

BATH COUNTY SCHOOL BOARD

AGENDA ITEM: INFORMATION { } ACTION { X } CLOSED MEETING { }

SUBJECT: **SUPERINTENDENT’S REPORT - ACTION**

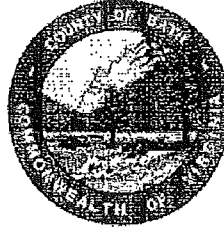
Preliminary CIP and Budget Calendars

BACKGROUND: **The attached correspondence dated September 18 was received on September 25, 2012. (It is assumed that the CIP due date is Monday, January 7 rather Monday, January 4.)**

Also attached is a preliminary FY 2013-2014 budget development calendar.

RECOMMENDATION: **The 2014-2018 Capital Improvement Plan (CIP) must be finalized by January 7 for submission on January 8.**

Recommend the adoption of the preliminary FY 2013-2014 budget development calendar.



County Administrator's Office
P. O. Box 309, Warm Springs, VA 24484
BATH COUNTY MEMORANDUM

TO: Department and Agency Heads, Key Officials, Interested Civic and Community Organizations, Emergency Services Organizations, and Regional Service Providers

FROM: Matt Walker, County Administrator
Phone: 540-839-7221 FAX: 540-839-7222

DATE: September 18, 2012

SUBJ: *FISCAL YEAR 2014 GENERAL FUND BUDGET REQUESTS AND FISCAL YEARS 2014 TO 2018 CAPITAL IMPROVEMENT PLAN (CIP) REQUESTS*

In order to provide time for development of budget requests for Fiscal Year 2014 and to allow agencies time to develop and incorporate requested addition supplemental information, we are sending the budget request forms out earlier than usual. Attached is (1) a copy of a budget request form and (2) a Capital Improvement Plan request form to be completed.

Please return the completed budget request forms to the office of the County Administrator by 3:00 p.m. on Friday, January 11, 2013. The completed Capital Improvement Plan request form is to be returned to the office of Building, Planning & Zoning by no later than 3:00 p.m. on Monday, January 4, 2013. This is the beginning of the budget process, and we may need to come back to you for revisions as we progress.

The Board of Supervisors are requesting that all agencies, civic and community organizations, emergency services organizations, and regional service providers who desire funding from Bath County supply a Certified Financial Statement or a Financial Audit along with their request for the Board's review. This supplemental information is not optional, any request submitted without the requested documentation will be returned.

A **Certified Financial Statement** is a financial statement prepared by an independent certified public accountant with an opinion rendered in accordance with generally accepted accounting principles (GAAP) and the Code of Virginia. Records such as an income statement, cash flow statement and/or balance sheet that has been audited and signed by an accountant are usually less expensive than a full Financial Audit.

A **Financial Audit**, or more accurately, an audit of financial statements, is the verification of the financial statements of a legal entity, with a view to express an audit

opinion. The audit opinion is intended to provide reasonable assurance that the financial statements are presented fairly, in all material respects, and/or give a true and fair view in accordance with the financial reporting framework. The purpose of an audit is to enhance the degree of confidence of intended users in the financial statements.

The Bath County Planning Commission will review and discuss all Capital Improvement Plan (CIP) requests received at their regular meeting on January 28, 2013, and consider scheduling a public hearing on requests for February 25, 2013. Capital items are usually considered those which cost a minimum of \$20,000. Those less expensive are normally requested in the operations budget. The finalized CIP serves as a guide for budgetary planning and consideration of capital requests. We encourage you to see needs and resources over the long-term due to anticipated revenues. Please make mention of your needs but realize that without a funding stream, we will likely have to wait for fulfillment.

Capital Improvement Plan expenditures shall be considered as non-recurring expenditures that have an operating/use life of at least five (5) years and have a total cost exceeding \$20,000 in total funding. The capital cost includes all labor involved, implementation costs and capital outlay required to fully implement each project. Capital projects must be compatible with other planned projects and the County's adopted Comprehensive Plan. Please re-submit any previously submitted project with updated cost estimates that you would like to be included in the upcoming Capital Improvement Plan.

The Board of Supervisors is anticipated to schedule work sessions to review general government requests with department and agency representatives on Wednesday, March 6, and Thursday, March 7, 2013. Work sessions will be scheduled as needed as the budget is developed by the Board of Supervisors and Planning Commission. The goal is adoption of the Fiscal Year 2013 budget on June 6, 2013.

The Bath County Public Schools budget process will follow the details and deadline as specified in the Code of Virginia. Work sessions and public hearings on the proposed school budget will be scheduled as necessary by the School Board and the Board of Supervisors.

Your assistance and cooperation in working with us during the budget and Capital Improvement Plan process is greatly appreciated. This budget year will once again be a challenge with resources likely to be reduced at the State and perhaps Federal levels. Please do not hesitate to contact us with any questions or concerns you have.

Cc: Honorable Members of the Bath County Board of Supervisors and School Board
Bath County Planning Commission
Bath County Building, Planning & Zoning Office

BATH COUNTY CAPITAL PROJECT REQUEST FORM

Department/Activity _____	
1. Project title: _____	2. Priority # _____ of _____
3. Project Description/Location (Please note service area and magisterial district): _____ _____	
4. Project Justification and/or Objectives: _____ _____	
5. Status of Project, Plans, Specifications, etc. _____ _____	
6. Required Permits or Approval: _____ _____	
7. Anticipated Start Date of Project: _____	
8. Anticipated Time of Construction or Anticipated Completion Date of Project: _____ _____	
9. Department Priority (see instructions for Completing Capital Request Form): _____ _____	_____ Urgent _____ Necessary _____ Desirable If not funded, describe hardship, if any, that would be created: _____ _____ _____
10. Total Estimated Capital Costs* Planning/Engineering/Legal _____ Land/Right-of-way _____ Construction _____ Equipment/Furniture _____ Other _____ Total Capital Project Cost _____ *Use dollar amounts*	11. Total Estimated Annual Operating Costs* Salaries and Benefits _____ Professional and Contractual Services _____ Materials and Supplies _____ Annual Maintenance Cost _____ Total Operating Costs _____ *Use dollar amounts* **Explain all savings, revenues, and trade-ins: _____

12. Cost Summary:

	FY13-14	FY14-15	FY15-16	FY16-17	FY17-18	TOTAL
County						
State						
Federal						
Other						
TOTAL						

FY2013-2018

Recommended method(s) of financing:

- | | |
|---|---|
| <input type="checkbox"/> Current Revenue | <input type="checkbox"/> Capital Reserve Fund |
| <input type="checkbox"/> Revenue Bond | <input type="checkbox"/> Grant (type) |
| <input type="checkbox"/> General Obligation | <input type="checkbox"/> Loan (type) |
| <input type="checkbox"/> Special Assessment | |

Other: _____

13. What is the life expectancy of the equipment with regard to major repairs or replacement?

14. If this is a replacement, will this equipment be more cost effective? Explain how:

15. Does this request go along with the goals and objectives of the Bath County Comprehensive Plan?

16. If so, please indicate what section of the Comprehensive Plan and the appropriate goals and recommendations. (If you fail to answer questions 15 & 16, your application will not be considered)

17. Please attach a map showing the location of the project, if applicable.

Planning Commission Use Only

Note: #15 and #16 REQUIRED

BATH COUNTY PUBLIC SCHOOLS
 Office of the Superintendent
PRELIMINARY FY 2013-2014 BUDGET DEVELOPMENT CALENDAR

Approved: _____

January 7, 2013	Monday	5:30 PM	School Board Meeting (Presentations of Budget Requests by Principals & Directors)
<i>January 8, 2013</i>	<i>Tuesday</i>	<i>3:00 PM</i>	<i>CIP requests due to Building, Planning & Zoning office.</i>
January 17, 2013	Thursday	7:30 PM	Budget Work Session @ BCHS Library
January 31, 2013	Thursday	5:30 PM	Budget Work Session @ BCHS Library
February 11, 2013	Monday	6:30 PM	Joint Work Session w/ Board of Supervisors Presentation on development of School Board budget (Dinner) @ BCHS
February 14, 2013	Thursday	5:30 PM	Budget Work Session @ BCHS Library
March 5, 2013	Tuesday	7:00 PM	School Board Meeting / Public Hearing on Budget @ BCHS Library
March 18, 2013	Monday	5:30 PM	Called School Board Meeting / Budget Work Session / Budget Approval @ BCHS Library
<i>March 21, 2012</i>	<i>Thursday</i>	<i>7:00 PM</i>	<i>TENTATIVE Budget Work Session w/ Board of Supervisors, presentation of final school board budget Courthouse - Room 115</i>
March 22, 2013	Friday		Approved Budget Request Submitted to Board of Supervisors (c/o County Administrator)