

BUDGET PREPARATION PROCEDURES

The preparation of the annual operating budget for consideration by the Board shall be the responsibility of the Superintendent with the assistance of the Financial Director and applicable Board employees. The budget shall be developed within the constraints of West Virginia School Law and State Department of Education Guidelines, including Handbook for School Finance in West Virginia.

Consistent with Hardy County Policy DCA the Superintendent working closely with other staff members shall determine the proposed educational programs for the ensuing year.

The West Virginia Code requires the Board to conduct a public hearing on the Preliminary Operating Budget for the next fiscal year not less than ten days after such budget has been made available to the public for inspection and within a reasonable time prior to the submission of the budget to the State Board. Rules for Budget Hearings have been adopted by the Board. (See Hardy County Policy DCD.)

The proposed budget and levy estimate are combined into one document known as Proposed Budget and Levy Estimate. Budgets, if applicable, shall be prepared for the Debt Service Fund, Bond Construction Fund, Permanent Improvement Fund and General Current Fund. An original and one copy shall be sent to the State Board of Education and one copy to the State Tax Commissioner no later than March 29th of each year.

SOURCE: Board of Education Minutes

DATE: January 26, 1987 - January 15, 2001

LEGAL REFERENCE: School Laws of West Virginia §11-8-12, §18-5-4