

## ***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 will develop a spending plan on the use of carry-over money for any amounts over the greater of 1% of the provided discretionary budget, or \$150,000 taking into consideration any spending priorities recommended by the school accountability committee.
  - b. If a school's carryover amount reaches 10% or more of the provided discretionary budget, the principal must share the school's spending plan on use of carry-over money with the school accountability committee.
  - c. School leaders will submit the spending plan to the director of schools or to the school leadership team for final review.
  - d. All School carry over amounts will be conveyed to stakeholders via the district transparency website.

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

School 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  
Revised: \_\_\_\_\_

*First Reading*