

# EAST STROUDSBURG AREA SCHOOL DISTRICT

SECTION: FINANCES

TITLE: BUDGET PREPARATION

ADOPTED: August 19, 2002

REVISED: August 20, 2007

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 school district's educational plan. The budget shall be designed to carry out that plan in a thorough comprehensive and efficient manner, to maintain district facilities, and to honor school district obligations.</p>
<p>2. Authority SC 687</p>	<p>The Board recognizes its obligation to the taxpayers to approve only those expenses reasonably required to provide an educational program suitable to the needs and goals of this school district and its students.</p> <p>The budget should be studied by each Board member during its preparation; but once adopted it deserves the support of all members of the Board.</p>
<p>3. Delegation of Responsibility SC 433, 601, 687 53 P.S. 6926.301 et seq Pol. 604</p>	<p>In order to ensure adequate time for preparation and/or Budget and Finance Committee review of the proposed/preliminary budget, the Board directs the Superintendent and the Business Manager to present to the Board and/or Budget and Finance Committee all available information associated with the budget at least 110 days prior to the primary election.</p> <p>In preparing the budget, the responsible administrator shall set general priorities for expenditures for:</p> <ol style="list-style-type: none"> <li>1. Staff necessary to maintain current programs.</li> <li>2. Technology, equipment and supplies necessary to maintain current programs.</li> <li>3. Maintenance of existing facilities and equipment.</li> <li>4. Additional staff necessary for improvement or expansion of current programs.</li> <li>5. New technology, equipment and supplies necessary for improvement or expansion of current programs.</li> </ol>

603. BUDGET PREPARATION - Pg. 2

<p>53 P.S. 6926.302</p>          <p>53 P.S. 6926.301 et seq Pol. 604</p>	<p>As a component of budget preparation, the Superintendent and the Business Manager shall notify the Board of the appropriate Index to be used in limiting tax increases for the budget year.</p> <p>When presented for Board review, the proposed budget shall contain the estimated revenue and expenditure in each financial category for the previous fiscal year; an estimated revenue and expenditures in each financial category for the upcoming fiscal year, projected student enrollment for the upcoming school year; .the amount of surplus anticipated at the end of the current fiscal year; an explanation of each item of expense proposed; and upon request, a listing of all exceptions for which the district may be eligible, the relation of the estimated tax increase to the Index limitation for the district, programs, services or expenditures to be eliminated if referendum is rejected, and the increase, if any, of tax rate in relation to the Index.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 433, 601, 687</p> <p>Taxpayer Relief Act – 53 P.S. Sec. 6926.301 et seq</p> <p>Board Policy -- 604</p>
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