

BUSINESS**Annual Budget**

The school district's budget serves as a resource and spending plan designed to achieve organizational goals and objectives. The district's fiscal year begins July 1 and ends June 30 each year.

The board of education shall adopt an annual budget consistent with the Uniform Budgeting and Accounting Act (MCLA 141.421 *et seq.*) (UBAA). The annual budget shall be approved in the form of the district's General Appropriations Act prior to the beginning of the district's new fiscal year, generally in June. The district shall use the following appropriation categories, which shall be consistent with and include the uniform charts of accounts prescribed by the State Board of Education:

Instruction:

Beginnergarten	Middle School Instruction
Compensatory Education Instruction	Montessori-Elementary
Elementary Instruction	Special Education Instruction
Gifted Instruction	Title II (a)
High School Instruction	

Support Services:

Athletics	Direction of Special Education
Board of Education	Discretionary Funds
Capital Outlay	Executive Administration
Community Education	Fiscal Services
Curriculum Improvement	Guidance Support
Data Processing Service	

Internal Services:

Libraries and Audio/Visual	Other Instructional Staff
Operation/Maintenance	Personnel Services (sub calling)
Other Business Services	School Administration
Other Pupil Services	Transportation

The superintendent of schools shall annually recommend a district budget to the board of education consistent with the UBAA for the coming fiscal year. The recommended district budget shall include estimates of revenues, by source of revenue, and estimates of expenditures, by appropriation categories, with such additional detail as the superintendent shall deem appropriate. The superintendent and board of education shall agree on a schedule of budgeting events in preparation for the adoption of the district budget.

The district budget shall be approved and adopted prior to the beginning of a new fiscal year by the board of education contemporaneously with the passage of the General Appropriations Resolution. Amendments to a district budget shall be approved and adopted by the board of education contemporaneously with the passage of any amendment to the General Appropriations Resolution.

Expenditures allocated to an appropriation category shall not exceed the amount appropriated by the board of education to that appropriation category without prior approval of the board of education. Approval of the board of education shall take the form of an amendment to the General Appropriations Resolution. Expenses within a budget account (sub-category) of an appropriations category may exceed the appropriation for that account without board of education approval, provided expenses in the appropriations category do not exceed the amount appropriated.

Within the Executive Administration accounts, there is a specific account for "Miscellaneous." Funds appropriated to the miscellaneous account may be expended in the best interests of the district, as determined by the superintendent without prior approval of the board of education, including but not limited to expenditures which are allocable to an existing appropriation category.

Funds appropriated to the Discretionary Funds category shall be divided and allocated among the several schools within the district (buildings) to be expended in the best interest of a building and its students and faculty, as determined by the principal of that building.

The superintendent shall develop and implement reasonable rules, regulations and procedures regarding: (i) the equitable allocation among the buildings of the funds appropriated to the Discretionary Funds category; and (ii) the expenditure of funds from the Discretionary Funds account, including procedures for the proper accumulation of funds on a building basis from year to year.

The superintendent shall account to the board of education on a quarterly basis for expenditures made from the Executive Miscellaneous and the Discretionary Funds accounts.

Legal Reference:
PA 621-1978 (Uniform Budgeting and Accounting Act)
MCLA 141.421, et seq)

Policy

Adopted: 01-13-75

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Reviewed: