

BUDGET PREPARATION

3003

The District’s operation and educational plan is reflected by its budget. The budget shall be designed to carry out District operations in a thorough and efficient manner, maintain District facilities properly, and honor continuing obligations of the Board.

Budget development schedules and procedures shall be designed and shall be utilized in preparation of the annual budget.

Budget amounts will be based on program/planning and prioritization done by the Board, based on information received from the administration, staff, and community.

The administration shall prepare a preliminary budget and present it to the Budget Committee. The Board shall begin their budget review no later than mid-April and shall present the preliminary budget projection at the May School Board meeting. A complete budget shall be prepared by the administration and presented to the Board to be adopted at a June meeting.

BUDGET DEADLINES AND SCHEDULES

The Board will approve a tentative budget for each school year following the schedule listed below as closely as possible.

- February - Staff and administrative discussions and development of budget priorities based on needs
- March/April - Budget Committee meeting(s) to finalize draft budget
- May - Initial budget presentation, revisions made if necessary
- June - Board adoption of proposed budget
- July, August, and/or September - Publish budget per requirement of Wisconsin Statute 65.90(3). Publish notice of annual meeting per Statute requirement 120.08(1)(c); Budget Hearing and Annual Meeting (actual date set at each year’s previous annual meeting)

Legal References: Wisconsin Statutes 65.90
 121.05
 121.06
 121.91

Adopted: 5-12-82
 Revised: 3-21-01
 Revised: 2-15-06