



Bath County High School

School Based Decision Making Policy

Policy Topic Description:

Budget Development Policy

Council Policy Type (Check One):

By-Laws (Council Operations Policies)

Function (School Operational Policies)

Policy Number:

3.01

Policy Statement:

Each year when the school receives its preliminary budget allocations for the following school year, the principal or his/her designee will consult with the SBDM council to determine if an ad hoc budget committee needs to be created to establish a draft budget for the council. If an ad hoc budget committee is established, it will consist of all core subject department chairpersons (or at least one designee from each department) and a representative from each program in the practical living / career studies department. All meetings of the ad hoc budget committee will be open to everyone and announced to everyone. If an ad hoc budget committee is used, all departments and programs will be required to submit a detailed, itemized budget request with all requests rank ordered for importance. All requests will be shared with the ad hoc budget committee and the committee will determine the amount of money to be allocated to all departments/programs. The ad hoc budget committee will develop a final DRAFT Instructional Budget and recommend the budget to the SBDM Council for approval. During the budgeting process the ad hoc budget committee shall also develop a Section VII request to be sent to the office of the superintendent. Section VII requests shall be unfunded requests that the committee feels are necessities for funding. The principal or his/her designee shall serve as the chairperson of the ad hoc budget committee.

Date Adopted: 5/13/2014

Signature: _____

Paul W. Prater

Council Chairperson

Date Revised: 5/13/2014