Title: **Budget Preparation**
Code: 603
Book: Policy Manual
Section: 600 Finances

Purpose

The Board considers preparation of an annual budget to be one of its most important responsibilities because the budget is the financial reflection of the district's educational plan. The budget shall be designed to support the educational plan in a comprehensive and efficient manner, to maintain district facilities, and to honor district obligations.

Authority

The Board recognizes its obligation to the taxpayers to approve only those expenses reasonably required to provide an educational program suitable to the needs and goals of this district and its students.[1]

Delegation of Responsibility

In order to ensure adequate time for preparation and review of the proposed/preliminary budget, the Board directs the Business Manager to present to the Board all available information associated with the budget at least sixty (60) days prior to the end of the fiscal year.[2][1][3][4]

In preparing the budget, the responsible administrator shall set general priorities for expenditures for:

1. Staff necessary to maintain current programs.

2. Technology, equipment and supplies necessary to maintain current programs.

As a component of budget preparation, the Business Manager shall notify the Board of the appropriate Index to be used in limiting tax increases for the budget year.[5]

When presented for Board review, the proposed budget shall contain:

1. Estimated revenue and expenditures in each financial category for the previous fiscal year.

2. Estimated revenue and expenditures in each financial category for the upcoming fiscal year.

3. Student enrollment for the upcoming school year.

4. Amount of surplus anticipated at the end of the current fiscal year.

5. Explanation of each item of expense proposed, upon request.

6. Listing of all exceptions for which the district may be eligible.[6]

7. Relation of the estimated tax increase to the Index limitation for the district.

Adopted: **October 21, 1981**
Last Revised: **September 16, 2008**

Legal References:

- 1. 24 P.S. 687
- 2. 24 P.S. 601

- 3. 53 P.S. 6926.311
- 4. Pol. 604
- 5. 53 P.S. 6926.302
- 6. 53 P.S. 6926.333
- 53 P.S. 6926.301 et seq