

Tyrone Area School District

TITLE: BUDGET PLANNING

ADOPTED:

REVISED:

602. BUDGET PLANNING	
1.Purpose SC 433, 601, 664, 687	<p>The budget shall be designed to reflect the Board's objectives for the education of the children of the district. Therefore, it must be organized and planned to ensure adequate understanding of the financial needs associated with program support and development. This necessitates a continuous review of the financial requirements of district programs.</p>
2.Responsibility	<p>Prior to the first business meeting in March of each year, the Superintendent shall have formulated a tentative budget for the following school year. In the preparation of this tentative budget, the Superintendent shall confer with employed personnel so as to make the tentative budget an expression of the interests of all concerned. The Superintendent shall submit the tentative budget to the Board not later than the first business meeting in April.</p> <p>At the next regular meeting, the Board shall make such changes in the budget as may be required, based on available funds. When considering whether to finance small capital projects through bond issues rather than through the expenditure of current revenue, the Board shall choose the best alternative in each set of circumstances; the Superintendent shall be responsible for informing the Board on factors to be considered in each case.</p> <p>A descriptive analysis of the proposed budget for the following school year shall be prepared and made a part of the budget document. The analysis shall explain the significant changes from the preceding school year and shall contain:</p> <ul style="list-style-type: none">a summary of the proposed expenditures in the standard accounting classifications established by the Pennsylvania Department of Education;a summary of proposed expenditures by major budget categories and a summary of receipts; for those school activities which produce income, both expenditures and receipts shall be estimated;a summary of the budget by major services or functions, indicating the approximate proportion of the budget allotted to various services or functions;

	<p>information about the current status and trends of school district characteristics, such as pupil enrollment assessed valuation and such other matters which are relative;</p> <p>information which may be used in comparing budget provisions in this district with those in comparable rural communities;</p> <p>brief explanations of significant increases and decreases from the preceding budget, including important transfers of expenditures from one classification to another;</p> <p>a Letter of Transmittal from the Superintendent to the Board commenting upon the recommended budget;</p> <p>an attractive arrangement of text and illustrative material; and</p> <p>explanation of the current and proposed educational plan.</p> <p>The budget shall be considered as a controlled spending plan for the ensuing year. The Superintendent is authorized to make expenditures and commitments in accordance with the specific regulations and administrative plans approved by the Board; this same procedure shall be followed with respect to expenditures provided for by Board action.</p> <p>Proposed expenditures shall be budgeted under the appropriate categories and actual expenditures shall be charged against the appropriate categories.</p> <p>Salaries of individual employes or expenditures for single pieces of equipment shall be pro-rated under the appropriate categories.</p>
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