

## R 6210 FISCAL PLANNING

The School Business Administrator/Board Secretary shall implement Policy No. 6210 by preparing a long-range fiscal plan. The plan shall take the form of a chart or spread sheet on which all estimated costs and revenues are plotted for the period of one year beyond the current fiscal year.

### A. Future Costs

Future costs will be estimated on the basis of:

1. Cost studies and estimates for the maintenance and development of educational programs;
2. Costs of facilities and equipment maintenance and replacement;
3. Fixed charges (such as interest payments on bonds and redemption of bonds on schedule, lease payments, fixed payments on multi-year contracts);
4. Costs of employee wages and benefits in presently negotiated contracts (both collective and individual);
5. Projections of the cost of successor employee contracts, including the effect of pending graduate studies on the wages of teaching staff members;
6. Effects of projected pupil populations on capital requirements;
7. Effects of projected pupil populations on staffing requirements (by necessitating additional staff or a reduction in force);
8. Costs of pending contracts with variable obligations (such as sending-receiving, transportation);
9. Costs of projected operation changes (such as subcontracting custodial services or a change in the delivery of food services);
10. Projected tuition needs for pupils sent out of district; and



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11. Costs of contracts for professional services (such as school medical inspector, school attorney, and auditor).

### B. Future Revenues

Future revenues will be plotted on the basis of:

1. Anticipated State and Federal aid;
2. Projected income from local property tax revenues;
3. Present grants in aid from State, Federal, and/or private sources; and
4. Anticipated revenues from pending or future grant proposals.

### C. Report

The School Business Administrator/Board Secretary will confer with the Superintendent on the district long-range fiscal plan on a regular basis. Any financial forecast that warns of serious future deficits, overexpenditures, or reduction in revenues shall be reported promptly.

Issued: 30 January 2014

