

BUDGET PLANNING

Planning

Planning the annual budget shall be a process of study and deliberation by the Superintendent, the Board, administrative staff, the faculty and the citizens of the District. The planning shall consider: (a) the educational program and the budget necessary to provide the services determined desirable and necessary; (b) the estimated income; and (c) the planned expenditures. The budget of the school district is the authority for the expenditures of the school district for the fiscal year for which the budget was adopted and certified. It is the responsibility of the superintendent to operate the school district within the budget.

Preparation of Budget Document

A budget for the school district is prepared annually for the board's review. The budget will include the following:

- (a) the amount of revenues from sources other than taxation;
- (b) the amount of revenues to be raised by taxation;
- (c) an itemization of the amount to be spent in each fund; and,
- (d) a comparison of the amount spent and revenue received in each fund for like purposes in the two prior fiscal years.

It is the responsibility of the superintendent or designee to prepare the budget for review by the board prior to the April 30 deadline each year. The District will provide all of the information necessary for the Proposed Property Tax Statement to the Department of Management by March 15.

Mailing of Proposed Property Tax Hearing Statements is completed by the county auditor by March 20. A public hearing for the Proposed Property Taxes is then held not less than 10 days and not more than 20 days prior to the date of hearing. The hearing notice is published in a newspaper designated for official publication in the school district. The hearing notice must also be posted on the district website and district social media accounts on the same day it is published in the newspaper. The hearing on the Proposed Property Tax must be a unique and separate meeting and be the only item on the agenda.

Publication of the Budget

The Board shall adopt for publication an approved budget for the ensuing fiscal year. The approved budget shall be filed with the Board Secretary prior to April 30. This approved budget shall be published in the legal newspaper of the District and include the time and place for public review of the budget.

Public Hearing on the Budget

The Board shall establish and then publish the time and place for a public hearing on the budget document. This public hearing shall be held no later than the 30th of April, and the notice of the public hearing published at least ten days prior to such hearing, but not more than 20 days.

Certified Budget

The Board will adopt and certify a budget for the operation of the school district to the county auditor by April 30. It is the responsibility of the board secretary to file the adopted and certified budget with the county auditor and the Iowa Department of.

Amending the Certified Budget

The Board may amend the budget for the fiscal year in the event of unforeseen circumstances. The amendment procedures will follow the procedures for public review and adoption of the original budget by the board outlined in these policies.

It is the responsibility of the superintendent and the board secretary to bring any budget amendments necessary to the attention of the Board to allow sufficient time to file the amendment with the county auditor no later than May 31 of each year.

LEGAL REFERENCE: Iowa Code §§ 24; 257; 279.8; 297; 298; 618.

Adopted: 07/11/67

Revised: 09/11/02, 08/09/21, 3/11/24

Reviewed: 05/10/04, 12/15/09, 1/25/16, 11/11/19