

HAMPTON TOWNSHIP SCHOOL DISTRICT

SECTION: FINANCES

TITLE: BUDGET PREPARATION

ADOPTED: May 29, 2004

REVISED:

603. BUDGET PREPARATION	
<p>1. Purpose SC 687</p>	<p>The Board considers preparation of an annual budget to be one of its most important responsibilities because the budget is the financial reflection of the district's educational plan. The budget shall be designed to carry out that plan in a thorough and efficient manner, to maintain the facilities, and to honor district obligations.</p>
<p>2. Authority</p>	<p>The Board recognizes its obligation to the taxpayers to approve only those expenses reasonably required to provide an educational program suitable to the needs and goals of this district and its students.</p> <p>The budget should be studied by each Board member during its preparation; but once adopted it deserves the support of all members of the Board, regardless of their position when the adoption was voted upon.</p>
<p>3. Delegation of Responsibility</p>	<p>The Superintendent shall be responsible for the planning, preparation, compilation, and presentation of the annual budget. The recommended annual budget shall be presented to the Board for initial consideration at least ninety (90) days prior to the end of the fiscal year.</p> <p>In the presentation and preparation of the recommended budget document, the Superintendent shall, in the letter of transmittal, enumerate major items which differentiate the proposed budget from the budget of the previous year.</p> <p>In preparing the budget, the Superintendent shall set general priorities for expenditures for:</p> <ol style="list-style-type: none"> 1. Staff for maintenance of current programs. 2. Technology, equipment and supplies for maintenance of current programs. 3. Maintenance of existing facilities and equipment.

4. New staff necessary for improvement or expansion of current programs.
5. New technology, equipment and supplies necessary for improvement or expansion of current programs.

The Superintendent and designated staff shall be responsible for providing necessary information relating to the functions of the budget as the Board works toward approving a proposed budget and adopting a final budget.

In addition to expenditures for implementing the overall program of the district, the Superintendent shall prepare a listing of the proposed revenues to support the budget. The budget that is presented must be balanced.

The Superintendent, in cooperation with the Administrative Team, may develop administrative procedures to implement this policy.

School Code
433, 601, 687