



Budget Advisory Committee (BAC)

Introduction

“The Governing Board may establish a committee whenever it determines that such a committee would benefit the District by providing diverse viewpoints, specialized knowledgeable or expertise, or increased efficiency.” BP 9130 [HERE](#)

The Budget Advisory Committee (BAC) is to be facilitated by the Chief Business Official or Supervisor of Business Services. The goal of the committee is to inform stakeholders on how the District’s budget works, budget assumptions, LCFF and LCAP process, and provide a forum to answer questions, etc.

Additionally, the committee provides input and feedback to the Superintendent for consideration during the development of the budget and various times during the fiscal year. Membership of the district's budget advisory committee may include representatives of each of the following groups:

[BP 3000/AR 3100](#)

1. Governing Board members, provided that less than a majority of the Board serves on the committee (cf. 9140 - Board Representatives)
2. District and school site administrators of MESD
3. Representatives of bargaining units (MEA/CSEA) of MESD
4. Certificated and/or classified staff of MESD
5. Parents/guardians - Must live within the District boundaries
6. Representatives of the business community and/or other community members - Must live within the District boundaries

Seven (7) Members will be asked to serve in rotation for a one to two year cycle. Responsibilities will include attendance at meetings and sharing of information with their representative group and to represent the interests of all programs and services for the District as a whole. The Budget is fluid and therefore under constant “revision” as revenues and expenditures are clarified. The Program/Budget Advisory Committee is a vehicle to disseminate information to as many parents, students, staff and community members as possible.



Goals

1. Educate District stakeholders
2. Advise on current fiscal year interim reports ([1st Interim - 2016/2017](#)) and establish a 3-5 year financial plan, while maintaining a Positive Certification
3. Develop an understanding of the budget and financial issues facing the District
4. Review anticipated revenues and expenditures to develop BAC recommendations on fiscal and program priorities that support the District's strategic plan
5. Recommending cost reduction strategies, such as identifying services that may be reduced, made more efficient, or discontinued
6. Review current policies
7. Assist other Board committees if requested or directed by the Board of Trustees

Purpose

The primary responsibility of the Board Budget Oversight Committee is to maintain transparency of all District's funding and financial planning/development, to review and share the information with constituent groups, and generate recommendations to the Superintendent and Board in the budget development process.

The Committee is advisory in nature and will not have decision-making responsibilities.

The specific duties of the committee shall be clearly defined and presented to each member in writing, along with any background information necessary for the successful completion of the committee's charges, the timelines for reporting the committee's progress, and timelines for completion of each task.

Meeting Schedule

Meetings of the BAC are open to the public and occur at the District office: *(unless otherwise noticed on published agenda)*

The Budget Advisory Committee FY 2016-2017 Meeting Schedule [HERE](#) .
555 Richmond Drive
Millbrae, Ca 94030

Board of Trustees FY 2016-2017 Regular Schedule [HERE](#)



Budget Development Calendar

For Fiscal Year 2016-2017 & 2017-2018 [HERE](#)

Budget [FAQs](#)

Becoming a Member

If you are a Millbrae District parent and would like to become a member of the Budget Advisory Committee, please complete the BAC Application for Appointment Form [HERE](#), and forward to Angela Smith, Executive Assistant of Chief Business Official, at (650) 697-5693 ext 012, email asmith@mesd.k12.ca.us, or Fax (650) 697-6865.