

**STEEPLECHASE ELEMENTARY
BUDGET POLICY
SPENDING DECISIONS**



SPENDING AREAS

This policy covers procedures to be used in the areas where the law gives the council responsibility for spending decisions. These areas include the following:

1. Number of Employees
2. Student Support Services
3. Textbooks/Instructional Resources
4. Instructional Materials
5. Activity Funds

1. NUMBER OF EMPLOYEES

All procedures involved in the determination of the number of employees on staff will only include discussion of positions, not individuals.

The following procedures will be used to determine the number of positions for each job classification:

MARCH TO MAY

1. The superintendent will ***notify the council by March 1st of its tentative allocation*** for the next school year, including staff funding.
2. Beginning with the current staffing plan, the council or an assigned committee will draft a tentative plan for how many staff members the school will have in each subject, grade level, and each other type of position. The tentative plan will take into account an effective student/teacher ratio for meeting the needs of all students, identified gaps, and school improvement initiatives.
3. After input from shareholders, revisions will be made if necessary and the tentative plan will be submitted to the council for official action.
4. Once the ***council receives the final allocation from the superintendent on May 1***, the council will make a final decision and notify the superintendent of its choices by the district deadline.

2. STUDENT SUPPORT SERVICES

Student support service choices will be made annually by the council through the adoption of the budget. The council will consider recommendations made by any concerned party for additional services.

3. TEXTBOOK/INSTRUCTIONAL RESOURCES SELECTION

The council will appoint an ad hoc committee to review materials. The materials may come from any subject area. The committee will include teachers, and a good faith effort will be made to also involve parents on the committee. The committee will take the following steps:

1. Review our school improvement plan, curriculum, and the Kentucky Academic Standards.
1. Develop criteria for textbooks/instructional resources that will help the school move students to proficiency and beyond.
2. Review available textbooks/instructional resources to identify those that will best meet their criteria.
3. **Report to the council on its choices for council approval.**
4. Respecting all regulatory requirements governing textbook/instructional resources funds, determine quantities of each item to be ordered within the school's textbook/instructional resources budget.
5. The principal (or principal designee) will check that each purchase order fits the funds available, respects any existing contracts or bid lists, and will complete the purchase.

4. INSTRUCTIONAL MATERIALS

The following procedures will be used to determine the spending needs for instructional materials:

FEBRUARY TO JUNE

1. The principal and/or a committee will review our school improvement plan and other indicators of student needs and develop a tentative plan for spending on instructional materials. This spending plan will consider an estimate of funds available from all sources, designate who will be responsible for the choices, and include amounts for:
 - Specific items to implement the school improvement plan
 - Shared supplies
 - The library
 - The computer lab
 - Distinctive needs of each teaching team
 - Distinctive needs of each teacher not assigned to a team
 - Electronic materials
 - The principal's discretionary fund
 - Any other category of items the principal or committee believes is needed
2. ***By March 1st the council will be notified by the superintendent of its tentative allocation*** for the next school year, including instructional materials.
3. The tentative plan will be revised to fit the allocation and presented to shareholders for input.
4. After the council receives ***a final allocation from the superintendent on May 1*** and in light of any input from shareholders, the tentative plan will be further revised if necessary and presented to the council for official action.
5. The ***council will approve a final spending plan*** organized by categories of spending.
6. In accordance with the district timeline and procedures, the council will submit a request for ***Section 7 money***.
7. The principal (or principal designee) will reformat the spending plan to fit the MUNIS accounting system and submit it to the superintendent.

8. All groups or individuals designated in the approved council-spending plan will select items for purchase and fill out purchase orders for those items.
9. The principal (or principal designee) will check that each purchase order fits the funds available, respects any existing contracts or bid lists, and will complete the purchases. No further council approval will be needed.

5. ACTIVITY FUNDS

Activity funds will be subject to the Accounting Procedures for Kentucky School Activity Funds (Redbook) requirements.

The following procedures will be followed for activity funds:

1. Each club, organization, and activity account shall prepare a tentative budget for the next school year on the Individual Activity Account Budget Worksheet.
 - a. The Individual Activity Account Budget Worksheets are due to the principal by April 15.
 - b. The sponsor shall work with the officers of the club in this process to assure continuity of programs.
 - c. The principal or designee shall prepare budgets for activity accounts without sponsors for SBDM approval.
2. The council, with input from the appropriate committee, club, or organization, will approve the school general activity fund budget and other office activity fund budgets.
3. Staying consistent with district policy, the council, with input from the appropriate committee, club, or organization, will determine use of school general activity funds from bookstore sales, snack and beverage sales, and other office activity funds not raised by a school organization for a specific purpose. These sales are mainly to students and, therefore, the profits will be used for the benefit of students and not for the school's basic routine operating expenses or for renovations or maintenance of school facilities. If the employee lounge has vending machines or other concessions, those profits may be used for employee purposes.
4. The SBDM council can approve other allowable expenditures for accounts without student involvement. This would be any expenditure that would benefit all the students, but not a specific student group, for example, picture sales.

Caution: School activity funds shall not be expended for any operational costs of the school, including salaries/stipends for a SBDM secretary, even the funds in the general account of the school.
5. The council, with input from the appropriate committee, club, or organization, will also:
 - a. Determine the use of cash donations for general purposes.
 - b. Oversee the expenditure of instructional funds from school fees and dues and any other funds not raised for a specific purpose.
 - c. Participate in the creation of bid specifications and conditions, serve on bid evaluation committees, and participate in formulation of policies and procedures concerning activity funds IF requested by the board.
6. The Title IX report must include all expenditures for student athletics, including external support/booster organizations, school activity fund monies, SBDM allocations, and grants.
7. The school or district, with approval of the local board of education, may establish additional guidelines/requirements for the external support/booster organizations. This doesn't state the SBDM council, but that is what is meant by "school."
8. There is a School Activity Fund Fundraiser Approval Form that has a signature line for the SBDM council, (Required IF council policy requires approval of fundraisers).

BUDGET POLICY PROCEDURES AND TIMELINES



SPENDING CATEGORIES AND MUNIS ACCOUNTING

Whenever possible in budgets and financial reports, we will use spending categories that will make sense to most shareholders in our school, even if those categories are not part of the state and district accounting system known as “MUNIS.”

DRAFT BUDGET

MARCH TO MAY

All *EXPENSES* will be estimated for the coming year that are needed to:

1. Implement our school improvement plan fully, including staffing, materials, professional development/learning, and other needs.
2. Maintain other programs at the current level of quality, including staffing, materials, professional development/learning, and other needs.

The *FUNDING* will be estimated for the coming year from:

1. Our allocation for certified and classified staff.
2. Our allocation for instructional materials.
3. Any additional allocations that we have reason to believe are likely to continue.
4. Our allocation for professional development/learning.
5. Funds from any fundraising activities (activity funds) that are not designated for specific student group use and any fundraising activity money that we expect to carry over.
6. Grants that seem reasonably likely from any source.
7. Categorical dollars from programs listed as sources in our school improvement plan based on past funding and consultation with the principal about what is being considered for next year.

Expenses and revenues will be estimated separately and no attempt will be made to match the two at this time. If necessary, any *SHORTFALLS* will be shared with the council for a discussion on possible solutions.

A *DRAFT BUDGET* will be developed that:

1. Includes a clear statement of the number of persons to be employed in each job classification.
2. Lists dollar amounts.
3. Addresses the expenses for fully implementing our school improvement plan and maintaining other programs at their current level.
4. Describes which sources will be used to cover each expense.

5. Designates the person or group responsible for selecting specific items to be purchased in each spending category, with the media librarian as the person or a member of the group responsible for items for the library media center.
6. Identifies any further expenses and needs that cannot be covered within currently expected funding or are not being met by the current budget.

The draft budget will be circulated for *INPUT* to the school council, the school staff, and all parents serving on council committees, and will be posted for public review.

REVISING THE DRAFT BUDGET

MAY TO JULY

The council will:

1. Review the draft budget either in a regular or a special meeting.
2. Compare the draft budget to the ***tentative budget provided*** by the school board ***by March 1***.
3. Identify areas that may need adjustment to further reflect school priorities, new spending information, shareholder input on the impact of the proposed plan, or other relevant information.
4. If necessary, charge a committee or ask the principal to consider areas that may need adjustment and submit a revised budget for council adoption.
5. Discuss whether the council needs to request Section 7 funding for additional expenses and what needs would be designated for such funding.
6. Charge a committee or ask the principal to write up the Section 7 requests for formal council adoption.
7. Set a timetable for adopting a revised budget and official Section 7 requests that are compatible with the district timetable.

MAY and JUNE

After the council receives the ***final allocation from the superintendent by May 1*** and adopts its budget and its Section 7 requests, the following procedures will be completed:

1. Notify the superintendent and local board in writing of the ***council's decision on the number of persons to be employed in each job classification*** and any Section 7 requests.
2. Ensure that the portion of the council's budget that governs its general fund allocations is converted into a standardized budget using the MUNIS accounting codes and that it is sent to the district central office.
3. Ensure that all relevant budget items are clearly reflected in the school improvement plan.
4. Notify each person or group listed as responsible for selecting specific items of the dollar amounts allocated to them.

IMPLEMENTATION AND MONITORING

EVERY MONTH

The principal (or principal designee) will:

1. **Ensure that all spending records required by the state and district are maintained**, including but not limited to all Redbook (*The Accounting Procedures for Kentucky School Activity Funds*) requirements.
2. Submit a report to the council comparing planned spending, spending so far, outstanding purchase orders, and amount remaining available in each category.

JULY TO SEPTEMBER

The principal (or principal designee) will ensure that:

1. In accordance with Redbook procedures/requirements, all booster organizations (including PTA/PTOs) have submitted to the principal by [July 31 or district-required date] in their annual financial report for the previous year that ends June 30th.
2. All booster organizations (including PTA/PTOs) have completed all Redbook requirements including submitting to the principal the following documentation required in the Redbook:
 - Names of officers (due within the first 30 days of school)
 - Annual budget worksheets showing estimated revenues and expenditures for the coming year (due within the first 30 days of school or within thirty days of the first transaction for the group)

OCTOBER

After the second school month, when the council allocation is updated, the principal (or principal designee) will ensure that:

1. If the allocation will be adjusted and reductions have to occur in the budget, the principal will work with the council to approve a new budget.
2. If extra allocations become available to the school, all committee chairs as well as the contact person(s) for all MUNIS accounts will be notified of the availability of these additional funds.
3. Submissions of additional funding requests will be required to be submitted on the appropriate forms in a timely manner by the process established in this policy.

JANUARY AND APRIL

The following procedures will be completed in January and then again in April:

1. Notify each individual and group designated to select items for purchase of the amount they were authorized to spend, the amount spent so far, their outstanding purchase orders, and the amount remaining in each category.
1. Ask each individual and group to check those figures and report anything that may need adjustment and report whether they will need the full remaining amount to address the needs in question.
2. From these responses, identify any amounts that will not be needed as budgeted and make recommendations to the council for budget adjustments to maximize the use of those funds.

BUDGET CHANGES

Individuals or groups who identify spending needs that are not addressed in the current budget will submit a written explanation of the need and the amount to the council or committee.

The principal will inform the council promptly of:

1. Any change in the council's General Fund allocations received on March 1st.
2. Any Section 7 funds to be allocated based on council requests and board action and any allocation of Section 7 funds to the school based on ADA.
1. Any change in the school's professional development/learning allocation.
2. Any decision regarding categorical funding for the school.
3. Any change in actual or expected activity fund resources.

The council will consider amending the budget to respond to funding changes after receiving shareholder input and advice from the principal on the financial impact and reviewing how the change would affect the success of our school improvement plan.

POLICY EVALUATION

We will evaluate the effectiveness of this policy through our school improvement planning process.

Date Adopted: 2/7/2022

Date(s) Reviewed or Revised: 2/6/2023