

SPECIAL SCHOOL DISTRICT PROGRAM EVALUATION

I. Program/Service Information

Program: Finance

Person Responsible: Rich Carver

Number of Staff: Administrators: 5 Other Staff: 15

Funding: District local funds

Program Cost: (FY 05 Budget) Department 50-51 \$632,396

Program Overview: Finance oversees the financial operations of the District, which includes preparation of internal and external financial reports and the annual budget. The budget and financial reports are reviewed periodically with the Superintendent, Board of Education, and the Governing Council, as necessary.

II. Description of Stakeholders Engagement in Program Evaluation.

Due to unique nature of the Finance program, the evaluation is based on engagement with parties during the past 12 months as spelled out under the program goals and outcomes.

III. Evaluation Criteria

Evaluation is based on financial data and on the program goals which are tied to the MSIP indicators for Finance.

Program Goals: **8.5 The community, through the Special School District Board of Education, provides sufficient financial resources to ensure an educational program of quality.**

1. The board of education regularly reviews the fiscal condition of the district and studies the short-term and long-term need of the district.
2. The Superintendent prepares an annual budget as required by state law and it reflects input from the District's staff members.

3. The board of education sets an operating tax levy, which exceeds the requirements of state law.
4. The district provides sufficient resources to maintain adequate educational programs and services.

8.6 The board of education establishes and administrators implement systematic procedures to ensure efficient fiscal management and accountability.

1. All financial and audit reports are prepared and submitted in an accurate and timely manner.
2. The year-end balances in all funds are positive and adequate to ensure fiscal stability for the district.
3. The accounting and management systems are maintained in conformity with state and federal regulations.
4. The accounting system provides a record of all funds received and expended.

IV. Data Collection Methodology

Finance Committee report to the Board of Education audited financial statements, internal monthly financial statements, and budget reports.

V. Program Outcomes

MSIP Standard 8.5

1. The board of education regularly reviews the fiscal condition of the district and studies the short-term and long-term needs of the district by:
 - a. reviewing the monthly and annual financial statements;
 - b. holding budget workshop meetings with the Governing Council;
 - c. reviewing the recommendations made in February, 2004 by the Finance Committee;
 - d. reviewing the long-term financial projections prepared by the Superintendent and Chief Financial Officer.
2. The superintendent prepares an annual budget as required by state law, which reflects input from staff members. Budget goals are approved by the board of education. Budget review meetings are held with departments at least twice annually.
3. The board of education sets an operating levy, which exceeds requirements of state law. The operating levy for 2004 was approved by the State Auditor's Office.
4. The district provides sufficient resources to maintain adequate educational programs and services as reflected in the increase

in staffing each year, staffing programs with certified teaching staff, and holding vacancies to a nominal rate while maintaining a solid fund balance.

MSIP Standard 8.6

1. Audited financial statements are prepared annually and submitted to DESE in compliance with deadlines. Core Data and other financial reports are also submitted to DESE on a timely basis.
2. The year-end balances in all funds are positive and adequate to ensure fiscal stability for the district. As of June 30, 2004, the district's fund balance was 14.8%
3. The accounting and management systems are maintained in conformity with state and federal regulations. The district has received an unqualified opinion on its audit report as of June 30, 2004.
4. The accounting system provides a record of all funds received and expended. The district has received a clean opinion in the audit of compliance with requirements applicable to major federal programs. The district has also received a clean opinion as to compliance with state budget, pupil attendance, and pupil transportation records requirements as of June 30, 2004.

Other Outcomes Detail

- Tax levy increase in November, 2000 has enabled district to bring teacher salaries to St. Louis County median.
- Fund balances have supported the district's reorganization in 2002-2003.
- The district has been able to withstand a reduction in state funding and a lower level of growth in property tax revenue due to the slowing economy.

VI. Action Plan

Recommended actions needed to achieve the finance goals and objectives:

- Update financial projections to facilitate the board of education's assessment of the timing and amount a tax levy increase.
- Continue support of the student data system rollout, which will provide more timely core data information and other data to support efficient and effective teacher staffing.

- Pursue additional agreements with component districts for more efficient transportation of special needs students.

Submitted By: _____ Date _____