

SOUTHEASTERN GREENE SCHOOL DISTRICT

SECTION: FINANCES

TITLE: BUDGET PREPARATION

ADOPTED:

REVISED:

	603. BUDGET PREPARATION
1. Purpose SC 687	<p>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 carry out that plan in a thorough and efficient manner, to maintain the facilities, and to honor district obligations.</p>
2. Authority	<p>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.</p> <p>The budget should be studied by each Board member during its preparation; but once adopted it deserves the support of all members of the Board.</p>
3. Delegation of Responsibility	<p>In order to ensure adequate time for preparation and review of the proposed budget, the Board requests that the Superintendent presents to the Board all available information associated with the budget at least sixty (60) days prior to the end of the fiscal year or earlier as required by law.</p> <p>The budget should evolve primarily from the needs of the individual schools and programs as expressed by building principals and administration and should be compatible with district goals and long-range plans.</p> <p>In preparing the budget, the responsible administrator shall set general priorities for expenditures for:</p> <ol style="list-style-type: none"> 1. Staff for maintenance of current programs. 2. Technology, equipment and supplies for maintenance of current programs. 3. Maintenance of existing facilities and equipment. 4. New staff necessary for improvement or expansion of current programs.

603. BUDGET PREPARATION - Pg. 2

<p>School Code 433, 601, 687</p>	<p>5. New technology, equipment and supplies necessary for improvement or expansion of current programs.</p> <p>When presented for Board review, the proposed budget shall contain the estimated revenue and expenditure in each financial category for the ensuing year, and an estimate of revenue and expenditure in each financial category for the current school year, revenue and expenditure in each financial category for the previous school year, student population for the coming school year by grades, amount of surplus anticipated at the end of the current school year, and an explanation of each item of expense proposed, upon request.</p>
--------------------------------------	--