

HB: Budget Development, Planning & Preparation

The annual budget of the school district is a fiscal interpretation of the instructional program in its schools. It expresses the educational aims of the school district and the services the district plans to provide. It should consider and be compatible with both immediate goals of the schools and the long-range aims of the school district.

The Superintendent of schools shall determine the manner in which the annual district budget is to be compiled, issue instructions to the staff, and establish a time schedule for the preparation of the budget. All deadlines established by law for adoption and for certification of amounts to be raised by school tax levies will be met by the school district.

The Superintendent will request timely input of building principals and other administrative staff directly involved with budget requests, and will provide adequate time for community response at public meetings of the school board if requested.

The budget shall be based upon the needs of the District and reasonable financial ability of the community to support its schools.

The superintendent and business manager prepare a preliminary budget for the funds on the modified accrual basis of accounting. The budget is prepared by fund, function, and activity, and includes information on the past year, current year estimates and requested appropriations for the next year. The preliminary budget includes proposed expenditures and the means of financing them.

The School Board reviews the preliminary budget, may make revisions, and approves it on or before August 15th. The School board adopts the budget, approving the tax levy requested in the final budget, and the business manager sends the final budget to the county auditor by August 25th.

The budget may be amended during the year for any revenues and appropriations not anticipated at the time the budget was prepared, except no amendments changing the tax levies can be made after October 10th. Revisions between functions can be made by mutual agreement of the superintendent and business manager but must be reported to the Board. Any revisions affecting the total budgeted amounts of any fund must be approved by the Board.