

## SCHOOL-BASED DECISION MAKING

### Policy Format

School: Hite Elementary School

Subject of the Policy: Developing and Administering the School Budget

#### Policy Statement:

The school budget shall consist of funds appropriated to the school for a period beginning July 1 and ending June 30 of the next year.

A standing committee shall be formed to develop a budget for the school. This committee will be called the Budget Committee.

The Budget Committee will use the budget format as provided by the District Financial Services Office. Time lines will adhere to those required by District Financial Services. The Budget Committee shall develop a draft budget and shall conduct a meeting on the budget before it is recommended to the SBDM Council. The Budget Committee will use the following when developing the budget recommendation for SBDM Council consideration; needs as identified in the Comprehensive School Improvement Plan; number of staff needed to meet contractual obligations and class size caps; classroom and operational needs of the school; and other requests. A copy of the policy shall be made available upon request to any interested person.

The SBDM Council has the responsibility of reviewing this budget, accepting, amending, or rejecting it as necessary. The SBDM Council must approve the budget for the school.

During the year, the principal can complete line item changes in the budget, up to \$500. If changes over \$500 are made, the principal must report it to the Budget Committee and SBDM Council at their regularly scheduled meetings so that adjustments can be made to future budget allocations if needed. Funds may be shifted along line items during the fiscal year by the principal; but, the budget must balance at all times. The Budget Committee must report to the SBDM Council regarding the status of the budget. A copy of the audit report shall be shared with the SBDM Council after it is received following a budget meeting.

Date of 1 <sup>st</sup> Reading:	<u>11/20/02</u>
Date of 2 <sup>nd</sup> Reading:	<u>01/15/03</u>
Date Adopted:	<u>01/15/03</u>
Date Revised:	<u>02/15/12</u>

Signature: \_\_\_\_\_

  
SBDM Council Chairperson