

SECTION: FINANCES
TITLE: BUDGET ADOPTION
ADOPTED: AUGUST 18, 2014
REVISED: 8200

TURKEYFOOT VALLEY AREA SCHOOL DISTRICT

604. BUDGET ADOPTION

1. Purpose

It is the philosophy of the Board that the annual budget represents the position of the Board, and all reasonable means shall be employed to present and explain the preliminary and final budgets to district residents. Board members and district administrators shall be knowledgeable about, and understand the need for, proposed expenditures.

2. Definition

Index – the tax rate limit that restricts the school district from increasing the rate of any tax for the support of district schools without seeking voter approval through referendum or an exception granted by the Pennsylvania Department of Education (PDE) or the Court of Common Pleas with jurisdiction.

3. Delegation of
Responsibility
SC 687
53 P.S.
Sec. 6926.311,
6926.312

The Board directs the Superintendent or his/her designee to prepare both the preliminary and final budgets on the required forms; comply with advertising requirements; and make the budget documents and supporting information available in printed form for public inspection in the district administrative offices, in accordance with the timelines specified in law and Board policy.

4. Authority

The Board shall annually, but not later than the first business meeting of January, decide the budget option to be used for the following fiscal year.

The Board shall approve either the Accelerated Budget Process Option or the Board Resolution Option.

Accelerated Budget Process Option

At least 110 days prior to the primary election, the Board shall prepare and present a preliminary budget on the required form.

53 P.S. Sec. 6926.311	The preliminary budget shall be made available in printed form for public inspection at least 110 days prior to the primary election. Public inspection shall be available for at least twenty (20) days prior to planned adoption. The Board shall give public notice of its intent to adopt at least ten (10) days prior to adoption of the preliminary budget.
53 P.S. Sec. 6926.311	The Board may hold an advertised public hearing prior to adoption of the preliminary budget.
53 P.S. Sec. 6926.311	The Board shall annually adopt the preliminary budget at least ninety (90) days prior to the primary election.
53 P.S. Sec. 6926.333	An application for an exception may be filed with either a Court of Common Pleas with jurisdiction or PDE and made available for public inspection, consistent with the requirements of law. The application for an exception shall be submitted by the Business Manager.
53 P.S. Sec. 6926.333	However, the Board may substitute the filing of an application for an exception to the Index limit by submitting a referendum question seeking voter approval for a tax increase, in accordance with law.
53 P.S. Sec. 6926.333	In the event that a court or PDE denies an application for an exception to the Index limit adopted as part of the preliminary budget, the Board may approve immediate filing of a referendum question, as authorized by law, seeking voter approval for a tax rate that exceeds the Index. This filing shall be performed by the Business Manager.
53 P.S. Sec. 6926.333	Any backend referendum question shall include an accompanying non-legal, interpretative statement referencing the expenditure items for which a tax increase is being sought and the consequences that will result if the referendum question fails. Such information shall be made available to the public through the district web site.
	At least twenty (20) days prior to adoption, the final budget shall be presented to the Board on the required form and supplemented with information deemed necessary by the Board.
	The final budget shall include any necessary changes from the adopted preliminary budget. Any reduction required as the result of the failure of referendum shall be clearly stated. If the actions taken do not include those previously stated as the outcome of referendum failure, they shall be accompanied by a detailed statement as to the reasons. The statement shall be prepared by the Business Manager.
53 P.S. Sec. 6926.312	The final budget shall be made available in print for public inspection at least twenty (20) days prior to final adoption. The Board shall give notice of its intent to adopt at least ten (10) days prior to adoption of the final budget.

<p>SC 508, 687</p>	<p>The Board shall annually adopt the final budget by a majority vote of all members of the Board prior to June 30.</p>
<p>53 P.S. Sec. 6926.311</p>	<p><u>Board Resolution Option</u></p> <p>The Board shall adopt a resolution that it will not raise the rate of any tax for the following fiscal year by more than the Index. Such resolution shall be adopted no later than 110 days prior to the primary election and must contain the following unconditional certifications that:</p> <ol style="list-style-type: none"> 1. The Board will not increase any tax at a rate that exceeds the school district Index. 2. The Board will comply with Section 687 of the School Code for budget adoption. 3. The increase of any tax at a rate less than or equal to the Index will be sufficient to balance its final budget.
<p>SC 687</p>	<p>At least thirty (30) days prior to adoption of the final budget, the Board shall prepare and present a proposed budget on the required form. The proposed budget shall be made available in print for public inspection and duplication at the district administrative offices at least twenty (20) days prior to adoption of the budget. The Board shall give public notice of its intent to adopt at least ten (10) days prior to adoption of the proposed budget.</p>
<p>SC 508, 687</p>	<p><u>Final Budget</u></p> <p>The Board shall annually adopt the final budget by a majority vote of all members of the Board by June 30.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 508, 687</p> <p>Taxpayer Relief Act – 53 P.S. Sec. 6926.301 et seq.</p>

TURKEYFOOT VALLEY AREA SCHOOL DISTRICT

ANNUAL BUDGET

8200

8200.1 Annual Budget; Additional or Increased Appropriations; Transfer of Funds. See School Laws of Pennsylvania, Section 687 *and Act 1*.

8200.2 The budget shall be considered as a controlled spending plan for the ensuing year in relation to anticipated receipts. The Superintendent is hereby authorized to make expenditures and commitments in accordance with and in harmony with the specific regulations of the Board and administrative plans approved by the Board. This same procedure shall be followed with respect to expenditures provided for by special action of the Board.

8200.3 Proposed expenditures shall be budgeted under and actual expenditures shall be ~~changed~~ *changed* against those categories which accurately describe the purpose for which monies are to be or have been spent.

8200.4 Wherever appropriate and practical, salaries of individual employees, expenditures for single pieces of equipment, and the like shall be prorated under the several categories which must accurately describe the purpose for which such monies are to be or have been spent.

8200.5 A descriptive analysis of the proposed budget for the following school year shall be prepared and made a part of the budget document.

8200.6 The descriptive analysis shall explain the significant changes in the proposed budget for the budget for the preceding school year. Such analysis may contain:

- a. A summary of the proposed budget expenditures in the standard accounting classifications established by the Penna. Department of Education.
- b. A summary of proposed expenditures by major budget categories and a summary of receipts.
- c. A summary of the budget by major services or functions. It shall indicate the approximate proportion of the budget allotted to various services or functions.
- d. Information about the current status and the trends of District characteristics, such as pupil enrollment, assessed values, and other matters as relate to an understanding of the budget.
- e. Information which may be used in comparing budget provisions in this District with those in comparable suburban communities.
- f. An attractive arrangement of textual, comparative and/or illustrative material and proposed educational plan.

Reviewed 6/28/01

Revised 6/19/06