

SHAKER REGIONAL SCHOOL DISTRICT ADMINISTRATIVE RULES AND PROCEDURES

ANNUAL BUDGET

CODE DB-R&P

The quantity and quality of learning programs are directly dependent on the funding provided and the effective, efficient management of those funds. It follows that achievement of the district's purposes can best be met through excellent fiscal management, including accurate and timely fiscal projections.

The Superintendent shall, in collaboration with the Business Administrator, prepare a proposed budget covering all estimated revenue and proposed expenditures of the District for the following fiscal year. The annual budget of the school district is a fiscal interpretation of the instructional program in its schools. It expresses the services it plans to provide and the educational aims of the school district. It considers and is compatible with the needs of the students, the immediate goals of the schools, the long-range aims of the school district as outlined in the District's Strategic Plan and the financial ability of the communities of Belmont and Canterbury. In this process, the Superintendent seeks to achieve the following goals:

- (a) To engage in thorough advance planning, with administrative and staff involvement, in order to develop budgets and to guide expenditures so as to achieve the greatest educational returns in relation to dollars expended
- (b) To encourage the School Board and residents of Belmont and Canterbury to establish levels of funding which will provide high quality education for the district's students
- (c) To use the best available techniques for budget development and management
- (d) To provide timely and appropriate information to all staff with fiscal management responsibilities
- (e) To establish maximum efficiency procedures for accounting, reporting, business, purchasing and delivery, payroll, payment of vendors and contractors, and all other areas of fiscal management.