

# ***Batavia Educational Program Review (BEPR)***

***2009 – 2010***

**Committee Members: Carol Feltgen, Amy Girmscheid, Judy Jablecki, Kris Monn**

**Program: Business Office**

**Program Commitment: Level I (Current Funding)**

- I. Program Outcomes:**
  - A. Provide budgetary and long-range financial planning information**
  - B. Streamline business processes between buildings and departments**
  - C. Provide accounts payable, accounts receivable, cash management and purchasing services**
  - D. Maintain Student Information System; Ensure all stakeholders have proper training and knowledge of SIS system.**
  - E. Provide service to all stakeholders in a timely manner**
  
- II. Program Activities:**
  - A. Budgetary reporting and financial reporting for the entire district**
  - B. Process over 40 check runs totaling over 8,000 accounts payable checks each year totaling approximately \$64M.**
  - C. Manage total available cash resources of \$124.7 million dollars**
  - D. Customize, implement, develop and maintain Student Information System, including processing all Free and Reduced Lunch and School Fee waiver applications as well as ongoing training of Staff to ensure proper usage of SIS system.**
  - E. Complete all local, state and federal reports and requirements**
  
- III. Program Evaluation:**
  - A. Completion of State Budget, State Annual Financial Report and Comprehensive Annual Financial Report and other require reports by deadline**
  - B. Successful completion of all checks and monthly financial reports by deadline**
  - C. Quarterly analysis of outstanding purchase orders, number of checks issued**
  - D. Investment performance against national benchmarks, i.e. treasuries, state investment pools**
  - E. Department effectiveness, customer service survey distributed by year's end**

**IV. Program Expenditures: Current Level of Funding**

IV. Program Expenditures	Level 1: Current		12/07/09		
Salaries - Certified Staff	236,616		Program:	Business Office	
Fringe Benefits - Certified	19,619		Do not enter data in shaded cells		
Salary - Non Certified Staff	154,018				
Fringe Benefits - Non Certified	27,293				
Purchased Services	95,500		Level 1 Goal	Level 2 Goal	Level 3 Goal
Supplies/Materials	0		533,045	479,741	399,784
Equipment	0			(53,304.54)	(133,261.34)
Other / Tuition	0				
Non-Capitalized Equipment	0				
Total	533,045				
Minus Revenue	0				
District Program Cost	533,045	←	10%, 25% reduction of this amount		
FTE - Certified	2.00				
FTE - Non Certified	4.00				

**No implications here – stable funding**

**NOTE: This scenario retains the one certified and one non-certified position dedicated to maintaining and further developing PowerSchool.**

Differential: \$0  
(Stable Funding)

***Batavia Educational Program Review (BEPR)***  
***2009 – 2010***

**Program: Business Office**

**Program Commitment: Level 2 (10% Reduction from Level 1)**

- I. Program Outcomes:**
  - A. Provide budgetary and long-range financial planning information**
  - B. Streamline business processes between buildings and departments**
  - C. Provide accounts payable, accounts receivable, cash management and purchasing services**
  - D. Maintain Student Information System**
  - E. Provide service to all stakeholders in a timely manner**
  
- II. Program Activities:**
  - A. Budgetary reporting and financial reporting for the entire district**
  - B. Process over 40 check runs totaling over 8,000 accounts payable checks each year totaling approximately \$64M.**
  - C. Manage total available cash resources of \$124.7 million dollars**
  - D. Maintain Student Information System, including processing all Free and Reduced Lunch and School Fee waiver applications**
  - E. Complete all local, state and federal reports and requirements**
  
- III. Program Evaluation:**
  - A. Completion of State Budget, State Annual Financial Report and Comprehensive Annual Financial Report and other require reports by deadline**
  - B. Successful completion of all checks and monthly financial reports by deadline**
  - C. Quarterly analysis of outstanding purchase orders, number of checks issued**
  - D. Investment performance against national benchmarks, i.e. treasuries, state investment pools**
  - E. Department effectiveness, customer service survey distributed by year's end**

**IV. Program Expenditures: 10% Decrease in Funding**

IV. Program Expenditures	Level 1: Current	Level 2: -10%		Dif. 1 / 2
Salaries - Certified Staff	236,616	154,525		-82,091
Fringe Benefits - Certified	19,619	9,809		-9,809
Salary - Non Certified Staff	154,018	154,018		0
Fringe Benefits - Non Certified	27,293	27,293		0
Purchased Services	95,500	95,500		0
Supplies/Materials	0	0		0
Equipment	0	0		0
Other / Tuition	0	0		0
Non-Capitalized Equipment		0		
Total	533,045	441,145	0	-91,900
Minus Revenue	0	0		0
District Program Cost	533,045	441,145		-91,900
FTE - Certified	2.00	1.00		-1.00
FTE - Non Certified	4.00	4.00		0.00

**All business office functions will remain.**

**Cuts will impact the continued development, expansion and customization of the Student Information System, specifically in the support and development of the teacher applications**

Differential: \$91,900  
(Difference between  
Level 1 & Level 2 funding)

***Batavia Educational Program Review (BEPR)***  
***2009 – 2010***

**Program: Business Office**

**Program Commitment: Level 3 (25% decrease from Level 1)**

- I. Program Outcomes:**
  - A. Provide budgetary and long-range financial planning information**
  - B. Streamline business processes between buildings and departments**
  - C. Provide accounts payable, accounts receivable, cash management and purchasing services**
  - D. Maintain Student Information System**
  - E. Provide service to all stakeholders in a timely manner**
  
- II. Program Activities:**
  - A. Budgetary reporting and financial reporting for the entire district**
  - B. Process over 40 check runs totaling over 8,000 accounts payable checks each year totaling approximately \$64M.**
  - C. Manage total available cash resources of \$124.7 million dollars**
  - D. Processing all Free and Reduced Lunch and School Fee waiver applications**
  - E. Complete all local, state and federal reports and requirements**
  
- III. Program Evaluation:**
  - A. Completion of State Budget, State Annual Financial Report and Comprehensive Annual Financial Report and other require reports by deadline**
  - B. Successful completion of all checks and monthly financial reports by deadline**
  - C. Quarterly analysis of outstanding purchase orders, number of checks issued**
  - D. Investment performance against national benchmarks, i.e. treasuries, state investment pools**
  - E. Department effectiveness, customer service survey distributed by year's end**

**IV. Program Expenditures: 25% Decrease in Funding**

IV. Program Expenditures	Level 1: Current	Level 2: -10%	Level 3: -25%	Dif. 1 / 2	Dif. 1 / 3
Salaries - Certified Staff	236,616	154,525	154,525	-82,091	-82,091
Fringe Benefits - Certified	19,619	9,809	9,809	-9,809	-9,809
Salary - Non Certified Staff	154,018	154,018	109,018	0	-45,000
Fringe Benefits - Non Certified	27,293	27,293	20,470	0	-6,823
Purchased Services	95,500	95,500	95,500	0	0
Supplies/Materials	0	0	0	0	0
Equipment	0	0	0	0	0
Other / Tuition			0		
Non-Capitalized Equipment	0	0	0	0	0
<b>Total</b>	<b>533,045</b>	<b>441,145</b>	<b>389,322</b>	<b>-91,900</b>	<b>-143,724</b>
Minus Revenue	0	0	0	0	0
<b>District Program Cost</b>	<b>533,045</b>	<b>441,145</b>	<b>389,322</b>	<b>-91,900</b>	<b>-143,724</b>
FTE - Certified	2.00	1.00	1.00	-1.00	-1.00
FTE - Non Certified	4.00	4.00	3.00	0.00	-1.00

**A 25% cut to the business office would reduce all support and development of the Student Information System. Troubleshooting and support for district staff would be very difficult to maintain with the existing business office staff.**

Differential: \$143,724  
(Difference between  
Level 1 & Level 3 funding)