

BUDGET

The Board of Trustees recognizes its critical responsibility for adopting a sound budget for each fiscal year which is aligned with the district's vision, goals, and priorities. The district budget shall guide administrative decisions and actions throughout the year and shall serve as a tool for monitoring the fiscal health of the district.

The district budget shall show a complete plan and itemized statement of all proposed expenditures and all estimated revenues for the following fiscal year, together with a comparison of revenues and expenditures for the current fiscal year. The budget shall also include the appropriations limit and total annual appropriations subject to limitation as determined pursuant to Government Code 7900-7914. (Education Code 42122)

BUDGET DEVELOPMENT AND ADOPTION PROCESS

The Superintendent or designee shall establish an annual budget development process and calendar in accordance with the single budget adoption process described in Education Code 42127(i). He/she shall annually notify the County Superintendent of Schools of the district's decision to use the single budget adoption process in the subsequent year.

In order to provide guidance in the development of the budget, the Board shall annually establish budget priorities based on identified district needs and goals and on realistic projections of available funds.

The Superintendent or designee shall oversee the preparation of a proposed district budget for approval by the Board and shall involve appropriate staff in the development of budget projections.

The Board encourages public input in the budget development process and shall hold public hearings in accordance with Education Code 42103 and 42127.

The budget that is formally adopted by the Board shall be in the format prescribed by the Superintendent of Public Instruction. The Superintendent or designee may supplement this format with additional information as necessary to effectively communicate the budget to the Board, staff, and public.

A Budget Advisory Committee under the direction of the Superintendent or designee shall review budget proposals at regular intervals and report its findings and recommendations to the Board. This committee shall be composed of members of the community and staff appointed by the Superintendent.

In developing the district budget, the Superintendent or designee shall analyze criteria and standards adopted by the State Board of Education which address estimation of funded average daily attendance (ADA), projected enrollment, ratio of ADA to enrollment, projected revenue limit, salaries and benefits, other revenues and expenditures, facilities maintenance, deficit spending, fund balance, and reserves. The budget review shall also identify supplemental information regarding contingent liabilities, use of one-time revenues for ongoing expenditures, use of ongoing revenues for one-time expenditures, contingent revenues, contributions, long-term commitments, unfunded liabilities, and the status of labor agreements.

The Board shall establish and maintain a general fund reserve for economic uncertainty that meets or exceeds the requirement of law.

The Board may establish other budget assumptions or parameters which may take into consideration the stability of funding sources, legal requirements and constraints on the use of funds, anticipated increases and/or decreases in the cost of services and supplies, categorical program requirements, and any other factors necessary to ensure that the budget is a realistic plan for district revenues and expenditures.

LEGAL REFERENCES**EDUCATION CODE**

1240	Duties of county superintendent of schools
33127-33131	Standards and Criteria for Local Budgets and Expenditures
35035	Powers and Duties of Superintendent
35161	Powers and Duties, generally, of Governing Boards
42103	Public Hearing on Proposed Budget; Requirements for Content of Proposed Budget; Publication of Notice of Hearing
42103.3	Public Budget Information; CDE Sampling and Suggested Improvements
42122 - 42129	Budget Requirements
42130-42134	Financial certifications
42140-42141	Disclosure of fiscal obligations
42602	Use of Unbudgeted Funds
42605	Tier 3 categorical flexibility
42610	Appropriation of Excess Funds and Limitation Thereon
45253	Annual Budget of Personnel Commission
45254	First Year budget of Personnel Commission

GOVERNMENT CODE

7900 - 7914	Appropriations Limit
-------------	----------------------

CODE OF REGULATIONS, TITLE 5

15060	Standardized account code structure
15440 - 15451	Criteria and standards for school district budgets