

CHARTIERS-HOUSTON SCHOOL DISTRICT

Policy No.: 602

Section: Finances

POLICY GUIDE

Title: BUDGET PLANNING

Adopted: 3/20/00

Revisions Adopted: _____

POLICY NO. 602

BUDGET PLANNING

1. PURPOSE

The budget shall be designated to reflect the Board's objectives for the education of the children of the district. Therefore, it must be organized and planned to ensure adequate understanding of the financial needs associates with program support and development. This necessitates a continuous review of the financial requirements of district programs.

2. RESPONSIBILITY

To meet the objectives of this policy, the Board directs the Superintendent and Business manager to include in all ongoing district studies of the educational program, an estimated annual cost of implementing said program, prepare a long range plan for the annual maintenance and replacement of facilities and equipment, and establish a projected budget of expenditures and income for one year.

Included with the proposed budget shall be an overview and analysis of the financial status of the District that includes:

- a. expenditure trends for the prior three (3) years
- b. revenue trends for the prior three (3) years
- c. the funding trends for the prior three (3) years (local effort)
- d. a statement of the district needs and the current financial conditions
- e. a statement of major needs addressed and not addressed in the budget
- f. a statement of the projected enrollment for the next three (3) years, and the last three (3) years enrollment history
- g. a statement of the recommended revenue sources and amounts

- h. a statement of the projected future implications of these recommendations including staffing, program, supporting program and finance.

The Business Manager shall also report to the Board any material financial implications arising from the budget plan.