

Southern Elementary BUDGET POLICY

The Southern Elementary Budget Policy shall provide guidance for the allocation of funds and facilitate the development of an annual budget. SBDM Council will accomplish the following tasks through the development of a budget to determine:

- The number of persons to be employed in each job classification
- The instructional materials
- The student support services
- Allocation of funds for textbook selection
- Development of a school improvement plan that will ensure that all students make academic progress

The Professional Development (PD) chair-person and/or committee shall oversee funds related to professional development and provide a recommendation to the Council. The recommendations will identify how the PD items will support the School Improvement Plan and how items will be implemented at the school. The PD budget will be set annually by April 1st.

The Budget Committee shall annually determine the fiscal needs of Southern Elementary by completing the following:

1. Review the prior year budget and spending;
2. Review the objectives/needs as approved in the current School Improvement Plan;
3. Seek written budget requests from each department, grade, program, and faculty member;
4. Seek written budget recommendations from the principal;
5. Review any other materials or take any other steps deemed necessary by the Budget Committee or the council.

The Budget Committee shall complete a draft of a recommended budget to present to the school council for review and consideration. The Chairperson of the Budget Committee, or his/her designee, shall present the Committee's recommended budget (including adjustments to the budget) to the Council for discussion, consideration and approval. The Council will have a minimum of two budget presentations prior to approval of the annual budget. The budget must be approved annually by May 15th.

The approved budget shall include:

1. A list of positions that the Council wishes to have employed in each job classification at the school;
2. A person delegated the responsibility of making spending decisions for each of the amounts budgeted under instructional materials;
3. An amount for each priority established for Section 7 funds ;
4. A person delegated the responsibility of making spending decisions for each of the amounts budgeted under Section 7 funds. NOTE: See State and District Guidelines for details of Section 7;

5. A list of requested items that did not receive funding.

In the event there are monies remaining unbudgeted, request for those monies may be submitted to the Budget Committee, which will make recommendations to the Council. In that event, the allocation of unbudgeted funds shall be based on:

- Academic needs
- Un-funded items from the original budget
- Equipment needs
- Building needs

The principal will need SBDM Council approval to allocate funds in excess of \$2000. The principal can make purchases based on school needs and transfer funds without SBDM Council approval if the transfer is \$2000 or less. The principal will let council know about current expenditures and/or budget transfers at least monthly.

The principal has responsibility to implement the budget as approved by the school council and shall deliver copies of the approved budget to the superintendent, the members of the school council, and the faculty.

The principal shall be responsible for making spending decisions as outlined in the annual budget unless the school council has specifically delegated this authority to someone else.

The budget committee, after on-going monitoring of the budget, will report and adjust the budget for either increases or decreases in SCIF instructional funds by June 1st.

A budget report from shall be presented at each council meeting to include, but not limited to:

- Budget variances
- Un-budgeted funding requests
- Un-budgeted expenditures