



DATE: May 30, 2026

TO: Weber School District Board of Education

FROM: Gina Butters, Superintendent  
Brock Mitchell, Business Administrator

SUBJECT: **Use of Undistributed Reserves**

As part of the adopted budget, the Board of Education included an undistributed reserve within the Maintenance and Operation Fund. Utah Code 53G-7-304 allows a local school board to appropriate all or part of the undistributed reserve to expenditure classifications within the general budget by written resolution adopted by a majority vote of the Board. The resolution must set forth the reasons for the appropriation and must be filed with the Utah State Board of Education and the State Auditor.

Current financial projections indicate that the Maintenance and Operation Fund may end the fiscal year in a deficit position without additional budgetary action. While the district continues to monitor revenues and expenditures closely, administration recommends that the Board authorize the appropriation of up to \$6,000,000 from undistributed reserve to support current-year Maintenance and Operation Fund obligations.

This action is intended to provide budget authority and financial flexibility to prevent the Maintenance and Operation Fund from ending the fiscal year in a negative position. It is unlikely that the full \$6,000,000 will be needed; however, authorization at this level allows the district to respond appropriately as final year-end expenditures and revenues are reconciled.

The proposed appropriation would be used, only as needed, to support non-salary general expenditure classifications necessary to meet current-year operating obligations. These may include areas such as utilities, insurance, purchased services, supplies, maintenance and repair costs, transportation operations, and other required operating expenses.

The appropriation is not intended to be used in the negotiation or settlement of contract salaries for district employees. Administration will continue to account for salary and benefit obligations within existing compensation-related budget classifications and will use this appropriation only to support allowable general expenditure classifications.



If year-end revenues and expenditures result in the district not needing the full authorized amount, any unused portion will remain in reserve or be reclassified back to reserve through appropriate budgetary and accounting processes.

Upon approval, the Business Administrator will file the adopted resolution with the Utah State Board of Education and the State Auditor as required by Utah Code 53G-7-304.

### **Suggested Motion**

I move that the Board approve the resolution appropriating up to \$6,000,000 from undistributed reserve to general expenditure classifications as needed to meet current-year operating obligations, maintain a positive Maintenance and Operation Fund balance, and authorize the Business Administrator to file the resolution with the Utah State Board of Education and the State Auditor as required by Utah Code 53G-7-304.

If you have any questions, feel free to give me a call at 801-476-7841. Or you may email me at [bmitchell@wsd.net](mailto:bmitchell@wsd.net)