

POST FALLS SCHOOL DISTRICT NO. 273

Series 700: Business Procedures: Budget Policy No. 701.1

Policy Title: Budget

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It is the policy of the Board of Trustees to prepare and publish a budget for Post Falls School District in accordance with Idaho law and Idaho State Department of Education requirements.

A budget will be prepared by the District Chief Financial Officer and must be approved and adopted by the Board of Trustees, meeting the deadlines outlined in Idaho code. The Chief Financial Officer shall provide information regarding revenue and expenditure projections for the new budget year, along with appropriate rationale for the computation of the projections. The Superintendent or designee shall also provide recommendations for budget expenditure changes. The Board of Trustees shall have final authority to approve the annual District budget. Once the budget is approved by the Board it will serve as a spending plan for the District. Events causing material variance to budget will be communicated to the Board of Trustees by the Superintendent or designee in open session board meetings. An amended working budget may be created to account for material variances, or the administration may present a formal amended budget to be approved and adopted by the Board of Trustees in accordance with IC 33-801.

It is the policy of the Board of Trustees that budget preparation and control shall be through the office of the Superintendent. Leadership and solicitation of budget input shall be arranged and sought as needed by the Superintendent's office. This information shall be gathered and submitted to help the Board of Trustees in the preparation of a budget.

Legal References: IC 33-801, 33-802

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