

Education Finance Planning Toolkit | 6 Month Outlook

Planning for future district spending while navigating COVID-19 expenditures can be challenging. To ensure that resources are allocated appropriately in a time of crisis, evaluate your immediate purchasing needs alongside your district's typical operational responsibilities. Use the guide below to help you anticipate your district's immediate and future needs and plan spending. Then download the planning toolkit template to notate these spending needs.



Download a template to use for your district at learn.allovue.com/planning-toolkit

ASK YOURSELF:

Have the needs of our district changed? When should we place orders for supplies?



Crisis Response Considerations by Purchasing Category

INSTRUCTIONAL TECHNOLOGY

- Does every student have access to a device?
- What additional devices or accessories will be required for ongoing use and maintenance?
- Do you have a process for Chromebook or hardware repairs/replacements?
- What hardware will special student populations need?
- Do you need to purchase online curricula?
- Do you need additional video conferencing tools?

NON-INSTRUCTIONAL TECHNOLOGY

- Do your principals, teachers, and staff have the devices they need for remote work?
- Do you need new subscriptions to facilitate remote work?

ADMINISTRATIVE SERVICES

- Will you be printing curricular materials for distribution to students?
- How will you handle enrolling new students?

FACILITIES

- Have your cleaning supply needs changed?
- Will you continue maintenance as scheduled?

NUTRITION

- What additional supplies will be needed if extended remote meal service is offered?
- Will you be extending meal services to families or citizens not enrolled in your district?

STUDENT SERVICES

- What supports can you provide to student populations with special needs to stay in compliance?
- Will you supplement after-school enrichment programs?
- Will you mail yearbooks or graduation materials?
- Will you need additional supplies for summer school?

OPERATIONS

- How will curricula and other materials be distributed?
- Can you re-negotiate contracts around transportation or insurance to reflect usage changes?



District Responsibility Timeline

Keep in mind that disruptions to the supply chain may delay order fulfillment—plan accordingly.

APRIL

Finalizing budgets, setting spending deadlines, building budget books, spending down grant accounts, reviewing account balances

MAY

Spending down current year funds, transparency for public perception / community pressure

JUNE

Community outreach, board meetings, closing out the school year, audit prep, processing contracts, capital projects rollover accounting, carry over

JULY

Loading the new budget, processing rollover/carryover, audit preparation, preparing for school readiness

AUGUST

Providing budget training, making last minute hires and staffing changes, start enrollment reconciliation

SEPTEMBER

Back to school rush! Finishing enrollment reconciliation, making final budget adjustments