

CARLISLE AREA SCHOOL DISTRICT

SECTION: FINANCES

TITLE: BUDGET PREPARATION

ADOPTED: November 16, 2006

REVISED: November 18, 2021

603. BUDGET PREPARATION

Purpose

The Board considers preparation of an annual budget to be one of its most important responsibilities because the budget is the financial reflection of the district's educational plan. The budget shall be designed to carry out that plan in a thorough and efficient manner, to maintain the facilities, and to honor district obligations. [1]

Authority

The Board recognizes its obligation to the taxpayers to approve only those expenses reasonably required to provide an educational program suitable to the needs and goals of this district and its students.

The budget should be studied by each Board member during its preparation; but once adopted it deserves the support of all members of the Board.

Delegation of Responsibility

It is essential for the organized development of the budget that the administration and Finance Committee have adequate time to review the nature and purpose of each proposed expenditure.

It is, therefore, the responsibility of each director, coordinator or principal to submit their building or department's requisitions and all other recommendations to the Superintendent or designee on or before established due dates.

Each administrator shall evaluate and establish the priority of each request for his/her department and will be responsible for ensuring that all requests necessary for the operation of their current program are submitted to the Superintendent or designee.

The Superintendent's and Business Manager's draft of the budget, and supporting documentation, shall be discussed with the chairperson of the Finance Committee and Board President no later than April 1st of each year.

The first draft should include the best current estimate of revenues available to the district for the next year and all proposed expenditures for the next year in comparison with the prior year's budget. In

addition to the budget document, a descriptive analysis of the significant changes in revenues or expenditures from the preceding year should be included.

After careful review of all requests, including taxpayer recommendations, the administration shall recommend the total expenditures to be included and rates of taxation to support those expenditures. In addition, the administration may also recommend additional items to be included if sufficient funding is available.

Legal References:

1. SC 687
SC 433
SC 601