BUDGET AND SPENDING POLICY

SPENDING CATEGORIES AND MUNIS ACCOUNTING

Whenever possible in Budgets and financial reports, we will use spending categories that will make sense to most stakeholders in our school, even if those categories are not part of the state and district accounting system known as "MUNIS." The **BUDGET COMMITTEE** will be responsible for ensuring that the choices we make are converted to the MUNIS codes.

DRAFTS, REVISIONS AND APPROVAL

JANUARY/FEBRUARY

The **BUDGET COMMITTEE** will **ESTIMATE EXPENSES** (using spending categories that will make sense to most stakeholders) for the coming year needed to:
1. Implement our CSIP fully, including staffing, materials, professional development, and other needs.
2. Maintain other programs at the current level of quality including staffing, materials, professional development, and other needs.

The **BUDGET COMMITTEE** will also **ESTIMATE FUNDING** for the coming year from:
1. Our allocation for certified and classified staff.
2. Our allocation for instructional materials.
3. Any additional allocations that we have reason to believe are likely to continue.
4. Our allocation for professional development.
5. Fundraising activities that will be paid into our activity fund but not be designated for specific student groups raising the money, plus any money of that type that we expect to carry over.
6. Grants that seem reasonably likely from any source, including those received in the past from our parent-teacher organization and other groups.
7. Categorical dollars from programs listed as sources in our CSIP, based on past funding and consultation with the principal about what is being considered for next year.

At this time, the Budget Committee will estimate expenses and revenues separately and will not attempt to make the two match. They will then share those estimates with the Council at a regular or special Council meeting and the Council will discuss possible solutions for any shortfalls.

MARCH/APRIL

The **BUDGET COMMITTEE** will develop a **DRAFT BUDGET** that:
1. Includes a clear statement of the number of persons to be employed in each job classification.
2. Lists dollar amounts.
3. Addresses the expenses for fully implementing our CSIP and maintaining other programs at their current level.
4. Describes which sources will be used to cover each expense.
5. Designates the person or group responsible for selecting specific items to be purchased in each spending category, with the media librarian as the person or a member of the group responsible for items for the library media center.
6. Identifies any further expenses and/or needs that cannot be covered within currently expected funding and/or are not being met by the current Budget.
The draft budget will be circulated to the school Council, the school staff, and all parents serving on school Council committees, and will be posted for public review.

The **COUNCIL** will:

    1. Review the draft Budget either in a regular or a special meeting.

    2. Identify areas that may need adjustment to further reflect school priorities, new spending information, stakeholder input on the impact of the spending proposed plan, or other relevant information.

    3. Charge the Budget Committee to consider those factors and submit a revised Budget for Council adoption.

    4. Discuss whether the Council needs to request Section 7 funding for additional expenses, and what needs would be designated for such funding.

    5. Charge the Budget Committee or another appropriate group to write up the section 7 requests for formal Council adoption.

    6. Set a timetable for adopting a revised Budget and official Section 7 requests that is compatible with any district timetable.

After the Council adopts its Budget and its Section 7 requests, the **BUDGET COMMITTEE** will:

    1. Notify the Board/Superintendent of the Council's decision on the number of persons to be employed in each job classification and any Section 7 requests.

    2. Ensure that the portion of the Council's Budget that governs its general fund allocations is converted into a standardized Budget using the MUNIS accounting codes and that it is sent to the district central office.

    3. Ensure that all relevant Budgets are clearly reflected in the school's CSIP and that the person or group listed as responsible for selecting specific items has been notified of the dollar amounts.

IMPLEMENTATION and MONITORING

Each month, the **PRINCIPAL (OR PRINCIPAL'S DESIGNEE)** will ensure that all spending records required by the state and district are maintained.

During **JANUARY**, the **Principal or Designee** will:

    1. Notify each individual and group designated to select items for purchase of the amount they were authorized to spend, the amount spent so far, their outstanding purchase orders, and the amount remaining available in each category.

    2. Ask each individual and group to check those figures and report anything that may need adjustment and report whether they will need the full remaining amount to address the needs in question.

    3. From these responses, identify any amounts that will not be needed as budgeted and make recommendations to the Council for Budget adjustments to maximize the use of those funds.

    The **Principal or Designee** will repeat this process in **APRIL**.

BUDGET CHANGES

INDIVIDUALS OR GROUPS who identify spending needs that are not addressed in the current Budget will submit a written explanation of the need and the amount to both the Council and the Budget Committee. The Council will consider amending the Budget to provide the funding only after receiving the input of the Budget Committee on the financial impact and how the change would affect the success of our CSIP.

The **PRINCIPAL (OR PRINCIPAL'S DESIGNEE)** will inform the Council and the Budget Committee promptly of:
> 1. Any change in the Council's General Fund allocations received on March 1.
> 2. Any Section 7 funds to be allocated based on Council requests and Board action and/or any allocation of Section 7 funds to the school based on ADA.
> 3. Any change in the school's professional development allocation.
> 4. Any decision regarding categorical funding for the school.
> 5. Any change in actual or expected activity fund resources.

The Council will consider amending the Budget to respond to funding changes only after receiving the input of the Budget Committee on the financial impact how the change would affect the success of our CSIP.

SPENDING RELATED TO PROFESSIONAL DEVELOPMENT

Professional development will be organized to meet:
> 1. School needs identified in our CSIP.
> 2. Individual learning needs identified in professional growth plans.

The Council's annual Budget will identify resources available for each type of need.

For needs identified in the CSIP, the **PERSON LISTED IN THE CSIP AS RESPONSIBLE** will make the needed arrangements for facilitators, supplies, schedule and other needs, and will complete purchase orders for any required expenditures.

For needs identified in the individual professional growth plans, the **INDIVIDUAL STAFF MEMBER** will make the needed arrangements for facilitators, supplies, schedule and other needs, and will complete purchase orders for any required expenditures.

THE PRINCIPAL (OR PRINCIPAL'S DESIGNEE) will check that each such order fits the funds available and the criteria listed in the CSIP or individual growth plans. If those requirements are met, the principal (or principal's designee) will take all steps needed to purchase the items listed, and no further Council approval will be needed.

SELECTION OF OTHER ITEMS FOR PURCHASE

Beginning each July 1, each **GROUP AND INDIVIDUAL DESIGNATED IN THE CSIP** will select items for purchase and fill out purchase orders for those items.
The **PRINCIPAL (OR PRINCIPAL'S DESIGNEE)** will check that each such order fits the funds available, any other criteria established by the Council, and any requirements of existing bid lists. If those requirements are met, the principal (or principal's designee) will take all steps needed to purchase the items listed, and no further
Council approval will be needed.

Adopted 2-19-08

Chairperson Signature:_____