



SUBMISSION FORM

All submission forms must include the following information. Separate submission forms must be turned in for each eligible program. **Deadline: July 1, 2025.** Please include this submission form as the first page of your electronic entry. If you do not receive an email confirming receipt of your entry within 3 days of submission, please contact [Gage Harter](#).

PROGRAM INFORMATION

County: Chesterfield
Program Title: Annual Budget Process
Program Category: Community Service and Community Outreach

CONTACT INFORMATION

Name: Peyton Anderson/Bob Meister
Title: Professional Learning Coordinator/Chief Financial Officer
Department: Division of Business and Finance
Telephone: (804) 348-8028 Website: <https://www.oneccps.org/>
Email: peyton_anderson@ccpsnet.net / robert_meister@ccpsnet.net

SIGNATURE OF COUNTY ADMINISTRATOR OR DEPUTY/ASSISTANT COUNTY ADMINISTRATOR

Name: Lisa High
Title: Chesterfield Co Public Schools Deputy Superintendent
Signature:



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Annual Budget Process
(Community Service and Community Outreach Category)

Executive Summary:

Each year Chesterfield County Public Schools engage in a multifaceted process to collaboratively build the school division's budget. This process engages all stakeholders and gives voice to the stories behind the line items. New initiatives and routine expenditures are researched, formally presented, and discussed at length to ensure we are good stewards of taxpayer money.

Problem or need addressed by the program:

Good stewardship of taxpayer dollars is, and always should be, a driving force behind fiduciary improvements in any public organization. We must go above and beyond the transparency of the expenses and transcend into a space of storytelling to best provide the "why" behind the expense. This need is born from our community members, advisory groups, and elected officials.

Program Description:

Objective: Prioritizes funding to high need areas within the division that gives us the highest return on investment; supporting student growth and success.

Month	Process	Involved Stakeholders
July-September	<ul style="list-style-type: none">Individual budget managers begin the process of reviewing previous year budgets, appropriations vs. actuals, etc. to create a draft of their budget for supervisor review and discussion.	<ul style="list-style-type: none">Individuals who manage a department or office budget

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	<ul style="list-style-type: none"> Any new additions to their budget must be accompanied by a formal white paper that outlines strategic plan alignment, purpose of the expense, any legally aligned components that require the addition, overall cost, if it is a one time expense or recurring, etc. 	
July-September	<ul style="list-style-type: none"> All previous community feedback from School Board Advisory Committees are reviewed and considered in the initial planning of the individual budgets Citizens Budget Advisory Committee (CBAC) receives a series of presentations from departments discussing their unique needs (July-December) 	<ul style="list-style-type: none"> Individuals who manage a department or office budget School Board Advisory Committees (community members)
October-November	<ul style="list-style-type: none"> Supervisors over the separate divisions (Instruction, Facilities, Technology, etc.) review the individual draft budgets, any white papers associated, and collaborate on any refinements needed CBAC members tour multiple school locations and meet with Principals/school 	<ul style="list-style-type: none"> Individuals who manage a department or office budget Division supervisors CBAC

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	staff to understand needs	
October- November	<ul style="list-style-type: none"> Some divisions come together during their “Instructional Leadership Team Meeting” to not only present the submitted white papers, but at times when there are multiple papers and not enough anticipated funds available, this cross-division team will prioritize and come to consensus on the key items that meet the highest need for the school division as a whole. 	<ul style="list-style-type: none"> Individuals who manage a department or office budget Division supervisors
October- November	<ul style="list-style-type: none"> Over multiple days, the finance team, led by the Chief Financial Officer, each division is given time for all individuals who manage a budget to come in, sit down, and talk line item by line item through their budget. All white papers are discussed. Oftentimes, the finance team is making in the moment tweaks and adjustments based on the conversations and needs to cut down on loss of time in follow up 	<ul style="list-style-type: none"> Individuals who manage a department or office budget Division supervisors Finance Team Deputy Superintendent

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	emails, etc.	
December	<ul style="list-style-type: none"> • The finance team works to further refine the individual budgets and combine them all into a draft school division budget. • At times, further feedback and conversations are needed. • CBAC and other advisory groups provide budget recommendations to Superintendent for consideration 	<ul style="list-style-type: none"> • Division supervisors • Finance Team • Deputy Superintendent • School Board Advisory Committees (community members)
January	<ul style="list-style-type: none"> • The finalized Superintendent's budget is formally introduced to the community. • Planned community town halls throughout the county are held to allow all community members to hear from the Superintendent, ask questions, make recommendations, and have discussion with school division leaders. 	<ul style="list-style-type: none"> • Division supervisors • Finance Team • Deputy Superintendent • Community members
January	<ul style="list-style-type: none"> • It is also important to note that the General Assembly, at the same time, is considering any state budget amendments that may impact the school's superintendent budget. 	<ul style="list-style-type: none"> • State Legislative Branch (General Assembly)

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February	<ul style="list-style-type: none"> • The School Board engages in multiple work sessions to review the proposed budget • Planned community town halls continue to engage the community in the process. • CBAC formally present their recommendations to the School Board 	<ul style="list-style-type: none"> • School Board • Superintendent • Finance Team • Division supervisors • Community members
February	<ul style="list-style-type: none"> • The General Assembly process continues. 	<ul style="list-style-type: none"> • State Legislative Branch (General Assembly)
February	<ul style="list-style-type: none"> • The School Board votes to approve the Superintendent's proposed budget that is then sent to the County Board of Supervisors as the School Board's approved budget. 	<ul style="list-style-type: none"> • School Board
March-April	<ul style="list-style-type: none"> • County proposed budget is announced and County holds work sessions • County budget is adopted 	<ul style="list-style-type: none"> • School Board • Board of Supervisors
March-April	<ul style="list-style-type: none"> • State budget process continues and adopted 	<ul style="list-style-type: none"> • State Legislative Branch (General Assembly)
May-June	<ul style="list-style-type: none"> • The School Board budget is formally adopted after the state and county 	<ul style="list-style-type: none"> • School Board • Board of Supervisors

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	budgeting processes are complete.	<ul style="list-style-type: none">• State Legislative Branch (General Assembly)
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Program Cost:

There is no cost to this program.

Results/Success of the Program:

The increased communication cross-departmentally as well as inter-departmentally has created a common purpose and understanding around shared priorities. This process has also allowed room for individuals to better understand the budget process in regards to the system as a whole and the needs of all.

Over the years departments have been able to better reflect and plan to meet the priorities of the division and not just their department.

Worthiness of Award:

It is our fiduciary responsibility to be good stewards of tax dollars. The constant inspection of our budget expectations creates a culture of continuous inspection and improvement.