

BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Budget/Generally

A. Budget Defined

The Code of Virginia requires each superintendent to prepare a budget reflective of the needs of the school division.

The school budget is a ~~communications written~~ document that provides information required for making policy and budgetary decisions, which presents the board's plan for the allocation of the available financial resources into an explicit expenditure plan to sustain and improve the educational function of this school division.

It is the responsibility of the School Board to balance the needs of the School Division against the available resources. The budget will be based upon the educational needs and financial ability of the division, as cooperatively identified by the Superintendent and staff, the community, and the School Board, and the community.

The budget shall be a guide for discretionary spending aligned with the strategic plan to achieve the objectives adopted by the School Board.

B. Contents

The budget shall present a complete financial and organizational picture of the School Division, which details projected revenue and expenditures and outlines proposed changes compared to budgets from prior fiscal years. In addition, the budget document provides a wealth of information about the School Division in the appendix-section, such as salary scales, staffing standards and guidelines, key operating measures, and revenue sharing agreement, plan for each fiscal year. It shall be organized in accordance with state statutes and guidelines set up by the Virginia Board of Education.

C. Budget Administration

The budget shall be considered a controlled spending plan for the fiscal year. The Superintendent is authorized to make commitments in accordance with the policies of the School Board and the laws of the Commonwealth of Virginia.

D. Budget: Capital Expenditures

Except in emergencies or for reasons of economy, the purchase of major pieces of equipment such as school buses should be scheduled to reflect the replacement cycle of such equipment.

Legal References:

Code of Virginia §22.1-89, as amended. Management of funds.

Code of Virginia §22.1-92, as amended. Estimate of moneys needed for public schools; notice of costs to be distributed.

Code of Virginia §15.2-2503, as amended. Time for preparation and approval of budgets; content.

Adopted by School Board: February 16, 1993

Amended by School Board: October 22, 2019