

FLORHAM PARK BOARD OF EDUCATION

Florham Park, New Jersey 07932

Policy

FILE CODE

3100

BUDGET PLANNING, PREPARATION AND ADOPTION

The budget is the financial reflection of the educational plan for the district. The budget shall be designed to carry out that plan in a thorough and efficient manner and to maintain the facilities and honor the obligations of the district. The budget shall be in accord with statutory and regulatory mandates of the federal government, the state legislature, the state board of education and the board of education.

In reviewing budget proposals, the board will consider priorities to be accomplished during the subsequent year, based on the needs identified through the district's planning process. The budget shall be prepared on forms prescribed by the commissioner of education and should be considered critically by each board member during its preparation.

In order to ensure adequate time for the preparation and review of the proposed budget, the board directs the superintendent to develop a schedule of events associated with the presentation and adoption of the budget by the board. The superintendent shall present the tentative budget of expenditures to the board by December 14 and tentative revenues as soon as practicable. In the preparation of this tentative budget, the superintendent shall confer with the principals, department heads, board committees and other district personnel, as necessary, to make the tentative budget realistic.

The board may call upon such key personnel to discuss those portions of the budget which concern them.

The budget should evolve primarily from the schools' current needs, but shall also consider the data collected in long-range budget planning. In preparing budget requests, the responsible administrator shall include the following costs by program area*:

- A. Staff
- B. Textbooks, equipment and supplies
- C. Cost and maintenance of facilities and equipment
- D. Other costs associated with the operation of each program

The district's operating budget, when presented to the board for review, shall contain:

- A. The proposed expenditure for each line item requested for the ensuing year;
- B. The anticipated expenditure for each existing line item in the current school year;

* This does not mean the district has a program-oriented budget.

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- C. The actual expenditure for each then-existing line item from the immediately completed school year;
- D. A description of each line item;
- E. An estimate of the pupil population for the coming school year by grade;
- F. The current pupil population by grade;
- G. An estimate of the staff needed for the coming school year by grade and/or by subject;
- H. Actual staff for the current year;
- I. Anticipated revenue by sources and amounts;
- J. Amount of surplus anticipated at the end of the current school year including accumulated surplus;
- K. All other expenses projected for the coming year, anticipated for the present year, and incurred in the preceding year, on the district level;
- L. Projected impact on tax rate.

Since the budget is the legal basis on which the school tax rate is established, the annual school budget process is an important means of communication within the school organization and with district residents. The community shall be notified of and encouraged to attend all board meetings at which preliminary budget discussions will be held. The legally required public hearing on the proposed budget shall be held after the budget has been approved by the county superintendent of schools.

The annual budget proposal must be adopted by a majority of the full membership of the board. Once adopted, the proposal represents the position of the board, and all reasonable means shall be employed by the board to present and explain that position to all community residents and taxpayers.

The proposed budget as accepted by this board shall be set forth in detail, using the form prescribed by the state department of education, and shall be made available to the public as required by law.

A brochure may be published to explain the annual school budget and will be distributed to district taxpayers, if the board of education deems it necessary.

The brochure should include:

- A. A summary of the proposed expenditures and anticipated revenues;
- B. General information which may enable district taxpayers to understand the proposed budget better; for example, present and projected school enrollments and assessed valuations, state aid, and teachers' salaries;
- C. An explanation of significant changes in the budget.

All board members are expected to attend the public hearing on the budget.

Date: April 27, 1993

Legal References:	<u>N.J.S.A.</u> 18A:7A-25, -27, -28	Net current expense budget per pupil; increase by local district; certification ...
	<u>N.J.S.A.</u> 18A:13-17, -19, -23	Submission of budget; annual regional school election ...
	<u>N.J.S.A.</u> 18A:14-2, -2.1	Time of holding annual school election ...
	<u>N.J.S.A.</u> 18A:22-7, -8 through -13	Preparation of budgets ...
	<u>N.J.S.A.</u> 18A:22-8.4	Disposition of revenues from sale or lease of school district's real property
	<u>N.J.S.A.</u> 18A:22-26, -28 through -31	Type II district with board of school estimate; determination; certification and raising of appropriations; notice of intent to appeal amount of appropriation ...
	<u>N.J.S.A.</u> 18A:22-32, -33	Type II districts without board of school estimate; determination of appropriation ...
	<u>N.J.A.C.</u> 6:8-4.3(a)10iii, 10v	Evaluation of elements and standards (financial)
	<u>N.J.A.C.</u> 6:8-6.3(a)7	State compensatory education preventive and remedial programs
	<u>N.J.A.C.</u> 6:20	Business services
	<u>See particularly:</u> <u>N.J.A.C.</u> 6:20-2, -2A, -5	
	<u>N.J.A.C.</u> 6:22A	School facilities lease purchase agreements
	<u>Manual for the Evaluation of Local School Districts</u> (P.T.M. No. 700.7, revised July 1988)	

Cross References:	3160 Transfer of funds between line items/amendments/purchases not budgeted
	3326 Payment for goods and services