



Spring Forecast “Tune-Ups”

8:30 am – 4:00 pm

8:30 am	2017 Tax Rates & Valuation Update Update of your 2017 valuations and verify your calculated 2017 effective tax rates	Items Needed: 2017 tax rates (effective or by levy), and 2017 PUPP value
9:30 am	Property Taxes Reviewed Review revenue notes, 1.010, 1.020 and 1.050 – collection rate and split data, plus gross collections for future year projections	Items Needed: 2018 spring/first half real estate settlement sheet from your county auditor, <i>if available</i>
11:00 am	Unrestricted & the Funding Formula SFPR data update for current funding report, reconciling formula ADM, and discussion of the formula moving forward	Items Needed: 2018 midyear head count enrollment report from district EMIS - include JVS students
12:00 pm	Lunch Income tax districts resume at 12:45pm for an update and discussion on income tax collections	Items Needed: Quarterly income tax settlement sheets for revenue received in fiscal year 2018
1:00 pm	Salaries & Fringe Benefits Review cash flow fiscal year-to-date, remainder year projections, and forecast projections. Plus, start to model any changes to next fiscal year	Items Needed: Updates to current year, plus 2019 staffing plans, negotiation percentages, and benefit plan changes
2:30 pm	Levy Modeling & Other Notes Review levy modeling, and other revenue or expenditure notes that attendees have specific questions on – notes 1-3 breakout and projections	
3:30 pm	Comparison Tools & Report Writer Look at “Forecast Compare,” “Cash Flow,” and the forecast projections by percent on the Financials tab – learn to feel more comfortable with the new model and the projections	

In advance of the meeting, please be sure to:

1. Update cash flow on ‘Data Entry’ tab
2. Prepare items listed under “**Items Needed**” for each section above
3. Email “forecast.xlsm” file to Debra at debra@PFRFCFO.com – PFR will review macros, input October forecast data and 2017 valuations by classification (PUPP not available), and update as necessary