

Lebanon City School District
General Fund Cash Balance Reserve Policy

Adopted: March 23, 2026

Reviewed: March 18, 2026

Purpose

The Board of Education of the Lebanon City Schools (the “District”) recognizes the necessity of maintaining adequate cash reserves in the General Fund to ensure operational stability, protect educational programs, and support long-term strategic goals. This policy sets forth the District’s approach to establishing, maintaining, and managing its cash balance reserve.

Definitions

- *True Cash Days*: The number of days the District could continue operations without additional revenues, calculated as:
$$\text{Ending cash balance} \div (\text{Annual operating expenditures} \div 365)$$

(Transfers may be included as predictable financing sources)
- *Operating Expenditures*: For purposes of this policy, means the annual total of expenditures in the General Fund (excluding major capital outlays and other non-routine items), as determined by the Treasurer.
- *Unencumbered and Unreserved Cash Balance*: The portion of the General Fund balance that is not legally committed or reserved for specific purposes and is available for general operational use.

Policy Statement

The Board believes that maintaining a cash reserve at the end of the fiscal year in the General Fund equivalent to no less than 90 True Cash Days (approximately 25% of annual operating expenditures) provides a prudent financial cushion and contributes to long-term fiscal health of the District. Because personnel costs make up the majority of our budget, maintaining this level of cash balance ensures continuity of operations and protects our classrooms from disruption.

The Board also recognizes that excessively large cash balances may indicate under-investment in students, facilities, or strategic initiatives. Therefore, the Board sets an upper guideline of 180 True Cash Days (approximately 50% of annual operating expenditures) above which alternative uses of funds should be considered.

The Treasurer shall monitor the District’s cash balance on a monthly basis and report to the Board annually (along with the Financial Forecast) on the current and projected True Cash Days.

If forecasted True Cash Days fall below the minimum target or exceed the maximum target in any of the years of the District’s Financial Forecast, the Treasurer and Superintendent shall notify the Board in writing and collaborate to create a recommended plan to restore the balance

within target parameters. Such plan will be presented to the Board for review and approval if formal action is needed.

- Actions to address **shortfalls** may include, but are not limited to: delaying non-essential expenditures, exploring alternative revenue sources, reviewing staffing/contractual commitments, or advancing levy planning.
- Actions to address **excessive balances** may include, but are not limited to: planning for strategic investments (capital, technology, programs, staffing) that align with the District's strategic plan and do not reduce the balance below the minimum target.

This policy shall be reviewed by the Board at least every five years, or sooner if significant operational, financial or legislative changes occur.

Implementation

The Treasurer shall incorporate this policy into the annual budget and forecast process, and ensure disclosures and commentary in board-level financial reports.

Staff shall be made aware of the policy via internal communications and included in regular financial briefings.

Adoption

This policy was adopted by the Board of Education of the Lebanon City Schools at its meeting held on March 23, 2026.