

## CLARK COUNTY SCHOOL DISTRICT REGULATION

R-3110

### BUDGET DEVELOPMENT

- I. In accordance with Nevada statutes, the annual budget shall be a plan to meet the Global Ends of the Board of School Trustees by indicating the services to be provided during the fiscal year.

The budget development process shall include the following:

- A. Involvement of the Board in all major decision-making stages,
  - B. Incorporation of long-range planning,
  - C. Provision of a fiscally sound financial plan, and
  - D. Provision for informing and involving the community and the administration at appropriate stages to promote an understanding of the budget.
- II. The Finance and Operations Division is responsible for coordinating the development of the annual Clark County School District budget. The development of the budget shall include a process for input by the various divisions of the district through the division head and shall incorporate those decisions of the Board of School Trustees which have financial impact.
- III. The Board of School Trustees shall provide decisions at each major stage in budget development, including approval of:
    - A. Proposed changes or additions to the instructional program for the period covered by the budget,
    - B. Proposed salary schedules for the period covered by the budget,
    - C. Schedules for maintenance and renovation of buildings and schedules for maintenance and replacement of equipment, and
    - D. The tentative, final, and amended final budgets, and any augmented budgets as required by Nevada statutes.

The Board shall schedule at least annually, as part of a regular or special meeting, an opportunity for input by the public and district staff on the

development of the budget, including allocations and formulas utilized for budget development.

- IV. The Board and the community shall be provided adequate information at all stages of budget development to enable informed estimates of the budget's adequacy.
- V. Budget development, including preparation and filing, shall be in accordance with, and as detailed in Nevada statutes, using the forms prescribed by the Nevada Department of Taxation.
- VI. Budget development and administration shall be based on Generally Accepted Accounting Principles (GAAP) for Governmental Accounting as set forth by the Governmental Accounting Standards Board (GASB), or a successor organization recognized as the principal authority for governmental accounting practices.
- VII. The Board will adopt a plan for scheduled maintenance and renovation of buildings and maintenance and replacement of equipment.
  - A. The Finance and Operations Division, together with the Facilities Division, shall periodically perform or cause to be performed studies of standards recognized and applied both in private industry and in the public sector for maintenance and renovation of buildings, and equipment and its useful life, including, without limitation, depreciation criteria used in private industry, and shall present recommended standards to the Board of School Trustees for adoption.
  - B. The Finance and Operations Division shall include in the budget of the Clark County School District those allocations of funds which are required to fulfill the schedules of maintenance and renovation of buildings and maintenance and replacement of equipment which have been approved by the Board of School Trustees.
- VIII. Allocation of funds as major appropriations for personnel and supplies shall be made in accordance with formulas developed on the basis of educational needs of schools. These budget formulas shall include factors for allocation of:
  - A. Staffing
    - 1. School administrators
    - 2. Classroom teachers
    - 3. Other licensed personnel

4. School clerical personnel
5. Custodial personnel
6. Maintenance, grounds, and operations personnel
7. Attendance officers, police officers, and campus monitors
8. Other support staff

B. Instructional Materials/Services

1. Textbooks
2. Media books and magazines
3. Media computer supplies
4. Media technical services
5. Printing services
6. Computer supplies
7. Audiovisual supplies
8. Field trips
9. Instructional supplies
10. Special education instructional supplies
11. Medical supplies
12. Custodial supplies
13. Athletic supplies and travel
14. Other activity expenses
15. Instructional equipment
16. Postage

IX. Contingency Reserve

In order to provide a means of funding unanticipated expenditures within the various

appropriation areas, and whenever funding is available, a contingency reserve account shall be established in the General Fund budget to provide for such unanticipated needs. The contingency account may not be less than 1/4 of 1 percent for any year.

X. Ending Fund Balance

- A. An unassigned ending fund balance of not less than 2 percent of total General Fund revenue for each fiscal year shall be included in the General Fund budget. An inability to meet this requirement must be approved by the Board of School Trustees. Unassigned ending fund balance is that fund balance exclusive of non-spendable amounts such as inventory and amounts restricted, committed, or assigned for preexisting obligations.
- B. The Board of Trustees must take formal action, prior to the end of the reporting period, in order to establish an ending fund balance commitment for any specified purpose. Formal Board action is also required to modify or rescind an established commitment.
- C. The Chief Financial Officer of the District has the responsibility of assigning amounts of ending fund balance that are intended to be used for specific purposes. These assignments, however, are not legally binding and are meant to reflect intended future use of the District's ending fund balance.
- D. When an expenditure is incurred, and both restricted and unrestricted resources are available, the portion of the fund balance that was restricted for those purposes shall be reduced first. If no restricted resources exist, then the unrestricted fund balance shall be reduced. Furthermore, when an expenditure is incurred for purposes which amounts of committed, assigned, or unassigned are considered to have been spent, and any of these unrestricted fund balance classifications could be used, they are considered to be spent in the above order.
- E. The Board shall include in the District's budget a reserve for economic uncertainty as a special revenue fund. The Board of School Trustees may, through its approval of the budget, provide for management of balances in the special revenue fund either through transfers to or from other funds or by direct deposit of revenues.

Any balances in the special revenue fund for economic uncertainty may be made available to the General Fund to compensate for shortfalls. Balances in the special revenue fund for economic uncertainty may be made available with Board approval in those fiscal years where ending fund balance would fall below the requirement in Section X(A) above.

- XI. The Finance and Operations Division is responsible for developing and implementing procedures for budget development.

Legal Reference:	NRS Chapter 354 Local Financial Administration NRS Chapter 387 Financial Support of School System
Review Responsibility:	Finance and Operations Division
Adopted:	3110/3120/3130: 10/3/63
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