

Memo

To: Administrators and Program Leaders

From: Lynn Chase, Executive Director of Business & HR

Date: September 29, 2022

Subject: **2023-24 Budget Development**

I know the new school year just started, but it is already time to start planning for next year. The [2023-24 Budget Development Calendar](#) is linked here and it can also be found on our website.

Since the Budget Development process starts in October and goes to June, I created a guidance document to help all of you. The [Budget Development Guidance](#) includes detailed instructions on how to meet our budget development deadlines. This document is available on our website. I will review the Budget Development Calendar and walk through the steps involved in the Budget Development process on [Thursday, October 27th at 2:30 pm](#) via Zoom.

Please note, this year, we will be rolling out something new. In effort to support our districts with understanding our services and more importantly, who to contact with questions, each Program will do a quick reference sheet for their 2023-24 services. The format for this new document will be shared at the Program Leaders Meeting on October 11th.

As a reminder, all budget detail must be entered into WinCap Budget Development for both general and federal fund budgets. Like last year, internal transfers methodologies and amounts will be emailed to Program Leaders. The amounts can be viewed in WinCap prior to the Program Leaders meeting on November 22, 2022. There will be time for discussion at the meeting in case there are any issues or concerns.

My intent is to make this budget process as easy as possible. Please feel free to reach out to me with any questions about how to plan for next year. Thank you for your continued efforts and attention to the fiscal health of our organization. I look forward to another productive budget season!