

Palmyra Area School District

No. 603

SECTION: FINANCES

TITLE: BUDGET PREPARATION

ADOPTED: November 9, 1995

REVISED: August 11, 2005

603. BUDGET PREPARATION

1. Purpose

SC 433

The Board considers the preparation of an annual budget to be one of its most important responsibilities because the budget is the financial reflection of the educational plan for the district. The budget shall be designed to carry out that plan in a thorough and efficient manner and to maintain the facilities and honor the obligations of the district.

2. Authority

The budget should be studied by each member of the Board during its preparation, but once adopted it deserves the support of all members of the board regardless of their position when adoption was voted.

The Business Manager 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 non-instructional costs of operation.

All teachers should submit budget proposals to the building principals on forms supplied by the district office.

Building principals shall review budget proposals submitted by teachers. Teachers will be informed of items that are not approved by the principal. Following this, building principals shall present budget proposals to the Superintendent.

The Superintendent shall pursue all proposed expenditures, and submit his/her recommendations to the Finance Committee.

The Finance Committee shall review the proposed requirements and recommendations of the Superintendent. The Committee shall then prepare a tentative budget for submission to the Board not later than the second Thursday of May.

The Board shall approve a tentative budget and shall authorize the advertising of the same. After advertising the tentative budget and after making it available for public inspection as required by law, the Board shall adopt the tentative budget, or

603. BUDGET PREPARATION - PAGE 2

<p>School Code 433, 601 687, 690</p>	<p>adopt the tentative budget with revisions found to be necessary.</p>
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