

The School Board shall consider and adopt an annual operating budget for the District in accordance with state law. The budget serves as the financial plan for the operation of the District. It provides the framework for both expenditures and revenues for the year and translates into financial terms the approved educational programs, goals and priorities for the District.

Budget planning for the District will be an integral part of program planning so that the annual operating budget may effectively express and implement programs and activities of the school system. Budget planning will be a year-round process involving participation of district-level administrators, building principals, teachers, coordinators, other personnel and citizens of the District.

The Superintendent will have overall responsibility for budget preparation, including the construction of, and adherence to a budget calendar.

Building principals and program managers will develop and submit budget requests for their particular schools after seeking the advice and suggestions of staff members. Each school's budget request will reflect the principal's judgment as to the most effective way to use available resources in achieving progress toward the approved educational objectives of the school.

Program budgets and school budgets will reflect state and/or federal requirements, special sources of funding, and District goals, objectives and priorities.

The Board will review the preliminary budget activities of the District related to the preparation of the annual budget and District planning on an on-going basis.

The proposed operating budget shall be presented to District electors for review at a budget hearing held at the same time and place as the annual meeting. The Board shall adopt the final operating budget at a Board meeting held after the annual meeting and budget hearing and prior to the date designated in state law for notification of local municipalities of tax levy information.

The Board places the responsibility for administering the operating budget, once adopted, with the Superintendent. The budget will be administered in accordance with legal requirements and applicable District policies.

In keeping with the need for periodic reconciliation of the District's budget, the Board will authorize as it sees fit the transfer of budget line items upon the request of the Superintendent and recommendation of the Board Treasurer. In managing budgets set up for individual schools, modification of the school's budget by the building principal or program manager must also have the authorization of the Superintendent and the approval of the Board.

Any change in the amounts of the appropriations or the purposes for such appropriations as stated in the adopted operating budget requires a two-thirds vote of the entire membership of the Board. If such action is taken, a legal notice of the action shall be issued as required by law.

LEGAL REF.: Sections 65.90 Wisconsin Statutes
 120.11(3)
 120.12(3)
 120.13(33)
 120.17(8)

CROSS REF.: 110, Educational Philosophy
 610, Fiscal Management Goals
 680, Financial Accounting and Reporting
 662.1, Student Activity Funds Management
 662.3, Fund Balance
 671.2, Expense Reimbursements
 672, Purchasing
 673, Payment Procedures
 840, Public Gifts to the Schools

ADOPTED: 11/7/83
AMENDED: 12/5/11