

ALLENTOWN SCHOOL DISTRICT

SECTION: FINANCES

TITLE: BUDGET PREPARATION

ADOPTED: 2/22/99

REVISED:

603. BUDGET PREPARATION	
1. Purpose SC 433	<p>The Board considers the preparation of an annual budget to be one of its most important responsibilities because the budget is the financial reflection of the educational plan for the district. The budget shall be designed to carry out that plan in a thorough and efficient manner and to maintain the facilities and honor the obligations of the district.</p>
2. Authority	<p>The budget shall be studied by each member of the Board during its preparation. Once adopted, the budget deserves the support of all members of the Board regardless of their position when adoption was voted.</p>
3. Responsibility	<p>In order to ensure adequate time for the preparation and review of the proposed budget, the Board requests that the Superintendent or designee present to the Board all available information associated with the budget at least sixty (60) days prior to the end of the preceding fiscal year.</p> <p>The budget shall evolve primarily from the needs of the individual schools and programs as expressed by building principals and/or central administration, and shall be compatible with district goals and long range plans.</p> <p>In preparing the budget, the responsible administrators shall set general priorities for expenditures for:</p> <ol style="list-style-type: none"> 1. Staff for the maintenance, improvement, and/or expansion of current programs; 2. Equipment and supplies for the maintenance, improvement, and/or expansion of current programs; 3. Maintenance, improvement, and/or expansion of existing facilities and equipment.

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<p>School Code 433, 601, 687, 690</p>	<p>When presented to the Board for review, the budget shall contain the proposed revenues and expenditures in each financial category for the ensuing year, and an estimate of:</p> <ol style="list-style-type: none">1. The revenues and expenditures in each financial category for the current school year;2. The revenues and expenditures in each financial category for the previous school year;3. An estimate of the pupil population, by grades, for the coming school year;4. The amount of surplus/fund balance anticipated at the end of the current school year; and5. Upon request, an explanation of each item of expense proposed.
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