

BUCKNER ELEMENTARY SCHOOL COUNCIL POLICY

SCHOOL BUDGET

3001

TOPICS

STATEMENTS

a. Budgeting
Process

A school budget shall be prepared annually based on the allocation from the Board. All funds received by the school from the Board shall be included in the budget. The budget shall include a complete financial forecast of both anticipated receipts and the expenditures for the school year, including staffing, and shall be prepared on forms approved by the Superintendent.

b. Council
Approval

The Principal, with the assistance of the School Improvement Committee, shall submit and recommend a draft budget within the allocation level approved by the Board for the Council's consideration. The principal shall recommend approval of the annual school budget by the Council on or before March 31 of the preceding year or no later than three weeks after receipt of notice of final allocation of funding from the Board.

c. Expenditures

Expenditures of funds allocated to the school shall be pursuant to all fiscal policies of the Board. Funds may be moved from one activity account to another only with the approval of the principal. The principal shall approve each expenditure. Expenditures shall not exceed appropriations.

d. Audit

Accounting for funds shall be pursuant to all fiscal and audit policies of the Board. The audit shall be reported to the Council.

Adopted – Buckner Elementary School Council – February 16, 1999

Revised – Buckner Elementary School Council – March 18, 2010