



**Finance Division**  
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TO: Superintendent's Cabinet Staff, Directors and Department Heads

FROM: Shanna McLamb, CFO

DATE: February 5, 2020

RE: 2020-2021 Proposed Budget Preparation Process

As many of you know, UCPS' average daily student membership has been flat while charter school's student counts have steadily increased year over year to almost 3,900 students. Since this movement may continue, we need to reevaluate how we deliver educational services to all Union County resident students. This year's budget process will be focused on identifying how we are currently delivering services to students. All local budget proposals should be aligned with Board of Education goals, the system's Strategic Plan and the operational and educational priorities.

Your 2020-2021 budget request may not include expansion items. If you have expansion program requests that will require additional funding or project additional costs due to a new state or federal law, please be prepared to discuss those items specifically and provide justification for the request. You must provide any projected increases related to mandatory costs such as contractual obligations so we can ensure we have built those items into our budget request. All budgets will go through this process to determine funding availability. As in previous years, we will require each department to evaluate, research, and understand what is included in their department's expenditures to provide the required services to schools and the district.

These budgets will be reviewed by the Superintendent's Cabinet Staff to identify essential needs so please provide a ranking of your departments top 3-5 budget items for 2020-2021. These should not be expansion items. Adjustments will be made as necessary to balance with current and projected resources. Any items that require funding but are pulled from the district request will require you to find funding within your current department or other budgets within your Cabinet Staff's area.

### **Budget Conferences**

All departments will be provided a link to schedule a budget conference with Finance personnel to ensure that all documentation is received and that all departmental expenditures have been identified and is balanced. We will be reaching out soon to setup your meeting date and time.

### **Due Dates**

All budget conferences will be completed by February 29, 2020. Finance personnel will compile cabinet level requests by March 4, 2020 to enable Cabinet Staff to review and approve submissions beginning March 5, 2020. We are on a tight schedule for compiling and reviewing these budgets, therefore, extensions will not be granted.

Once the budget is finalized, department heads will receive communication from the Finance office on what was approved in the 2020-2021 budget.