Loudoun County School Board

FY20 Superintendent’s Proposed Budget

Department of Business and Financial Services
Business and Financial Services’ Mission

- To provide support, leadership and direction on financial matters to schools, central departments, the Superintendent and the School Board.

- To ensure that financial matters are managed in a fiscally responsible manner consistent with School Board budget and goals.

Core Belief: Transparency and good stewardship of resources strengthen public trust and support.
FY20 Business and Financial Services Divisions

- Assistant Superintendent’s Office
- Budget Services
- Employee Benefits & Retirement
  - Health, Wellness and Benefits
  - Retirement and Disability Programs
- Financial Services
  - Accounting
  - Payroll
  - FAST
- Procurement Services
Business and Financial Services Stats

**Budget**
- Managed over 200 staffing standards
- Managed Position Control for over 12,000 FTEs
- Prepared various VDOE reports such as Annual State Report and Required Local Effort

**Employee Benefits & Retirement**
- Held orientations for approximately 1,573 new hires
- Managed benefit programs for approximately 24,800 employees, retirees, and dependents
- Processed 261 retirements
- Processed 1,337 FMLA leave requests

**Financial Services**
- 24,148 Checks issued
- 16,454 W-2s processed
- 16,757 Cash Receipts
- 10,426 Accounts Receivable Invoices Created
- 13,494 Payroll help desk calls
- 5,500 iExpense requests
- 425 Wire Payments

**Procurement**
- Issued 95 Formal Solicitations
- Reviewed 4,400 Contracts
- Created 650 MOUs
- Approved 9,000 Purchase Orders
Strategic Goal Support

Deliver effective and efficient support for student services.

- Differentiated Resources
  - Analysis and development of differentiated per pupil allotment
  - Calculation of differentiated FTE allotment

- ORACLE Finance & Human Resource Management System
  - Support upgrade of ORACLE
  - Maintain stability
  - Continue review for ORACLE efficiencies

Cultivate a high-performing team of professionals focused on our mission and goals.

- Competitive Teacher Salaries
  - Analysis and development of next phase of teacher salary scale restructure.
Core Belief: A culture of continuous improvement drives the fulfillment of our mission.
Business & Financial Services Works

- FY18 CAFR unmodified opinion
- Reduced audit findings for School Activity Funds
- Rolled out online open enrollment
- FY19 ASBO Meritorious Budget award
- Stable ORACLE environment
- Position realignment
- 1st Phase of consolidated Financial Procedures Manual

Core Belief: A culture of continuous improvement drives the fulfillment of our mission.
# Ongoing and New Initiatives

<table>
<thead>
<tr>
<th>Initiative</th>
<th>Customer Service</th>
<th>Efficiency &amp; Analysis</th>
<th>Collaboration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online benefits enrollment</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Increase use of credit card portal</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Solicitation Process Automation and Contract Management System</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Vendor workshop</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Safety program initiatives</td>
<td>X</td>
<td>X</td>
<td>X</td>
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</tbody>
</table>

Core Belief: A culture of continuous improvement drives the fulfillment of our mission.
## Ongoing and New Initiatives

**Core Belief:** A culture of continuous improvement drives the fulfillment of our mission.

<table>
<thead>
<tr>
<th>Initiative</th>
<th>Customer Service</th>
<th>Efficiency &amp; Analysis</th>
<th>Collaboration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Refine onboarding process for payroll and benefits</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
</tr>
<tr>
<td>Refine training for bookkeepers</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
</tr>
<tr>
<td>Leveraging ORACLE functionality</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
</tr>
<tr>
<td>More efficient year end closing.</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
</tr>
</tbody>
</table>

Business and Finance
FY20 Business and Financial Services
Budget Priority

• Invest in our employees
  ✓ Funds reallocated internally to fund ongoing training and professional development
  ✓ FY20 no FTEs requested

What happens if we invest in our employees and they leave us?

What happens if we don’t and they stay?

Strategic Goal: Cultivate a high-performing team of professionals focused on our mission and goals.
## FY20 Expenditure Changes

<table>
<thead>
<tr>
<th>PRIMARY CHANGES</th>
<th>FTE</th>
<th>$ in millions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment Growth</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Enhancements, Restorations, Reallocations</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Other Operations &amp; Maintenance</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>
## FY20 Department Summary

### BUDGET SUMMARY BY OBJECT OF EXPENDITURE

<table>
<thead>
<tr>
<th>Title</th>
<th>FY16 Actual</th>
<th>FY17 Actual</th>
<th>FY18 Actual</th>
<th>FY19 Budget</th>
<th>FY20 Budget</th>
<th>Change</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Personnel</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full Time Salaries</td>
<td>$5,061,695</td>
<td>$5,559,219</td>
<td>$5,935,586</td>
<td>$5,956,517</td>
<td>$6,116,785</td>
<td>$160,268</td>
<td>2.7%</td>
</tr>
<tr>
<td>Non-FTE Salaries</td>
<td>$223,020</td>
<td>$303,420</td>
<td>$463,373</td>
<td>$217,340</td>
<td>$148,500</td>
<td>-$68,840</td>
<td>-31.7%</td>
</tr>
<tr>
<td>Benefits</td>
<td>$2,058,900</td>
<td>$2,341,222</td>
<td>$2,543,988</td>
<td>$2,583,450</td>
<td>$2,661,320</td>
<td>$77,870</td>
<td>3.0%</td>
</tr>
<tr>
<td>Total Personnel</td>
<td>$7,343,615</td>
<td>$8,203,861</td>
<td>$8,942,946</td>
<td>$8,757,307</td>
<td>$8,926,605</td>
<td>$169,298</td>
<td>1.9%</td>
</tr>
<tr>
<td><strong>Operations and Maintenance</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contractual Services</td>
<td>$699,194</td>
<td>$567,641</td>
<td>$392,802</td>
<td>$465,900</td>
<td>$445,300</td>
<td>-$20,600</td>
<td>-4.4%</td>
</tr>
<tr>
<td>Materials, Supplies and Equipment</td>
<td>$72,193</td>
<td>$109,336</td>
<td>$86,805</td>
<td>$126,980</td>
<td>$94,375</td>
<td>-$32,605</td>
<td>-25.7%</td>
</tr>
<tr>
<td>Computers and Software</td>
<td>$43,447</td>
<td>$36,014</td>
<td>$37,582</td>
<td>$47,290</td>
<td>$33,850</td>
<td>-$13,440</td>
<td>-28.4%</td>
</tr>
<tr>
<td>Training and Continuing Education</td>
<td>$65,917</td>
<td>$59,443</td>
<td>$69,123</td>
<td>$139,665</td>
<td>$183,130</td>
<td>$43,465</td>
<td>31.1%</td>
</tr>
<tr>
<td>Total Operations and Maintenance</td>
<td>$880,751</td>
<td>$772,433</td>
<td>$586,312</td>
<td>$779,835</td>
<td>$756,655</td>
<td>-$23,180</td>
<td>-3.0%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$8,224,366</td>
<td>$8,976,294</td>
<td>$9,529,258</td>
<td>$9,537,142</td>
<td>$9,683,260</td>
<td>$146,118</td>
<td>1.5%</td>
</tr>
<tr>
<td><strong>Positions</strong></td>
<td>71.0</td>
<td>77.0</td>
<td>73.0</td>
<td>73.0</td>
<td>73.0</td>
<td>0.0</td>
<td>0.0%</td>
</tr>
</tbody>
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