

FISCAL MANAGEMENT

SERIES 600

Policy Title ...PLANNING THE BUDGET

Code No. 621

The planning of the budget document shall be a continuous process and shall involve long-term thought, study and deliberation by the Superintendent of Schools, the School Board, the administrative staff and faculty. Other resource persons may be called upon from time to time to share their expertise at the request or direction of the Board.

Date of Adoption:
July 12, 1976
Reviewed:
June, 1990
September 15, 2008

Legal Reference: Code of WI
Section 65.90 (1)

FISCAL MANAGEMENT
SERIES 600

Administrative Regulations

Policy Title ...PREPARATION OF THE BUDGET DOCUMENT Code No. R-621

The preparation of the formal budget document shall be the responsibility of the Superintendent of Schools. The Assistant Superintendent-Business Services shall prepare a preliminary budget and deliver same to the Superintendent two months prior to annual meeting date.

It shall be the duty of the Assistant Superintendent-Business Services to keep a continuing record of proposed expenditures, so that without a loss of time a preliminary budget may be ready for delivery to the Superintendent. The Superintendent of Schools shall present to the Finance Committee of the School Board one month prior to the annual meeting date a preliminary budget projection of the financial needs of the School District for the ensuing fiscal year.

A complete budget shall be prepared by the Superintendent of Schools and presented to the School Board to be adopted at the next regular meeting following presentation to the Finance Committee.

Date of Adoption:

July 12, 1976

Reviewed:

June 11, 1990

Legal Reference: Code of WI

120.08 (1)

65.90 (1)

Policy Title ... REQUIREMENTS OF THE BUDGET DOCUMENT

The budget document must include the following estimates:

1. The amount of income for the several funds from sources other than taxation.
2. The amount proposed to be raised by taxation.
3. The amount proposed to be expended in each and every fund and for each and every purpose during the ensuing fiscal year.
4. A comparison of such amounts so proposed to be expended with the amounts expended for like purposes for the two preceding years.
5. The estimates required shall be fully itemized and classified so as to show each particular class of proposed expenditure, showing under separate headings the amounts required.

The budget document shall also contain a brief explanatory section to demonstrate which program changes for the ensuing year are responsible for major changes in expenditures.

Date of Adoption:

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