

BUDGET PLANNING
(Appropriations Measure and Modifications)

Budget

The purpose of the annual operating budget is to identify adequate financial resources for education program and to provide a basis for accountability in fiscal management. The District budget is also the legal basis for the establishment of tax rates.

Public school budgeting is regulated and controlled by Ohio law and requirements of the Board of Education. A budget is required for every fund that a district uses in its yearly operation.

The Superintendent and the Treasurer will be responsible for the preparation of the annual budget and presentation of the budget to the Board of Education for adoption.

Five Year Forecast

The District's five year forecast presents a comprehensive forecast of all expenditures and receipts of the District based on educational plans and needs. The five year forecast is a systematic effort on the part of the Superintendent and the administrative staff to prepare budget planning, budget making, and budget administration.

The five year forecast will be related to the District's goals, objectives and programs.

Appropriations

As permitted by law, at the start of the fiscal year, the Board may pass a temporary appropriations measure to provide for meeting the ordinary expenses of the District until such time as the Board approves the annual appropriations resolution for the year, which is not later than October 1. If, by October 1, the county budget commission had not certified all amended certificates of estimated resources to the Board (or submitted a certification that no amended certificates are necessary), the Board can delay action on the annual appropriation measure until such time as the certificates are received.

The Treasurer files temporary, annual and amended appropriations measures at the proper times with the office of the County Auditor.

The Superintendent notifies each school administrator and/or department head of the allocations approved for expenditure.

The legal level of control for the appropriations measures is to be at the fund level.

Amendments to the annual appropriations measures require an explanation and justification to the Board of Education.

Appropriation Modifications

During the fiscal year, appropriations are examined, and the year-end status of each fund is estimated. Before the close of the fiscal year, the Board authorizes the Treasurer to transfer moneys from within each fund as permitted by state and/or federal statutes and from the general fund to other funds as permitted by state and/or federal statutes.

It is the responsibility of the Superintendent and the Treasurer to examine the appropriations and make the necessary recommendations to the Board of Education.

LEGAL REFS.: O.R.C. §§9.34; 3313.18; 5705.08; 5705.14-5705.16; 5705.35-5705.412

Adopted: March 14, 2016