

# District Policy & Regulations

## BOARD OF EDUCATION COLUMBUS SCHOOL DISTRICT

FINANCE  
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### BUDGET PREPARATION

The District's operation and educational plan is reflected in its budgets. Each year, the Board of Education will cause to have prepared and then review and approve the budgets.

Each budget shall be designed to carry out District operations in a thorough and efficient manner, maintain District facilities properly, and honor continuing obligations of the Board.

The Board shall ensure that adequate funds are reserved for the General Fund to maintain a secure financial position whereby the fund equity will be within a guideline of thirteen (13) percent of the preceding year's expenditures.

A proposed budget requires the critical analysis of every member of the Board prior to approval; once adopted, the budget deserves the support of all members of the Board regardless of their position before its adoption.

The Board directs the Superintendent to present the budgets to the Board along with all available information associated with each budget in sufficient time to allow for proper analysis and discussion prior to the budget hearing.

When presented to the Board for review and/or adoption, the information shall include, as appropriate:

- A. the proposed expenditure and revenue in each financial category for the ensuing year;
- B. the actual expenditure, the approved budget, and the revenue in each financial category for the previous year;
- C. the anticipated unexpended or un-appropriated balances or surpluses in the current year for each fund;
- D. the amount of fund equity anticipated at the end of the current year;
- E. an estimate of the student enrollment by grades for the ensuing year.

65.90, Wis. Stats.

Approved: 8/27/98

Revised: 8/26/02, 01/29/09