Loudoun County School Board

FY21 Superintendent’s Proposed Budget

Department of Business and Financial Services

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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 the School Board budget and goals.

Core Belief: Transparency and good stewardship of resources strengthen public trust and support.
FY21 Business and Finance Divisions

- Assistant Superintendent’s Office
- Budget and Financial Analytics
- Employee Benefits & Retirement
- Financial Services
  - Accounting
  - Payroll
  - FAST
  - Financial Training Team
- Procurement and Risk Management

Business and Finance Stats

**Financial Services**
- 28,000 checks cut
- 600 wires made
- 84,000 invoices paid
- 3,300 iExpense requests

**Budget & Financial Analytics**
- Managed over 200 staffing standards
- Position Control for 12,500+ FTEs
- Prepare various VDOE reports such as Annual State Report and Required Local Effort

**Procurement & Risk Management**
- Issued 120 formal solicitations
- Reviewed 5,600 contracts
- Created 650 MOUs
- Approved 4,600 purchase orders

**Employee Benefits & Retirement**
- Orientations for over 2,000 new hires in English and Spanish
- Published 13 Wellness Works! Newsletters & E-Magazines and Instructional videos
Core Belief: A culture of continuous improvement drives the fulfillment of our mission.

Business and Finance

Ongoing and New Initiatives

- Increase use of the credit card portal
  ✓ No user fees
  ✓ Provide machines and training to all elementary schools summer 2020
  ✓ Machines provided to all secondary schools
- Dedicated financial training
  ✓ Support bookkeepers, timekeepers, and account managers
  ✓ Consolidated financial procedures manual 1.4
- Safety program initiatives
  ✓ Monthly meetings
  ✓ Expansion of personal protective equipment

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

Business and Finance
Ongoing and New Initiatives

- Online bid portal
  - 1st Invitation for Bid (IFB) successfully awarded
  - Issue Request for Proposals (RFP)
- Refine the onboarding process
  - Collaborative effort with HRTD and Loudoun County
- Budget software system
  - Purchase FY20
  - Ongoing maintenance fees budgeted in DDI
- More efficient year-end close

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

FY21 Business and Financial Services Budget Principle

- Review operations for efficiencies and reallocations
  - FY21 no FTE increase requested
  - FY19 and FY20 department-wide reorganizations with no change in FTEs
### FY21 Expenditure Changes

<table>
<thead>
<tr>
<th>PRIMARY CHANGES</th>
<th>FTE</th>
<th>$ in millions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enhancements and Reallocations</td>
<td>-</td>
<td>$0.4</td>
</tr>
<tr>
<td>Other Operations &amp; Maintenance</td>
<td>-</td>
<td>$0.3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>-</td>
<td><strong>$0.7</strong></td>
</tr>
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</table>

### FY21 Reallocations

<table>
<thead>
<tr>
<th>PRIMARY CHANGES</th>
<th>FTE</th>
<th>$ in millions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Assistance Program (EAP) and Americans with Disability Act (ADA) costs</td>
<td>-</td>
<td>$0.4</td>
</tr>
<tr>
<td>moved from Non-Departmental</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>-</td>
<td><strong>$0.4</strong></td>
</tr>
</tbody>
</table>
## FY21 Other Operations and Maintenance

<table>
<thead>
<tr>
<th>PRIMARY CHANGES</th>
<th>FTE</th>
<th>$ in millions</th>
</tr>
</thead>
<tbody>
<tr>
<td>User Credit Card Fees paid by LCPS on behalf of parents/students, e.g. athletic</td>
<td>-</td>
<td>$0.3</td>
</tr>
<tr>
<td>fees</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>-</td>
<td><strong>$0.3</strong></td>
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</tbody>
</table>

## FY21 Expenditure Changes

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<td>$0.3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>-</td>
<td><strong>$0.7</strong></td>
</tr>
</tbody>
</table>
Assistant Superintendent’s Office (pg. 90)

**Personnel**
- Changes to salary and benefits

**Operations and Maintenance**
- Decentralized office supplies to divisions
- Reduction in software due to one-time purchase in FY20 for Every Student Succeeds Act (ESSA) reporting
- Departmentwide training and professional development

Budget and Financial Analytics (pg. 94)

**Personnel**
- Changes to salary and benefits and movement of FTEs
- Elimination of overtime

**Operations and Maintenance**
- Increase due to decentralization of office supplies
Employee Benefits and Retirement (pg. 98)

**Personnel**
- Changes to salary and benefits

**Operations and Maintenance**
- Increase due to moving funds for EAP and ADA costs from non-departmental

Financial Services (pg. 102)

**Personnel**
- Changes to salary and benefits and movement of FTEs
  - Decrease in overtime

**Operations and Maintenance**
- Increase to cover user credit fees paid by LCPS
- Increase due to decentralization of office supplies
- Increases offset by a decrease in training
Procurement and Risk Management

Personnel
• Changes to salary and benefits
• Decrease in overtime

Operations and Maintenance
• Increase for legal fees to outside counsel who specialize in procurement issues
• New subscription for electronic signature tool
• Amazon subscription moved from non-departmental to Procurement

FY21 Department Summary

<table>
<thead>
<tr>
<th>Title</th>
<th>FY17 Actual</th>
<th>FY18 Actual</th>
<th>FY19 Actual</th>
<th>FY20 Budget</th>
<th>FY21 Budget</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full Time Salaries</td>
<td>$5,555,219</td>
<td>$5,935,586</td>
<td>$6,001,965</td>
<td>$6,116,785</td>
<td>$6,305,441</td>
<td>-4.4%</td>
</tr>
<tr>
<td>Non-FTE Salaries</td>
<td>$335,420</td>
<td>$443,773</td>
<td>$475,054</td>
<td>$490,100</td>
<td>$491,785</td>
<td>-28.7%</td>
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<tr>
<td>Benefits</td>
<td>$2,245,222</td>
<td>$2,314,580</td>
<td>$2,551,151</td>
<td>$2,661,320</td>
<td>$2,940,688</td>
<td>-4.5%</td>
</tr>
<tr>
<td>Total Personnel</td>
<td>$8,203,861</td>
<td>$8,793,946</td>
<td>$9,028,770</td>
<td>$9,268,265</td>
<td>$9,544,914</td>
<td>-2.9%</td>
</tr>
<tr>
<td>Operations and Maintenance</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contractual Services</td>
<td>$357,641</td>
<td>$391,852</td>
<td>$393,706</td>
<td>$490,360</td>
<td>$1,089,325</td>
<td>144.6%</td>
</tr>
<tr>
<td>Materials, Supplies and Equipment</td>
<td>$108,330</td>
<td>$105,805</td>
<td>$105,648</td>
<td>$94,175</td>
<td>$103,749</td>
<td>94.7%</td>
</tr>
<tr>
<td>Computers and Software</td>
<td>$38,014</td>
<td>$37,582</td>
<td>$47,594</td>
<td>$33,650</td>
<td>$32,233</td>
<td>-14.3%</td>
</tr>
<tr>
<td>Training and Continuing Education</td>
<td>$59,443</td>
<td>$50,123</td>
<td>$89,277</td>
<td>$155,150</td>
<td>$164,897</td>
<td>-10.0%</td>
</tr>
<tr>
<td>Total Operations and Maintenance</td>
<td>$772,423</td>
<td>$586,312</td>
<td>$670,605</td>
<td>$756,655</td>
<td>$1,460,196</td>
<td>93.0%</td>
</tr>
<tr>
<td>Total</td>
<td>$8,976,294</td>
<td>$9,529,258</td>
<td>$9,385,335</td>
<td>$9,683,260</td>
<td>$10,505,110</td>
<td>8.5%</td>
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<tr>
<td>Positions</td>
<td>77.0</td>
<td>73.0</td>
<td>73.0</td>
<td>73.0</td>
<td>73.0</td>
<td>0.0%</td>
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