

# HAMPTON TOWNSHIP SCHOOL DISTRICT

SECTION: FINANCES

TITLE: BUDGET ADOPTION

ADOPTED: May 29, 2004

REVISED:

604. BUDGET ADOPTION	
1. Purpose	<p>The Board recognizes the importance of communicating with the school community relative to financial planning. It is the philosophy of the Board that the annual budget proposal, once formulated, represents the position of the Board, and all reasonable means shall be employed to present and explain the proposed budget to all district residents and taxpayers.</p>
2. Delegation of Responsibility	<p>Each Board member and each district administrator shall be thoroughly familiar with, and understand the need for, each proposed expenditure so that they can answer any question directed to them.</p> <p>The Superintendent, in cooperation with the Administrative Team, may develop administrative procedures to implement this policy.</p>
3. Authority SC 687	<p>At least thirty (30) days prior to adoption of the final budget, the Board shall prepare and present a proposed budget, which shall be set forth in detail using the forms required by the Department of Education.</p>
4. Guidelines  SC 687	<p><u>Publication</u></p> <p>The Superintendent, upon direction of the Finance Chairperson, shall advertise the proposed budget in a newspaper of general circulation in the local area at least twenty (20) days prior to the time, date, and place of the final adoption meeting. A notice of the adoption meeting shall also be posted at the Administration Center at least twenty (20) days prior to the meeting.</p> <p>The Superintendent shall prepare budget summaries to be available at public meetings when the Board is scheduled to approve the proposed budget, and at the public meeting when the Board is scheduled to adopt the final budget.</p> <p><u>Public Review of Budget</u></p>
65 P.S. 701 et seq Pol. 006	<p>Work Sessions, during which the annual budget is considered, shall be open to the public.</p>

<p>SC 687</p> <p>Pol. 801</p> <p>SC 508, 687</p>	<p>The policy of the Board shall be to approve the proposed budget at an open, public meeting.</p> <p>The Board will make available for public review a copy of the proposed budget to residents and taxpayers in attendance at the approval meeting.</p> <p>After the proposed budget is approved, the final adoption shall not take place until after ten (10) days of public notice, posted at the Administration Center, and advertised in a newspaper of general circulation in the local area.</p> <p>The proposed budget will be made available for public review and placed on public display in accordance with Board policy. Should copies be requested, they will be duplicated and a fee charged in accordance with Board policy.</p> <p><u>Final Adoption</u></p> <p>Before adopting the final budget, the mission of the district shall be reviewed to assure that resources needed to implement the mission and philosophy of the district are reflected in the proposed budget.</p> <p>The final budget adoption shall take place prior to the end of the fiscal year.</p> <p>The Board shall not adopt an unbalanced budget.</p> <p>The adoption of the annual budget and the necessary appropriation measures required to put it into effect shall require the affirmative vote of a majority of the entire Board.</p> <p>Once the final budget is adopted, it shall receive the support of the Board and the Superintendent.</p> <p><u>Appraisal</u></p> <p>The Superintendent shall submit to the Board a brief monthly summary of the expenditure categories of the budget by function and by object. Upon request of the Board, various functions may be detailed for a period of time deemed necessary by the Board.</p> <p>A monthly expenditure by function report, comparing the status of the current year's budget with the previous year's budget, shall be submitted to apprise the Board of the pace of spending and income.</p>
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