

Lynn A. Chase

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Memo

To: Administrators and Program Leaders

From: Lynn Chase, Assistant Superintendent for Business and Human Resources

Date: September 29, 2023

Subject: **2024-25 Budget Development**

We are off to a great start with this school year, and now it is time to start planning for next year. The [2024-25 Budget Development Calendar](#) shows the stages of our budget development process and the deadlines for creating, reviewing, and finalizing budgets. The calendar and other budget development resources are in the shared Program Leaders folder.

In response to some of the challenges with budget development, I am excited to share that Terri Chichester, our Budget Specialist, will assist with all Budget Presentation Sheets and any needed changes to staff FTE for next year. Program Leaders should focus on the following tasks:

- 1) Verify that 2023-24 staff allocations are correct by October 11th.
- 2) Confirm the 2023-24 Service Contract Status Report is current. If not, make any necessary adjustments before October 15th.
- 3) Meet with Terri to balance current year budgets, including any needed budget transfers.
- 4) Schedule meetings with Terri, myself, and Jenna according to the 2024-25 budget deadlines. (**Note:** For those required to share transfers in November, please remember Jenna and I need to approve the budgets before then.)
- 5) Review the 2022-23 Budget Account Activity Report and 2022-23 Purchase Order Status Report for what was purchased last year as a guide to what is needed for 2024-25.
- 6) Enter your itemized needs for equipment, supplies, and services into WinCap Budget Development. Notify Terri when complete.
- 7) Verify 2024-25 staffing.
- 8) Review anticipated participation and finalize the Budget Presentation Sheet with Terri.
- 9) Budget review/approval by Lynn and Jenna.

For those interested, the annual Budget Development Training will be in person on **Monday, October 30th, at 2:30 p.m. in the ETC Room at OAOC**. Please let me know if you plan to attend.

I look forward to another productive budget season! Thank you for your continued efforts and attention to the fiscal health of our organization.