

# York Adams Academy

Section: Finances

Title: Budget Planning

Adopted: January 29, 2013

Revised: January 29, 2013

	602. BUDGET PLANNING
1. Authority SC 601, 687	The budget shall be designed to reflect the Board's goals and objectives concerning the education of students. Therefore, the budget shall be organized and planned to ensure adequate understanding of the financial needs associated with program support and development. The financial requirements of school programs shall be reviewed on a continual basis.
	The fiscal year shall begin on the first day of July and end on the thirtieth day of June.
2. Delegation of Responsibility	To meet the objectives of this policy, the Board directs the Business Manager to:
	1. Include an estimated annual cost for implementation of the educational program.
	2. Prepare a long range plan for annual maintenance and replacement of facilities.
	3. Prepare an estimated annual cost implementation of current and future technology needs.
	4. Maintain an inventory and replacement schedule of all district equipment.
	5. Establish a projected budget of expenditures and income for the current year and ensuing year.
	6. Prepare an annual estimate to reflect the financial impact of anticipated school enrollments.
	7. Maintain a plan of anticipated revenues based on changes in member district participation, and state and federal legislation.
	8. Report to the Board any serious financial implications arising from the

	budget plan.
3. Guidelines	The budget shall be considered as a controlled spending plan for the ensuing year.
	The Superintendent of Record or designee is authorized to make expenditures and commitments in accordance with Board policy and procedure and administrative regulations. The same procedure shall be followed with respect to expenditures provided for by Board action.
	Proposed expenditures shall be budgeted under and actual expenditures shall be charged against those categories which most accurately describe the purposes for which such monies are to be or have been spent.
	Wherever appropriate and practicable, salaries of individual employees, expenditures for single pieces of equipment, and the like, shall be prorated under the several categories which most accurately describe the purpose for which such monies are to be or have been spent.
	References:  School Code – 24 P.S. Sec. 601, 671, 687