



A Summary of the Development of the Clinton Township School District's Budget and Oversight

The 2018-2019 Budget Process

March 2018

Introduction

- School budgets, including Clinton Township School District's budget, are developed, approved and implemented with a significant number of on-going checks and balances.
- The annual school budget IS NOT developed, presented, approved, and implemented in a silo. A school district is held accountable by members of the Board of Education, our community, the Executive County Superintendent, the New Jersey Department of Education, and by auditors that specialize in education.

1. The Development of the Preliminary Budget

- **Step 1** - The process to develop the 2018-19 budget began this past fall with the administration, staff, and committees of the Board of Education identifying and prioritizing specific needs in the classroom, the needs of our facilities, and our operational needs.
 - Board committees, like our Facilities and Finance, Policy and Curriculum, and our Personnel and Negotiations Committees meet many times to discuss and prioritize needs for the district within their committee's area of responsibility.
- **Step 2** - Dr. Fiander, the District's Superintendent of Schools, and Mr. McManus, the School Business Administrator, took the input provided by members of each committee and members of our staff and developed a preliminary budget.
- **Step 3** - Each Board of Education committee reviewed the needs of the District included in the 2018-2019 Preliminary Budget.
- **Step 4** - The Facilities and Finance Committee conducted a final review of the 2018-2019 Preliminary Budget, and then recommended that the superintendent present it to the full Board and the community during the Board's monthly meeting held in March.

- **Step 5** – The 2018-2019 Preliminary Budget is presented at the Board’s monthly meeting held in March. Members of the Board and public are encouraged to ask questions regarding the preliminary budget.
- **Step 6** - The full Board then votes on whether or not to approve the 2018-2019 Preliminary Budget during the Facilities and Finance Committee portion of this meeting.
- **Step 7** - If the Board approves the preliminary budget, it is then sent to the Executive County Superintendent for approval. This year the deadline for submission is by the end of business on March 29, 2018, for review, modification and approval.
- **Step 8** - This year the District should hear back from the Executive County Superintendent by April 15, 2018 as to whether or not he approves the preliminary budget.
- **Step 9** - If the Executive County Superintendent approves it, then the District will target the advertisement of the proposed budget by April 18, 2018.

2. Annual Budget Hearing and Approval of the Final Budget

- **Step 1** - On April 30, 2018 the Board will hold the annual formal 2018-2019 Budget Hearing at 7:30 p.m. in the Clinton Township Middle School auditorium. Dr. Fiander will present the final budget to the Board and the community that night.
- **Step 2** - Once again, members of the Board and members of our community will have an opportunity to ask questions regarding the proposed final budget.
- **Step 3** - When all of the questions have been asked the Board will vote on whether or not to approve the final budget.
- **Step 4** - Upon approval of the 2018-2019 Final Budget, it will be submitted to New Jersey’s Department of Education.

3. Additional Checks and Balances

- **Additional Check #1** - The checks and balances do not stop after the budget is approved by the Board of Education. The State Department of Education reviews the District’s budget.
- **Additional Check #2** - The Executive County Superintendent conducts a mid-year review of the budget annually.
- **Additional Check #3** - The District’s budget is also reviewed two times per year by auditors that specialize in educational finance. The auditors provide an audit report, which is also made available for review.

4. Summary

- These are the steps that take place each and every year with the District’s school budget. This process provides proper oversight and ensures that a budget is effective and responsible.