OASBO Essentials of Budgeting & Forecasting 2023-2024
Course Description Quick Guide

Course Name	Course Description
Appropriations & Budgeting Ryan Pendleton, Executive Director, North Coast Shared Services Alliance	This course will delve into the why's, how's, importance, and the ramifications of the budgeting process. It is essential for every school business official to understand the terminology that is used for school district (and local government) appropriations and budgeting; understand the purpose, requirements, and timeline of the Tax Budget, or if the filing of the tax budget is waived, what is required; understand the connections between the Certificates of Estimated Resources, Available Balances and the "Amendments to" those documents in relationship to the temporary and annual appropriation measures and fiscal certificate; be familiar with the various budgeting models and their differences, and understand how budgeting best practices can impact the outcome of your budget process.
Introduction to Forecasting; and Enrollment Projections Rebecca Jenkins, Treasurer, New Albany Plain Local SD, Kristine Blind, Treasurer/CFO, London City SD	This course will delve into the why's, how's, importance, and the ramifications of the budgeting process including how student enrollment drives both revenues and expenses for a school district. It is essential for every school business official to understand what is required of fiscal officers and school districts for financial forecasting; understand Forecasting: process, analysis, assumptions, and where to find the information needed; understand the value of both developing a forecast as well as analyzing the forecast when completed, and understand the components of the five year forecast. To develop the forecast, it is essential to understand the ultimate driver in school budgeting and forecasting – student enrollment; understand enrollment prediction models such as cohort survival, trend lines, and student generation rates; know where to look and from whom to ask for guidance on enrollment data, and understand internal and external "drivers" that influence changes in enrollment.
Forecasting Revenues - Local Property and Income Taxes Meghan Sullivan Homsher, Senior Analytics Advisor, Frontline Education, Stacy Overly, Senior Analytics Advisor, Frontline Education	This course will go in depth into forecasting property values and property tax revenue. It will also go through a discussion of property tax law, including levy types, tax reduction factors, and the interrelationship between valuation changes and property tax rates. The course will provide help for newer CFOs to get a better understanding of property taxation issues, which for most school districts represents the largest or second largest source of local revenue for their budgets. They will learn how better forecast valuation changes and revenue, as well as get an understanding of different options available to them for levy types. Understanding the potential flow of property tax revenue into the district and being able to forecast property tax revenues is important for CFOs to better plan timing of revenue for investment options.
Forecasting Revenue - Calculating & Projecting the Components of State Aid Chris Mohr, Consultant, K-12 Business Consulting	This course focuses on the five-year forecast line items: unrestricted and restricted Grants-in-Aid, and the USAS codes associated with these line items. It is essential for every school business official to understand the factors and drivers that influence the state funding revenue calculation; understand how the trends in ADM impact how your state funding can increase or decrease; understand how future projected changes in local wealth (property values and income) impacts future funding from the state; understand how forecasting increases in local wealth can offset forecasting state revenues; and know who needs to be part of the "state aid" revenue forecasting "team".
Other Major Revenues (Medicaid Reimbursement; Excess Cost; Tuition; Catastrophic Aid, Etc.) Ryan Ghizzoni, Senior Analytics Advisor, Frontline Education	This course focuses on all other operating revenue and the corresponding USAS codes. Districts' "Other Revenues" are driven by several factors and variables. It is essential for every school business official to know which revenue types are categorized under the line item "All Other Operating Revenues," and to understand the drivers of the "other" revenue category.

Forecasting Expenditures - Salaries and Wages; Retirement and Insurance Benefits Ryan Ghizzoni, Senior Analytics Advisor, Frontline Education	**Salaries & Wages** This course focuses on the six line items that relate to expenses on the Five-Year Forecast, in particular focusing on reporting and projecting expenses by utilizing the accounting system's codes at the first level. It is essential for every school business official to understand the various employee groups and how each are typically compensated (contract vs hourly); understand how pay schedules and the number of pays per year can impact the estimate for a fiscal year; understand the various methods of projecting salaries and wages in future years; and understand how collective bargaining agreements impact future pay. **Retirement & Insurance Benefits** This course focuses on Employees' Retirement and Insurance Benefits, including retirement for all employees both certificated and non-certificated, workers compensation, early retirement incentives, Medicare, unemployment, pick-up, pick-up on the pick-up, and all health-related insurance benefits: health, drug, dental, and life insurance. It is essential for every school business official to understand the difference between certificated and non-certificated retirement plans; understand which benefits are driven as a percentage of wages vs. other methods, such as premium, claims, or formula-based; understand the drivers behind retirement and insurance benefits; understand how collective bargaining agreements impact retirement and insurance benefits; understand how the timing of premium rate changes impact the fiscal year cost estimates.
Forecasting Expenditures - Other Expenditures Adam Zink, Assistant Treasurer, Lakota Local SD (Liberty Township)	This course focuses on Purchased Services which includes a wide range of activities that cut across all functional areas of a school district. Most of these expenses are recurring – they annually repeat themselves, with little deviation except for economic growth factors – inflation. It is essential for every school business official to understand the understand the benefits of budgeting and financial planning for multiple periods utilizing replacement cycles for textbooks, equipment, and other major expense items, such as technology; understand the relationship and connection these object categories have with enrollment projections, academic programs, and facilities (space) as well as a district's strategic and academic plans and methods to use to forecast these "other" expenses.
Multi-Year Projections and Planning for Capital Outlay, Textbooks, Buses, and Other Major Items Ryan Ghizzoni, Senior Analytics Advisor, Frontline Education	This course is a continuation of Purchased Services, focusing on capital outlay, textbooks, buses, etc. which includes a wide range of activities that cut across all functional areas of a school district. It is essential for every school business official to understand the understand the benefits of budgeting and financial planning for multiple periods utilizing replacement cycles for textbooks, equipment, and other major expense items, such as technology; understand the relationship and connection these object categories have with enrollment projections, academic programs, and facilities (space) as well as a district's strategic and academic plans and methods to use to forecast these "other" expenses.
Fiscal Caution, Watch, and Emergency Kimberly Richard, Asst Director Financial Analysis and Fiscal Oversight, Ohio Department of Education, Craig Yaniglos, Treasurer, Brecksville-Broadview Heights SD, Rhonda Baldwin-Amorganos, Treasurer/CFO, Niles City SD, Dorthy Pietrykowski, Fiscal Consultant, Ohio Department of Education	This course focuses on evaluation of an organization's cash inflows and outflows from all types of financial activities and operations in relation to fiscal caution, watch, and emergency. Overall, the chief financial officer is responsible for communicating findings, and offering conclusions and recommendations accordingly. As a school district CFO/treasurer, one who oversees and is responsible for taxpayer funds, there continues to be an increasing level of expectations and accountability. To demonstrate good stewardship and accomplish the school district's strategic goals and objectives, the CFO/treasurer must be able to readily provide a timely and accurate depiction of funding levels at any given time.
Analytics Cajon Keeton, Treasurer, Benton Carroll Salem Local School District, Jeffrey J Dornbusch, Treasurer, Port Clinton City Schools	This course focuses on communicating the "story" behind raw data explained through analytics, especially those visually illustrated with charts and graphs, understanding the purpose and value of using analytics to benchmark and evaluate performance, identify trends, and predict the future. The use of analytics by public school systems is becoming increasingly important in an era where district stakeholders are demanding high accountability and transparency. Using analytics as a tool for decision-support can be a valuable strategy to increase engagement and buy-in for critical financial proposals.