SERIES 600 FISCAL MANAGEMENT

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ANNUAL OPERATING BUDGET AND BUDGET PREPARATION

The District Administrator, in cooperation with the Business Manager, shall be responsible for the preparation and submission of a tentative budget to the Board. The planning and preparation of the budget document shall be a continuous process and shall involve long-term thought, study and deliberation by the District Administrator, Business Manager, the Board and the administrative staff.

The district's educational program and its impact upon the budget, the estimated income and the estimated expenditures, shall be considered in the preparation of the budget document.

A tentative budget shall be formally presented to the Board for approval or amendment. Upon adoption of a tentative budget by the Board, a summary of the budget and notice of the location where the budget is available for public inspection and the time and place of the budget hearing shall be published as a class I notice in the official school district newspaper at least 10 days prior to the time of the public hearing.

Following the budget hearing, the school district's annual report, including the proposed budget, shall be presented to the citizens at the annual meeting.

The Board shall certify the levy and adopt the final operating budget at its regular October Board meeting.

Legal References:		65.90 120.11(3 120.12(3) 120.13(3) 120.17(8) 121.05(1)) 3))
Cross References:	175, Annual District Meeting681, Accounting System682, Financial Reports and Statements684, Audits		
Date of Adoption: Date of Revision:	October 23, 1996 December 16, 2009		