

# COLONIAL SCHOOL DISTRICT

SECTION: FINANCES

TITLE: BUDGET PREPARATION

ADOPTED: 10/21/70

REVISED: 03/17/2016

603. BUDGET PREPARATION	
<p>1. Purpose SC 687</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 carry out that plan in a thorough and efficient manner, to maintain the facilities, and to honor district obligations.</p> <p>Budget preparation for the district shall be an integral part of program planning so that the annual operating budget may effectively express and implement all programs and activities of the school district. Budget preparation shall be a year-round process involving active participation by administrators, Board members, and appropriate district personnel.</p>
<p>2. Authority</p>	<p>The Board shall give careful consideration to budget requests presented by the Superintendent and/or designee and shall review allocations for equity and consistency with educational goals and priorities of the school district. The Board shall comply with all legislation and timelines put forth by the State and present to the public prior to final budget adoption.</p>
<p>3. Delegation of Responsibility</p>	<p>The Superintendent, in cooperation with the Business Administrator, shall have overall responsibility for budget preparation.</p> <p>Principals and department leaders shall develop and submit budget requests for their particular schools and departments that are consistent with district goals. The budget request shall reflect the principal’s judgment as to the most effective way to use resources in achieving progress toward educational objectives of the school.</p>
<p>SC 433,601,687, 690</p>	<p>In order to ensure adequate time for preparation and review of the proposed budget, the Board requests that the Superintendent and Business Administrator provide a budget timeline at the beginning of the budget process, as well as routine updates to the finance and audit committee throughout the budget process.</p>

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