



DB Planning, Programming, Budgeting System

~~10/23/14~~ **x/x/24**

1 The Cobb County Board of Education (Board) shall annually adopt a budget according to the laws
2 of the State of Georgia and the regulations of the State Board of Education. The budget shall be
3 adopted at a public meeting of the Board.

4
5 Furthermore, the Board expects the **The** Superintendent to assure that the Cobb County School
6 District (District) maintains **will manage** a multi-year financial plan and to establish financial
7 guidelines and procedures that **status of the Cobb County School District (District) with**
8 **monitoring of the current year budget and a detailed development of the subsequent**
9 **year budget. The Superintendent will maintain the financial status of the District by:**

- 10 • Protect the District's fiscal soundness; and
- 11 • Support the fulfillment of the District's priorities;
- 12 • **Submitting a balanced, tentative budget to the Board on an annual basis;**
- 13 • **Prioritizing financial resources to support District priorities; and**
- 14 • **Establishing and maintaining professional financial procedures and internal**
15 **controls.**

16 A. FINANCIAL PLANNING:

- 17 1. The District will prepare a one-year preliminary General Fund Budget forecast of projected
18 revenues and projected expenditure appropriations on an annual basis. Financial planning
19 for any fiscal year or the remaining part of any fiscal year **an annual budget each year**
20 **which contains estimated revenues and expenditures. The annual budget**
21 **development process** will:
 - 22 a. Clearly and directly support **Support** the District's priorities as established in the
23 District Strategic Plan, in response to student achievement data, and by Board Policy
24 DA (Fiscal Management Goals and Objectives);
 - 25 b. ~~Insure~~ **Ensure** the District's fiscal soundness;
 - 26 c. Support the fulfillment of the District's multi-year financial plan **status for the**
27 **current fiscal year and the next year budget;**
 - 28 d. Fulfill the requirements of Board Policy DI (Accounting and Reporting);
 - 29 e. Contain sufficient information to enable credible projections of revenues and ~~expenses~~
30 **expenditures; and**
 - 31 f. Disclose planning assumptions for the General Fund;

- 32 2. **Multi-Year Financial Plan Status:**

- 33 The District's will prepare a five-year General Fund Budget forecast of projected revenues
34 and projected expenditure appropriations on an annual basis. This multi-year financial plan
35 **status** shall **be monitored and reported to the Board.**
36 ~~and~~
 - 37 a. Include a total projected obligation and cost of multi-year programs; and
 - 38 b. Be updated whenever significant change occurs.

39 B. BUDGET DEVELOPMENT:

- 40 1. **General Provisions:**

- 41 a. **Revenue:**

42 Each General Fund revenue account shall be analyzed during the budget development
43 process to develop reasonable budget assumptions, projections and detailed
44 documentation for each revenue account category.

- 45 b. **Expenditure Appropriations:**

46

- 47 (1) Position counts will be calculated by Division and classification **classified** based on
48 ~~Local School Allocation Formulas~~ **allocation formulas** and a continuation of prior
49 year positions in school support departments.
50 (2) Proposals for incremental budget appropriation increases or decreases shall be
51 presented to the Superintendent annually for consideration in the budget
52 development process.

53 c. **General Budget Development Methodology:**

- 54 (1) The budget will be developed utilizing a structural balanced budget philosophy
55 where recurring revenue equals recurring expenditure appropriations. If one-time
56 funds are used from fund balance to assist in balancing the General Fund budget,
57 the expenditure appropriations associated with those one-time funds shall be
58 identified as part of the budget approval process and the Board will identify
59 recurring funds for these expenditure appropriations in the immediate subsequent
60 budget development year. The Board shall maintain the objective to keep the
61 General Fund reserve at a level of at least 8.33% (One Month Reserve) of General
62 Fund Expenditure Appropriations **outlined in Board Policy DI (Accounting and**
63 **Reporting).**
64 (2) The budget will be developed utilizing a Budget Calendar **budget calendar** where
65 each budget event ~~is~~ **are** identified along with a person responsible for completion
66 of that event.
67 (3) All budget development ~~budget~~ calculations shall be presented along with
68 assumptions utilized in projecting budget estimates.

69 2. **Budget Development Process:**

- 70 a. The District will utilize an annual budgeting process that includes:
71 (1) A credible projection of revenues and ~~expenses~~ **expenditures**;
72 (2) Separation of capital and operational items;
73 (3) ~~Cash flow~~ **Presentation of budgeted fund balance reserve usage**;
74 (4) Disclosure of planning assumptions upon which District leadership based its
75 planning;
76 (5) Total projected obligation and cost of new and proposed multi-year programs; and
77 (6) Annual and remaining obligation and cost of existing multi-year programs.
78 b. As part of the budget adoption process, the Superintendent will present to the Board ~~of~~
79 ~~Education~~ and make public those budget items pre-approved by the Board from
80 specific approval in the spending authority of the Superintendent. (see Board Policy DI
81 ([Accounting and Reporting]).
82 c. The District shall not create long-term obligations of employment, compensation, or
83 benefits for employees, consultants, contract workers or volunteers, that extend
84 beyond reliable revenue projections.
85 d. The District shall ~~not treat Board approved~~ **evaluate** budget adjustments during the
86 ~~current~~ fiscal year as ~~carry-overs to be included in the initial budget amount for the~~
87 ~~subsequent fiscal year~~ **to ascertain if they are one-time adjustments or recurring**
88 **adjustments in order to decide how to treat the adjustment's inclusion in the**
89 **subsequent year's budget.** Rather, the subsequent fiscal year budget process shall:
90 (1) Identify both the original amount included in the current year budget and the
91 amount of any adjustment approved by the Board during the current fiscal year;
92 and
93 (2) Identify adjustments needed for recurring expenses as budget enhancements in the
94 subsequent fiscal year budget process.

95 3. **e. General Fund Budget Development Events:**

- 96 a. (1) Administration will develop an annual Budget Forecast for Revenues and
97 Expenditure Appropriations **budget forecast for revenues and expenditure**
98 **appropriations.**
99 b. (2) Administration will develop a Budget Calendar **budget calendar.**
100 c. (3) Administration will seek **consider** budget input from the Board of Education.
101 d. (4) Administration will prepare a tentative, balanced budget for consideration by the
102 Board of Education prior to the Board's review of the budget **being proposed for**
103 **adoption.**
104 e. (5) The Board will conduct budget meetings as necessary to review and finalize the ~~a~~
105 tentative, balanced budget.

- 106 f. ~~(5)~~ The Board will approve the Budget **schedule the final budget approval on or**
 107 before June 30 each year.
- 108 4. **Continuing Budget Management:**
- 109 a. ~~(1)~~ All General Fund, fund balanced budget adjustments **which alter the total**
 110 **revenues or total expenditures of the approved budget** must be approved by the
 111 Board during the fiscal year of July 1 through June 30.
- 112 b. ~~(2)~~ Administration shall provide **address** financial and budget information as requested
 113 by the Board during the fiscal year.
- 114 5. ~~2.~~ **Public Notice:**
- 115 a. **Advertisement:**
- 116 The Board shall advertise ~~at least one time in a newspaper of general circulation in~~
 117 ~~Cobb County~~ the proposed budget for each fiscal year. The advertisement shall be
 118 made prior to the meeting of the Board of Education at which the District budget for
 119 the fiscal year is to be finally adopted and shall follow the form required by the State
 120 Board of Education **in accordance with state law and State Board of Education**
 121 **rules.**
- 122 b. **Hearings:**
- 123 Before the budget is officially adopted the Board shall hold a public hearings to explain
 124 the proposed budget and invite questions and discussion from the administration and
 125 public relative to the budget **to receive public input on the budget in accordance**
 126 **with state law and State Board of Education rules.**
- 127 6. ~~3.~~ **Millage Rate:**
- 128 a. The Board shall annually recommend to the **Cobb** County Commissioners the tax
 129 millage for the county to be collected for school purposes only and in compliance with
 130 Article 8, Section 6, Paragraph I(a), of the Georgia Constitution which provides that the
 131 millage rate shall not be greater than 20 mills.
- 132 b. The Board shall approve the ~~General Fund~~ millage rate annually by July 1 and shall
 133 conduct millage rate hearings as required by ~~State of Georgia~~ **state** law.

136 Adopted: 8/26/04
 137 Effective: 9/1/04
 138 Revised: 1/27/05; 10/12/05; 3/23/06; 5/14/08; 10/22/09; 2/25/10; 3/10/10
 139 Revised and re-coded: 10/25/12 (Previously coded as Board Policy SD-5)
 140 Revised: 10/23/14; **x/x/24**

142	Legal Reference	
143	O.C.G.A. 48-8-141	Manner of imposition of tax; report
144	O.C.G.A. 50-6-32	Short title; definitions; creation, operation, and maintenance of searchable website; public access to state expenditure information
145	O.C.G.A. 20-2-108	Duties
147	O.C.G.A. 20-2-160	Determination of enrollment; determination of funding Report of Enrollment by Instructional Program
149	O.C.G.A. 20-2-162	Annual recalculation of funding; mid-term adjustment amount needed under Quality Basic Education Formula
151	O.C.G.A. 20-2-167	Funding for direct instructional, media center and staff development costs; submission of Budget Computation of total funds needed for categories of direct instructional costs, media center costs, and staff development costs, computerized budget and accounting system
155	O.C.G.A. 20-2-167.1	Annual operating budget; public meetings
156	O.C.G.A. 20-2-720	Inspection of student's records by parents
157	O.C.G.A. 20-2-962	Quarterly reports by principals; audits by boards
158	O.C.G.A. 48-5-32	Publication of ad valorem tax rate
159	O.C.G.A. 48-5-32.1	Certification, Advertisement and Adoption of millage rate
160	O.C.G.A. 50-6-6	Audit of school systems; employing accountants; accounting standards Books and Accounts of Public School Systems, Units of the University System, etc.
162	O.C.G.A. 50-6-32	Transparency in Government Act
163	Rule 160-5-2-.21	Annual Financial and Budget Reports
164	Rule 560-11-2.58	Rollback of Millage Rate
165	Ga. Constitution,	
166	Art. 9, Sec. 5, Par. 5	Local Taxation for Education