

## *The Budget Development Process*

### Formulation of Tentative Budget

#### Planning

Budget planning is a continuous process. Members of the staff responsible for preparing estimates for any section of the budget are expected to keep continuous records of expenditures and needs for a complete and accurate presentation of cost estimates when such are required. While careful programming of the development of the annual budget will set a definite time for the submission of estimates, personnel from whom budget assistance is expected should be prepared for requests for assistance in projecting long-term budget estimates at any time. This necessitates accurate and complete records of expenditures and inventories kept as up to date as possible. This is a requirement of all those who assist in budget preparation.

#### Timing

Beginning in July the Business Manager shall prepare a budget development calendar designed to allow time for the necessary Finance Committee review and consideration of budget material.

In order to complete the budget development process by deadline established by Board Policy, all essential information, including projected enrollments, estimates for supplies and equipment, estimates for additional teaching staff and estimates of maintenance and capital outlay must be submitted to the Superintendent in accordance with the budget development calendar.

Directors, principals and their staffs will provide for inventories and budget conferences sufficiently in advance of this date to make this schedule possible.

### Publication of the Budget

Copies of the tentative budget document shall be made available to interested parties, upon request to the Secretary of the Board.

The Superintendent may hold a press conference on the afternoon of the presentation of the tentative budget to the Board. Central office administration may be present to assist the Superintendent with the budget presentation.

Members of the media present at the press conference should be presented with a copy of the tentative budget at that time.

Following the adoption of a tentative budget or final adoption of the budget, a summary of receipts and expenditures will be included in newspaper releases of the Board meeting. No other provision is made for publication, but the budget, in its official form (forms

provided by the Pennsylvania Department of Education), is a public document, and open to inspection by any interested citizen.

The District shall advertise the availability of the preliminary budget for public inspection at least twenty (20) days before its adoption. The District shall also provide at least twenty (20) days prior notice of any final action on the budget. The notice will include the time and place of the meeting at which the final budget will be adopted. The public shall be informed of the educational implications of the budget following the approval of the preliminary budget and prior to the adoption of the final budget.

### Budget Manual

Working budget manuals are printed for limited distribution as follows: all Board members and members of the Administrative Cabinet.

The salary of an employee is considered a confidential matter between persons responsible for recommending and determining salaries and the Board. Since the budget manual may include the salaries of all employees, that portion of the manual is not to be shared with the individuals other than the above without the permission of the Superintendent of Schools.

### Adoption of the Budget

The Annual Budget Meeting of the Board shall be held each year prior to June 30 and consistent with either timeline followed by the Board. The Secretary shall notify by mail, at least five days prior to the meeting, all members of the Board of the time, place, and date of the Annual Budget Meeting.

The final adopted budget shall control the expenditures for the ensuing year.

The Secretary of the Board shall file a copy with the Department of Education within fifteen (15) days after the adoption of the budget.

The adoption of this budget shall be by roll call vote and the resolution adopting the budget shall be incorporated into the official minutes of the meeting of the Board.

The Secretary of the Board shall file a copy with the Pennsylvania Department of Education, as required by law.