**BUDGET PLANNING, PREPARATION, AND SCHEDULES**

**Budget**

The Board recognizes that money and money management comprise the foundational support of the whole school program. To make that support as effective as possible, the Board intends:

1. To encourage advance planning through the best possible budget procedures
2. To explore all practical and legal sources of dollar income
3. To guide the expenditure of funds so as to achieve the greatest educational returns
4. To require maximum efficiency in accounting and reporting procedures
5. To maintain a level of per pupil expenditure needed to provide high quality education.

As trustee of community, state and federal funds allocated for use in local education, the Board has the responsibility to protect the funds and use them wisely.

**Planning**

A. Annual Budgeting

The school system is required to budget only for a 12-month period of time, which includes a fiscal year from July 1 through June 30. Long range goals and planning is both desirable and encouraged.

B. Determination of Priorities

In developing each annual operating budget, it shall be the policy of the Board to provide an optimum educational program for the children of the school system. In keeping with the goal, it shall seek to provide the resources essential to the implementation of its policies as stated and of programs, which it has approved, or which are required by law.

The Board shall expect the budget to reflect the educational priorities established for the school system, and its preparation shall be based on a study of these priorities *and a reflection of the District’s Vision, Mission, and Guiding Beliefs*

C. Budget Officer

The Board shall designate the Superintendent as its budget officer. The three general areas of responsibility of the budget officer are: budget preparation, budget presentation, and budget administration.

The Superintendent shall develop ways and means for the staff, to participate at initial levels in budget planning as such plans affect particular schools, departments, programs, and areas of school activities and operations.

D. Deadlines and Schedules

The Superintendent shall be charged with the responsibility of developing and updating a complete calendar of budget deadlines and schedules, based on the requirements of the law, the State Department of Educational and Cultural Services, and the Board of Directors. Such annual budget calendar will include a description of the procedures to be followed, and state the responsibilities of each administrator involved.

The timetable shall be prepared so that the proposed budget may be presented to the Board in sufficient time for publication, hearings, and final approval prior to presentation to the citizens of the District.

**Preparation of Budget Document**

The superintendent shall be charged with the responsibility of developing an annual budget document that, at a minimum, shall contain a copy of the warrant calling the budget meeting, a detailed outline of the proposed budget, explanations of the various accounting codes with explanations of increases/decreases in each code, and a copy of the previous year’s budget.

**Publication**

An annual budget document shall be published and made available to the residents of the District in ample time to allow for review prior to the annual district budget meeting. The responsibility for publication and distribution of the document shall be assigned to the Superintendent.

Adopted: August 20, 2018