



SECTION: 103

TITLE: BUDGET

NESHAMINY SCHOOL DISTRICT

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| 2 | I. PREPARATION | This policy is to provide guidelines for the compilation of budget data and the organization and presentation of a budget to the Board of School Directors for review and approval. Further, this policy is intended to define budget format, insure involvement of all persons affected by the budget, and provide sufficient time for a thorough budget review. | 2 |
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| 8 | | Contents of the Budget | 8 |
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| 11 | | • Current and Projected Enrollments | 11 |
| 12 | | • Summary of Certified and Service Staffs | 12 |
| 13 | | • Summary of estimated receipts including a listing by budget code of the receipts and other resources needed to support the budget. | 13 |
| 14 | | | 14 |
| 15 | | • Summary of Estimated Expenditures | 15 |
| 16 | | • Listing by budget code of all expenditures needed to support the approved educational program. | 16 |
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| 18 | | | 18 |
| 19 | | Schedule for Development | 19 |
| 20 | | <u>During the first half of December</u> | 20 |
| 21 | | The Superintendent or his/her designee shall prepare and distribute an enrollment projection for the next school year. | 21 |
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| 25 | | <u>During the last half of December and the month of January</u> | 25 |
| 26 | | Principals and Directors shall consult with their staff and prepare budget requests to be submitted to the appropriate member of the Superintendent's Cabinet. | 26 |
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| 30 | | <u>During the first half of February</u> | 30 |
| 31 | | Cabinet members shall review and revise budget materials in their area of responsibility and prepare budget requests to be submitted to the Superintendent or his/her designee | 31 |
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| 35 | | <u>During the first half of March</u> | 35 |
| 36 | | The Superintendent shall review and revise all budget materials. | 36 |
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During the last half of March

The Superintendent or his/her designee shall compile and review all budget materials and prepare a working draft of the budget to be given to the Board of School Directors at a public meeting during the month of March.

During the month of April and the first half of May

The Board of School Directors shall review the working draft of the budget and develop a Preliminary Budget.

During the last half of May

The Superintendent's Office shall review the budget materials by the Board and prepare a Preliminary Budget to be adopted by the Board of School Directors at a public meeting during the month of May.

During the month of June

The Board shall conduct a public hearing on the Preliminary Budget and adopt a final budget at a public meeting during the month of June.

General Format for Presenting Budget Expenditures

Budget Account Number.

- Title and Purpose
- Audited amount from prior year.
- Budgeted amount for the current year.
- Budgeted amount for the coming year.

RSM/ms

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