*(The financial plan is meant to be an extension of the strategic plan. I see the strategic plan as a district wide plan that then needs to be supported by department plans that align with the strategic plan. The Financial Plan is the support from the Treasurer’s Department. Each item on the Financial Plan will then eventually be focused on and involve an even more detailed plan within our departments. This plan is intended to be perpetual, items rolling off as completed and new items being added as needed.)*

Financial Plan

Galion City Schools

Treasurer: Terri Day

Vision –

Mission Statement -

Purpose

Objectives

*(The employees of the treasurer’s office will meet to determine the Treasurer’s Office Vision, Mission Statement, Purpose and Objectives – this process will ensure that all members ideas, values and processes are in alignment with the fiscal plan that supports the district’s strategic plan.)*

Financial Plan:

Fiscal Year 2013

March 1 through June 30, 2013

*(In meetings with treasurer’s office staff, the numbers here will eventually be converted into dates and the plan will stretch out to align with the 5 year forecast.)*

1. Prepare documents to put levy on May ballot.
2. Produce analysis of revenues and expenditures received to date.
3. Produce analysis of revenues and expenditures expected for balance of FY.
4. Determine areas to be addressed in order to bring in more revenue, such as open enrollment, return of students that have enrolled out and begin marketing plan to attract new students.
5. Determine areas to be addressed in order to reduce expenditures such attrition, benefits, absorbing positions and delaying hiring.
6. Analyze transportation to see where costs can be reduced such as fuel tank, new buses, etc.
7. Research shared service opportunities.
8. Prepare for OAPSE and GEA negotiations.
9. Review 5 year forecast and make needed adjustments.
10. Publish Student Activity Procedures.
11. Publish Treasurer’s Office Procedures.
12. Work toward paperless system to reduce costs in supplies and time. Includes NCOCC online reporting, emailing requisitions and PO’s, online payments of invoices, direct entering of receipts at school level.
13. Review possibility of cashless system. Esbar system in schools.
14. Plan for adjustments in spending to accommodate gap between revenues and expenditures.
15. Complete Booster Audit with audit team.
16. Estimate for 2014 FY and update USAS accordingly
17. Close out FY 13.

*(Many of the items above will repeat in the following years if their completion date is not prior to the end of the Fiscal Year. Plans such as “going paperless” will be an ongoing process and will not complete with a fiscal year.)*

Fiscal Year 2014

July 1 through December 2013

January 1 through June 30, 2014

*(It is intended that this plan be posted on the Treasurer’s website as well as published and addressed publicly in board meetings regularly and in the media to support the transparency of the treasurer’s office.)*

*Input and ideas are welcome!*