

CHARTERS-HOUSTON SCHOOL DISTRICT

Policy No.: 604

Section: Finances

POLICY GUIDE

Title: NOTICE TO THE
COMMUNITY OF THE
BUDGET

Adopted: 3/20/00

Revisions Adopted: _____

POLICY NO. 604

NOTICE TO THE COMMUNITY OF THE BUDGET

1. PURPOSE

Once adopted, the annual budget proposal represents the position of the Board, and reasonable means shall be employed by the Board to present and explain that proposed budget to all residents and taxpayers of the district.

2. AUTHORITY

Each member of the Board and each district administrator should be thoroughly familiar with, and understand the need for each proposed expenditure.

3. RESPONSIBILITY

The proposed budget as adopted by this Board shall be set forth in necessary detail using the forms of the State Department of Education, and shall be made available to the public at the places required by law.

A form of the budget, simplified to enhance understanding by presenting it graphically, shall also be prepared annually. This report shall be made available to the public in the office of each district school.

The "simplified" budget shall present the expenditure in each major category of current expense as well as capital items and debt service, probable change in tax rate, a summary of revenue, and simple explanations of significant increases.

The Board may designate members to meet with interested community groups upon request to explain the budget and to prepare news releases for community media presentation.

The final budget of the Chartiers-Houston School District will be adopted no later than June 30 of any given year, effective for the following fiscal year.

The Business Manager will prepare the Budget for implementation and be prepared to implement it by July 1, the beginning of the fiscal year.