

## ***Board File: DB-R***

### **ANNUAL BUDGET (SITE-BASED BUDGETING MODEL)**

Pursuant to Board policy, the superintendent shall administer the budget development process in a manner that allows school and department autonomy and where decisions are made closest to the student. In addition to this autonomy, the superintendent shall provide for carry-over of school discretionary monies using the following guidelines:

1. The award of prior year discretionary carry-over monies shall be made no later than September 30 of each new fiscal year.
2. Though there is an expectation that funds provided to schools each year are intended to meet the needs of students in that fiscal year, carry-over monies provide schools and departments:
  - a. Contingency monies available to address unexpected decreases in enrollment or other unanticipated needs
  - b. Savings funds to generate over time in order to finance specific large cost expenditures such as outfitting a technology lab or creating collaborative spaces for students
3. The management of discretionary carry-over monies shall include the following:
  - a. Schools to develop a spending plan on the use of carry-over money for any amounts over 1% of the provided discretionary budget.
  - b. School staff and the school accountability committee review and provide input to the spending plan.
  - c. School leaders to submit spending plan to director of schools or to district leadership team for final review.
  - d. Schools to convey carry-over spending plan to all stakeholders electronically through a transparent process determined by the school accountability committee.

It is strongly recommended that available carry-over funds not related to fundraisers and donations are managed to approximately 3% of discretionary budget capacity.

In order to ensure equitable distribution of resources and protect the fiscal health of the entire school system, carry over funds and the plans for such carry over funds will be reviewed by the Academic Leadership Team and the Business Services Department prior to awarding Highly Impacted funds and other supplemental funds to individual schools.

Adopted: October 3, 1978

Revised: December 3, 2002

Revised: October 9, 2009

Revised: February 21, 2017

Revised by the Board: August 20, 2019