

# **Lake Forest School District 67**

## **Board Budget Committee**

### **COMMITTEE CHARTER**

During the annual budget cycle, the Committee reviews department expense requests and revenue projects for the upcoming school year. The Committee serves as a sounding board to District management and school personnel. The Committee asks questions and offers suggestions to improve the budget process. The Committee works on the assumption that District initiatives will be supported in the context of District committee work, prior decisions of the Board, and a balanced budget.

- Provides community perspective on the relationship between department, school and District goals and budgets.
- Provides a forum for administrative staff to present their budgets and to receive feedback from a community and District perspective.
- Represents both external and internal perspectives to assure progressive improvements in district budgeting processes.
- Provides an open forum for discussion of critical issues related to the management of District budgets.
- Shares relevant community and school experiences and ideas between the committee members and school personnel.
- Coordinates work with other board committees as needed.

### **Activities may include:**

- I. Information: Review
  - District objective and goals
  - Financial projections
- II. Discussion: Review & analyze proposed budget as presented by administration
  - Participate in budget interviews
  - Evaluate the need & timing of all budget requests
  - Assess priority of budget requests in light of relative priorities of the Board's stated educational, operational and financial objectives
  - Review the adequacy of the District's budgetary process at least every three years
  - Review material changes in staffing and programming in the proposed budget
- III. Action: Analyze & validate information and conclusions regarding proposed budget & make recommendations to the Board of Education
  - Provide interim report(s) to the Finance Committee including the nature of the annual fee requests
  - Develop a proposed budget
  - Prepare for the Board a report articulating the Committee's actions
  - Recommend Board of Education adoption of the proposed budget

**Meetings: February – June as scheduled.**