

BUDGET PUBLICATION AND HEARING

I. Statement of Policy

The budget will be presented to the public at a hearing scheduled at least seven (7) days and not more than fourteen (14) days before the date of the annual Waterville Central School District (the District) meeting and budget vote. The Board of Education (the Board) will adopt a completed tentative budget at least seven (7) days before the public hearing.

- A. Copies of the budget and all required attachments will be made available to residents within the district (not just district taxpayers) during the fourteen (14) days preceding the date of the annual meeting and budget vote, at the District Office, at each public library or free association library within the District, and on the District's website.
- B. At least once during the school year, the Board will include via a District-wide mailing, notice of the availability of copies of the budget.
- C. Notice of the date, time, and place of the budget hearing will be included in the notice of the annual meeting sent by the Board Clerk.

II. Presentation of the Budget

The budget will be written in plain language to be presented to the public to be voted upon. The budget will categorize revenues, property tax refunds, expenditures, budget transfers and fund balance information, and will be formatted to show changes in the data as compared with the previous year. It will be organized to separately reflect the following three (3) components:

- A. A program component, which includes all program expenditures of the district, including the salaries and benefits of teachers and any school administrators or supervisors who spend a majority of their time performing teaching duties, and all transportation operating expenses;
- B. A capital component, which includes all transportation capital, debt service and lease expenditures; costs resulting from court judgments, administrative orders or settled or compromised claims; and all facilities costs of the District, including facilities lease expenditures, annual debt service and total debt for all facilities financed by bonds and notes of the district and costs of construction, acquisition, reconstruction, rehabilitation or improvement of school buildings, provided that, the budget shall include a rental, operations and maintenance section that includes base rent costs, total rent costs, operational and maintenance charges, costs per square foot for each facility leased by the district, and all expenditures associated with custodial salaries

POLICY

FISCAL MANAGEMENT

4201

BUDGET PUBLICATION AND HEARING

and benefits, service contracts, supplies, utilities, and maintenance and repair of school facilities;

- C. An administrative component, which includes office and central administrative expenses; traveling expenses; all compensation, salaries and benefits of all school administrators and supervisors, including the Superintendent, any deputy, assistant or associate superintendent, and the business administrator under all employment contracts and collective bargaining agreements, all expenditures associated with the operation of the Board, the office of the Superintendent, general administration, the school business office, any consulting costs not directly related to direct student services and programs, planning and all other administrative activities.

III. Attachments to the Budget

- A. A detailed statement of the total compensation to be paid to the Superintendent, and any assistant or associate superintendent in the coming school year, including a delineation of the salary, annualized cost of benefits and any in-kind or other form of remuneration;
- B. A list of all other school administrators and supervisors, if any, whose annual salaries are budgeted to be paid at or above a certain level pursuant to Education Law, along with their title and annual salary;
- C. A District report card detailing the academic and fiscal performance of the District; and
- D. A property tax report card to include:
 - 1. the amount of total spending and total estimated school tax levy that would result from adoption of the proposed budget and the percentage increase or decrease in total spending and total school tax levy from the District budget for the preceding school year;
 - 2. the District's tax levy limit for the fiscal year covered by the budget, and the estimated school tax levy that would result from adoption of the budget, calculated in accordance with applicable laws and regulations;
 - 3. the projected enrollment growth for the school year for which the budget is prepared, and the percentage change in enrollment from the previous year;
 - 4. the percentage increase in the consumer price index; and

POLICY

FISCAL MANAGEMENT

4201

BUDGET PUBLICATION AND HEARING

5. the projected amount of the unappropriated unreserved fund balance that will be retained if the proposed budget is adopted, the projected amount of the reserved fund balance, the projected amount of the appropriated fund balance, the percentage of the proposed budget that the unappropriated unreserved fund balance represents, the actual unappropriated unreserved fund balance retained in the budget for the preceding school year, and the percentage of the budget for the preceding school year that the actual unappropriated unreserved fund balance represents.

IV. Information to the Voters

The Board may use district monies to present educational and informational material about the annual budget and related information to the voters. It shall not, however, use these funds to urge voters to cast their ballots in a particular fashion.

Waterville Central School District

Legal Ref: NYS Education Law; §§1704, 1716(2)-(5), 1804(4), 2002(1); 8 NYCRR 170.2

Adopted: 01/14/80, 04/07/98

Readopted: 12/10/96

Revised: 03/24/98, 01/25/00, 10/25/05, 11/24/09, 11/18/14, 02/13/24