

BERMUDIAN SPRINGS SCHOOL DISTRICT

SECTION: FINANCES

TITLE: BUDGET PREPARATION

ADOPTED: March 14, 2006

REVISED:

603. BUDGET PREPARATION	
1. Purpose SC 687	<p>The Board considers preparation of an annual budget to be one of its most important responsibilities because the budget is the financial reflection of the district's educational plan. The budget shall be designed to carry out that plan in a thorough and efficient manner, to maintain the facilities, and to honor district obligations.</p>
2. Authority	<p>The Board recognizes its obligation to the taxpayers to approve only those expenses reasonably required to provide an educational program suitable to the needs and goals of this district and its students.</p> <p>The budget should be studied by each Board member during its preparation; but once adopted it deserves the support of all members of the Board.</p>
3. Delegation of Responsibility	<p>Prior to the School Board meeting in May each year, the Superintendent shall have formulated a tentative budget for the following year. In the preparation of this tentative budget, the Superintendent shall, to the extent feasible, confer with district personnel to make the tentative budget an expression of the interests of all concerned.</p> <p>The Superintendent shall submit the tentative budget to the Board at its meeting in April or at a special Board work session scheduled for this purpose during that month.</p> <p>The Board shall make changes in the budget as required for the efficient operation of the schools in light of modifications in available funds.</p>
4. Guidelines	<p>A descriptive analysis describing the proposed budget for the following school year shall be prepared and be made a part of the budget document. The analysis shall explain the significant changes in the proposed budget from that of the preceding school year. The descriptive analysis shall contain:</p> <ol style="list-style-type: none">1. A summary of the proposed revenues and expenditures for the coming year in the standard accounting classifications established by the Pennsylvania Department of Education.

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2. Similar data for the year ending and actual audit data for the previous year to be used by Board members for comparative purposes.
3. Other historical data deemed of value to Board members in assessing the impact of current needs in comparison to previous budgets.

Proposed expenditures shall be budgeted under and actual expenditures shall be charged against those categories that most accurately describe the purposes for which such monies are to be or have been spent.

Wherever appropriate and practicable, salaries of individual employees, expenditures for single pieces of equipment, and the like shall be prorated under the several categories that most accurately describe the purpose for which such monies are to be or have been spent.

School Code
433, 601, 687