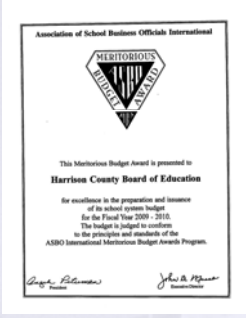


Meritorious Budget

December 2, 2009
WVEIS Winter Conference

Meritorious Budget Award



Association of School Business Officials International

MERITORIOUS BUDGET AWARD

This Meritorious Budget Award is presented to
Harrison County Board of Education

for excellence in the preparation and issuance
of its school system budget
for the Fiscal Year 2009 - 2010.
The budget is judged to conform
to the principles and standards of the
ASBO International Meritorious Budget Awards Program.

Debra L. Williams
President

John A. Pappas
Vice President

General Requirements

- > Cover page with specific information
- > Document divided into major sections
 - > Introduction
 - > Organization
 - > Financial
 - > Informational
- > Document must be consecutively numbered
- > Table of Contents
- > Cover letter
- > Use of charts, graphs, and narrative

Introductory Section

- > Executive Summary (handout)
 - > Comprehensive summary of required information from each section of the document
 - > Complete budget story in narrative, numeric and graphic form
- > Include copy of Meritorious Budget Award Certificate
- > Provide listing of members of the School Board

Organizational Section

- > Explanation of school entity
 - > i.e. legal autonomy, level of education provided, geographic area served, # of students and schools, # of fund types, explanation of revenues and expenditure classification, basis of accounting
- > Discussion of budget and financial policies, procedures, and regulations
- > Organizational Chart
- > Statement of Mission

Organizational Section

- > Major goals and objectives
- > Budget development process, including capital projects
- > Budget administration and management process

Financial Section

- Presentation of budgets
 - All funds by function code, revenues by source and expenditures by object code
- Pyramid approach
- Budget presentation includes fund balances, revenues, expenditures, other financing sources/uses
 - Three prior years data, current year, and proposed year

Financial Section

- Describe significant revenue sources and expenditure categories, explain assumptions and trends, describe changes, and address forecasting trends
- Describe capital expenditures, outline major projects, indicate funds for these projects, and project descriptions and timelines
- Data on current debt obligations and legal limits, and explain effects of debt levels
- Disclose budget items not approved and any obligations for retiree health insurance

Informational Section

- Assessed and market values of property and property tax rates
 - 3 year actual, current year, and proposed year
- Analysis of budget's affect on taxpayers
- Five year summary comparison of revenues and expenditures (3 yr actual, current year, and proposed year)....may also be included in financial section
- Minimum of 3 yrs. budget forecast beyond proposed budget year

Informational Section

- Student enrollment information
 - Minimum of 3 year history, current year, proposed year, and three year projection (describe methodology)
- Personnel resource allocations
 - 3 year actual, current and proposed year
- Bond amortization schedules
- Performance measures for 3 prior years
 - Standardized test scores, drop out rates, surveys, goals and objective accomplishments etc.

Informational Section

- Other information to help reader understand past and future direction
 - Excess levy
 - List of budget requests
 - Pay schedules
- Glossary

Questions.....

- <http://asbointl.org/index.asp?bid=69>
- <http://www.harcoboe.com/Departments/Finance/budget.cfm>
