

Annual Budget

The annual operating budget is the financial plan for the operation of the school system. It provides the framework for both expenditures and revenues for the year and translates into financial terms the educational programs and priorities for the system. The budget will depict actual revenues from each and every source during the past year and the estimated revenue from each and every source for the ensuing year. The budget will also reflect actual expenditures for the past year and estimated expenditures for the current year.

The superintendent, with the assistance of the business manager, will assume responsibility for preparing the annual school budget for presentation to and review by the board. The superintendent, in collaboration with the business manager, shall ensure all deadlines established by law for budget presentation, hearings, and adoption are met and that all deadlines for certification of tax levies are also met by the district.

The board expects its administrative staff to operate the school system within the budget amounts established for their particular development or school.

The board members direct the superintendent to develop the annual operating budget with attention given to the following:

- That the budget reflect the district's educational philosophy.
- That the budget conform to the laws of Idaho and to the regulations of the State Board of Education and the State Department of Education.
- That the budget be presented in a form and manner that can be understood by the general public.

The business manager and the superintendent shall keep the board informed of planning activities and shall provide the board with copies of the proposed budget two (2) weeks in advance of any hearing. Copies for public review shall be made available prior to the hearing. The board may convene a budget workshop, open to the public, where the budget will be reviewed and adjusted as necessary.

The board recognizes that the budget is a guide for sound fiscal management and that funding variables and expenditures require change throughout the year. Consequently, the business manager shall provide the board with monthly financial statements that reflect the fiscal status of the district.

Legal source: Idaho Code 33-402 "Notice requirements."
 Idaho Code 33-801 "School district budget."
 Idaho Code 33-510 "Annual meetings-Regular meetings-Board of trustees."

Adopted: May 9, 1996
Reviewed: July 13, 2004
Revised: August 19, 2004