

The School Board shall consider and adopt an annual operating budget for the District in accordance with state law. The annual operating budget is a written document identifying the Board of Education's plan for using available financial resources. The budget shall reflect the educational needs of the district, as cooperatively identified by the District Administrator and staff, the Board and the community.

The budget shall present a complete financial plan for the coming fiscal year. It shall specify:

1. The amount budgeted for expenditures by funds and accounts as determined by current rules of the Department of Public Instruction (DPI).
2. The corresponding amounts actually expended during the fiscal year last completed and expected to be expended during the current fiscal year.
3. All revenues anticipated for the coming fiscal year, classified as to funds and sources as determined by current DPI rules, and corresponding amounts actually received during the fiscal year last completed and expected to be received during the current fiscal year.
4. Supporting explanatory schedules or statements for proposed expenditures and anticipated revenues, to be of sufficient detail to judge their validity.

The Board delegates to the District Administrator the authority to establish procedures and processes necessary to prepare the annual operating budget. In addition, the Board places responsibility for administering the annual operating budget, once adopted, with the District Administrator. The budget shall be administered in accordance with state law and applicable District policies.

The Board shall do all of the following in the development, approval, and implementation of the annual operating budget:

1. Set goals and parameters that advise budget preparation.
2. Confirm the Board's agreement with a tentative timeline for key process steps that is proposed to the Board by District Administrator. The administration's proposal for the tentative timeline shall coordinate with the dates that important input data (such as the state budget and reasonable estimates of revenue and aid) are expected to be available.
3. Approve a tentative budget prior to formal presentation at the annual meeting. The adoption of the budget shall be by majority vote and the resolution adopting the tentative budget shall be incorporated into the official minutes of the Board meeting.
4. Prepare a summary of the proposed budget, notice of where the budget in detail is available for public inspection, and notice of the time and place for holding the public hearing shall be posted in designated public places and published in the designated newspaper of the district in accordance with state law. The proposed budget shall be available in the school office.
5. Hold, and attend the annual public budget hearing in conjunction with the District's annual meeting of electors. The proposed budget, the board's annual budget report, and the treasurer's statement of annual receipts and expenditures shall be presented to the District's electors.

6. On or before November 1, the Board shall approve the final budget and certify the final tax levy for the current fiscal year. On or before November 10, the school district clerk shall certify the appropriate amount so determined to each appropriate municipal clerk who shall assess the amount certified and enter it on the tax rolls in lieu of the amount previously reported. The adoption of the budget and the adoption of the final tax levy shall be by majority vote and the resolutions adopting the budget and tax levy shall be incorporated into the official minutes of the Board meeting.
7. Monitor and evaluate the implementation of the budget periodically throughout the year.

During the period between July 1st and the Board's adoption of a final annual budget, the District may spend funds as needed to meet the immediate expenses of operating and maintaining the District's educational programs. As to such expenditures made prior to final adoption of the annual budget, the District's standard procedures for obtaining approval of purchasing decisions and payments shall apply, with added consideration given to temporarily deferring expenditures, purchasing decisions, and payments when reasonably practical and when the District will not be disadvantaged by doing so.

Any change to the amounts of the appropriations, or to the purposes for such appropriations, as stated in the final, Board-adopted annual budget requires a two-thirds vote of the entire membership of the Board as a budget amendment. If such action is taken, a Class 1 legal notice of the action shall be issued as required by law. Changes in subordinate line items from which the adopted budget evolved, but which were not detailed in the Board's adopted annual budget, do not require the two-thirds vote or publication (i.e., when adjustments among subordinate line items can be made without making a change to any of the more generally stated non-subordinate line items that were an express part of the final budget adopted by the Board).

In managing budgets and allocations established for individual schools of specific programs, the building principal or program manager shall not modify the applicable budget unless he/she obtains (1) authorization from the District Administrator or his/her designee; or (2) where any modification of a school budget would also constitute an amendment of the District's annual budget as defined in this policy, the approval of the Board.

Legal References:

Wisconsin Statutes

Section 65.90	[municipal budgets]
Section 120.10	[powers of the annual meeting; including power to vote various taxes]
Section 120.11(3)	[school board review of district finances before annual meeting; annual report to the electorate]
Section 120.12(3)	[school board duty; adoption of tax levy]
Section 120.13(33)	[school board power; spending authority until final adoption of annual budget]
Section 120.16(4)	[school district treasurer's statement to the annual meeting]
Section 120.17(8)	[clerk duty; delivery of tax statements to local municipalities]
Section 121.05	[budget and membership report]

Approved: 5/14/07
 Reviewed: 12/12/16