

SYLVAN HEIGHTS SCIENCE CHARTER SCHOOL
LOCAL BOARD PROCEDURES

Book: Policy Manual
Section: 600 Finances
Title: Budget Preparation
Number: 602
Status:
Legal:
Adopted: April 18, 2016

Section 1. Purpose

The Board considers preparation of an annual budget to be one of the most important responsibilities as the budget is the financial reflection of Sylvan Heights Science Charter School's educational plan. The budget shall be designed to carry out that plan in a thorough and efficient manner, to maintain the facility, and to honor school obligations.

Section 2. Authority

The Board recognizes its obligation to the sending school districts to approve only those expenses reasonably required to provide an educational program suitable to the needs and goals of the school and its students.

The budget should be studied by each Board member during its preparation, but once adopted, it deserves the full support of all members of the Board.

SC 433, 601, 687, 1716-A

Section 3. Delegation of Responsibility

In preparing the budget, the Principal and his/her administrative staff shall set general priorities for expenditures for:

1. Staff for maintenance of programs;
2. Technology, equipment and supplies;
3. Maintenance of existing facility and equipment;
4. New staff necessary for improvement or expansion of programs;
5. New technology, equipment and supplies necessary for improvement or expansion.

When presented for Board review, the proposed budget shall contain the estimated revenue and expenditure in each financial category for the ensuing year.