

**Sec. 5.3.1.     ADOPTION AND AMENDMENT OF BUDGET.**

The Superintendent shall annually recommend a budget for consideration and adoption by the Board of Directors (“Board”). The Board shall annually adopt the Trinity Basin Preparatory budget (“Budget”). The Board may subsequently amend the Budget and shall amend the Budget if the Superintendent or designee determines that the Budget must be amended.

**Sec. 5.3.2.     NOTICE TO THE PUBLIC.**

The Board shall publish, or cause to be published, a notice to the public of the meeting(s) at which it will deliberate and adopt the proposed budget submitted to the Board by the Superintendent. The notice shall conform to the form and content requirements for other notices to the public of the meetings of the Board.

**Sec. 5.3.3.     AUTHORITY TO OBLIGATE AND EXPEND.**

The Budget, as amended, constitutes the Board’s authorization to the Superintendent to obligate and expend funds. The Superintendent shall not obligate or expend any funds without the Board’s authorization as set forth in the Budget, as amended.

**Sec. 5.3.4.     DEADLINE FOR ADOPTION.**

The Superintendent shall submit the proposed budget to the Board at least ten business days prior to the start of the fiscal year.

**Sec. 5.3.5.     FORM AND CONTENT OF BUDGET AND AMENDMENTS.**

The Superintendent shall prepare, or cause to be prepared, a proposed budget and subsequent amendments to the approved budget utilizing the account code structure required by the Texas Education Agency (“TEA”). For each net asset classification, the proposed budget and subsequent amendments shall account for and include all estimated revenues and proposed expenses of Trinity Basin Preparatory for the upcoming fiscal year.

**Sec. 5.3.6. LINE ITEM BUDGETING AND REVENUE ESTIMATE.**

The Superintendent shall prepare or cause to be prepared a proposed budget covering all estimated revenues by source (local, state, and federal) and proposed expenditures by function for the following fiscal year.

The estimate of revenues shall be based on revenues from local, State and Federal sources of funding. In estimating the revenues from the Foundation School Program (“FSP”), the Superintendent shall use the Estimates of State Aid Entitlement Template, or other equivalent financial tools to calculate an estimate of FSP revenues. An estimate of FSP revenues shall consider estimated student enrollment and attendance (including the historical rate of attendance for the last three school years), the number of students enrolled for the upcoming school year, and, where appropriate, a conservative estimate of the increase in student enrollment. The Superintendent shall with respect to the number of students enrolled, adjust that number to consider the historical percentage of students that historically withdraw from Trinity Basin Preparatory prior to the start of the fiscal year based on an average of the last three school years.

**Sec. 5.3.7. LIMITATION OF EXPENSES.**

The Superintendent shall not propose, nor shall the Board approve, a budget or an amendment that results in a deficiency in net assets arising from proposed expenses exceeding estimated revenues.

**Sec. 5.3.8. SURPLUS IN NET ASSETS.**

The Superintendent or designee shall prepare a surplus in net assets arising from estimated revenues exceeding proposed expenses. In considering net assets carried forward from the previous fiscal year, the proposed surplus in net assets must equal or exceed an amount not less than 10% but not more than 30% of total expenses from the previous fiscal year.

**Sec. 5.3.9. PROPOSED EXPENSES TO COMPLY WITH ALLOWABLE USES OF FUNDS.**

The Superintendent or designee shall prepare a proposed budget that includes proposed expenses compliant with Board policy and allowable uses of funds.

**Sec. 5.3.10. PUBLICATION OF ADOPTED BUDGET.**

The Superintendent or designee shall post the adopted Budget on the Trinity Basin Preparatory website, prominently displaying the electronic link to the adopted Budget. The adopted Budget

shall remain on the website until the third anniversary of the date that the Budget was adopted by the Board.

**Sec. 5.3.11. ADMINISTRATIVE PROCEDURES.**

The Superintendent shall prepare administrative procedures as necessary to implement this policy.