

SBDM School Budgets

The local board must have a policy for schools and school councils addressing the use of discretionary, activity and other school funds, as well as a procedure for other funds and the authorizing agent for reimbursement. The school council may have a policy for the use of its school funds.

- **School Budget and Purchasing Board Policy 02.4242**
 - The school shall, in expending allocated funds, comply with all state and Board budgeting, purchasing and reporting laws, regulations, policies and procedures. Board purchasing procedures shall be followed in the expenditure of these funds. Expenditure of these funds shall be accomplished only by completing a school purchase order.
 - The allocation for instructional materials, supplies and equipment is the total financial resource available to that school in those categories for the fiscal year. The school shall not expend or commit to expend any funds in excess of those allocated. Should this occur, the employee(s) responsible shall be subject to appropriate disciplinary action, and the Superintendent may require the school/council to present, for Board approval, a plan to reimburse the District for the amount spent in excess of the allocation.
 - All state allocated funds managed by the school but not expended by the end of the fiscal year, shall revert to the District general fund, unless the school council has received Board approval to escrow the funds to be used at a future date for an approved project

- ***SBDM Councils establish the annual SBDM Budget based on the school allocation and shall be used primarily for instructional materials and supplies. All purchases should be aligned with the school CSIP***
 - Budget must be reviewed at each regular SBDM Meeting and can be amended at the discretion of the council
 - Teacher should communicate the budget needs of the school to the council and request resources that are aligned with the school improvement goals
 - Principal must track all school expenditures, explain monthly MUNIS reports to the school council, and ensure the budget request are aligned with the CSIP
 - Budget must be retained with your SBDM Agendas/Minutes permanently and can not be destroyed
 - Subject to Open Records Request