

**MEMO TO: BOARD MEMBERS  
DR. JOHN SIMPSON**

**FROM: BRUCE ELLERMAN**

**DATE: JUNE 12, 2017**

**RE: FINANCE AND FACILITIES PLANNING**

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Two of the primary finance-related responsibilities of the Board of Education each year are to adopt a budget (normally in June) and to set the District property tax rates (normally in September). In order to provide some structure and context for these two upcoming actions, we will be discussing the district finance and facilities planning cycle—specifically, how the district translates district priorities into actual budget and financial planning and management strategies. A particular focus will be on the District’s primary source of funding (property taxes), the distinction between operations and bond issues, management of the operating tax levy and the debt service tax levy and how the two can and should work together for the District and taxpayers in the most fiscally responsible manner possible.

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RECOMMENDED BOARD ACTION....report and discussion only; no action necessary.