

Adopted: April 11, 2006
Amended: January 1, 2016
Amended: October 26, 2017

312 ESTABLISHMENT AND ADOPTION OF SCHOOL DISTRICT BUDGET

I. PURPOSE

The purpose of this policy is to establish lines of authority and procedures for the establishment of the School District's revenue and expenditure budgets.

II. GENERAL STATEMENT OF POLICY

It is the policy of Kato Public Charter School to establish its revenue and expenditure budgets in accordance with the applicable provisions of law. Budget planning is an integral part of program planning so that the annual budget will effectively express and implement School Board goals and the priorities of the School District.

III. REQUIREMENT

- A. The Director along with the Finance Committee shall, each year, prepare preliminary revenue and expenditure budgets for review by the Staff. The preliminary budgets shall be accompanied by such written commentary as may be necessary for them to be clearly understood by the members of the Staff, School Board and the public.
- B. The School Board shall review the projected revenues and expenditures for the School District for the next fiscal year and make such adjustments in the expenditure budget as necessary to carry out the education program within the revenues projected.
- C. Prior to the adoption of the initial budget for a school year, the School Board must inform the staff of the amount of general education revenue that will be generated by the projected number of pupils in attendance at that site. These estimates may be adjusted, throughout the year, in accordance with law.
- D. Expenditures shall be reported in compliance with Minn. Stat. § 123B.76
- E. Prior to July 1 of each year, the School Board shall approve and adopt its initial revenue and expenditure budgets for the upcoming school year. The adopted expenditure budget document shall be considered the School Board's expenditure authorization for that school year. No funds may be expended for any purpose in any school year prior to the adoption of the budget document which authorizes that expenditure for that year, or prior to the adoption of an amendment to that budget document by the school board to authorize that expenditure for that year.

The School District shall, no later than November 30 each year, publish its adopted revenue and expenditure budgets along with the projected fund balances for the current year, as well as the actual revenues, expenditures and fund balances for the prior year. Publication shall be made in the form prescribed by the Commissioner and Minn. Stat. § 123B.10. A statement shall be included in the publication that the complete budget in detail may be inspected by any member of the public upon request to the Director, Business Manager or Treasurer.

IV. IMPLEMENTATION

- A. The school board places the responsibility for administering the adopted budget with the Director. The Director may delegate duties related to the budget to other school officials, but maintains the ultimate responsibility for this function.
- B. The program-oriented budgeting system will be supported by a program-oriented accounting structure organized and operated on a fund basis as provided for in Minnesota statutes through the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS).
- C. The Director or the Business Manager is authorized to make payments of claims or salaries authorized by the adopted or amended budget prior to School Board approval.
- D. Supplies and capital equipment can be ordered prior to budget adoption only by authority of the School Board. If additional personnel are provided in the proposed budget, offers of employment or actual hiring may not occur until the budget is adopted, unless otherwise approved by the School Board. Other funds to be expended in a subsequent school year may not be encumbered prior to budget adoption unless specifically approved by the School Board.
- E. The School District shall make such reports to the Commissioner, as required, relating to initial allocations of revenue, reallocations of revenue and expenditures of funds.

Legal References:

- Minn. Stat. § 123B.76 (Expenditures; Reporting)
- Minn. Stat. § 123B.77 (Accounting, Budgeting and Reporting Requirements)
- Minn. Stat. § 123B.10 (Publication of Financial Information)

Cross References: