

POLICY 3111  
SCHOOL BOARD BUDGET

In addition to the District's annual operating budget, the School Board shall establish annually a separate and distinct Board budget consistent with state law. This budget shall be the financial plan for the operation and expenditure of separate Board funds and shall provide authority for the obligation of such funds. The budget is for sole use by the Board.

It is the responsibility of the Board to adopt the annual Board budget, to ensure compliance with the Board's short and long-term strategic goals and objectives, and to approve and initiate all measures necessary to react to variances in the actual budget performance.

The Board budget shall be developed in accordance with the same budget development process; i.e., standard format, preparation and presentation format and time frame development, used for the District's annual operating budget. The Administration shall be responsible for presenting the requested budget and expense items to the Board for approval and for implementing any modifications necessary.

The Board President and Treasurer shall approve and sign off on all payment requests and requisitions to be applied against the Board accounts. The Board President and Treasurer shall receive a monthly detailed expenditure report of all transactions to the Board accounts.

Following budget adoption, the Board and the Superintendent will be responsible for the administration of the budget in accordance with state law and District policies.

LEGAL REF.: Wisconsin Statutes

- Sections 65.90 [School district budgets]
- 120.08(1) [Annual meeting]
- 120.10 [Annual meeting powers]
- 120.11(3) [Board review of district accounts/report to annual meeting]
- 120.12(3) [Board duty; operation and maintenance tax authority]

- CROSS REF.:
- 3110 Annual Operating Budget
  - 3112 Budget Administration
  - 3121 Financial Accounting
  - 3323 Fund Balance
  - 3420 Purchasing
  - 8850 Board Committees
  - District Strategic Plans

ADMINISTRATIVE REGULATIONS: None

AFFIRMED IN PART: January 27, 1998

REVISED: March 24, 1998  
October 28, 2003  
December 18, 2007  
December 17, 2013

RULE 3111  
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A. Budget Implementation

1. Following adoption of the Board budget, the Chief Financial Officer shall prepare and distribute copies of the budget and supporting detail as soon as possible.
2. The Chief Financial Officer will be responsible for the management of the adopted budget.
3. The Board Treasurer shall be responsible for reviewing all requests of Board budget expenditures in excess of \$5,000 to ensure funds are allocated appropriately and for making recommendations to the full Board for approval. All expenditures must be accompanied with sufficient reporting detail.
4. Adjustments to the Board budget shall be made in accordance with District policies and procedures and state law requirements.