

# MIDDLETOWN AREA SCHOOL DISTRICT

SECTION: FINANCES

TITLE: BUDGET PREPARATION

ADOPTED: October 14, 1991

REVISED:

603. BUDGET PREPARATION	
1. Purpose SC 687	The Board considers the preparation of an annual budget to be one of its most important responsibilities because 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, to maintain the facilities, and to honor the obligations of the district.
2. Authority	The Board recognizes its obligation to the taxpayers of this community to approve only those expenses reasonably required to provide an educational program suitable to the needs and desires of this district.
3. Responsibility	<p>In order to ensure adequate time for the preparation and review of the proposed budget, the Board requests that the Superintendent present to the Board Finance Committee all available information associated with the budget at least ninety (90) days prior to the end of the fiscal year.</p> <p>In preparing the budget, the responsible administrator shall set general priorities for expenditures for:</p> <ol style="list-style-type: none"> <li>1. Staff for the maintenance of current programs.</li> <li>2. Equipment and supplies for the maintenance of current programs.</li> <li>3. Maintenance of existing facilities and equipment.</li> <li>4. New staff for the improvement or expansion of current programs.</li> <li>5. New equipment and supplies for the improvement or expansion of current programs.</li> </ol>

