

## **Program Planning, Budget Preparation, Adoption, and Implementation**

A District's annual budget is tangible evidence of the Board's commitment toward fulfilling the aims and objectives of the instructional program and providing for the efficient and effective operation of the District. The budget expresses in specific terms the services to be provided, consistent with immediate and long-range goals and resources available and establishes priorities within broad program areas such as basic education, other separately funded programs and support services. Each year a budget shall be prepared for the ensuing fiscal year. The budget shall set forth the complete financial plan of the District for the ensuing fiscal year.

Prior to presentation of the proposed budget for adoption, the Superintendent or designee will prepare for the Board's study and consideration appropriate documentation supporting his/her recommendations, which shall be designed to meet the needs of students within the limits of anticipated revenues consistent with reasonable management practices. Program planning and budget development shall provide for staff participation and the sharing of information with patrons prior to action by the Board.

### **Fiscal Year**

The District fiscal year will begin September 1 each year and will continue through August 31 of the succeeding calendar year.

### **Budget Preparation, Notice and Submission to ESD and OSPI**

On or before the tenth day of July in each year, the district shall prepare the budget for the ensuing fiscal year. The annual budget development process shall include the development or update of a four-year budget plan that includes a four-year enrollment projection. The four-year budget plan must include an estimate of funding necessary to maintain the continuing costs of program and service levels and any existing supplemental contract obligations.

The completed budget must include a summary of the four-year budget plan and set forth the complete financial plan of the district for the ensuing fiscal year.

Upon completion of the budget, the District will electronically publish a notice stating that the District has completed the budget, posted it electronically, placed it on file in the District Administration Office, and that a copy of the budget and a summary of the four-year budget plan will be furnished to any person who calls upon the District for it.

By July 10<sup>th</sup>, the District will submit a copy of the budget and four-year budget plan to its Educational Service District (ESD) and to The Office of the Superintendent of Public Instruction (OSPI) for review and comment, unless the Superintendent of Public Instruction (OSPI) has delayed the date because of the state operating budget was not adopted by June 1st.

### **General Fund Balance Requirement**

To ensure the financial stability of the District, the Board has directed the Superintendent to maintain a cash reserve in the General Fund to include a minimum of 5% for emergencies, budget contingency, and cash flow purposes. Fund balance designated for carryover and reserves will be above the required amount specified. The percentage will be based on budgeted expenditures for each school year.

**Budget: Notice, Hearing, Adoption, and Filing**

The Board of Directors will meet to fix and adopt the budget for ensuing fiscal year. The District will provide notice of the meeting. The notice will designate the date, time, and place of the meeting. The notice will also state that any person may appear at the meeting and be heard for or against any part of the budget, the four-year budget plan, or any proposed changes to uses of enrichment funding. The District will publish the notice electronically and will publish it at least once each week for two consecutive weeks in a newspaper of general circulation in the District (or if there is none in the District, in a newspaper of general circulation in the county or counties in which the District is a part). The last notice will be published no later than seven days before the meeting.

On the day given in the notice, the Board of Directors will meet at the time and place designated. At the meeting, the Board of Directors will fix and determine the appropriation from each fund contained in the budget separately; will by resolution adopt the budget, the four-year budget plan summary, and the four-year enrollment projection; and will record its action in the official minutes. Copies of the budget as adopted shall be filed with the Education Service District (ESD) for review.) Copies of the budget will be filed with the Superintendent of Public Instruction.

The dates for adoption and filing are as follows:

**1st Class Districts:**

- Budget adopted by 8.31
- Budget filed with ESD by 9.3
- Budget filed with OSPI by 9.10

**2nd Class Districts:**

- Budget adopted by 8.1
- Budget forwarded to ESD for review, alteration and approval by budget review committee by 8.3
- Budget review committee approves budget by 8.31
- Budget returned to school district and filed with OSPI by 9.10

**Budget Implementation**

The Board places responsibility with the Superintendent or designee for administering the operating budget, once adopted. All actions of the Superintendent or designee in executing the programs and/or activities as set forth in the adopted operating budget are authorized subject to the following provisions:

- A. Expenditure of funds for the employment and assignment of staff meet the legal requirements of the state of Washington and adopted Board policies;
- B. Funds held in reserve accounts (General fund #810-890) for self-insurance and other such contingencies may not be expended unless approved for purposes designated by the Board;
- C. Complete listing of expenditures for supplies, materials and services is presented for Board approval and/or ratification;
- D. Purchases are made according to the legal requirements of the state of Washington and adopted Board policy;

Management Support

- E. Funds may be transferred from one budget classification to another subject to such restrictions as may be imposed by the Board;
- F. The Superintendent or designee will be responsible for establishing procedures to authorize and control the payroll operations of the district. The Board may act on behalf of individual staff to deduct a certain amount from the staff member's paycheck and remit an agreed amount to a designee of the staff member. No involuntary deduction may be made from the wages of a staff member except for federal income tax, social security, medical aid, and state retirement, or in compliance with a court order such as garnishment; and
- G. Financial reports are submitted to the Board each month.

Cross References:	Board Policy 5005 Board Policy 6213	Employment and Volunteers; Disclosures, Certification Requirements, Assurances and Approval Reimbursement for Travel Expenses
Legal References:	RCW 28A.300.0600 RCW 28A.320.010 RCW 28A.320.020 RCW 28A.400.250 RCW 28A.400.300 RCW 28A.320.090 RCW 28A.330.100 RCW 28A.505 RCW 28A.505.040 RCW 28A.505.050 RCW 28A.505.060 RCW 28A.505.080 RCW 28A.505.150 RCW 28A.505.190 Chapter 28A.510 WAC 392-123-054	Studies and adoption of classifications for school District budgets--Publication Corporate powers Liability for debts and judgments Tax-deferred annuities Hiring and discharging employees — Seniority and leave benefits, transfers between school districts Preparing and distributing information on district's instructional program, operation and maintenance— Limitation Additional powers of the Board School District Budgets Budget—Four-year budget plan Notice of completion - Copies—Review by Educational Service Districts Budget—Notice of meeting to adopt Budget—Hearing and adoption of — Copies filed with ESDs Budget—Disposition of copies Budgeted expenditures as appropriations Interim expenditures —Transfer between budget classes—Liability for non-budgeted expenditures Program budget for distribution to the public—Contents— RCW Apportionment to District — District Accounting Time schedule for budget

Adoption Date: 12.15.98

Revised Dates: 8.10; 11.18