

<p style="text-align: center;">BLOOMSBURG AREA SCHOOL DISTRICT Policy Manual</p>

Section: FINANCES
Title: BUDGET PREPARATION
Date Adopted: August 17, 1981
Date Last Revised: August 18, 2003

603. BUDGET PREPARATION

- .1 The Board considers the preparation of an annual budget to be one of its most important responsibilities, because the budget is the financial reflection of the educational plan for the district. The budget shall be designed to carry out that plan in a thorough and efficient manner, and to maintain the facilities, and honor the obligations of the district.
- .2 The budget should be studied by each member of the Board during its preparation.
- .3 In order to ensure adequate time for the preparation and review of the proposed budget, the Board directs that the Superintendent and Business Administrator present to the Board appropriate information associated with the budget no later than January 21.
- .4 The budget should evolve primarily from the needs of the individual schools and programs as expressed by the building principals and administration, and be compatible with district goals and long range plans.
- .5 In preparing the budget, the responsible administrators shall set general priorities for expenditures for:
 - .51 staff, equipment, and supplies for the maintenance of current programs
 - .52 maintenance of existing facilities and equipment
 - .53 new staff, equipment, and supplies for the improvement or expansion of current programs.
- .6 When presented to the Board for review, the budget shall contain the proposed revenue and expenditure in each financial category for the ensuing school year, and

- .61 the estimated revenue and expenditure in each financial category for the current school year, and
- .62 the actual revenue and expenditure in each financial category for the previous school year.