

EDYTHE J. HAYES MIDDLE SCHOOL

FIRST READING: JUNE 21, 2005
SECOND READING: JUNE 21, 2005
APPROVED ON: JUNE 21, 2005
AMENDED ON: AUGUST 28, 2007
AMENDED ON: FEBRUARY 23, 2010
AMENDED ON: JANUARY 28, 2014
REVIEWED ON: DECEMBER 2, 2014
REVIEWED: JANUARY 26, 2016
REVIEWED ON: OCTOBER 25, 2016
REVIEWED ON : NOVEMBER 1, 2017

REVIEWED ON: OCTOBER 23, 2018
REVISED ON: OCTOBER 22, 2019
REVIEWED ON: OCTOBER 20, 2020
REVIEWED ON: OCTOBER 26, 2021
REVIEWED ON: OCTOBER 25, 2022
REVIEWED ON: OCTOBER 30, 2023

BUDGET POLICY

REQUIRED LAW THAT POLICY MEETS (IF APPLICABLE)

POLICY

The school budget shall represent all the receipts, projects, and actual expenditures for the school except for capital construction, facility maintenance, and basic transportation. The general school funds shall be under the supervision of the principal and shall be spent as needed to enhance the curriculum and extracurricular school programs. Each month the principal shall report to the members of the council all general funds and section 6 (SCIF) budget spent and general and SCIF budget funds remaining.

Technology Determination

The SBDM council shall annually allocate technology funds from the section 6 (SCIF) budget. The technology committee shall develop a budget from these allocated funds by September 1 each year, to be approved by the SBDM council.

Instructional Needs Determination

Each year teachers will have an opportunity to submit a request to department chairs for instructional materials or professional development that they would like to receive for the following instructional year. Funds for instructional needs will be allocated from SCIF funds in the MUNIS budget.

Department chairs will compile all teacher requests for instructional materials or professional development into a department budget to be submitted to the principal by February 28 each year. The principal will then compile all of the department budgets into a balanced school budget for SBDM approval, within a timeline developed by FCPS.

Upon SBDM approval, the principal shall notify the department chair and departments of their final, SBDM approved budget for the following school year. For items requiring a purchase order, necessary paperwork should be submitted within 30 days of notification of budget approval to the bookkeeper. Please note that items will not be ordered until the next fiscal year. The money allocated for budgeted items requiring a purchase order may be forfeited if the necessary paperwork is not submitted by the beginning of the next fiscal year, at the discretion of the principal.

Permission to Transfer Funds

Following the approval of the proposed annual budget by the council, budget transfers less than

\$5,000 may be made at the discretion of the principal without the approval of the SBDM council. All transfers will be disclosed to the SBDM at the subsequent council meeting.

Activity funds

Activity funds shall be classified into four categories:

- Department/Classroom: Money to be spent by departments or individual classrooms for instructional supplies, general supplies, or other initiatives as approved by the principal through the fundraising process.
- Team/Grade: Money to be spent by teams or grade levels on instructional supplies, general supplies, student rewards, or other initiatives as approved by the principal through the fundraising process.
- Extracurricular: Money to be spent on uniforms, supplies, equipment, or other program costs (officials, transportation, etc...)
- General: Money to be spent on school wide expenses, as defined by the Redbook, as approved by the principal

As per state regulations, money raised during a school year should be spent during the same school year, as to benefit the students who raised the funds. The school shall allow some funds to be carried forward to the next school year for start-up expenses as outlined below:

- Department/Classroom (art, engineering, etc): \$750 maximum
- Team/Grade: \$750 maximum
- Extracurricular
 - General athletic fund: \$10,000 maximum
 - Due to supplemental duty expenses, student athletic insurance expenses, and beginning of the year transportation expenses
 - Individual group funds: \$1,000 maximum
 - Unless groups are raising funds for a specific purchase, such as uniforms, field equipment, etc...
- General: \$10,000 maximum
 - For various expenses that require an immediate check, rather than a MUNIS purchase order

Unless requested in writing by the fund manager and approved by the principal, any fund that has more than the maximum amount in its account on June 30 will have the excess funds moved to the general account.