



**To:** Dr. Mike Riggle  
Board of Education

**From:** Dr. R.J. Gravel

**Date:** Monday, July 24, 2017

**Re:** Approval to Make Available the FY2018 Tentative Budget and to Schedule a Public Hearing on the FY2018 Budget

**Recommendation**

It is recommended that the Board of Education make available the FY2018 Tentative Budget for public inspection on Tuesday, August 1, 2017, and to schedule a public hearing on the adoption of the FY2018 budget on Monday, September 11, 2017.

**Background**

Each year the Business Services department is charged with the task of developing a budget in tentative form, to be presented and discussed with the Finance Committee and Board of Education. The budget materials attached include a summary of the District's 4,044 active expenditure accounts, and 176 active revenue accounts by fund, identifying the previous year's activity, and budgeted amounts for the 2017-2018 fiscal year. In addition to the account detail provided, an updated narrative and summary has been included.

The updated narrative and summary incorporates the format designed by the Association of School Business Officials International (ASBO International) for the Meritorious Budget Award designation. As the Board is aware, the District has received several financial recognitions since 2007 including ASBO International's Certificate of Excellence in Financial Reporting and the Government Finance Officers Association's Certificate of Achievement for Excellence in Financial Reporting. The Meritorious Budget Award (MBA) is a recognition that has been awarded to very few school districts in Illinois (only 17 school districts received the award during the 2016-2017 fiscal year). To receive the recognition, school districts are required to prepare their budget according to the "best practices" format identified by ASBO International and demonstrate:

- Skills in developing and analyzing an effective budget;
- Compliance with clear budget guidelines;
- Commitment to a high standard for transparent budget development;
- Commitment to the community through a reader-friendly budget;
- Communication between departments to develop short- and long-term strategies;
- Excellence in school budget presentation.

In addition to the national recognition associated with earning the Meritorious Budget Award, the District would also benefit from feedback external feedback from the professional review team. This valuable feedback about our budget's structure and presentation will help the Business Services' leadership team continue to improve our practices in future years.

Acknowledging the change in document presentation, I encourage the Board to review the Table of Contents presented on pages **iii through v** at the beginning of the budget document. Key elements of the narrative can be found on the following pages:

- Budgeting Approach **14**
- Reconciliation of the 2016-2017 Budget **33**
- Summary of the 2017-2018 Budget **39**

The FY2018 tentative budget and supporting materials were presented to the Finance Committee on Monday, July 17, 2017 and will be presented to the Board of Education on Monday, July 24, 2017.

In accordance with Illinois School Code (105 ILCS 5/17-1), the tentative budget shall be made available to public inspection for at least 30 days prior to adoption. Additionally, the Board of Education shall hold a public hearing prior to adoption of the budget. To fulfill these requirements the following activities are recommended:

- **FY2018 Tentative Budget Made Available to Public Inspection**  
It is recommended that the tentative budget be made available on Tuesday, August 1, 2016.
- **Public Hearing on the Adoption of the FY2018 Budget**  
It is recommended that a Public Hearing on the adoption of the FY2018 budget be scheduled on Monday, September 11, 2017 at 7:00 PM to be held at the District Administration Building, 3801 W. Lake Avenue, Glenview, Illinois.
- **Publish Notice of FY2018 Tentative Budget Availability and the Public Hearing**  
Notice of the public hearing, and the availability of the FY2018 tentative budget will be published online, at each school office, and in the newspaper the week of August 1, 2017.

Notice of Public Hearing

NOTICE IS HEREBY GIVEN by the Board of Education of Northfield Township High School District Number 225, in the County of Cook, State of Illinois, that tentative budget for said School District for the fiscal year beginning July 1, 2017, will be on file and conveniently available to public inspection on the District's website accessible at [www.glenbrook225.org](http://www.glenbrook225.org), or at the District Administration Building located at 3801 W. Lake Avenue, Suite 101A, Glenview, Illinois from and after 8:00 a.m., on the 2nd day of August, 2017.

Notice is further hereby given that a public hearing on said budget will be held at 7:00, on the 11th day of September 2017, at the District Administration Building located at 3801 W. Lake Avenue, Public Meeting Room, Glenview, Illinois in this School District Number 225.

Dated this 24th day of July, 2017. Board of Education of Northfield Township High School District Number 225, in the County of Cook, State of Illinois.

By \_\_\_\_\_  
Rosanne Williamson, Secretary