

POLICY: DB
Approved: September 27, 2004
Revised: March 19, 2012

ANNUAL OPERATING BUDGET

The budget of the School District of Hartford Jt. #1 is based on a strategic/educational plan that lays out the work to be done and the policies to be followed in the program, which is to be emphasized. The strategic/educational plan is a product of the cooperative efforts of the Board, the District Administrator, the staff and interested citizens.

The responsibility for budget preparation is delegated to the District Administrator who, in turn, will enlist the aid of District staff as needed.

The District Administrator (or designee) shall submit a tentative budget to the Board for its discussion and approval. In order to facilitate thorough understanding of budget expenditures, the District Administrator (or designee) shall provide an explanation of each of the major budget categories when requested.

The Board shall submit its recommended budget to the public at the budget hearing.

Administration of the budget is delegated to the District Administrator.

Before checks are issued, a schedule of payable bills will be submitted to the Board for approval each month. Exceptions would include regular monthly payroll and regular monthly payments as approved at the annual budget hearing.

The District accounting system will be patterned after the expenditure categories and account codes recommended in the Wisconsin Uniform Financial Accounting Requirements.

The adopted budget shall be adhered to as closely as possible and shall only be revised by the Director of Business Services using proper accounting procedures. Alterations in the amounts and purposes of the appropriations stated in the budget will be made only when authorized by a vote of 2/3 of the entire membership of the Board as prescribed by State law.

LEGAL REFERENCE: Section 65.90 Wis. Statutes

120.12(3)
120.17(8)
120.12(33)
120.44
121.05(1)(c)