

## **BUDGET PLANNING AND APPROPRIATIONS MEASURE**

### **BUDGET PLANNING**

The budget presents a comprehensive forecast of all expenditures and receipts of the District based on educational plans and needs. It is a controlled spending plan for the fiscal year. In general, this control, along with sound financial practices, will evolve from a continuous and systematic effort on the part of the Superintendent and the administrative staff to improve budget planning, budget making, and budget administration. The Treasurer is directed to submit a proposed budget and the information used to prepare the proposed budget to the Board in sufficient time to allow the Board to provide its input and provide a budget to the public for inspection and later adoption by the Board.

The proposed budget shall be prepared with input from the Superintendent and Administrators and Supervisors designated by the Superintendent. To this end, the Superintendent must request input from those designated early enough to have the information be considered before the proposed budget is prepared.

The Treasurer and Superintendent shall confer with the Board of Education and District personnel in making the budget represent an expression of the interests of all concerned. Proper planning of a budget should then resolve itself into the formulation of sound:

- A. Educational plans - comprising definite statements of goals, policies and curriculum plans of the District;
- B. Spending plans - including a translation of the educational plans into dollars and cents; and
- C. Finance plans - including proposed means and sources for securing adequate revenue to meet school program needs.

Although the immediate concern will be the ensuing fiscal year, budget projections should be prepared for at least five (5) years beyond the current fiscal year. Budget planning will be related to the District's goals, objectives and programs. The policy of the Board is to follow the planned projections as closely as possible.

The budget will reflect in detail the educational programs previously approved, and must contain all information required under Ohio law and guidelines set forth by the State Auditor. Any changes or alterations in programs will have been approved by vote of the Board.

### Deadlines for Adoption and Submission of a Budget

Unless exceptions provided by law are met, the Board shall adopt a budget for the next fiscal year by January 15. Before the adoption of the budget, the Treasurer shall prepare for public inspection two (2) copies of the proposed budget. The proposed budget shall be available for public inspection for at least ten (10) days in the Treasurer's office. The Board shall also hold a public hearing on the proposed budget following the opportunity for the public to inspect the budget. The hearing shall take place on a date and at a time determined by the Board. Notice of the public hearing shall be provided in a newspaper of general circulation in the District not less than ten (10) days prior to the date of the hearing.

The Treasurer shall submit the budget adopted by the Board to the County Auditor on or before January 20, unless a later date is prescribed by the tax commissioner.

### Mandatory Budget Contents

The budget shall contain at least the following:

- A. A statement of the necessary current operating expenses for the upcoming fiscal year for each department of the District, classified as to personal services and other expenses. The budget shall also set forth the fund from which the expenditures are to be made. This estimate may include a contingent expense not designated for any particular purpose and shall not exceed 13% of the total appropriations for current expenses;
- B. A statement of the expenditures for the upcoming fiscal year necessary for permanent improvements, classified as to the improvements contemplated by the Board and the fund from which expenditures are to be made;
- C. The amounts required for the payment of final judgments;
- D. A statement of expenditures for the upcoming fiscal year necessary for any purpose for which a special levy is authorized, and the fund from which such expenditures are to be made;
- E. An estimate of receipts from other sources than the general property tax during the ensuing fiscal year, to include an estimate of unencumbered balances at the end of the current fiscal year, and the funds to which the estimated receipts are credited;
- F. The amount each fund requires from the general property tax;
- G. Comparative statements for the current fiscal year and the two preceding fiscal years for expenses and receipts;

- H. The amount required for debt charges;
- I. The estimated receipts from sources other than the tax levy for payment of debt charges, including the proceeds of refunding bonds to be issued to refund bonds maturing in the next succeeding fiscal year;
- J. An estimate of amounts from taxes authorized to be levied in excess of the ten-mill limitation on the tax rate, and the fund to which such amounts will be credited.

#### Permissive Budget Contents

- A. The Board may include for the fiscal year in which a levy proposed under section 5705.194, 5705.21, or 5705.213, or the original levy under section 5705.212 of the Revised Code is first extended on the tax list and duplicate an estimate of expenditures to be known as a voluntary contingency reserve balance, which shall not be greater than twenty-five percent of the total amount of the levy estimated to be available for appropriation in such year;
- B. The Board may include for the fiscal year following the year in which a levy proposed under section 5705.194, 5705.21, or 5705.213, or the original levy under section 5705.212 of the Revised Code is first extended on the tax list and duplicate an estimate of expenditures to be known as a voluntary contingency reserve balance, which shall not be greater than twenty percent of the amount of the levy estimated to be available for appropriation in such year.

#### Budget Modification

The budget may be modified throughout the fiscal year by the Board of Education pursuant to Ohio law

#### APPROPRIATIONS MEASURE

Each school board is required to adopt a yearly appropriations measure. The annual appropriations measure may be adopted on or after July 1, but must be adopted by October 1, unless the Board has not yet received the amended certificate of estimated resources or certificates that no amended certificates need be issued. Temporary appropriations measures may be adopted by the Board prior to the adoption of the annual appropriations measure. The Board shall also have the authority to amend or supplement the annual appropriations measure in accordance with Ohio law.

Appropriations measures shall be classified so as to set forth separately the amounts appropriated for each office, department, and division, and within each, the amount appropriated for personal services.

LEGAL REFS. O.R.C. §§5705.08; 5705.28; 5705.30

Adopted: 10/2006