

SCHOOL DISTRICT OF WAUPACA

SERIES 600 FISCAL MANAGEMENT

CODE: 620

Annual Operating Budget

The School Board shall consider and adopt an annual operating budget for the District in accordance with state law. The budget serves as the financial plan for the operation of the District. It provides the framework for both expenditures and revenues for the year and translates into financial terms the approved educational programs, goals and priorities for the District.

The Board delegates to the Director of Business Services the authority to establish procedures and processes necessary to prepare the annual operating budget. In addition, the Board places responsibility for administering the annual operating budget, once adopted, with the District Administrator and Director of Business Services. The budget shall be administered in accordance with state law and applicable District policies.

The Board shall do all of the following in the development, approval, and implementation of the annual operating budget:

1. Set goals and parameters that advise budget preparation.
2. Confirm the Board's agreement with a tentative timeline for key process steps that is proposed to the Board by District Administrator and Director of Business Services. The administration's proposal for the tentative timeline shall coordinate with the dates that important input data (such as the state budget and reasonable estimates of revenue and aid) are expected to be available.
3. Approve the proposed budget that will be forwarded for public review in connection with a budget hearing.
4. Issue appropriate notice of, hold, and attend the annual public budget hearing. The budget hearing shall provide District residents and taxpayers with an opportunity to be heard on the proposed budget.
5. After the budget hearing and no later than the date designated in state law for determining the District's tax levy, adopt the final annual operating budget in light of the Board's goals, any feedback received from the public, and applicable financial constraints.
6. Determine the District's final tax levy in light of the final budget, with the Board Clerk timely certifying the tax levy to the appropriate municipalities.
7. Monitor and evaluate the implementation of the budget periodically throughout the year, using reports prepared by the administration and considering such questions as the following:
 - a. Have expected revenues been received by the District?
 - b. Are expenditures for various purposes in line with the corresponding budget appropriations?
 - c. Have funds been disbursed as authorized?

- d. Is the budget facilitating or hindering progress on Board and District goals?
- e. Is the budget as a whole staying within the parameters set by the Board?
- f. Are any modifications to the budget necessary or desirable?

During the period between July 1st and the Board's adoption of a final annual budget, the District may spend funds as needed to meet the immediate expenses of operating and maintaining the District's educational programs. As to such expenditures made prior to final adoption of the annual budget, the District's standard procedures for obtaining approval of purchasing decisions and payments shall apply, with added consideration given to temporarily deferring expenditures, purchasing decisions, and payments when reasonably practical and when the District will not be disadvantaged by doing so.

Any change to the amounts of the appropriations, or to the purposes for such appropriations, as stated in the final, Board-adopted annual budget requires a two-thirds vote of the entire membership of the Board as a budget amendment. If such action is taken, a Class 1 legal notice of the action shall be issued as required by law. Changes in subordinate line items from which the adopted budget evolved, but which were not detailed in the Board's adopted annual budget, do not require the two-thirds vote or publication (i.e., when adjustments among subordinate line items can be made without making a change to any of the more generally stated non-subordinate line items that were an express part of the final budget adopted by the Board).

In managing budgets and allocations established for individual schools of specific programs, the building principal or program manager shall not modify the applicable budget unless he/she obtains (1) authorization from the District Administrator or his/her designee; or (2) where any modification of a school budget would also constitute an amendment of the District's annual budget as defined in this policy, the approval of the Board.

ADOPTED: 031417

REVISED:

REVIEWED:

LEGAL REFERENCE:

Wisconsin statutes

- Section 65.90 [municipal budgets]
- Section 120.10 [powers of the annual meeting; including power to vote various taxes]
- Section 120.12(3) [school board duty; adoption of tax levy]
- Section 120.13(33) [school board power; spending authority until final adoption of annual budget]
- Section 120.17(8) [clerk duty; delivery of tax statements to local municipalities]
- Section 120.44 [powers of the school board of a unified school district]

CONTRACT REFERENCE:

CROSS REFERENCE:

The School District of Waupaca is an Equal Opportunity Employer. The School District of Waupaca does not discriminate on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability.