

PROCEDURE WSD301

WINOOSKI SCHOOL DISTRICT

BUDGET PREPARATION

1. The budget preparation process needs to involve all employees. Each administrator is responsible for the compilation of his/her budget area. Each should present to the Superintendent a budget that supports the ENDS Policy.
2. The Superintendent shall present a district budget to the Board of School Trustees within a timeframe established by the board.
3. The budget documents presented to the Board shall show Function and Object expenditures for the previous fiscal year, projected Function and Object expenditures for the current fiscal year and an estimated budget for the next fiscal year.
4. The budget plan shall be consistent with Handbook IIR, the various requirements and regulations of the Agency of Education and in compliance with the classification of expenditures described in Procedure WSD310.
5. The budget document will likewise clearly indicate the anticipated revenue sources necessary to implement the expenditure plan.

Reviewed and Updated: September 30, 2015