

OPERATIONAL SERVICES

Fiscal and Business Management

The Superintendent is responsible for the District’s fiscal and business management. To that end, the Superintendent, in conjunction with the Clerk, shall prepare a budget that supports immediate and long-range goals and established priorities within all areas i.e., instructional, non-instructional, and administrative programs. This budget shall be discussed by the Board and the community prior to final adoption by the Board.

*Budget Year, Adoption and Amendments*

The District’s fiscal year is from July 1 until June 30. Prior to presentation of the proposed budget for adoption, the Superintendent and the Clerk shall prepare recommendations for the Board’s consideration, with supporting documentation when necessary. This budget shall represent the culmination of an ongoing process of planning for the fiscal support needed for the District’s educational programs. Upon adoption by the Board, the budget shall be forward to the County Superintendent as provided by law.

The Board may transfer money between funds as provided by law. In addition, the Board, by resolution, may determine that a budget amendment is necessary and shall proceed to amend the budget pursuant to law.

**Budget Implementation**

The Superintendent shall implement the District’s budget and provide the Board with a monthly financial report. The amount budgeted as the expenditure in each fund is the maximum amount that may be expended for that category, except when a transfer of funds is authorized by the Board. All purchasing shall be handled pursuant to Board policy and any administrative regulations.

Legal References:	§ 20-9-115, MCA	Notice of final budget meeting
	§ 20-9-131, MCA	Final budget meeting
	§ 20-9-133, MCA	Adoption and expenditure limitations of final budget
	§ 20-9-162, MCA	Authorization for budget amendment adoption
	§ 20-9-163, MCA	Resolution for budget amendment

Cross References:

Policy History:

Adopted on:

Revised on: April 2009