

York Adams Academy

Section: Finances

Title: Budget Preparation

Adopted: January 29, 2013

Revised: January 29, 2013

	603. BUDGET PREPARATION
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 school's educational plan. The budget shall be designed to support the educational plan in a comprehensive and efficient manner, to maintain school facilities, and to honor school obligations.
2. Authority SC 687	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 and its students.
3. Delegation of Responsibility SC 601, 687 53 P.S. Sec. 6926.311 Pol. 604	In order to ensure adequate time for preparation and review of the proposed/preliminary budget, the Board directs the Superintendent of Record or designee to present to the Board all available information associated with the budget.
	In preparing the proposed/preliminary budget, the Superintendent or Record or designee shall, to the extent feasible, confer with the Business Manager and other administrators, to make the proposed/preliminary budget as nearly as possible an expression of the interests of all concerned.
	In preparing the budget, the responsible administrator shall set general priorities for expenditures for:
	1. Staff necessary to maintain current programs.
	2. Technology, equipment and supplies necessary to maintain current programs.
	3. Additional staff necessary to improve or expand current programs.
	4. New technology, equipment and supplies necessary to improve or expand current programs.

4. Guidelines	When presented for Board review, the proposed/preliminary budget shall contain:
	1. Estimated revenue and expenditures in each financial category for the previous fiscal year.
	2. Estimated revenue and expenditures in each financial category for the upcoming fiscal year.
	3. Number of seats purchased for the upcoming school year.
	4. Salary recommendations for all personnel not in bargaining units.
	5. Amount of surplus or deficit anticipated at the end of the current fiscal year.
	6. Explanation of each item of expense proposed, upon request.
	Upon receipt of the proposed/preliminary budget, the Board may make such changes in the budget as required for the efficient operation of the school, in light of modifications in available funds.
	When considering whether to finance small capital projects through bond issues rather than through the expenditure of current revenue, the Board shall choose whichever alternative it deems best in each set of circumstances. The Superintendent of Record or designee shall be responsible for informing the Board of factors to be considered in each case.
	A descriptive analysis describing the proposed/preliminary budget for the following school year shall be prepared and be made a part of the budget document. The analysis shall explain the significant changes in the proposed/preliminary budget from that of the preceding school year.
	References:
	School Code – 24 P.S. Sec. 601, 687 Taxpayer Relief Act – 53 P.S. Sec. 6926.301 et seq.