

Simmons Elementary
Best Practice Policy
SISI Standard 8
SISI Evidence: 8.2b
Policy Revision Date:

BUDGET

The budget committee shall review the Comprehensive School Improvement Plan (CSIP) and other indicators of student needs and develop a tentative plan for spending on instructional materials. The plan shall include the school council allocation and funds likely to be available to the school for categorical programs included in the CSIP. Instructional materials are defined as all commercial materials, media and courseware (consumable or permanent) used by teachers to deliver instructions as well as school wide materials and teacher specific materials.

Each teacher shall be appropriated an amount annually to purchase items that will aid them in delivering instruction. Money appropriated to each teacher must be spent by March 1. Council will allocate money that has not been spent by this time. Each teacher shall be held accountable for the expenditures.

- A. Monitoring A monthly report shall be provided to the council by the principal showing amount budgeted, amount spent, and balance by line item. The report shall be approved by the council.

- B. Budget Changes Funds may be moved from one line item to another with approval from the council. However, expenditures shall not exceed appropriations. If major changes in budget are necessary, the budget committee shall reconvene to address the change and report to council.

- C. Audit A certified public accountant employed by the Woodford County Board of Education shall conduct an annual audit of the budget. The audit shall be reported to the council, the superintendent and be approved by the council.

- D. Annual Report An annual financial report shall be made by the bookkeeper and principal to the council and to the superintendent. This report shall be approved by the council before it is submitted to the superintendent.

The council shall make final decisions and inform the superintendent of their choices.