

Board Policy Document

BUSINESS PROCEDURE

Series 800

Policy Title: Budget Planning/Process

Code Number: 801

Prior to certification of the budget, the Board will review the projected revenues and expenditures for the District and make adjustments where necessary to carry out the education program within the revenues projected.

A budget for the District shall be prepared annually for the Board's review. Budget estimates shall be compatible with board policy and long-range district goals.

Planning shall include the following phases:

- assessment of educational program and its impact upon the budget;
- assessment of the estimated income; and
- assessment of the estimated expenditures.

The budget shall include the following:

- the amount of revenues from sources other than taxation;
- the amount of revenues to be raised by local taxation;
- an itemization of the amount to be spent in each fund detailed through object code; and,
- a comparison of the amount spent and revenue received in each fund for like purposes in the two prior fiscal years.

It shall be the responsibility of the Director of Finance to prepare the budget for review by the Board prior to the April 15 deadline each year.

First Adoption: October 10, 2000

Revision Adoption: January 25, 2010

Legal Reference: Iowa Code §§24.3; 24.5, 24.9, 24.11, 257; 279.8; 297; 298.1; 442; 618 (1997)

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Prior to adoption of the proposed budget by the Board, the public shall be apprised of the proposed budget for the District and then members of the District's community shall have an opportunity to review and comment on the proposed budget. A public hearing for the proposed budget of the Board shall be held each year in sufficient time to file the adopted budget no later than April 15.

The proposed budget filed by the Board with the Board Secretary and the time and place for the public hearing on the proposed budget shall be published in a newspaper designated for official publication in the District. It shall be the responsibility of the Board Secretary to publish the proposed budget and public hearing information at least ten days prior to the public hearing. The public hearing shall be conducted in the manner deemed appropriate by the Board.

The Board shall adopt and certify a budget for the operation of the school District to the county auditor by April 15. It shall be the responsibility of the Board Secretary to file the adopted and certified budget with the county auditor and other proper authorities.

The Board may amend the budget for the fiscal year in the event of unforeseen circumstances. The amendment procedures shall follow the procedures for public review and adoption of the original budget by the Board outlined in these policies.

It shall be the responsibility of the Director of Finance to bring any budget amendments necessary to the attention of the Board to allow sufficient time to file the amendment with the county auditor no later than May 31 of each year.