



POLICY 604 -- BUDGET PREPARATION

1. Purpose

The Board considers the preparation of an annual budget to be one of its most important responsibilities because the budget is the financial reflection of the educational plan for the district. The budget shall be designed to carry out that plan in a thorough and efficient manner and to maintain the facilities and honor the obligations of the district.

2. Authority

The budget should be studied by each member of the Board during its preparation; but once adopted, it deserves the support of all members of the Board regardless of their position when adoption was voted.

3. Responsibility

In order to ensure adequate time for preparation and review of the proposed budget, the Board requests that the Superintendent presents to the Board all available information associated with the budget not later than 75 days prior to the end of the fiscal year.

The budget shall be a matter of continuous year-round development. The budget should evolve primarily from the needs of the individual schools and programs as expressed by the building principals and administration and the district educational program as expressed by the Superintendent and central administration, and it should be compatible with district goals and long range plans.

In preparing the budget, the responsible administrator shall set general priorities for expenditures for staff for the maintenance of current programs, equipment and supplies for the maintenance of current programs, maintenance of existing facilities and equipment, new staff for the improvement or expansion of current programs, and new equipment and supplies for the improvement or expansion of current programs.

When presented to the Board for review, the budget shall contain the proposed revenue and expenditure in each financial category for the ensuing school year, an estimate of the revenue and expenditure in each financial category for the current school year, and the revenue and expenditure in each financial category for the previous school year. The budget should also contain an estimate of the pupil population for the coming school year by grades, the amount of surplus anticipated at the end of the current school year, if any, and an explanation of each item of expense. A detailed explanation will be furnished upon request.

4. Publication

The Secretary of the Board shall advertise the budget in accordance with prevailing state legislation, notifying the public of the place the budget can be inspected.

5. Adoption

On or before June 30 of each year, the Board shall adopt the budget for the next fiscal year in accordance with state statutes.

The Superintendent or his/her designee shall file a copy of the adopted budget with the Department of Education within fifteen (15) days after adoption.