

HAMBURG AREA SCHOOL DISTRICT

SECTION: FINANCES

TITLE: BUDGET PREPARATION

ADOPTED: July 13, 2015

REVISED:

603. BUDGET PREPARATION	
<p>1. Purpose</p>	<p>The Board considers preparation of an annual budget to be one of its most important responsibilities because the budget is the financial reflection of the district's educational plan. The budget shall be designed to support the educational plan in a comprehensive and efficient manner, to maintain district facilities, and to honor district obligations.</p>
<p>2. Authority SC 687</p>	<p>The Board recognizes its obligation to the taxpayers to approve only those expenses reasonably required to provide an educational program suitable to the needs and goals of this district and its students.</p>
<p>3. Delegation of Responsibility SC 601, 687 53 P.S. Sec. 6926.311 Pol. 604</p>	<p>In order to ensure adequate time for preparation and review of the proposed/preliminary budget, the Board directs the Superintendent and Business Manager to present to the Board all available information associated with the budget prior to the primary election.</p> <p>In preparing the budget, the responsible administrator shall set general priorities for expenditures for:</p> <ol style="list-style-type: none"> 1. Staff necessary to maintain current programs. 2. Technology, equipment and supplies necessary to maintain current programs. 3. Maintenance of existing facilities and equipment. 4. Additional staff necessary to improve or expand current programs. 5. New technology, equipment and supplies necessary to improve or expand current programs.
<p>53 P.S. Sec. 6926.302</p>	<p>As a component of budget preparation, the Superintendent and Business Manager shall notify the Board of the appropriate Index to be used in limiting tax increases for the budget year.</p>

<p>53 P.S. Sec. 6926.333</p> <p>4. Guidelines</p>	<p>When presented for Board review, the proposed/preliminary budget may contain:</p> <ol style="list-style-type: none"> 1. Estimated revenue and expenditures in each financial category for the previous fiscal year. 2. Estimated revenue and expenditures in each financial category for the upcoming fiscal year. 3. Student enrollment for the upcoming school year. 4. Amount of surplus anticipated at the end of the current fiscal year. 5. Explanation of each item of expense proposed, upon request. 6. Listing of all exceptions for which the district may be eligible. 7. Relation of the estimated tax increase to the Index limitation for the district. 8. Programs, services or expenditures to be eliminated if referendum is rejected. 9. Increase, if any, of tax rate in relation to the Index. <p>A descriptive analysis of the proposed preliminary budget for the following school year shall be prepared. This shall be considered the Board's working copy. The descriptive analysis may contain:</p> <ol style="list-style-type: none"> 1. A summary of proposed expenditures in the standard accounting classifications established by the Pennsylvania Department of Education. 2. A summary of proposed expenditures by major budget categories and a summary of receipts. 3. A summary of the budget indicating the proportion of the budget allocated to major function and object codes. 4. Information regarding characteristics of the district related to understanding the budget. 5. A narrative from the Superintendent or designee to the Board, commenting upon the recommended budget. <p>All budget information required on the official form of the budget as prepared by the Commonwealth shall be available for inspection by interested district residents.</p>
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References:

School Code – 24 P.S. Sec. 601, 687

Taxpayer Relief Act – 53 P.S. Sec. 6926.301 et seq.

Board Policy – 604