

**Board of Education Policy**

**BUDGET PLANNING**

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The Superintendent of Schools and the administrative staff shall have the overall responsibility for budget preparation, including the construction of and adherence to a budget calendar. In developing the budget, the Superintendent may seek advice and suggestions from the Board of Education, staff, students, and the community. The Board may use district monies to present its annual budget and related information to the voters. It shall not, however, use the funds to promote the budget or to ask for a “yes” or “no” vote.

The budget shall be designed to reflect the Board of Education's objectives for the education of the children of the district. It shall be carefully organized and planned to provide adequate accounting for each program expenditure, understanding of the financial needs of anticipated program developments, and be within the financial limitations of the district, taking into consideration the statutory limits on the tax levy, and the possibility of voters overriding the limit if necessary. To assist in budget and long-range planning, ongoing studies of the district's educational programs will include estimates of the fiscal implications of each program.

The budget for the ensuing school year shall be thoroughly reviewed by the Board of Education before its presentation to the voters for final adoption.

**Adopted:** 08/22/1996  
**Reviewed:** 02/09/2000 01/30/2008 08/26/2015 11/20/2019  
**Revised:** 03/08/2000 01/30/2008 09/30/2015 12/11/2019