

SENECA VALLEY SCHOOL DISTRICT

SECTION: FINANCES

TITLE: BUDGET PREPARATION

ADOPTED:

REVISED:

603. BUDGET PREPARATION	
1. Purpose SC 687	The Board considers preparation of an annual budget to be one of its most important responsibilities because the budget is the financial reflection of the district's educational plan. The budget shall be designed to carry out that plan in a thorough and efficient manner, to maintain the facilities, and to honor district obligations.
2. Authority	<p>The Board recognizes its obligation to the taxpayers to approve only those expenses reasonably required to provide an educational program suitable to the needs and goals of this district and its students.</p> <p>The budget should be studied by each Board member during its preparation; but once adopted it deserves the support of all members of the Board.</p>
3. Delegation of Responsibility	The Superintendent shall pursue all proposed expenditures, and submit a recommendation to the Budget Committee not later than the first week in March.
4. Guidelines	<p><u>Teacher Participation</u></p> <p>All teachers requiring materials for the following year must originate and submit requisitions supplied by the district office to their respective principals for approval not later than the due date appearing on the requisition form.</p> <p><u>Principal's Responsibility</u></p> <p>The building principal shall review and approve or disapprove all budget requisitions. The principal shall notify the originator of disapproved items.</p> <p>The building principal shall forward all approved requisitions to the Administrative Assistant for Finance.</p> <p>It shall be the responsibility of the Administrative Assistant for Finance to recommend budget adjustments as found necessary within his/her budget.</p>

<p>School Code 433, 601, 687, 690</p>	<p><u>Administrative Assistant for Finance</u></p> <p>The Administrative Assistant for Finance shall regularly provide such data as necessary to exercise reasonable budget control. S/He shall be responsible for assembling budget requisitions dealing with custodial supplies, maintenance, fixed charges, insurances, transportation and such other noninstructional costs of operation as may be assigned to him/her.</p> <p><u>Board Committee Review</u></p> <p>The Budget Committee shall review the proposed requirements and recommendations of the Superintendent.</p> <p>The Committee shall then prepare a tentative budget for submission to the Board of School Directors not later than the third Monday of April.</p> <p><u>Funding New Programs after Budget Adoption</u></p> <p>Inasmuch as the Board finds it increasingly difficult and embarrassing to fund new programs after the budget is set, the Board shall request the administration to urge all teachers to an far in advance the programs they wish for the following years. Further, the Board will approve programs proposed after the budget is set only under extreme circumstances.</p>
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