

POLICY 12.02

BUDGET

POLICY

The school budget shall represent all the receipts, projects, and actual expenditures for the school except for capital construction, facility maintenance, and basic transportation. The general school funds shall be under the supervision of the Principal and shall be spent as needed to enhance the curriculum and extracurricular school programs. Each month the Principal shall report to the members of the council all general funds and section 6 (SCIF) budget spent and general and SCIF budget funds remaining.

By the end of March, the SBDM Council shall review the estimated SCIF allocation the school has received from the Board of Education based upon the average daily attendance from the previous school year. Based upon FCPS Board Policy, the School Council Instructional Funds shall be appropriated into separate account codes for the upcoming school year. This approval shall be preceded by a review and recommendation from the Budget Committee.

Beginning in May of each school year, the Principal or a designee shall survey all teachers of their needs for the following year. These needs shall be reviewed and approved using the process outlined in the Instructional Needs Determination of this policy.

TECHNOLOGY DETERMINATION

Each year in February, the Technology Coordinator will make a report to the Principal and SBDM Council in which they will recommend technology purchases for the following instructional year. The SBDM Council will consider the recommendation and discuss options for the school based on the availability of funds or determination of funds to allocate. The SBDM Council will approve the recommendation by majority vote or consensus.

INSTRUCTIONAL NEEDS DETERMINATION

Teachers may make requests for instructional materials throughout the school year using the BSMS Budget Request Form and the FCPS Purchase Order Request Form. The Principal shall be responsible for the approval of expenditures up to \$500. Requests for expenditures greater than \$500 and less than \$1000 must be approved by the budget committee through majority vote and reported to the SBDM Council monthly at the regular meeting. All requests for expenditures greater than \$1000 must be approved by budget committee and the SBDM Council. This system requires the purchase order system and prior approval of the Principal for all expenditures.

The school librarian shall be primarily responsible for expenditures from Codes 0640 (books), 0642 (Periodicals), 0645 (AV/Software), and 0610 (supplies) during the school year, based upon instructional support and student instruction literacy needs. The Principal shall be primarily responsible for expenditures from all other codes not cited previously in this policy. The Principal shall give Council a monthly statement regarding all SCIF accounts.