

## Rilke Policy 008: Budget

### 1. General Purpose

- a. The purpose of this policy is to outline the Rilke Schule APC budgeting philosophy, definitions, responsibilities, and process milestones.
- b. Rilke Schule shall use a programmatic budgetary approach under a broader planning, programming, and budgeting system (PPBS).
- c. This policy serves to provide a more realistic and long-range financial strategy for Rilke Schule beyond the minimum reporting requirements to the Anchorage School District in annual budgets.

### 2. Definitions

- a. Planning: Determines if a proposed course of action best meets the school's objectives when compared to its alternatives. This phase is based on the Rilke Schule strategic plan, school mission, and school goals.
- b. Programming: Converts plans into a specific action schedule for the school. This phase entails developing detailed resource requirements and necessary actions to implement plans.
- c. Budgeting: Entails preparing and justifying the operating budget for the school. This phase prioritizes programming requirements and likely will include unfunded requirements as Rilke Schule is a charter school with lower student funding than mainstream schools. As ASD budgeting parameters often lag compared to actual known student numbers or requirements, this budget most likely will be larger than the actual ASD final annual budget for Rilke Schule. The outcomes of this PPBS approach will ensure the Rilke Schule APC can provide accurate and timely inputs to ASD for known current and future requirements. Broadly stated, this phase can be considered appropriation of funds.
- d. Execution: The actual process of obligating and using appropriated funds for the purposes which they were designed.
- e. Evaluation: Ongoing analysis to track actual budget execution to appropriation targets. This data serves to set the planning requirements for the next budget cycle.

### 3. APC Responsibilities

- a. The APC shall maintain a current strategic plan for the school. This plan sets the foundation for the planning phase of this process.
- b. The APC treasurer shall chair the Budget and Finance Subcommittee of the Strategic Planning Committee (or such committee as shall hereafter be charged with similar responsibilities).
  - i. The subcommittee is responsible for educating all stakeholders on the budget formulation process, soliciting budget planning objectives from the APC, and providing those objectives and any other pertinent requirements to the principal.
  - ii. The subcommittee chair shall keep the APC apprised of budget formulation statuses, deadlines, and other significant matters.

### 4. Principal Responsibilities

- a. In coordination with the Budget and Finance Subcommittee, establish the programmatic areas of the budget for planning and programming purposes, e.g., elementary education, middle school, art, science, German, field trips, professional development, etc.
- b. Lead Rilke staff in the planning and programming phases of this process. This

## Rilke Policy 008: Budget

- entails translating APC direction and the strategic plan into actionable measures.
  - c. Oversee research and analysis to project realistic cost estimates, develop justifications for funding requests, and direct staff as necessary to accomplish developing associated deliverable documents.
  - d. Present a written, programmatic budget request to the APC along with justifications, cost estimates, and associated measures for programmatic evaluation.
  - e. Execute the annual APC/ASD approved budget.
  - f. Provide written monthly updates to the APC on budget execution, spend levels, and other salient financial matters affecting Rilke Schule.
5. Budget Creation Timeline
- a. Planning (March through May): The Budget and Finance Subcommittee reviews the Rilke Schule strategic plan with the principal and other involved staff members. The principal and staff evaluate the current year's budget against needs for meeting the school's mission, goals, and strategic plan.
  - b. Programming (Summer through September).
  - c. Budgeting (October): The principal presents the requested budget to the APC. The APC reviews the principal's budget proposal and provides direction and priorities to the principal for purposes of responding to ASD fall budget calls.
  - d. Execution (ongoing throughout the fiscal year): The principal may request APC consideration for discretionary spending of non-appropriated or other funds throughout the year.
  - e. Evaluation (ongoing throughout the fiscal year).