

Policies of the Board of Education

Section D Fiscal Management

BUDGET DEVELOPMENT PROCEDURES

400.4

1. School staff will prepare classroom budget P.O.'s forms and submit according to the direction of the Administration by March 1 of the year.
2. The Administration and Comptroller will prepare the budget requests in specific areas of the planned budget, which affect operation, and maintenance of the school site, and school transportation.
3. The Administration will review and analyze all budget requests for inclusion in the educational plan of the district. New program requests will be considered and approved by both administration and Board of Education by May 1 of each school year.
4. The tentative budget will be presented to the BOE in June for tentative approval and be analyzed, revised and approved.
5. Section 65.90 of the Wisconsin State Statutes requires school boards to publish a class I notice which includes a summary of the budget prior to the annual meeting.
6. The Administration shall file budget reports with the Department of Public Instruction and meet all requirements specified by the state statutes.

BUDGET DEADLINES AND SCHEDULES

The Board will approve a tentative budget for each school year, following this schedule as closely as possible.

Month of February	Discussion of budget needs and program needs by the Board of Education
Month of March	Administration will review P.O.'s for upcoming school year
Month of April	Transportation, Special Education and other high cost programs will be reviewed and tentatively placed in budget.
Month of May	Board will review first draft of proposed budget.
Month of June	Board will tentatively approve new budget
Month of August or September	Publish budget per requirement of Wisconsin Statute 65.90(3). Publish notice of annual meeting per statute requirement 120.08(1)(C).
Month of September or October	Budget Hearing and Annual Meeting

Legal Reference:

Wisconsin State Statutes: 65.90, 121.05, 121.06, 121.08(1), 121.91

Adopted by the School Board April 10, 1995

Revised: October 20, 2004