

CHARTIERS-HOUSTON SCHOOL DISTRICT

Policy No.: 603

Section: Finances

# POLICY GUIDE

Title: BUDGET PREPARATION

Adopted: 3/20/00

Revisions Adopted: \_\_\_\_\_

## POLICY NO. 603

### BUDGET PREPARATION

#### 1. PURPOSE

The Board considers the preparation of an annual budget to be one of its most important responsibilities because the budget is the financial reflection of the educational plan for the district. The budget shall be designed to carry out that plan in a thorough and efficient manner and to maintain the facilities and honor the obligations of the district.

#### 2. AUTHORITY

The budget should be studied by each member of the Board during its preparation, but once adopted, it deserves the support of all members of the Board regardless of their position when adoption was voted.

#### 3. RESPONSIBILITY

In order to ensure adequate time for the preparation and review of the proposed budget, the Board requests that the Business Manager and Superintendent present to the Board the proposed budget document on or before April 1 of each year.

The budget should evolve primarily from the needs of the individual schools and programs as expressed by the building principals and central administration and be compatible with district goals and long range plans.

In preparing the budget, the responsible administrators will act in accordance with the following priorities:

- staff for the maintenance of current and required programs
- equipment and supplies for the maintenance of current programs
- maintenance of existing facilities and equipment
- new staff for the improvement or expansion of current programs
- new equipment and supplies for the improvement or expansion of current programs.

When presented to the Board for review, the proposed budget shall contain the proposed revenue and expenditure in each financial category for the ensuing school year, and an estimate of the revenue and expenditure in each financial category for the current school year; the revenue and expenditure in each financial category for the previous two (2) years, the fund balance, if any, anticipated at the end of the current school year; and an explanation of each item of expense proposed by program and building, where feasible.

The Board, upon receipt of the proposed budget, will officially recognize its transmittal.

The Board shall schedule meetings as necessary to review and revise the proposed budget as presented by the Business Manager and Superintendent.

In this process the Board will identify those specific items within the budget categories that are to be added or deleted.