

## ACTION PLANNER TOOL 11— FINANCIAL RESOURCE PLANNING

**Instructions:** Use budgeting spreadsheets available to you to assist with planning. In Table A, identify both existing funds and high-potential additional funds for the next year for all purposes (not just PD). Add up the total expected funds available.

In Table B, identify mandatory expenditures for legal purposes or basic organizational effectiveness. Then, in priority order, list discretionary expenses. Include PD activities where they fit in the overall priority order of expenditures for the district or school. Be sure to consider both direct costs and indirect costs, such as replacement staff or overtime. Keep a running total (sum of all costs to that point in list) so you can see how far down your priority list expected funds will take you. Where in your priority list do the funds run out? Do you need to rethink your priority order?

Your actual list probably will be much longer than indicated here. Use these tables as a guide to focus and prioritize your resource allocation.

<i>Table A: Sources of Funds</i>	
Source	Amount
Existing Funds in Budget	\$
Potential Additional Sources	
1.	\$
2.	\$
3.	\$
Total Funds (sum of above)	\$

<i>Table B: Uses of Funds</i>			
Priority Uses of Funds	Direct Costs	Add'l Staff Cost*	Running Total
Nondiscretionary Expenses	\$	\$	\$
Discretionary Priorities			
1.	\$	\$	\$
2.	\$	\$	\$
3.	\$	\$	\$
4.	\$	\$	\$
5.	\$	\$	\$

\*For staff overtime or substitute time not included in nondiscretionary expenses.

