



**NORTH ALLEGHENY
SCHOOL DISTRICT**

SECTION:	FINANCES
TITLE:	BUDGET PREPARATION
ADOPTED:	12/16/15
REVISED:	

603 – BUDGET PREPARATION

Section 1. Purpose

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 District's educational plan. The budget shall be designed to carry out that plan in a thorough and efficient manner, to maintain the facilities, and to honor District obligations.

Section 2. Authority

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 District and its students.

Section 3. Delegation of Responsibility

In order to ensure adequate time for preparation and review of the proposed budget, the Board requests that the Superintendent present to the Board all available information associated with the budget in accordance with State Code. In preparing the budget, the responsible administrator shall set priorities for revenues and expenditures.

When presented for Board review, the proposed preliminary budget shall contain:

- a. Estimated revenue and expenditures in each financial category for the previous fiscal year.
- b. Estimated revenue and expenditures in each financial category for the upcoming fiscal year.
- c. Student enrollment for the upcoming school year.
- d. Amount of surplus anticipated at the end of the current fiscal year.
- e. Explanation of each item of expense proposed, upon request.

SC 687

SC 601, 687

53 P.S.
Sec. 6926.311 et seq.

- f. Listing of all exceptions for which the District may be eligible.
- g. Relation of the estimated tax increase to the Index limitation for the District.
- h. Programs, services, or expenditures to be eliminated if referendum is rejected.
- i. Increase, if any, of tax rate in relation to the Index.

References:

School Code – 24 P.S. Sec. 601, 687

Taxpayer Relief Act – 53 P.S. Sec. 6926.301 et seq.

Replaces Policy:

8200