

Policy Statement. The annual operating budget for the District is a written plan for the allocation of financial resources predicated upon estimated revenues and expenditures. The District's Educational Plan for Student Success (EPSS) shall serve as the basis for developing the budget. The Superintendent shall establish a budget development process which ensures the involvement of all stakeholders; employees, students, parents, citizens, community organizations, etc. Such representation, at least in part may be selected from that body of stakeholders that developed the EPSS recommendations. Recommendations from stakeholders will be made to the Superintendent for review and adjustment with the Superintendent's recommendations submitted to the Board for review and final adoption. The Manual of Procedures for Public School Accounting and Budgeting will be followed in all instances.

A. Prior to June 20 of each year, the board shall publish notice and call a public hearing to approve and adopt its initial and reallocated operating budgets for the next school year. The notice shall include information to parents explaining the budget process and inviting parental involvement and input in that process prior to the date for the public hearing. The adopted operating budget document shall be considered the Board's expenditure authorization for that school year. No funds may be expended for any purpose in any school year prior to the adoption of the budget document, which authorizes that expenditure for that year or prior to the adoption of an amendment to that budget document by the school board to authorize that expenditure for that year.

B. The Superintendent is responsible for administering the adopted budget. The Superintendent may delegate duties related thereto to other school officials, but maintains the ultimate responsibility for this function.

C. The Superintendent or the Superintendent's designee is authorized to make payments of claims or salaries authorized by the adopted or amended budget prior to Board approval.

D. Supplies and capital equipment may be ordered prior to budget adoption only by authority of the Board. If additional personnel are provided in the proposed budget, actual hiring may not occur until the budget is adopted unless otherwise approved by the Board. Other funds to be expended in a subsequent school year may not be encumbered prior to budget adoption unless specifically approved by the Board.

E. Each year, the school district shall publish its adopted operating budgets for the current year, the actual revenues, expenditures and fund balances for the prior year, and the projected fund balances for the current year within two weeks of the acceptance of the final audit by the school board, or November 30, whichever is earlier. A statement shall be included in the publication that the complete budget in detail may be inspected by any resident of the school district upon request to the superintendent.

F. The District shall make such reports to the Secretary of Education as required relating to initial allocations of revenue, reallocations of revenue and expenditures of funds.

Fiscal Year

The fiscal year for the District will be from July 1 to June 30