fund Balance – General Fund
  - 2. Teacher Pay Mandates & Salary Rankings
  - 3. Bond Sale Potential / Bonding Capacity Info
  - 4. Student Membership Trend
  - 5. Various Comparisons with Other School Systems
  - 6. 70% Instructional Spending Test
  - 7. Goals & Objectives for Future Fiscal Years

**Example of:**  
**Memos sent out annually to collect**  
**budget information**



**LAFAYETTE PARISH SCHOOL SYSTEM**

P. O. Drawer 2158 • Lafayette, LA 70502-2158 • (337) 521-7000

**DATE:** February 16, 2007  
**TO:** Cost Center Supervisors  
**FROM:** Stephanie Richard, Supervisor Budget & Accounting *SR*  
**RE:** General Fund Budget FY 07-08 - Staff Verification

Attached is a copy of the Salary Cost Page for your cost center which shows a listing of existing employees and salaries by account code.

To assist in preparation of your budget, we are asking that you review and verify the accuracy of the staff listed (not the salaries) and sign if correct or make any necessary changes on the form. Make sure to add any vacant positions currently funded and any employees on extended leave or leave without pay who may not currently be listed on the report.

Please return your signed salary cost page to me no later than Friday, March 2, 2007.

Please call me should you have any questions.

ym

Attachment

c: Matt Dugas

**Example of:**  
**Memos sent out annually to collect  
budget information**



**LAFAYETTE PARISH SCHOOL SYSTEM**

P. O. Drawer 2158 • Lafayette, LA 70502-2158 • (337) 521-7000

**DATE:** February 16, 2007  
**TO:** School Administrators  
**FROM:** Stephanie Richard, Supervisor of Budget & Accounting *SR*  
**RE:** General Fund Budget FY 07-08 - Staff Verification

Attached is a copy of your school's Salary Cost page which shows a listing of existing employees (i.e. not necessarily the number of staff you are requesting for next year) and salaries by account code.

To assist us in preparation of your budget, we are asking that you review and verify the accuracy of the staff listed (not the salaries) and sign if correct or make any necessary changes on the form. Also, verify the accuracy of itinerants or part-time staff. The column labeled P/C (percent of time worked) indicates whether the employee is full-time (100%) or part-time/itinerant (50%). (Make sure to add any employees on extended leave or leave without pay who may not currently be listed on the report.) Please do not add employees paid by Federal Funds or other grant funds (for example: Food Service employees, Federal Programs employees). Also, do not add bus drivers and bus assistants. These employees are accounted for in other funds or by another department.

Please return your signed salary cost page to me no later than Friday, March 2, 2007 (send through Inter-office mail - DO NOT FAX). Please call me should you have any questions.

ym

Attachment

c: Matt Dugas



**Example of:**  
**Memos sent out annually to collect  
budget information**



**LAFAYETTE PARISH SCHOOL SYSTEM**

---

P. O. Drawer 2158 □ Lafayette, LA 70502-2158 □ (337) 236-6800

**TO:** Central Office Department Supervisors

**FROM:** Stephanie Richard, Supervisor  
Budget and Accounting *SR*

**DATE:** January 2, 2007

**SUBJECT:** Capital Improvement Needs for Fiscal Year 2007-2008

**COPIES:** Matt Dugas, Lisa L. Russell

**REPLY BY FRIDAY, JANUARY 19, 2007**

Please submit any capital improvement fund budget requests for items greater than Ten Thousand Dollars (\$10,000.00) for Fiscal Year 2007-2008 on the attached Budget Request Explanation form. Any requests submitted after the deadline may not be considered. Please consider your needs carefully and prioritize them by importance.

When completing the form, describe in detail the items you are requesting and the benefits associated with each item. Also, be sure to include all costs associated with each item.

Please forward all requests to Lisa L. Russell. If you have any questions, she may be contacted at 521-7321.

Attachment



# LAFAYETTE PARISH SCHOOL SYSTEM

P. O. Drawer 2158 ■ Lafayette, LA 70502-2158 ■ (337) 236-6800

To: Cost Center Supervisors

From: Billy D. Guidry *B. Guidry*

Date: February 8, 2008

RE: Important Dates for 2008-2009 Budgeting Process

As we begin the budgeting process for our next fiscal year, we are asking that you note the following dates:

Friday, February 22, 2008 "Green Bar" Reports are to be distributed  
Monday, February 25, 2008 Meeting for New Cost Center Supervisors to review budget process (All cost center supervisors are welcomed to attend)  
Times: 9:00 a.m. to 11:00 a.m. or 1:30 p.m. to 3:30 p.m.  
Place: Board Room

Friday, February 29, 2008 Green Bar Reports are due back to Stephanie Richard

Note: For new cost center supervisors, please note that green bar reports refer to the reports that you will use to prepare/request your budget for 2008-2009 school year.

The above timeline is necessary to accommodate our budget presentation timeline. I would ask that you begin your review process now by reviewing the "Current Budget" column of the attached cost center budget variance analysis report(s). This will allow you to prepare the notes that will assist you in updating your green bar reports once you receive them. Your return of the green bar reports by the date designated above is critical to the overall success in the budget process. We ask you to note that any reports not received by the due date will have to be completed by a Budget and Finance Accountant and will result in a 10% reduction in your rollforward budget total.

Please do not hesitate to call Stephanie Richard at extension 7324 or myself at extension 7302 should you have any questions.

Cost Center Name: \_\_\_\_\_

Cost Center # \_\_\_\_\_

Lafayette Parish School System

## Budget Form A - Executive Summary

Brief Cost Center Description:

Account Number OR  
Category of Expense

Brief Description /Justification

Print Name of Cost Center Supervisor:

Signature of Cost Center Supervisor:

Date:

# of Increase Requests Attached:

# of Decrease Recommendations Attached:

Date Presented to Board:


Cost Center # \_\_\_\_\_

Cost Center Name: \_\_\_\_\_

Lafayette Parish School System  
**Budget Form A - Executive Summary**

Brief Cost Center Description:

1

Account Number OR  
Category of Expense

Brief Description /Justification

2

3

This form will require you to identify which expenses you feel should be explained for the Board. You may elaborate on a particular line item (specific account number, for example "Conferences & Workshop", OR you may choose to elaborate on a group or category of expenses (for example, "Professional Services").

- 1 = Provide a brief description of the cost center's major functions, goals, or objectives
- 2 = Actual account number OR name of the category
- 3 = Provide a brief description/justification for the budget you are requesting

**Per direction of the Board President, please limit this to ONE page**

**Please be prepared to justify or explain any item of your budget that is listed on this page or on your green-bar report.**

Print Name of Cost Center Supervisor:

\_\_\_\_\_

Signature of Cost Center Supervisor:

\_\_\_\_\_

Date:  
\_\_\_\_\_

# of Increase Requests Attached:  
# of Decrease Recommendations Attached:  
Date Presented to Board:


Cost Center # \_\_\_\_\_

Cost Center Name: \_\_\_\_\_

Lafayette Parish School System

### Budget Form B - Budget Increase Request

Reason Code: \_\_\_\_\_

Reason Title: \_\_\_\_\_

Reason  
Codes:

<b>M</b> Mandated	<b>U</b> Unavoidable/Uncontrollable
<b>O</b> Optional/Other	<b>A</b> Authorized/Approved by School Board

<u>Account Number</u>	<u>Account Title</u>	<u>Why is an Increase Being Requested?</u>	<u>Amount(s)</u>
-----------------------	----------------------	--	------------------

Print Name of Cost Center Supervisor:  
\_\_\_\_\_

Signature of Cost Center Supervisor:  
\_\_\_\_\_

Signature of Superintendent or Deputy Superintendent:  
\_\_\_\_\_

Date: \_\_\_\_\_

Total Increase Request:	
Date Presented to Board:	



Cost Center Name: \_\_\_\_\_

Lafayette Parish School System  
**Budget Form B - Budget Increase Request**

Reason Code: \_\_\_\_\_

1

Reason Title: \_\_\_\_\_

2

Reason Codes:

<b>M</b> Mandated	<b>U</b> Unavoidable/Uncontrollable
<b>O</b> Optional/Other	<b>A</b> Authorized/Approved by School Board

Account Number

Account Name

Why is an Increase Being Requested?

Amount(s)

3

4

5

6

1 = Give a reason code for the increase request

Note: The "O" category is for items which are not mandated, unavoidable/uncontrollable, or previously authorized by the Board, HOWEVER...they are thought to be crucial to the correction of a significant problem or crucial to the fulfillment of some objective or issue that has been identified as needed or necessary.

2 = Assign a title that corresponds to the reason code

3 = Give the suggested line item account number in your cost center to be increased. If the account number does not currently exist, type in "new account".

4 = Give the line item account name that corresponds to the account number. If the account number does not currently exist, type in the account name you would like to use.

Note: If the subject will impact expenses in more than one line item account number in this cost center, please list all accounts that will be affected and the \$ amounts.

5 = Give a brief explanation/justification for the budget increase you are requesting.

6 = List the amount of the budget increase.

**Please use a separate form for each budget increase request.**

Print Name of Cost Center Supervisor:

\_\_\_\_\_

Signature of Cost Center Supervisor:

\_\_\_\_\_

Signature of Superintendent or Deputy Superintendent:

\_\_\_\_\_

Total Increase Request: \_\_\_\_\_  
 Date Presented to Board: \_\_\_\_\_

Date: \_\_\_\_\_

Cost Center # \_\_\_\_\_

Cost Center Name: \_\_\_\_\_

Lafayette Parish School System

### Budget Form C - Budget Decrease Recommendation

<u>Account Number</u>	<u>Account Title</u>	<u>Reason/Comments</u>	<u>Amount</u>
-----------------------	----------------------	------------------------	---------------

Print Name of Cost Center Supervisor:  
\_\_\_\_\_

Signature of Cost Center Supervisor:  
\_\_\_\_\_

Date:  
\_\_\_\_\_

\$ Amount of Decreases Recommended:

Date Presented to Board:

Cost Center # \_\_\_\_\_

Cost Center Name: \_\_\_\_\_

Lafayette Parish School System

**Budget Form C - Budget Decrease Recommendation**

<u>Account Number</u>	<u>Account Title</u>	<u>Reason/Comments</u>	<u>Amount</u>
-----------------------	----------------------	------------------------	---------------

List the account number, account title and the reason why you are recommending a reduction in your cost center budget.

You may list more than one account on this page.

Print Name of Cost Center Supervisor:

\_\_\_\_\_

Signature of Cost Center Supervisor:

\_\_\_\_\_

Date:

\_\_\_\_\_

\$ Amount of Decreases Recommended:

Date Presented to Board:



**Example of:**  
**Board action taken when budget is not  
adopted by June 30th.**

ACTION ITEM VII.  
June 21, 2006

**CONTINUED OPERATIONS PENDING APPROVAL  
OF THE FISCAL YEAR 2006-2007 BUDGET**

**RECOMMENDATION**

That the Lafayette Parish School Board authorize the Administration to continue all ongoing and normal expenditures until adoption of the budget for fiscal year 2006-2007.

**IMPACT/RATIONALE**

No new, large, or unusual expenditures will be allowed until adoption of the budget for next year.

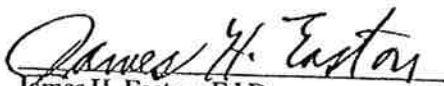
**PROGRAM DESCRIPTION**

Submitted by:



Jules A. Gaudin, MBA, CPA  
Deputy Superintendent and Chief Financial Officer

Recommended for Approval:



James H. Easton, Ed.D.  
Superintendent

Publication: The Daily Advertiser - Lafayette, LA

Run Dates:

Thursday, June 7, 2007

Friday, June 8, 2007

Section: Legals

Size: 1 column by 2”

**PUBLIC NOTICE  
LAFAYETTE PARISH  
SCHOOL BOARD**

The Lafayette Parish School Board will hold a public hearing to review the 2007-2008 budget. The hearing will be held on June 20, 2007 at 4:00 p.m. in the Lafayette Parish School Board's Central Office Board Room. Following the hearing, the Board will hold a Special Board Meeting at 4:30 p.m. to adopt the 2007-2008 budget. The budget will be available for public inspection during normal business hours beginning Thursday, June 7, 2007.

Acadiana's Daily Newspaper

# THE ADVERTISER

1100 Bertrand Drive  
LAFAYETTE, LA 70506

PHONE: (337) 289-6300  
FAX: (337) 289-6466

## AFFIDAVIT OF PUBLICATION

Lafayette Parish School System  
Business Services Division  
Jacqueline B. Snow  
Administrative Office Coordinator  
P.O. Drawer 2158  
Lafayette, LA 70502-2158

Account No.: 8LPSB  
Ad Number: 784196  
Ad Total: \$41.00  
No. of Lines: 26  
Reference No.:

\*\*To insure proper credit please refer to your account number and/or ad number when making payment. Remittance address: P.O. Box 3268, Lafayette, LA 70502-3268

I, ROSE PENFOLD, do solemnly swear that I am the LEGAL CLERK of THE ADVERTISER, a newspaper printed and published at Lafayette, in the Parish of Lafayette, State of Louisiana, and that from my personal knowledge and reference to the files of said publication, the advertisement of

### PUBLIC NOTICE

#### LAFAYETTE PARISH SCHOOL BOARD

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was published in **THE ADVERTISER** on the following dates:

- \*Thursday, June 7, 2007
- \*Friday, June 8, 2007

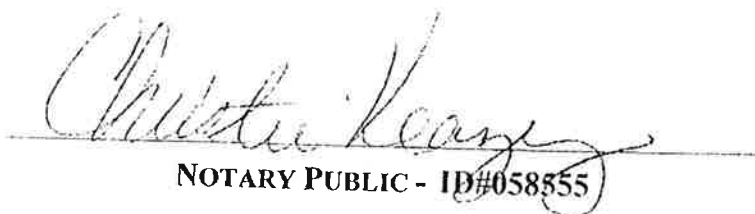
784196  
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ROSE PENFOLD  
LEGAL CLERK

Sworn to and subscribed before me this 21st day of June, 2007.



NOTARY PUBLIC - ID#058555

**LAFAYETTE PARISH SCHOOL BOARD**  
**Lafayette, Louisiana**

**RESOLUTION 06-07-1561**

**ADOPTION OF BUDGET FOR FISCAL YEAR 2007-2008**

**WHEREAS**, the Lafayette Parish School Board held public workshops on February 28, 2007, March 6, 2007, March 31, 2007, April 3, 2007, April 18, 2007, May 1, 2007, May 15, 2007, and May 23, 2007; in addition to a Special Board Meeting on May 30, 2007; to receive and discuss information related to the proposed budgets for fiscal year 2007-2008; and,

**WHEREAS**, the Lafayette Parish School Board advertised in The Daily Advertiser on June 7, 2007 and June 8, 2007 that a Public Hearing and Public Special Board Meeting would be held on June 20, 2007 to adopt the Unified Budget for Fiscal year 2007-2008; and,

**WHEREAS**, the Public Hearing was held on June 20, 2007; now,

**THEREFORE, BE IT RESOLVED**, that the Lafayette Parish School Board, does hereby adopt the Lafayette Parish School Board Unified Budget for fiscal year 2007-2008.

**C E R T I F I C A T E**

I, the undersigned Secretary-Treasurer of the Lafayette Parish School Board, do hereby certify that the above and foregoing is a true copy of a resolution adopted at its Special Board Meeting of June 20, 2007, at which time a quorum was present and that same is in full force and effect.

Dated at Lafayette, Louisiana  
this 20<sup>th</sup> day of June, 2007.



---

James H. Easton, Ed.D., Secretary-Treasurer  
LAFAYETTE PARISH SCHOOL BOARD



Lafayette Parish School System  
**Summary of Funds**  
**Adopted Unified Budget**  
 FY 2007-2008

---

		<u>Resource Uses</u>
<b>General Fund</b>	\$	199,044,508
<b>Special Revenue Funds</b>		39,302,199
<b>Capital Project Funds</b>		
Capital Improvement Fund		8,020,150
Self-Funded Construction Fund		5,818,503
<b>Debt Service Funds</b>		12,897,160
<b>Sales Tax Fund- Net</b>		1,472,200
<b>School Food Services Fund</b>		11,271,210
<b>Group Insurance Fund</b>		30,849,585
<b>2002 Teacher Tax Fund</b>		<u>18,665,000</u>
	<b>\$</b>	<b><u>327,340,515</u></b>

**Fiscal Year 2007-2008  
Lafayette Parish School System Budget**

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# Glossary of School Finance Terms

## GLOSSARY OF SCHOOLS FINANCE TERMS

**Ad Valorem Taxes** - Taxes levied on the assessed valuation of real and personal property located within the boundaries of the district which is final authority in determining the amount to be raised for education purposes.

**Agency Fund** - A fund used to account for assets held by a governmental unit in a trustee capacity or as an agent for individuals, private organizations, other governmental units and or other funds.

**Appropriation** - The setting aside by resolution of a specified amount of money for a fund with an authorization to make expenditures and incur obligations for the purposes thereof.

**Appropriation Resolution** - A formal resolution by a board of education to set aside a specified amount of money for a fund with an authorization to make expenditures and incur obligations for specific purposes.

**Assessed Valuation (AV)** - A valuation set upon real estate or other property by a government as a basis for levying taxes.

**School Board** - The Board of Education for a school district. Each school district is to be governed by a board of education consisting of the number of school directors proscribed by law. The board possesses all powers delegated to a board of education or to a school district by law, and performs all duties required by law.

**Borrowing** - A board may, by resolution, authorize the borrowing of unencumbered money from one fund to another (except the Bond Redemption Fund). Such money must be repaid when needed by the lending fund, but in any event must be repaid within three months after the beginning of the following budget year.

**Budget** - A summary statement of plans expressed in quantitative terms; a forecast of future events including anticipated revenue and expenditures, and the financial position of a district at some point in time.

**Budget Year** - July 1 through June 30 constitutes the mandatory budget year for public school districts for all funds.

**Capital Outlay** - An expenditure which results in the acquisition of fixed assets or additions to fixed assets which are presumed to have benefits for more than one year. It is an expenditure for land or existing buildings, improvements of grounds, construction of buildings, additions to buildings, remodeling of buildings, or initial, additional and replacement of equipment.

**Capital Improvement Fund** - A type of "special revenue fund" whose uses and limitations are specified by legal authority.

**Categorical Program Support Funds** - Educational support funds provided from a higher governmental level and specifically limited to (earmarked for) a given purpose.

**Contingency Reserve** - Moneys in the Contingencies Reserve shall be available for use by the school district for emergencies and other contingencies.

**District** - Any public school district organized under the laws of Louisiana.

**District Funding** - The District funding cost of a district for any budget year shall be the amount derived by multiplying the number of instructional units of the district for said budget year by the amount of the district's setting category.

**Endowment Fund** - A fund from which the income may be expended, but whose principal must remain intact. See Trust and Agency Fund.

**Enterprise Fund** - A fund to account for operations that are financed and operated in a manner similar to private business enterprises where the intent of the governing body is that the costs of providing goods or services to the general public on a continuing basis be finance or recovered primarily through user charges or where the governing body has decided that periodic determination of revenues earned, expenses incurred and/or net income is appropriate for capital maintenance, public policy, management control, accountability or other purposes.

**Equalization, State** - General State aid or support provided to the District.

**Expenditures** - Charges incurred, whether paid or unpaid which are presumed to benefit the current fiscal year.

**Fiduciary Fund** - These are trust and agency funds used to account for assets held by a governmental unit in a trustee capacity or as an agent for individuals, private organizations, other governmental units and/or other funds.

**Fiscal Year (FY)** - A 12-month accounting pay period beginning July 1 and ending June 30 of the following year.

**Food Service Fund** - A type of special revenue fund used to record financial transactions related to food service operations.

**Function** - The action a person takes or the purpose for which a thing exists or is used. Function includes the activities or actions which are performed to accomplish the objectives of an enterprise. The activities of a school district are classified into five broad areas of functions: Instruction, Supporting Services, Community Services, Non-programmed Charges and Debt Services.

**Fund** - A fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations.

**Fund Balance** - The excess of the assets of a fund over its liabilities and reserves except in the case of funds subject to budgetary accounting where, prior to the end of a fiscal period, it represents the excess of the fund's assets and estimated revenues for the periods over its liabilities, reserves, and appropriations for the period.

**General Fund** - A fund to account for all financial resources except those required to be accounted for in another fund. All revenues, except those revenues attributable to the Bond Redemption Fund, the Capital Improvement Fund, the Special Building fund, the Insurance Reserve fund and any other fund authorized by the State Board of Education, shall be accounted for in the General Fund. Any lawful expenditure of the school district, including any expenditure of a nature which could be made from any fund, may be made from the General Fund.

**General Fixed Assets Account Group (GFAAG)** - The government's general fixed assets - all fixed assets except those accounted for in proprietary funds of trust funds - are not financial resources available for expenditure. The GFAAG is a self-balancing account group. This account group is not a fund - it does not reflect available financial resources and related liabilities - but it contains accounting records of the general fixed assets and certain associated information.

**General Long-Term Debt Account Group** - The unmatured principal of bonds, warrants, notes, special assignments debt for which the government is obligated on some manner, or other forms of non-current or long-term general obligation debt that is not a specific liability of any proprietary fund or trust fund. General long-term general obligation debt is not limited to liabilities arising from debt issuances *per se*, but may also include non-current liabilities on capital leases, compensated absences, claims and judgements, pension, special termination benefits and other commitments that are not current liabilities properly recorded in governmental funds.

**Handicapped Education** - Education for those children who are unable to receive reasonable benefits from ordinary education in the public schools because of specific handicapping conditions.

**Income** - The excess of revenue earned over the related expenses for given time period.

**Instructional Supplies and Materials** - Instructional supplies and material include, but are not limited to, supplies, textbooks, library books, periodicals, warehouse inventory adjustment and other supplies and materials.

**Internal Service Fund** – A fund established to finance and account for goods or services provided by a designated department or agency to other departments or agencies within a single governmental unit. Amounts expended by the fund are restored there to either from operating earnings or by transfer from other funds, so that the original fund capital is kept intact.

**Intrafund Transfer** – Money which is taken from one function or object within a fund and transferred to another function or object within the same fund.

**Intra/Intergovernmental Service Fund** – Used to account for the financing or special activities and services performed by a designated organization unit within a school district jurisdiction for other organization units within the school district's jurisdiction. See Internal Service Fund.

**Legal Investment** – Investments which governmental units are permitted to make by law.

**Mill Levy** – The rate of taxation based on dollars per thousand of assessed valuation.

**Modified Accrual Basis** – The accrual basis of accounting adapted to the governmental fund-type measurement focus. Under it, revenues and other financial resource increments are recognized when they become both "measurable" and "available" to finance expenditures of the current period. "Available" means collectible in the current period or soon enough thereafter to be used to pay liabilities of the current period.

Expenditures are recognized when the fund liability is incurred except for inventories of materials and supplies that may be considered expenditures either when purchased or when used and prepaid insurance and similar items that may be considered expenditures either when paid for or when consumed. All governmental funds, expendable trust funds and agency funds are accounted for using the modified accrual basis of accounting.

**Object** – A category of goods or service purchased.

**Per Pupil Operating Revenues** – The equalization program funding of a district for any budget year, divided by the funded pupil count of the district for said budget year.

**Reserve** – An account which records a portion of the fund balance which is designated for some future use and which is, therefore, not available for future appropriation for expenditure. A Reserve for Inventories equal in amount to the Inventory of Supplies on the balance sheet of a General Fund is an example of such a reserve.

**Retained Earnings** – An equity account reflecting the accumulated earnings of an enterprise or internal service fund.



**Revenues** – Addition to assets which do not increase any liability, do not represent the recovery of an expenditure, do not represent the cancellation of certain liabilities without a corresponding increase in other liabilities or a decrease in assets.

**Source of Funds** – this dimension identifies the expenditure with source or revenue, i.e., local, country, state, federal, and other to differentiate categorical aid expenditures from non-categorical expenditures.

**Special Revenue** – A fund used to account for the proceeds of specific revenue sources (other than special assessments, expendable trusts, or for major capital projects: that are legally restricted to expenditure for specific purposes. Under NCGA Statement 1, the use of Special revenue Funds is required only when legally mandated.

**Personal Property Tax** – An annual tax imposed upon each taxable item of certain classified personal property, such as motor vehicles, which tax is computed in accordance with state schedules applicable to each sale of personal property.

**Supplemental Budget** – Where money for a specific purpose from other than ad valorem taxes subsequently (following adoption of the budget) becomes available to meet a contingency, a supplemental budget for expenditures not to exceed the amount of said money may be adopted and appropriation of said money made therefrom.

**Transfers** – This object category does not represent a purchase; rather, it is used as an accounting entity to show that funds have been handled without having goods and service rendered in return. Included here are transactions for interchanging money from one fund to the other and for transmitting flow-through funds to the recipient (person or agency).

**Trust Fund** – A fund used to account for money and property held in trust by a district for individuals, government entities or non-public organizations. A Trust Fund is usually in existence over a longer period of time than an Agency Fund.

**Unencumbered Appropriation** – that portion of an appropriation not yet expended or encumbered.

**Vendor** – An individual or corporation that provides services, supplies, or equipment to the district.

**Voucher** – A document which authorizes the payment of money and usually indicates the accounts to be charged.

**Yield** – The rate of annual income returned on a investment, expressed as a percentage. (a) Income yield is obtained by dividing the current market price for the security. (b) Net yield of maturity is the current income yield minus any premium above par or plus any discount for par in purchase price, with the adjustment spread over the period from the date of purchase to the date of maturity of the bond

Lafayette Parish School System  
**“Budget & Finance 101”**

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**Part II:  
Overview of the Business Departments**



February 2008

**Lafayette Parish School System – Business Services Division**  
**Executive Director & Chief Financial Officer – Billy D. Guidry, CPA**

**Administrative Office Coordinator, Jacqueline Snow**  
**Part-time Clerical Assistant, Vacant**

**Finance**  
**Director of Finance**  
**Matt Dugas**

**Account Clerks**  
 Renee Credeur  
 Judy Vincent

**Accountant**  
 Carol Gaines

**Payroll Supervisor**  
 Don Garber

**Payroll Clerks**  
 Barbara Addison  
 Amy Lawrence  
 Kristie Sam

**SEMS Operator**  
 Rollan Moore

**Budget & Accounting**  
**Supervisor of Budget & Accounting**  
 Stephanie Richard

**Accountants**  
 Ronnie Bertrand  
 Jennifer Nestor  
 Mark Sibille  
 Kimberly LaFleur  
 Suzanna Boyd  
 Brent Hebert

**Account Clerks**  
 Yvonne Menard  
 Olanda Gray

**Accounts Payable Clerks**  
 Etta Joseph  
 Jolie Shields  
 Eva Broussard  
 Veronica Dubose  
 Chelsea Comeaux  
 Dymphna Broussard

**School Accounting**  
**Coordinator**  
 Vacant

**Purchasing**  
**Purchasing Agent**  
 Kay Ledet

**Purchasing Clerks**  
 Sandra Compton  
 Pat Wooters

**Part-time Student Worker**

**Sales Tax**  
**Director of Sales Tax**  
 Carl Meche

**Auditors**  
 Raymond Mallery  
 Nancy Marks  
 Robert Simpson  
 Gene Veillon  
 Pat Lewis

**Field Rep**  
 Vacant

**Data Processing Clerks**  
 Tammra Castille  
 Justine Hebert

**Secretaries**  
 Janet Stelly  
 Gail Guidry

**Warehouse**  
**Warehouse Coordinator**  
 Pat Credeur

**Warehouse Workers**  
 Daniel Chaisson  
 Glen Gathe  
 Clarence Haynes

**Mail Courier**  
 Kimberly Price

**Child Nutrition**  
**Supervisor of Child Nutrition**  
 Renee Sherville

**Coordinator**  
 Amy Fremin

**Secretary I**  
 Brandy Lally  
 Vacant

**Sr. Purchasing Clerk**  
 Sheila Broussard

**Account Clerk**  
 Annette Pipkin

**Warehouse Driver**  
 Eric Harmon

**Area Managers**  
 Vickie Breaux  
 Vicki Seaux  
 Linda Simpson  
 Greta Schrexaider

**Warehouse Workers**  
 Lee Angel  
 Ronnie Chaisson  
 Mastern St. Julien  
 Vacant (2)

**Cafeteria Managers & Technicians**

**Transportation**  
**Director of Transportation**  
 Bill Samec

**Assistant Director**  
 Jonathan Watson

**Routing Analyst**  
 Charity Buller

**Investigator**  
 Robert Maw

**Office Coordinator**  
 Paula Jameyson

**Customer Service Representative**  
 Annette Bergeron

**Operations Clerks**  
 Lisa Anzalone  
 Allison Chaisson  
 Rachel Sarkies

**Operations Analyst**  
 Vickie Jacquet

**Mechanics**  
 Roger LeJeune  
 Ben Nutt  
 Joseph Theriot  
 Freddie Bozant  
 Vacant

**Bus Drivers & Attendants**

**February 2008**

# Business Services Division Departments Supervised by the Executive Director & CFO



Departments:	# of Employees
CFO Office	= 2
Finance	= 9
Budget & Accounting/School Accounting	= 16
Purchasing	= 3
Sales Tax	= 11
Warehouse	= 5
Child Nutrition	= 193 Full-Time; 40 Subs
Transportation	= 414 Full-Time; 16 Subs

## Primary Functions of the Executive Director & CFO:

- Provides leadership, management, and problem resolution for 8 departments supervised
- Administrates over:
  - Annual budget processes - development, presentation, implementation – total unified budget in excess of \$300 million
  - Revenue forecasting for major sources - sales tax, property tax, MFP, etc.
  - Internal & public financial disclosure - numerous and various reporting formats generated throughout the fiscal year
  - Comprehensive Annual Financial Report (CAFR) - works with external auditors, leads internal staff in achieving CAFR awards
  - Annual property tax rates (millage) procedures - coordinates millage roll-up/ roll-down and renewal campaigns when applicable
  - Bond negotiations - works with legal (bond) counsel to execute bond sales
  - Loan and lease negotiations - executes cash flow loans and negotiates other special financing opportunities
  - Internal policies and procedures - initiates and/or updates policies and procedures that support sound financial objectives
  - Land and property management - negotiates intergovernmental agreements and other matters regarding property use
  - Financial strategies – develops funding strategies and recommendations for accomplishing school system objectives
- Participates at the state level in activities regarding public school finance.
- Participates in local community events regarding LPSS financial matters.
- Represents the superintendent at state or local events in support of public education.
- Works on special projects as assigned by the Superintendent and/or the Board.

# Business Services Division – Finance

## Primary Office Functions:

**Finance**  
**Director of Finance**  
 Matthew Dugas

Responsible for preparing the annual financial report to the state (AFR) following year-end close. Manages the production of the annual CAFR document following external audits. Tracks and reports fund balance reserve. Manages bank relations and contracts. Manages LPSS-owned, revenue-producing properties (leases & rentals - including Section 16). Handles the investment portfolio for the school system. Coordinates the issuance of debt via bond sales and/or other loans for school system operations. Manages the Debt Service Fund of approx. \$13 million. Tracks, reports, and estimates sources of revenue, including MFP. Supervises staff of 8 full-time employees. Administrates over the activities described below pertaining to Finance, Fixed Assets, & Payroll.

**Accountant III**  
 Carol Gaines

**Account Clerk -- Finance**  
 Renee Credeur

**Account Clerk -- Fixed Assets**  
 Judy Vincent

**Payroll Supervisor**  
 Don Garber

**Payroll Clerks**  
 Barbara Addison  
 Amy Lawrence  
 Kristie Sam

**SEMS Operator**  
 Rollan Moore

Supervises the Fixed Assets perpetual inventory system valued at over \$126 million, and located at 42 schools and 33 departments. Prepares the statistical section of the CAFR. Serves as the accountant for the 2002 ½ Cent Sales Tax Fund in the amount of approx. \$21 million. Serves as the accountant for the Child Nutrition Fund in the amount of approx. \$10 million. Also prepares reports regarding property tax (millage) revenue. Works on various other projects as assigned by the CFO or Director of Finance.

Responsible for the school system's daily bank deposits. Reconciles 22 bank accounts averaging \$55 million monthly. Generates reports and/or assists with tasks related to payroll, cash flow, unclaimed property, property rental contracts and payments, bank drafts, direct deposit, annual audit process, fixed assets, and various other projects.

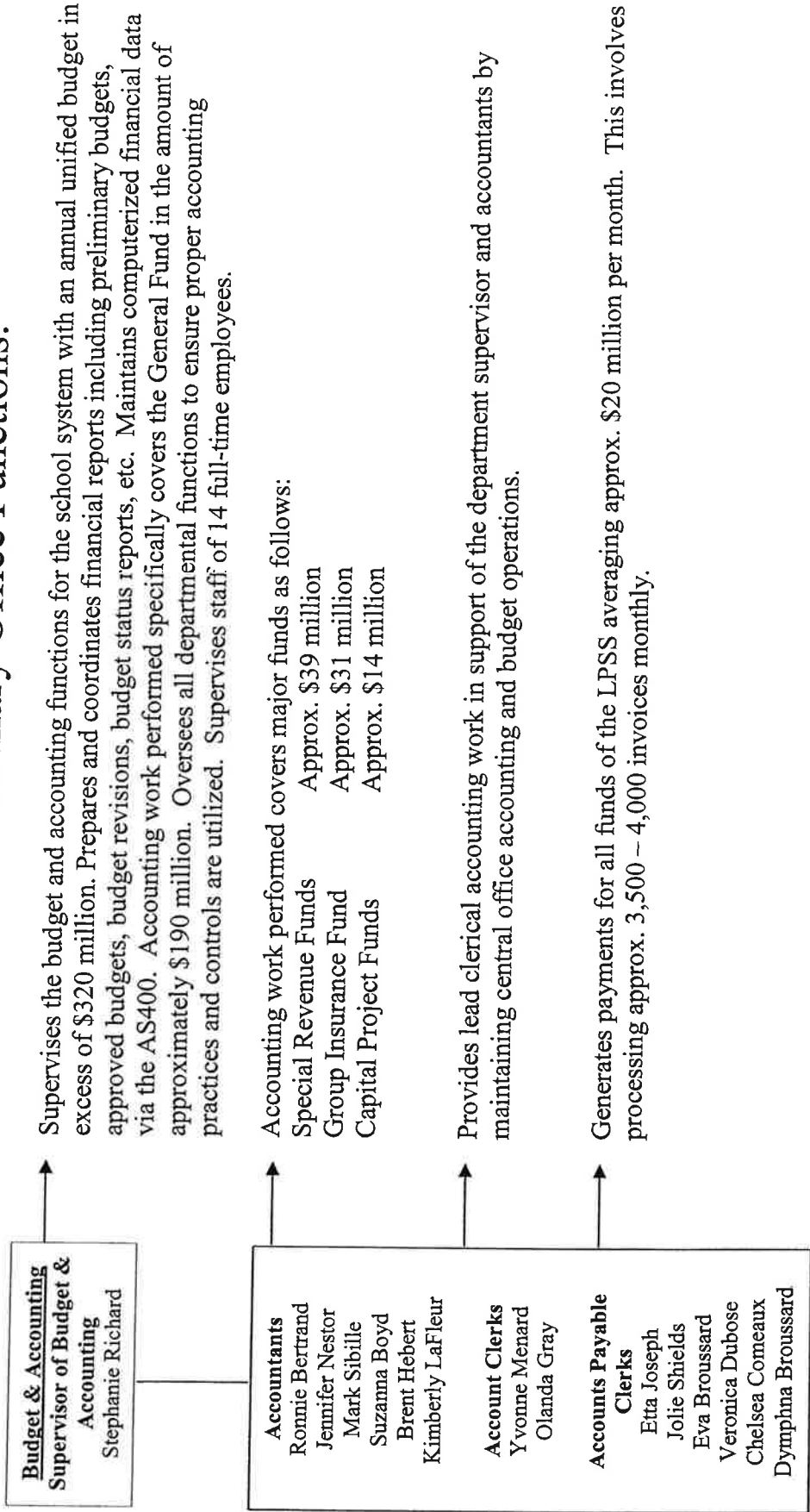
Responsible for maintaining computerized fixed assets database. Processes relevant paperwork, generates reports, conducts physical audits at all locations, and provides training and assistance to system employees on all aspects of maintaining their fixed asset inventory, as well as state requirements.

The Payroll Department generates over 4,000 payroll checks each month for regular employees, totaling approx. \$10-12 million per month. 1,600 – 2,000 additional checks totaling approx. \$750,000 to \$1 million are generated each month for such things as sub wages, stipends, tutors, overtime, etc. The department processes all direct deposits and savings plan deductions, processes garnishments and levies, submits employer taxes to the government, and processes absences - docking paychecks when applicable. Over 6,000 W-2's are processed, quarterly federal reports (941) and unemployment reports are filed, and contribution payments and reports are processed for six different retirement systems.

Manages the system-wide automated substitute calling, and attendance system. Provides training on using the system to employees, substitutes, and sub-system administrators. Troubleshoots system issues involving hardware, software, and data errors. Provides help desk assistance to all system users.

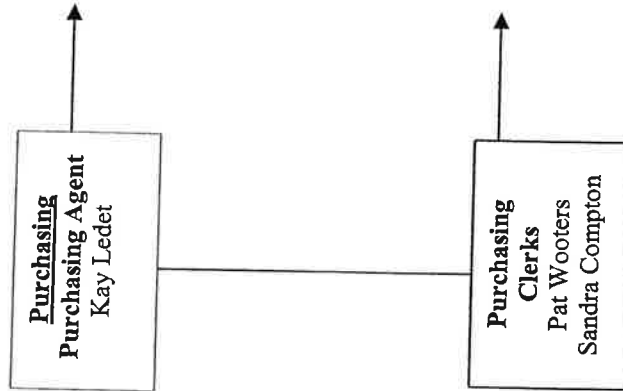
# Business Services Division – Budget & Accounting Department

## Primary Office Functions:



# Business Services Division – Purchasing

## Primary Office Functions:



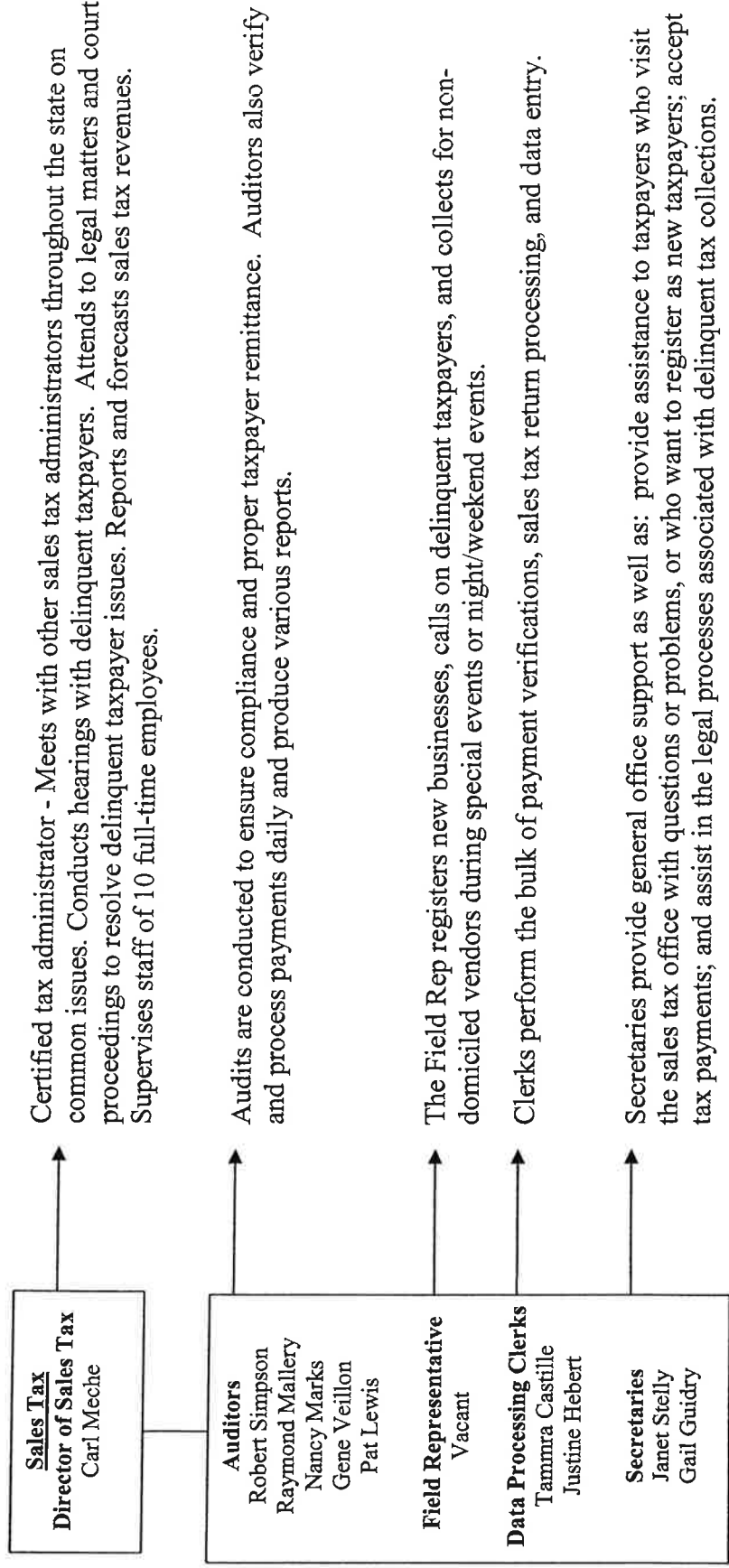
- Reviews and approves all purchase orders. 9,064 purchase orders were issued in FY 06-07.
- Directs the bidding process and establishes contracts for the district. Approximately 15 annual bids are conducted. In addition, one-time purchase bids average about 10 per year.
- Maintains mobile phone reimbursement database.
- Establishes and maintains relationships with vendors and district employees and serves as liaison between vendors and district personnel.
- Trains and assists district clerical staff and administrators on purchasing procedures and mobile phone reimbursement procedures.
- Reviews and processes all purchase requisitions.
- Generates purchase orders.
- Assists with the bidding process by recording bid tabulations, preparing Board agenda items, and mailing award letters.
- Establishes and maintains relationships with vendors and district employees, and serve as liaisons between vendors and district personnel.
- Assists district clerical staff and administrators on purchasing procedures.

# Business Services Division – Sales Tax Department

## Primary Office Functions:

The LPSS Sales Tax Department provides the community with sales tax collection services for eight tax levying jurisdictions in Lafayette Parish including: Lafayette Parish School System, Lafayette Parish, City of Lafayette, Broussard, Youngsville, Duson, Scott, and Carencro. In addition to sales taxes, hotel/motel taxes are also collected.

The Sales Tax Department provides service to approximately 10,500 registered taxpayers as well as about 250 unregistered taxpayers who file monthly returns. In the calendar year 2007, the LPSS sales tax department's gross tax collections exceeded \$200 million, or \$16 million monthly. Of this amount, an estimated 1,100 filings per month were made online, totaling over \$25 million for the year.





# Business Services Division – School Accounting

## Primary Office Functions:

**School Accounting Auditor**

Responsible for reviewing all School Activity Fund Accounts at 44 locations which have, in total, annual receipts and disbursements of over 10 million dollars. These funds consist of monies raised from fundraisers, fees, club accounts, sporting events, etc.

- Performs analysis and testing of all Lafayette Parish School System (LPSS) audit areas.
- Prepares reports documenting audit findings, providing conclusions and recommendation in the report and submits these to Superintendent.
- Investigates and audits compliance with school board policy and other laws governing LPSS.
- Serves as a resource for information regarding laws, policies, and procedures with respect to the handling of funds and property and with respect to governmental ethics..
- Provides information and assistance to external auditors to facilitate the audit's timely and efficient completion; assists auditors in data collection from department and schools to ensure the acquisition of required information.
- Provides training and assistance to bookkeeping staff on a regular basis and evaluates bookkeeping practices for efficiency, accuracy, and compliance with policies and laws.
- Conducts special projects assigned by the Superintendent.