

**NAZARETH AREA SCHOOL DISTRICT**  
**Strategic Planning Action Plan**

**SY 2008/2014**

**1 FISCAL RESPONSIBILITY (Business Office)**

Goal 7: To have annual budgets and a long range financial plan that will enable the district to promote the success of all students while being fiscally responsible.

Action & Steps	Person Responsible	Staff Development	Est. Cost	Date	Evaluation	Status
<p>7.1 Facilitate a comprehensive long range financial plan that will include the district's strategic plan. We will utilize the PFM Financial Model to assist us with this process.</p> <p>7.1.1 Develop a plan that will include balanced budgets and enable the district to remain financially stable.</p> <p>7.1.2 Review this plan with the Superintendent, Audit &amp; Finance Committee, the Board, and Administration.</p> <p>7.1.3 Implement the recommendations in this plan.</p> <p>7.1.4 Update this plan as necessary and implement the changes.</p> <p>7.1.5 Monitor, revise, and evaluate the implementation of this plan.</p>	Business Administrator, Superintendent, Administration, and Board	Administrative Team Meetings, Audit & Finance Committee Meetings, and Board Meetings	\$5,000 annually	SY 08-14	Analysis of the Budget, Analysis of the Audit Reports & Financial Statements	Ongoing
<p>7.2 Investigate and pursue government and private sector grant programs, such as Trumbauer foundation Grant, Classrooms for the Future Grant, Wall Street West Grant, and PA-Pact.</p> <p>7.2.1 Work with administrators to provide accurate information for grant applications and budgets.</p> <p>7.2.2 Complete the quarterly federal grant reports in a timely manner.</p> <p>7.2.3 Work with administrators to complete the annual grant reports.</p>	Administration & All Staff	Consult with Grant Writing Experts		SY 08-14	Analysis of Grant Proceeds & Reports	Ongoing
<p>7.3 Continue and expand upon the zero-based budgeting process that requires all administrators and staff to justify each item requested.</p> <p>7.3.1 Develop the budget calendar and budget instructions book annually.</p> <p>7.3.2 Have the annual budget meeting with the administrators and secretaries.</p> <p>7.3.3 Meet with administrators individually to review their budgets and to answer questions.</p> <p>7.3.4 Comply with the requirements of Act 1 and other legislation.</p>	Business Administrator & All staff	Administrative Team Meetings, Audit & Finance Committee Meetings, and Board Meetings		SY 08-14	Analysis of the Budget	Ongoing
<p>7.4 Implement GASB # 34, GASB #45 OPEB and other accounting requirements. Implement IRS requirements for sections 409A and 403(b).</p>	Business Administrator & All staff	PDE/PASBO Workshops Admin Team Meetings		SY 08-14	Analysis of the Audit Reports & Financial Statements. Employee contract amendments and 403(b) plan documents.	Ongoing

**NAZARETH AREA SCHOOL DISTRICT**  
**Strategic Planning Action Plan**

**SY 2008/2014**

<p>7.5 Seek the financial help of local service organizations, Kiwanis, Lions, Rotary, and GFWC Women's Club of Nazareth  7.5.1 Annual presentations at Rotary and Chamber of Commerce.  7.5.2 Driver education grant from the local AAA.</p>	<p>Administration  All Staff</p>			<p>SY 08-14</p>	<p>Report of Revenue Received</p>	<p>Ongoing</p>
<p>7.6 Continue and expand purchasing procedures that are efficient, effective, and fiscally advantageous to the district, i.e. bidding process, quotes, etc.  7.6.1 Evaluate the feasibility of implementing the usage of a procurement card.</p>	<p>Business  Administrator</p>			<p>SY 08-14</p>	<p>Multi-year display and comparisons of bids</p>	<p>Ongoing</p>
<p>7.7 Encourage all staff to be mindful of the wise use and limits of resources, i.e. photocopies, directories, etc.  7.7.1 Work with the IT department regarding the RFP and/or lease/purchase of copiers.  7.7.2 Work with the IT department to evaluate the current cost-per-copy program and decide on the future needs and uses of copiers.</p>	<p>Administration  All Staff</p>			<p>SY 08-14</p>	<p>CDC Records  No. of documents  Phone/fax Records</p>	<p>Ongoing</p>
<p>7.8 Implement new procedures and policies that are recommended by the local auditing firm and to correct any findings from the state audits.</p>	<p>Business  Administrator &amp;  All Staff</p>	<p>Auditing Firm Reports  and Briefings</p>		<p>SY 08-14</p>	<p>Analysis of the Audit Reports &amp; Financial Statements</p>	<p>Ongoing</p>