



Book	Policy Manual
Section	600 Finances
Title	Budget Planning
Code	602-PSBA policy guide
Status	Final Reading and Adoption
Last Reviewed	April 19, 2022

### **Authority**

The budget shall be designed to reflect the Board's goals and objectives concerning the education of district students. Therefore, the budget shall be organized and planned to ensure adequate understanding of the financial needs associated with program support and development. The financial requirements of district programs shall be reviewed on a continual basis.[\[1\]](#)[\[2\]](#)

### **Delegation of Responsibility**

To meet the objectives of this policy, the Board directs the

Superintendent or designee

Board Secretary

Business Manager

to:

- Prepare an estimated annual cost for implementation of the district's educational program.
- Establish a projected budget of expenditures and income for the current year and ensuing year.
- Prepare an annual estimate of anticipated school enrollments.
- Maintain a plan of anticipated revenues based on changes in local, state and federal funding sources.
- Prepare a long-range plan for annual maintenance and replacement of facilities.
- Prepare a plan for current and future technology needs.
- Maintain an inventory and replacement schedule of all district equipment.
- Report to the Board any serious financial implications arising from the budget plan.
- Meet periodically** Make reasonable efforts to meet with the underlying  municipal governing board(s) and related committees
  - planning commission
  - zoning commission

to review their planned expenditures and the effect of school/community costs on district tax rates.

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Legal

1. 24 P.S. 601

2. 24 P.S. 687