

West Lafayette Community School Corporation

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TO: Dr. Shawn Greiner, Superintendent
Board of School Trustees

FROM: Michelle Cronk, CFO

RE: School Budget Adoption (October 7, 2024)

DATE: September 25, 2024

Enclosed with this memorandum are copies of the formal budget forms for adoption and approval by the Board of School Trustees. Resolutions for adoption and approval for both the Capital Expenditures Plan and School Bus Replacement Plan are also enclosed along with other routine resolutions.

The 2025 budget was reviewed during the public board work session on September 16, 2024. Further, the Budget Form 3 and the Notices to Taxpayers for the Capital Expenditures and Bus Replacement Plans were published on Indiana Gateway and on our school corporation web site indicating that September 16, 2024 would be the public hearing date and that October 7, 2024 would be the formal adoption of the budget and appropriate plan documents.

The Business Office is in receipt of no information from either state or local sources that would cause there to be any necessary changes to the budget documents at this time.

I will make a few comments regarding the budget documents and then use the following format for formal adoption of the school budget and plan documents for 2025:

- 1.) Adoption of the school budgets for the Education Fund, Operations Fund, Referendum Fund, Rainy Day Fund and Debt Service Fund. The signatures of Board members on Budget Form 4 will accomplish this (2 copies).
- 2.) Adoption of the 2025 Referendum Fund Revenue Spending Plan.
- 3.) Adoption of the Capital Expenditures Plan. This will be accomplished by the adoption of the resolution entitled *Resolution to Adopt the 2025 Capital Expenditures Plan* (2 copies).
- 4.) Adoption of the School Bus Replacement Plan. This will be accomplished by adoption of the resolution entitled *Resolution to Adopt the Year 2025 Bus Replacement Plan* (2 copies).
- 5.) It is recommended that the Board grant authority to the Superintendent and/or CFO to make any necessary reductions of current or ensuing appropriations. The appropriation reduction authority of the Superintendent and/or CFO allows those individuals the option of reducing existing or ensuing appropriations in order to fund the next year's budget once the budgets are approved by the State Department of Local Government Finance. These recommendations would be accomplished by adoption of the resolution entitled *Resolution of Budget Authority* (2 copies).
- 6.) Lastly, I will recommend the adoption of the Transfer Resolution that will allow the Business Office to transfer or make loans between funds as needed for cash flow purposes. This can be accomplished through adoption of the *Transfer and Loan Resolution*.

Please place these items on the board agenda of October 7, 2024, for proper action. If you have any further questions please feel free to contact me.