

Resource Management Model

The purpose of calendar is to help us maximize the resources of Durham Public Schools and to effectively and efficiently insure every dollar benefits the instructional program and students within the fiscal year the funds are allocated for that year's student population.

Calendar

January - June

- The superintendent and finance officer will meet with all principals and program directors to plan allotments and allocations for the new fiscal year starting July 1. Principals should consult with their school improvement teams to make sure that all plans are consistent with the instructional goals established for the year. Each principal and director responsible for purchasing decisions will submit their proposed budgets to the finance officer.
- **January 31**
 - **Rule of Thumb that 75% of the allocations must be encumbered (Purchase Orders and Contracts established) by January 31st.** Any spring instructional activities will need to be anticipated so that funds will be available to support these initiatives.

February - May 15

The local board of education shall consider the budget, make such changes therein as it deems advisable, and submit the entire budget as approved by the board of education to the board of county commissioners not later than May 15, or such later date as may be fixed by the board of county commissioners.

- **February 28**
 - Rule of Thumb that 85% of all allocations (state, federal and local) be encumbered by February 28. Any spring instructional activities will need to be anticipated so that funds will be available to support these initiatives.
- **March 31**
 - **Deadline for 100 % of all State allocations to be EXPENDED by March 31st.** This means goods and services received, invoices paid in full, NO outstanding purchase orders, encumbrances or service agreements that utilize state funds.
 - Exception: Service agreements for tutoring services or staff development activities that are utilizing At-Risk funding (PRC 069), Remediation funding (PRC 072) or Staff development funding (PRC 028) must be encumbered, including those activities that may take place after the end of the school year or during summer school if they require the use of state funds.
 - All supplies and materials that would be utilizing state funds must be expended and invoices paid in full by March 31st.
- **April 30**
 - All state funds not fully expended, including At-Risk (PRC 069), Remediation (PRC 072) and Staff Development (PRC 028) will be pulled back to the General Fund for redistribution by the Superintendent and Finance Officer.

May 15 - July 1

The board of county commissioners shall complete its action on the school budget on or before July 1, or such later date as may be agreeable to the board of education. Also during this time the NC General Assembly will be finalizing their state budget allocations (often extends beyond the July 1 date).

- **May 15**
 - **100% of all Local funds must be encumbered no later than May 15.** It must be confirmed that all vendors can have ordered shipped and received and invoices submitted prior to June 10th.
 - **No new purchase orders or services agreements may be established after this date without the approval of the superintendent or Finance Officer.**
- **June 10**
 - All funds must be fully expended on June 10. Any outstanding purchase orders for goods will be cancelled. Any outstanding service agreements may be held open pending the completion of those services with pre-approval of the Finance Department.
 - Any remaining funds will be pulled back by the Finance Officer to address any system needs as may be required.

As the fiscal year closeout draws near, the finance staff will match expenditures and obligations to insure that the closeout process is completed by June 30.

July - September

After the budget for the new fiscal year is approved by the BOE the superintendent approves final allocations. Each principal and director is allotted funds based on the instructional goals for the year and 20-day ADM figures.

On-Going

Budget allocations and expenditures will be monitored throughout the year to insure that all funds are being used for the purposes stated in the approved budgets, that they adhere to any compliance requirements for the funding and meet the above deadlines.

Reports are available from the AS400 for by contacting the Budget Management area in the Finance department.