

Regulation

ANNUAL BUDGET PLANNING AND PREPARATION

Budget Preparation

In preparing the initial draft of the proposed annual operating budget, budget requests from supervisors shall be sent to the principal. Copies of budget requests from the supervisors shall be sent to the board secretary/business administrator and to the superintendent. Upon request, copies of the initial department requests shall be available to the Finance Committee and the board of education.

Upon receiving all budget requests from subordinates, the principal shall add or delete to the lists of requests, stating the reasons for same, and shall forward his/her recommendations to the superintendent. Upon request, copies of the principal's recommendations shall be available to the Finance Committee and the board of education.

Upon receiving all budget requests from subordinates, the board secretary/business administrator and the superintendent shall add or delete to the requests and state the reasons for same and shall forward all recommendations to the Finance Committee of the board.

In preparing budget requests, the responsible administrator shall include these line items costs:

- A. Staff required;
- B. Textbooks, equipment, and supplies expense;
- C. Facilities and equipment acquisition costs;
- D. Facilities and equipment maintenance costs;
- E. Other expenses associated with the operation of each program;

The draft budget shall identify:

- A. Line item appropriations for the current school year;
- B. Actual expenditures for the last completed school year;
- C. Current and projected pupil enrollment by grade;
- D. Anticipated revenue sources and amounts, to include the surplus amount available to be expended during the budget year;
- E. All other proposed expenses with comparative data as prescribed in the first two paragraphs above;
- F. Projected impact on the tax raterogram changes anticipated for the budget year.

In preparing the budget the following procedure shall be used:

- A. The superintendent, upon consultation with the board secretary/business administrator and the Finance Committee of the board, shall determine the time schedule to be observed in preparing the annual district operating budget. This budget calendar and appropriate instructions shall be issued to the staff. The Superintendent shall advise the board of the procedures to be used and the budget calendar to be followed;

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- B. Based upon data collected from district and building administration, from certified and non-certified staff, and from the standing committees of the board, the superintendent shall prepare and compile the initial draft of the proposed operating budget for perusal by the Finance Committee of the board of education on forms prescribed by the Commissioner of Education;
- C. The superintendent shall submit the initial draft of the proposed annual operating budget to the Finance Committee of the board 45 days prior to the date on which the annual budget must be presented to the Executive County Superintendent's office.
- D. The Finance Committee of the board shall review the superintendent's initial draft of the proposed annual operating budget, and based upon data collected from administration and from the standing committees of the board, propose to the board of education an annual operating budget on forms prescribed by the Commissioner of Education;
- E. The Finance Committee of the board shall transmit a proposed annual operating budget to the members of the board of education for review and revision at least 30 days prior to the date on which the annual operating budget must be submitted to the Executive County Superintendent's office.
- F. The Finance Committee of the board shall submit to the board for approval the proposed budget at least 15 days prior to the date on which submission of a board approved budget is required to be at the Executive County Superintendent's office.

Setting Budget Priorities

The board can meet only a limited number of educational needs and desires with resources available. The annual budget must be formulated to take these criteria into consideration:

- A. At all times, district resources shall be used to produce the most positive effect on the students' opportunity to gain a sound education;
- B. The budget shall be in accord with statutory and regulatory mandates promulgated by the Federal government, the State legislature, the State Board of Education and the board of education;
- C. The budget shall be consistent with contracts between the board and its employee groups.

In reviewing the proposed budget, the Board will consider priorities to be accomplished during the subsequent year, based on the needs identified through the district's planning process. Funds and resources shall be allocated to accomplish this in amounts determined by budget constraints.

Publication of Budget Document/Prior Approval Requirement

The proposed budget shall be submitted to the Executive County Superintendent for approval. This approval shall be obtained at least seven days before advertising for public hearing purposes. The form used is known as the budget statement.

According to statute, the public hearing notice and the approved budget statement must be published not less than seven days before the public hearing; and at least one time in a district newspaper of general circulation in the district.

Public Review of Budget

The annual budget proposal once adopted represents the board's position and all reasonable means shall be employed by the board to present and explain that position to all community residents and taxpayers.

The board shall set a date, place and time to hold a public hearing. The hearing shall be held in conjunction with the Executive County Superintendent's schedule. Notice of the hearing and the statement annexed to the

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budget as prescribed by statute shall be published at least once in at least one newspaper published in the district, or if none in a newspaper circulating in the district, not less than seven days before the hearing date fixed.

The superintendent and board secretary/business administrator shall be thoroughly familiar with and understand the need for proposed expenditures, so they can answer any questions directed to them.

The proposed budget as accepted by this board shall be set forth in detail, using the State Department of Education's Annual School Budget form and shall be made available to the public as required by law.

Adoption of Budget

At or after the public budget, but no later than 12 days before the annual election, the board of education shall fix and determine by a recorded roll-call majority vote of its full membership the amount to be voted on by the district's voters.

The school budget proposals are officially acted on by the voters at the annual school election. The voters may approve the proposals as presented on the ballot or reject any proposal.

If the voting majority rejects any proposal, the board shall deliver the proposed school budget to the City Councils of the Mainland Regional High School District within two days. The City Councils shall consult with the board, and by the date fixed by law, determine the amount which, in their judgment is necessary to be appropriated for each item which appears in the budget, to provide a thorough and efficient school system in the district. The City Councils shall certify the amounts required to the County Taxation Board.

Adopted:	February 22, 1994
NJSBA Review/Update:	January 2012
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