

BUDGET PLANNING AND APPROPRIATIONS MEASURE

BUDGET PLANNING

The budget presents a comprehensive forecast of all expenditures and receipts of the School based on educational plans and needs. It is a controlled spending plan for the fiscal year. In general, this control, along with sound financial practices, will evolve from a continuous and systematic effort on the part of the Executive Director and the administrative staff to improve budget planning, budget making, and budget administration. The Fiscal Officer is directed to submit a proposed budget and the information used to prepare the proposed budget to the Board of Directors in sufficient time to allow the Board to provide its input and provide a budget to the public for inspection and later adoption by the Board.

The proposed budget shall be prepared with input from the Executive Director and administrators and supervisors designated by the Executive Director. To this end, the Executive Director must request input from those designated early enough to have the information be considered before the proposed budget is prepared.

The Fiscal Officer and Executive Director shall confer with the Board and School personnel in making the budget represent an expression of the interests of all concerned. Proper planning of a budget should then resolve itself into the formulation of sound:

- A. Educational plans – comprising definite statements of goals, policies and curriculum plans of the School;
- B. Spending plans – including a translation of the educational plans into dollars and cents; and
- C. Finance plans – including proposed means and sources for securing adequate revenue to meet school program needs.

Although the immediate concern will be the ensuing fiscal year, budget projections should be prepared for at least five years beyond the current fiscal year. Budget planning will be related to the School's goals, objectives and programs. The policy of the Board is to follow the planned projections as closely as possible.

The budget will reflect in detail the educational programs previously approved, and must contain all information required under Ohio law and guidelines set forth by the State Auditor. Any changes or alterations in programs will have been approved by vote of the Board.

Deadlines for Adoption and Submission of a Budget

Unless exceptions provided by law are met, the Board shall adopt a budget by October 31 of each year.

The budget shall contain at least the items required by Ohio law.

Budget Modification

The budget may be modified throughout the fiscal year by the Board pursuant to Ohio law.

Appropriations measures shall be classified so as to set forth separately the amounts appropriated for each office, department, and division, and within each, the amount appropriated for personal services.

LEGAL REFS.: O.R.C. §3314.032

Adopted: June 19, 2017