

Policies of the Board of Education

Series 600: Fiscal Management

**BUDGET DEVELOPMENT**

621

The development of the district's annual budget involves staff input, administrative priority-setting and Board of Education review. The Board will annually establish general budget guidelines for the development of the first draft of the budget. The Board may allow the utilization of a formula based budget that incorporates the cost of living increases and enrollment fluctuations among other factors in determining funds/resources available for staff and materials.

The Board encourages community input in the budget process and will hold at least one public hearing on the budget prior to the budget being adopted. This is in addition to the statutorily required budget hearing and annual meeting.

The superintendent and the business manager are primarily responsible for development of the working budget. The Board's Budget Committee is to review the working drafts of the budget prior to presentation to the full Board.

The Board will adopt and propose a budget for the district prior to July 1 annually and present it to the public at the Budget Hearing and Annual Meeting. Final adjustments to the levy and budget will be adopted by the Board prior to November 1st.

Adjustments to the budget, with the exception of the tax levy, can be made at any time by the Board by a 2/3 majority vote of the Board at a regular or special meeting.

Legal Ref.: Sections 65.90 Wisconsin Statutes  
120.12 (3) + (4)

Cross Ref.: 111, District Goal Development  
622, Budget Implementation  
622.1, Line Item Transfer  
661.3, General Fund Balance  
672, Purchasing

Adopted: March 1994

Revised: April 2002  
November 2005

Waunakee Community School District