

2018-2019 Budget Packet Instructions

WHAT'S NEW:

- SUNNY SKIES TODAY, CLOUDY IN THE FUTURE AS FUNDING BEINGS TO CAP
- PALI'S LCFF IS NOW FULLY FUNDED, BUT PERS/STRS RATES CONTINUE TO RISE
- 17/18 BROUGHT HISTORIC ADA LEVELS, BUT WE WILL CONTINUE TO BUDGET AT REGULAR ADA LEVELS
- THE ON-GOING CONCERN OF PALI'S LIFETIME BENEFITS OBLIGATION



1.) COMPLETE THE FORMS!

Be sure to complete all fields on the form (fill in department name and number). Include each item, approximate cost, and a reason necessary. Also, prioritize your request. Please be specific!

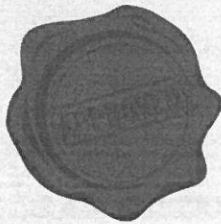
2.) LTSP PRIORITIES

Please keep in mind the hard work put in by the LTSP Committee over the last three years; Your budget requests will be reviewed and aligned with the priorities of PCHS. Regular updates to Stakeholders, as identified in the Budget Calendar, will be communicated.



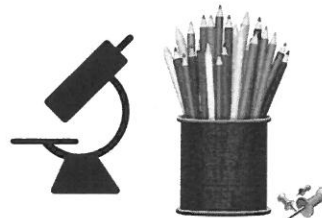
3.) ADMIN MUST REVIEW

Budgets must be turned into your administrator for review by 3/23/18. Finance will not accept a budget that does not come from an Admin. Please see budget calendar page in workbook for more details. Arleta from finance is available from 3/1/18 - 3/16/18 to meet with anyone who needs help completing the packet. Call Arleta at x7235 or send her an email at ailyas@palihigh.org



4.) IMA REQUESTS

To streamline the process and budget to realistic spending amounts, each department has been provided with their 4-year average IMA. On the IMA tab, click the drop-down box and select your department. This will be your baseline IMA. Anything above & beyond will require further explanation on the worksheets.



5) TEXTBOOKS

New/replacement books (physical books you can touch) fall into this category. Please consult with Andrea King for your needs. If you are requesting textbooks for a new course, the new course must already be approved by the curriculum council. If the two above criteria have not been met, your textbook request will not be submitted for approval.



6.) CAPITAL PROJECTS/REQUESTS

Capital (furniture/building project) requests must be vetted by Don Parcell in operations. The requests are also subject to review by the LTSP committee to make sure the requests align with PCHS's needs. If the requests are not reviewed by LTSP/Don Parcell, the request will not be submitted for approval.



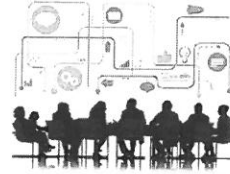


7) CONSULTING

Consulting requests must be reviewed by your administrator and Amy Nguyen in HR. When completing consulting requests, please indicate on the form whether or not the request is new or recurring.

8) PROFESSIONAL DEVELOPMENT

Professional development requests should be reviewed by your administrator and the AA Team for approval. Please indicate whether or not the professional development is in the form of a conference or sub time. If your administrator has not reviewed the request, the request will not be submitted for approval.



9) TECH EQUIPMENT & DIGITAL SUBSCRIPTIONS



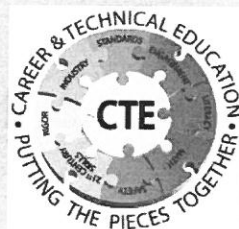
All Tech equipment requests must be vetted by Jeff Roepel in Tech for compatibility and overall usefulness & the LTSP Tech committee. Subscription requests must be vetted by John Vieira for overall usefulness and to avoid duplicates with other subscriptions. If Jeff or John has not vetted your request, the request will not be submitted for approval.

10) AUXILIARIES/ADDITIONAL SALARIES

Auxiliary/additional salary requests must be reviewed by your administrator and Amy Nguyen in HR. When completing auxiliary/salary requests, please indicate on the form (under additional salaries) whether or not the request is new or recurring.



CTE (CAREER-TECHNICAL EDUCATION) UPDATES



CTE Funding for the 18/19 school year remains uncertain. Until we receive further notice on if CTE funds will materialize for next year, the teachers who are fully credentialed CTE teachers should prepare their requests to show expenses they need to operate their program/class. If CTE funds do materialize, then the eligible teachers can receive funds for their requests above their standard IMA.

IN CONCLUSION

- Budget prudently & realistically
- If you need any assistance with preparing the workbook or where items should be classified, do not hesitate to contact or visit:

Arleta Ilyas, Finance Manager
x7235

ailyas@palihigh.org
Student Store
3/1/18 - 3/18/18

HAPPY BUDGETING!

PALISADES CHARTER HIGH SCHOOL
2018-2019 BUDGET PROCESS

Overview

The 2018-19 Budget will be based upon the latest funding model called the Local Control Funding Formula, also known as the LCFF. This model provides school districts with funding based upon unique needs which differ from district to district. Special funding and allowances will also be provided locally for attendance by students in Low Income, English Language Learner and Foster Youth programs. As part of the State's new budget process, PCHS has developed its' own Local Control Accountability Plan (LCAP) and Long Term Strategic Plan (LTSP) addressing student and facility needs for next year and years to come (links below). Please be thoughtful in the development of the 2018-2019 Budget to ensure that it addresses the greatest needs of PCHS. Your participation in this process is appreciated.

WHATS NEW: WINTER IS COMING. With one-time funding coming to an end, & increases in PERS/STRS going into the double digits, Pali will receive less funding this year than it has in the past 2 years. In order to take account for this decrease in revenue, we are having departments budget realistically for IMA instead of asking for every possible need by setting a baseline amount based on a 4-year average of spending. In an effort to clarify the budget, we've broken out the master other category to make the components more easily to identify throughout the budget process.

[LINK TO LCAP on www.palihigh.org](http://www.palihigh.org)

[LINK TO LTSP on www.palihigh.org](http://www.palihigh.org)

Instructions for completing the 2018-2019 Budget packet.

As you work with the rest of your department/programs to submit to your budget requests keep in mind these instructions:

- 1- Be sure to **complete** the form (Fill in Department Name and Number)
- 2- Include each item, approximate cost, and a reason necessary
- 3- **Prioritize** your request (*Please keep in mind, nothing is guaranteed!*)
- 4- Please keep in mind the hard work put in by the **LTSP Committee** over the last three years; Your budget requests will be reviewed and aligned with the priorities of PCHS. Regular updates to Stakeholders, as identified on the Budget Calendar, will be communicated.
- 5- Consult the technology department for all tech requests
- 6- All Departments, Programs and Office's need to submit their approved budget packet to their Administrator, who must submit the 2018-19 Budget files electronically by Wed, April 7th (see 2018-19 Budget calendar and list of Administrators on the Budget Packet tab).

Administration and Finance staff will be available from 3/1/18 to 3/16/18 to meet individually with your Budget needs and questions. Contact Arleta Ilyas (ailyas@palihigh.org) for an appointment.



PALISADES CHARTER HIGH SCHOOL

A CALIFORNIA DISTINGUISHED SCHOOL

15777 Bowdoin Street

Pacific Palisades, California 90272

Phone (310) 230-6623

Fax (310) 454-6076

FY 18/19 BUDGET CALENDAR

DATE	TASK
01/23/18	BUDGET/FINANCE COMMITTEE MEETS TO RECOMMEND BUDGET CALENDAR FOR FY18/19
01/29/18	BOARD MEETING - FINANCE 18/19 BUDGET CALENDAR APPROVAL
01/31/18	LONG TERM STRATEGIC PLAN BUDGET DISCUSSION & COMMENTS
02/15/18	DISCUSS OVERVIEW/DESIGN OF FY18/19 BUDGET AT DEPARTMENT CHAIR MEETING INCLUDING USE OF LONG TERM STRATEGIC PLANNING (LTSP) & LOCAL CONTROL ACCOUNTABILITY (LCAP) WITH DEPARTMENT & PROGRAM PRIORITIES.
02/23/18	RELEASE FY18/19 BUDGET PACKETS
2/26/18 - 3/16/18	FINANCIAL STAFF AVAILABLE TO HAVE PERIOD BY PERIOD MEETINGS TO ASSIST IN DEVELOPING BUDGET WORKSHEETS.
03/01/18 - 03/16/18	TEACHERS/STAFF MEET WITH DEPT/PROGRAM HEADS TO BUILD BUDGET REQUESTS. **PLEASE BRING YOUR PRELIMINARY BUDGET TO THE MARCH CURRICULUM COUNCIL MEETING**
3/19/18 - 3/23/18	DEPARTMENT/PROGRAM HEADS MEET WITH ADMINISTRATORS TO PRIORITIZE BUDGET AND COMPLETE FOR SUBMISSION TO BUSINESS OFFICE. REVIEW GOALS & PREPARE A RECOMMENDED PRIORITY LIST RANKING. **ADMIN RECOMMENDS MEETING WITH YOUR DEPT CHAIR TO FINALIZE ANY CHANGES. **ALL CHANGES END BY 3/23.**
04/04/18	FINAL BUDGET WORKSHEETS DUE TO BUSINESS OFFICE - SUBMITTED VIA ONLINE FORM BY YOUR ADMINISTRATOR.
04/09/18	BUDGET/FINANCE RECOMMENDS TEXTBOOK BUDGET FOR BOARD APPROVAL
04/16/18	FINANCE OFFICE COMPILES BUDGET REQUESTS/RECOMMENDATIONS & ORGANIZES FOR STAKEHOLDER INPUT, INCLUDING LCAP & LTSP.
04/18/18	ADMINISTRATORS AT DEPT CHAIR MEETING TO DISCUSS PRELIMINARY OVERALL FY18/19 BUDGETS.
04/25/18	LTSP COMMITTEE RECEIVES FY18/19 BUDGETS FOR VETTING AGAINST LTSP & LCAP PRIORITY NEEDS IDENTIFIED BY STAKEHOLDERS (DEPT/PROGRAM CHAIRS ATTEND).
05/04/18	FINANCE OFFICE COMPILES STAKEHOLDER GROUP'S PRELIMINARY RECOMMENDATIONS & CREATES FILES FOR REGULAR MAY BUDGET & FINANCE MEETING. REPORTS BACK TO DEPARTMENT/PROGRAM CHAIRS AS TO STAKEHOLDER GROUPS RECOMMENDATIONS.
May TBD	FINANCE OFFICE COMPILES ADDITIONAL B&F COMMITTEE/ADMIN FEEDBACK FOR FY18/19 BUDGET; RECEIVE AND UTILIZE INFORMATION TO INCLUDE IN BUDGET FROM FY18/19 INFORMATION CONTAINED IN STATE'S MAY REVISE.
05/07/18	BUDGET/FINANCE RECOMMENDS IMA BUDGET FOR BOARD APPROVAL
05/15/18	PRESENTATION OF B&F COMMITTEE RECOMMENDATIONS FOR TEXTBOOK/IMA BUDGET - BOARD APPROVAL OF TEXTBOOK/IMA BUDGET
TBD	2 DAYS/PARTIAL BUDGET/FINANCE MEETING TO DISCUSS/RECOMMEND FY18/19 BUDGET
06/05/18	FY18/19 BUDGET SUBMITTED TO BOARD OF TRUSTEES FOR REVIEW & APPROVAL
06/21-06/23/18	APPROVED BUDGET DETAILS SENT TO DEPT/PROGRAM HEADS FOR REVIEW/DISCUSSION WITH DESIGNATED ADMINISTRATORS.

Expense Summary

Department/Program	#
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Acadec

Amounts will fill in Automatically

Expense	2018-2019
IMA	\$ 4,800.16
Textbook	\$ -
Capital	\$ -
Technology	\$ -
Consulting & PD	\$ -
Subscriptions	\$ -
Additional Salaries	\$ -
Total	\$ 4,800.16

Department: NAME #

Click on cell that says Department to be able to select department name

College Center



FUNDING CATEGORIES

I. Instructional Materials (IMA): _____

TOTAL AMOUNT

\$ 1,332.77 4 Year Average/2018-19 Baseline

\$ - 2018-19 Above Baseline request

APPROVED BY: _____
ADMINISTRATOR

APPROVED BY: _____
BUDGET/FIN. COMMITTEE

2018-2019 BUDGET REQUEST

Use this sheet to indicate physical items for the classroom (things you can touch, & cost < \$500)

Please be sure to follow instructions provided in the packet

	DESCRIPTION OF ADDITIONAL EXPENDITURES	AMOUNT	RATIONALE OF EXPENSE	Describe how expenditure is relative to Long Term Strategic Plan or LCAP	PRIORITY
1					
2					
3					
4					
5					
6					
7					

Department: _____ NAME _____ # _____
 Department



FUNDING CATEGORIES

i. Textbooks

TOTAL AMOUNT _____

APPROVED BY: _____
 ADMINISTRATOR

APPROVED BY: _____
 BUDGET/FIN. COMMITTEE

2018-2019 BUDGET REQUEST

\$ _____ 2018-19 Request

Use this sheet to indicate your requests for physical books (i.e.: books you can touch & need Andrea to barcode)

Please be sure to follow instructions provided in the packet

	DESCRIPTION OF EXPENDITURE	AMOUNT	RATIONALE OF EXPENSE	Describe how expenditure is relative to Long Term Strategic Plan or LCAP	PRIORITY
1					
2					
3					
4					
5					
6					
7					

