

BUDGET PLANNING

Prior to certification of the budget, the School Board will review the projected revenues and expenditures for the school district and make adjustments where necessary to carry out the education program within the revenues projected.

A budget for the school district shall be prepared annually for the School Board's review. The budget shall be completed as per forms submitted to the District by the Iowa Department of Management. The budget will include the following:

- The amount of revenues to be raised by taxation;
- The amount of revenues from sources other than taxation;
- An itemization of the amount to be spent in each fund; and,
- A comparison of the amount spent and revenue received in each fund for like purposes in the two prior fiscal years.

It shall be the responsibility of the Business Office to prepare the budget for review by the School Board prior to the April 15 deadline each year.

Prior to the adoption of the proposed budget by the School Board, the public shall be apprised of the proposed budget for the school district. Prior to the adoption of the proposed budget by the School Board, members of the school district community shall have an opportunity to review and comment on the proposed budget. A public hearing for the proposed budget of the School Board shall be held each year in sufficient time to file the adopted budget no later than April 15.

The proposed budget filed by the School Board with the School Board Secretary and the time and place for the public hearing on the proposed budget shall be published in a newspaper designated for official publication in the school district. It shall be the responsibility of the School Board Secretary to publish the proposed budget and public hearing information at least ten days prior to the public hearing.

The School Board shall adopt and certify a budget for the operation of the school district to the county auditor by April 15. It shall be the responsibility of the School Board Secretary to file the adopted and certified budget with the county auditor and other proper authorities.

The School Board may amend the budget for the fiscal year in the event of unforeseen circumstances. The amendment procedures shall follow the procedures for public review and adoption of the original budget by the School Board outlined in these policies.

It shall be the responsibility of the Business Manager and the School Board Secretary to bring any budget amendments necessary to the attention of the School Board to allow sufficient time to file the amendment with the county auditor no later than May 31 of each year.

Legal Reference: Iowa Code §§ 24; 257; 279.8; 297; 298; 618 (1995).

Approved: November 14, 1988

Reviewed: January 8, 1996; March 18, 2002; April 11, 2005; January 14, 2008

Revised: November 12, 2012