

*Budget Preparation*

The Board considers the preparation of the budget to be one of its most important functions. The budget is designed to mesh the educational and financial programs of the District and should contain three major parts: the educational plan, the program of expenditure, and the income program.

The budget shall be formulated in a continuous manner by the Assistant Superintendent under the direction of the Superintendent using a cooperative budgeting system in which the principals develop throughout the year a list of items to be included in the next budget relative to the implementation of the instructional program and the day-to-day operations in their schools; while the central administrative staff estimates the costs of District-wide operations, such as: staff recruiting, building maintenance, transportation, capital improvements, etc.

The Superintendent shall recommend to the Board at least three months prior to the annual public hearing the tentative budget in the form requested by the Board. The Board remains responsible for the final budget proposal prior to its adoption. In general, the budget shall be presented in a manner which permits an understanding of the major educational program objectives the budget is designed to achieve, the changes in educational services anticipated to implement the budget, and the limitations (if any) to goals achievement dictated by economic constraints or other considerations.

The Assistant Superintendent shall assist the Board in the annual preparation of a formal budget calendar for completion by December 1. During the period of budget preparation, the Board shall report to the public on its deliberations through newsletters, releases to the news media, and public appearances of Board members in the community.

In arriving at the final form of the proposed budget, the Board shall apply any anticipated surplus from the current fiscal year to reduce the taxes to be raised for the following fiscal year, except such funds as estimated to be necessary to meet expenses during the first 120 days of the new fiscal year.