

# BUDGET AND SPENDING

## WWB POLICY #21



The William Wells Brown Elementary School's annual budget will reflect the receipts, projects, and actual expenditures for the school except for capital construction, facility maintenance, and basic transportation.

### General School Funds

General school funds will be supervised by the principal and utilized to enhance student achievement via curriculum, co-curricular and extra-curricular programs identified in the Comprehensive School Improvement Plan (CSIP). The general school funds are as follows:

- Section 4: Certified
- Section 5: Classified
- Section 6: Instructional Supplies and School Activities

Each month the principal shall report to the SBDM council members all general funds, section 6 budget expenses, and fund balances of all budget items.

### Technology Determination

The SBDM council shall annually allocate funds to address the technology needs from the section 6 budget. A technology committee shall develop a list of technology needs to submit to SBDM annually.

### Instructional Needs Determination

The William Wells Brown Elementary SBDM shall annually approve the budget for section 6 instructional supplies. Each teacher or staff member shall submit a purchase order to the principal and bookkeeper detailing their request. If approved they shall be held accountable for the expenditures and ensuring expenditures do not exceed their budget. Instructional supplies purchased are defined as "expenditures for supplies which are utilized in the teacher/learning process and are essential or beneficial to enhancing student achievement and the learning environment. If a staff member wants to buy something above their allocation they shall submit a written request to the SBDM council.

The principal and SBDM council shall prioritize school needs based on student centered and data-driven methods identified in the CSIP for the subsequent school year.

### Budget Presentation

The principal shall present a tentative budget to the SBDM council each spring for the following school year. The SBDM council shall review monthly and make any necessary or appropriate adjustments prior to approving a final working budget.

### School Activity Fund

The school activity fund shall be administered by the principal for benefit of students at WWB during the school year were generated per Redbook guidelines. These funds will be used to support the seamless integration of new school programs, improvements to school culture or learning environment, special concerts/programs/enrichments/enhancements to the curriculum, along with unanticipated identified school needs. All related expenditures shall be subject to the guidelines provided by the Kentucky Department of Education, Division of Financial Services pursuant to KRS 156.070 and 702 KAR 3:130 (3) in accordance with the Uniform Program of Accounting for School Activity Funds Handbook in Kentucky Schools. The principal shall be responsible for submitting a school budget to the FCPS Internal Auditor annually.

### Record Keeping and Monitoring

Each month the principal (or designee) will ensure that all spending records required by the state and district are properly managed and maintained. The principal may transfer funds among various authorized school managed funds during the fiscal year. However, the budget must balance at all times. The principal shall seek the approval of SBDM council for general school fund transfers above \$1000.00 no later than the next regularly scheduled SBDM council meeting. Each month the principal (or designee) shall provide a monthly budget report for the council.

## **POLICY EVALUATION**

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We will evaluate the effectiveness of this policy through our School Improvement Planning Process.

Date Adopted: 11/28/16

Date Reviewed or Revised: 11/10/16 (first read) Council Chairperson's Initials J.J.J.

Date Reviewed or Revised: 11/28/16 (second read) Council Chairperson's Initials J.J.J