

# COLONY ELEMENTARY SCHOOL

**COUNCIL POLICY TYPE: School Operational Policy**

**POLICY TOPIC DESCRIPTION: Budget and Spending Policy**

**STATUTORY AUTHORITY:**

## POLICY STATEMENT

### **Standards for Budget Decisions**

1. The school council shall focus all budget decisions on student learning in response to the mission of the school, the school needs assessment data, relevant educational research, best practices and Kentucky state standards.
2. To achieve these goals, the budget process must be integrated with the comprehensive improvement planning process that focuses our school on our mission, including our learning goals, data, research, and community concerns.
3. Our spending process must empower teachers, create clear records that are available to all stakeholders, be open to all stakeholders for review and comment, and allow for flexibility when needed if actual spending differs from projections so that any given year's resources are spent to the greatest advantage for that year's students.

### **Budget Categories and Munis Accounting**

1. The budget committee will draw up an annual budget that uses spending categories that will make sense to all stakeholders in our school.
2. The principal will be responsible for ensuring that expenditures in the final budget categories are correctly coded in the MUNIS accounting system.

### **Budget Plan Development and Discussion**

1. Upon receipt of the March 1 SBDM allocations, and/or any other subsequent allocations, the budget committee and council shall be notified of the amounts available.
2. The budget committee shall conduct a needs assessment survey of faculty to determine budget priorities of the group.
3. The budget committee shall use the data gathered in the needs assessment, along with objectives established in the school comprehensive improvement plan as the basis upon which they make any budget recommendations to the school council for their approval in March.
4. The recommended budget shall be subject to the school council's amendment and approval.
5. The principal shall submit a standardized budget using MUNIS accounting codes to the central office after approval of the school council.
6. The principal shall ensure that all relevant budget expenditures are incorporated into the school's comprehensive improvement plan.

### **Selection of Textbooks**

The textbook committee shall ensure that:

1. All textbooks chosen appropriately reflect the achievements of other cultural traditions our students may encounter in our community and later in life.
2. Textbooks were selected after the textbook committee has developed criteria for textbooks for the specific content area based on the state's Core Content for Assessment and Curriculum Standards.
3. Obtain textbook samples including consumables, and/or manipulative.
4. Identify the textbooks and related materials that will best meet the criteria.
5. Determine the number of textbooks needed.
6. Complete textbook order forms and forward to the principal.
7. The principal, or principal's designee, shall complete the process to order the textbooks, and no further council approval shall be needed.

### **Professional Development**

The Professional Development Committee shall write plan components that accomplish the following:

1. Help teachers meet student needs identified in our school comprehensive plan.
2. Meet individual learning needs in professional growth plans of teachers and administrators that will help students meet the standards.

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## Budget and Spending Policy <cont>

The council's annual budget will identify resources available for each type of need. For needs identified in the school comprehensive improvement plan, the person listed on the plan as responsible for that activity shall make the needed arrangements for facilitators, supplies, schedule, follow-up or job imbedded activities and other needs, and shall complete purchase orders for any required expenses.

For needs identified in individual professional growth plans, that staff member shall make the needed arrangements for facilitators, supplies, schedule, and other needs, and shall complete purchase orders for any required expenses.

The principal shall check that each such order is within the funds available, the criteria listed in the school comprehensive improvement plan or professional growth plan, and any requirements of existing bid lists. If those steps are met, the principal shall take all steps needed to purchase the items listed, and no further council approval shall be needed. Teachers who attend opportunities outside the school shall be reimbursed for their expenses from school professional development funds as per the reimbursement procedures in local board policy.

### **Selection of Other Items For Purchase**

Beginning on July 1, each group and individual designated in the plan approved by the Council will select items for purchase and fill out purchase orders for those items.

The principal (or principal's designee) will check that each such order fits the funds available, any other criteria established by the Council, and any requirements of existing bid lists.

If those requirements are met, the principal (or principal's designee) will take all steps needed to purchase the items listed, and no further Council approval will be needed.

### **Record-Keeping And Monitoring**

Each month, the principal (or principal's designee) will ensure that all financial records required by the state and district are maintained.

Each month, a report will be submitted to the Council comparing budgeted expenditures, expenditures to date, outstanding purchase orders, and amount remaining available in each category.

### **Spending-Related Changes**

The principal will determine a date for teachers to spend designated instructional funds in order that the funds will be spent on the current year's students.

All unspent teacher instructional funds will be used to address other instructional needs of the school. The Budget Committee will compile a needs assessment from requests of the staff and inform the council of these adjustments.

### **Funding-Related Changes**

The principal (or principal's designee) will inform the Council and the Budget Committee promptly of:

1. Any change in the Council's General Fund allocations received on March 1.
2. Any change in the school's professional development allocation.
3. Any decision regarding categorical funding for the school.

The Council will consider amending the Budget to respond to funding changes only after being notified by the appropriate funding agency.

### **School Activity Funds**

The budget committee shall submit the school activity fund budget to the council for approval prior to the first day of July. The principal shall follow the rules in the state "Red Book" with emphasis on the Comprehensive Plan.

Beginning on July 1, each group and individual designated in the plan approved by the Council will select items for purchase and fill out purchase orders for those items.

The principal (or principal's designee) will check that each such order fits the funds available, any other criteria established by the Council, and any requirements of existing bid lists.

If those requirements are met, the principal (or principal's designee) will take all steps needed to purchase the items listed, and no further Council approval will be needed.

**DATE ADOPTED: 01/20/2004**

**LAST UPDATE: 05/18/2011**

**Frank Wilkerson**  
**Council Chairperson**