

# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 9.5

**Meeting Date:** February 2, 2023

**Subject:** Board Policy BP 3100: Business and Noninstructional Operations  
(Reserves and Use of One-Time Funds)

- Information Item Only
- Approval on Consent Agenda
- Conference (for discussion only)
- Conference
- Conference/Action
- Action
- Public Hearing

**Division:** Business Services

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long term financial issues, the Board approved revisions to BP 3100 to establish and maintain a general fund reserve for economic uncertainty at no less than 5%.

Furthermore, the Board also revised BP 3100 to consider any proposed use of One-Time funding and will take separate action to approve such uses.

The proposed revisions to BP 3100 were presented to the Board at publicly held board meetings listed as follows:

- February 6, 2020 and May 21, 2020 Board Meetings - first reading on the proposed revisions to BP 3100 on reserves and use of one-time funds
- June 18, 2020 Board Meeting – second reading on the proposed revisions to BP 3100 on reserves and use of one-time funds
- February 18, 2021 - third reading on the proposed revisions to BP 3100 on reserves

**Financial Considerations:** Increase minimum general fund reserve from the minimum 2% to a 5% reserve level in fiscal year 2022-2023 or after the deficit is eliminated. The Board shall consider any proposed use of One-Time funding and shall take separate action to approve such uses.

**LCAP Goal(s):** Family and Community Empowerment; Operational Excellence

**Documents Attached:**

1. Executive Summary
2. BP 3100: Business and Noninstructional Operations

**Estimated Time:** N/A

**Submitted by:** Rose Ramos, Chief Business Officer

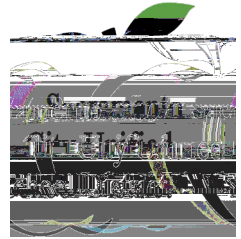
**Approved by:** Jorge A. Aguilar, Superintendent

# Board of Education Executive Summary

## Business Services

Board Policy BP 3100: Business and Noninstructional Operation  
(Reserves and Use of Other Funds)

February 2, 2023



### I. OVERVIEW/HISTORY:

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The governing board of each school district shall hold a public hearing on the proposed budget in a school district facility, or some other place accessible to the residents of the school district for public inspection.

# Board of Education Executive Summary

## Business Services

Board Policy BP 3100: Business and Noninstructional Operation  
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February 2, 2023



- Education Code section 42127 requires the Governing Board of each school district to adopt a budget on or before July 1st. Article XIII section 36(e)(6) requires the Governing Board to approve Education Protection Account proposed expenditures in a session of a public meeting. The budget to be adopted shall be prepared in accordance with Education Code section 42126. The adopted budget shall be submitted to the County Office of Education. The County Office of Education will determine if the district will be able to meet its financial obligations during the fiscal year and ensure a financial plan that will enable the district to satisfy its multiyear financial commitments.

### III. BUDGET:

Due to the importance of maintaining reserve levels during stable and volatile economic times, the District will establish a 5% reserve for general fund expenditures. Implementation for establishing the 5% minimum reserve level is recommended to begin fiscal year 2023 or after the deficit is eliminated. Furthermore, the District shall consider any proposed use of One-time funding and shall take separate action to approve such use. The Board may determine to allocate one-time funding to a single year or multiyear expenditure. A supplemental budget display shall be presented to the Board for approval that clearly explains the following:

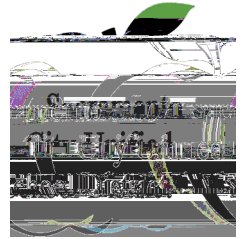
- source of funds and any restrictions or guidance on the use of one-time funding
- expiration of one-time funds
- explanation of proposed use of one-time funds

# Board of Education Executive Summary

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### VII. LESSONS LEARNED/NEXT STEPS:

- Continue to monitor the state budget and its



Sacramento City USD 3100 Business and Noninstructional Operations (Reserves and Use of One Time Funds)

33127 Development of standards and criteria for local budgets and expenditures

33128 Standards and criteria

33129 Standards and criteria; use by local agencies 35035 Powers and duties of superintendent

35161 Powers and duties, generally, governing boards

42103 Public hearing on proposed budget; requirements for content of proposed budget; publication of notice of hearing

4212242129 Budget requirements

42132 Resolutions identifying estimated appropriations limit

42602 Use of unbudgeted funds

42610 Appropriation of excess funds and limitation thereon

4451844519.2 Chief business officer training program 45253 Annual budget of personnel commission

45254 First year budget of personnel commission GOVERNMENT CODE

79007914 Expenditure limitations CODE OF REGULATIONS, TITLE 5

1544015452 Criteria and standards for school district budgets

1546715479 Criteria and standards for county office of education budgets

Management Resources:

CDE MANAGEMENT ADVISORY

0203.92 Implementation of AB 1200, 923

Policy SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

Adopted: November 16, 1998 Sacramento, California

Reviewed: November 5, 2001

Reviewed: February 6, 2020

Reviewed: May 21, 2020

Reviewed June 18 2020

Reviewed: February 8, 2021

