

Wissahickon School  
District  
Ambler, Pennsylvania 19002

SECTION: FINANCES

TITLE: Budget Preparation

FIRST READING: June 11, 2007

SECOND READING: June 25, 2007

ADOPTED: June 25, 2007

REVISED:

**I. Purpose**

The Board considers preparation of an annual budget to be one of its most important responsibilities because the budget is the financial reflection of the District's educational plan. The budget shall be designed to support the educational plan in a comprehensive and effective manner, to maintain District facilities, and to honor District obligations in a timely manner.

**II. Definition**

Preliminary Budget – a proposed budget for public review and discussion adopted at least thirty (30) days prior to the adoption of the final budget. This budget shall include the estimated revenues and expenditures and any proposed tax rates and shall be prepared on a written form furnished by the Department of Education.

**III. Authority**

The Board recognizes its obligation to the taxpayers to approve only those expenses reasonably required to provide an educational program suitable to meet the needs and goals of the District and its students.

**IV. Delegation of Authority**

In order to ensure adequate time for preparation and review of the preliminary budget, the Board directs the Superintendent or his/her designee to present to the Board all available information associated with the budget at least thirty (30) days prior to the primary election.

Wissahickon School  
District  
Ambler, Pennsylvania 19002

**SECTION: FINANCES**

**TITLE: Budget Preparation**

ADOPTED: June 25, 2007

REVISED:

### **ADMINISTRATIVE GUIDELINES**

In preparing the budget, the responsible administrator shall set general priorities for expenditures for:

- Staff necessary to maintain or expand current programs.
- Technology, equipment and supplies necessary to maintain or improve current programs.

As a component of budget preparation, the Superintendent or his/her designee shall notify the Board of the Act 1 Index to be used in limiting tax increases for the budget year to avoid referendum.

When presented for Board review, the preliminary budget shall contain:

- Estimated revenue and expenditures in each financial category for both the current and upcoming fiscal years.
- Projected and current student enrollment for both the current and upcoming school year.
- Amount of surplus anticipated at the end of the current fiscal year.
- Explanation of each item of expense and revenue proposed, upon request.
- Listing of all Act 1 exceptions for which the District may be eligible.

**SECTION: FINANCES**  
**TITLE: Budget Preparation**

- Relation of the estimated tax millage increase to the Act 1 Index limitations for the District.
- Listing of programs, services or expenditures to be eliminated if referendum is rejected.