

STATE COLLEGE AREA SCHOOL DISTRICT  
ADMINISTRATIVE GUIDELINES 905-G. CITIZENS ADVISORY COMMITTEE ON  
SCHOOL FINANCE

Revised: April 8, 2010

1. Purpose

Advise the superintendent and Board of School Directors on matters concerning the short- and long-range fiscal operations of the school district.

2. Scope

Specific subjects could include, but are not limited to the following:

1. Budget and Financial Planning, including the refinement and use of a five-year budget prediction
2. Accounting
3. Auditing
4. Debt Management
5. Cash Management and Investments
6. Purchasing and Supply Management
7. Student Activity Funds & Athletic Funds
8. Property and Asset Management
9. Food Services
10. Transportation of Pupils
11. School Plant Planning and Construction
12. Personnel Management
13. Risk Management
14. Administrative Procedures
15. Data Processing
16. Retention of Records
17. Contract Negotiations
18. Privatization
19. Other

3. Membership

1. Members will be residents of the school district or employed by a business with a major facility in the State College Area School District.
2. The committee will consist of between nine and fifteen regular members and no more than six ex-officio members as follows:
  - a. four members from the business/real estate areas in the school district
  - b. two to three members of the school district staff
  - c. two to six members of the community at large
  - d. one member who is a general executive at The Pennsylvania State University

e. No more than six ex-officio members which will include the Business Administrator, Assistant Business Administrator, Superintendent and one to three school board members.

4. Membership Selection

1. Solicit candidates through advertising. Board Members and administrators may submit names.
2. The Superintendent will review applicants and submit recommendations to the Board.
3. The full Board will approve and appoint all regular members.

5. Length of Service

Regular members of the committee will serve a term of two years. Length of service on the committee will be limited to five terms.

6. Leadership

The chairperson will be determined by the committee and provide leadership for the committee, in coordination with the Business Administrator, and provide communications to the Board.

7. Meetings

Meetings will be held with dates and times to be determined by the membership. Authorized expenses will be paid by the school district.