

4000 FISCAL MANAGEMENT GOALS/PRIORITY OBJECTIVES

4020 ANNUAL OPERATING SCHOOL BUDGET DEVELOPMENT

4020.1 Definition

The “school budget” is a complete financial plan for a specific period of time based on estimates of expenditure needs (programs, support systems) and probable revenue.

The “school budget” functions as a basis for a tax levy on real property within the District and provides legal authority, for expenditures which fall within the Board’s adopted parameters.

In addition, the budget shows residents the cost of the District’s services; provides an overview of the year’s educational priorities as set by the Board; facilitates the development of sound fiscal management and helps establish guidelines for financial operation.

4020.2 Budget Development Calendar

The Administration of the Warren County School District will adhere to the following budget development calendar.

Aug.: Board approves and publishes District goals.

Business Administrator analyzes fund balance after expenditures and revenues are reconciled in July.

Nov.: Superintendent conducts an internal review and comparison of the budget reviewing prior year’s actuals against the approved budget and presents to the Board of School Directors the comparison of the a rough cut budget outlining estimated revenues, expenditures and associated assumptions used in developing the estimates.

Dec.: Board in partnership with the Superintendent refines goals based on rough cut budget.

Jan.: Superintendent presents to the Board either a “Proposed Preliminary Budget” or a recommended resolution indicating taxes will not be raised above the “Index.” The Board of School

Directors acts on Superintendent's recommendation as mandated by PDE under Act 1.

Feb.-

April: Business Administrator conducts Budget Workshops with the Board Finance committee to review projected revenues, line item expenditures, staffing and requests for new programs, services or personnel.

April: Superintendent prepares and presents a proposed budget to the Finance Committee.

May: Board Finance Committee recommends proposed school budget to the Board of School Directors.

June: Board of School Directors adopts final school budget and certifies the proposed final budget complied with the requirements of Section 687 of the School Code.

~~A. Board Goals Adopted _____ Regular January Meeting
_____ Elements of priority and direction
_____ are determined by the Board to focus
_____ budget development.~~

~~B. Board Committees Review Program and _____
_____ Support Budget Needs
_____ Curriculum/Instruction; Athletics/Co-Curricular;
_____ Information Technology; Career Center/Adult Ed;
_____ And Reviews with Board... _____ Special February Meeting~~

~~C. Superintendent Reviews with Board the
_____ Administration, Finance; Board Budgets
_____ Plus Revenue Projections... _____ Regular March Meeting~~

~~D. Board Committees Review Program and
_____ Support Budget Needs
_____ Physical Plant & Facilities; Personnel;
_____ Professional Development; Transportation;
_____ Insurance; Food Service; Capital
_____ And Reviews with Board... _____ Special March Meeting~~

~~E. Superintendent Prepares and Presents "Draft I"
_____ of the Annual Budget to the Finance Committee.
_____ (Said draft is to recommend a match-up of Board
_____ goals, committee identified adjustments with routine
_____ revenue projections. Budgetary shortfalls, if any, will
_____ be prioritized and presented to the Finance Committee.)~~

~~F. Finance Committee Reviews “Draft I”~~
~~with the Board...~~ ~~Regular April Meeting~~
~~G. Board Approves Preliminary Budget~~ ~~Regular May Meeting~~
~~H. Board Approves Final Budget with~~
~~Necessary Tax Structure~~ ~~By June 30~~

Adoption Date - November 11, 2002
Revision Date -
Practice -
Legal Reference - Act 1 of 2006;
PA School Code of 1949
Section 687

JHG/rh

RET/rh (revision 2008)