

THE SCHOOL DISTRICT OF SOUTH ORANGE AND MAPLEWOOD, NEW JERSEY

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Budget Preparation  
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6220 BUDGET PREPARATION

The annual budget is the financial plan for the effectuation of the educational plan for the district; its preparation is, therefore, one of the most important functions performed by the Board of Education. The budget shall be designed to provide a thorough and efficient education to maintain school district facilities, and to honor continuing obligations of the district.

A proposed budget requires the critical analysis of every member of the Board during its preparation. The administration shall work with the Board to ensure Board members have a thorough understanding of the budget appropriations, budget revenue, the proposed educational program and the budget's impact to the local tax levy. The Board shall also provide for community input during the budget development process.

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The annual school district budget and supporting documentation shall be prepared in accordance with the provisions of N.J.S.A. 18A:7F et seq. and N.J.A.C. 6A:23A-8.1 et seq. The Board will obtain approval of the local funding for a non-referendum capital project (school facility project or other capital project) in accordance with the provisions of N.J.A.C. 6A:23A-8.4.

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The Board will submit its proposed budget and supporting documentation as prescribed by the Commissioner to the Executive County Superintendent for approval.

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The budget will be presented to the Board of Education to allow adequate time for review and adoption. The budget should evolve primarily from the needs of the individual schools as expressed by the Building Principals and the district educational program as expressed by the central administrative staff and be compatible with approved district plans.

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The Board shall include in the budget application to the Executive County Superintendent a complete reporting of revenues and appropriations and other requirements pursuant to N.J.S.A. 18A:22-8 and N.J.S.A. 18A:7F-5 through 63.

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The Board, upon submission of its budget application to the Executive County Superintendent or by the statutory submission date, whichever is earlier, shall make available upon request for public inspection all budget and supporting documentation contained in the budget application and all other documents listed in N.J.A.C. 6A:23A-8.1 once the budget application has been submitted to the Executive County Superintendent for approval.

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The budget as adopted for the school year pursuant to N.J.S.A. 18A:7F-5 shall be provided for public inspection on the district's Internet site, if one exists, and made available in print in a "user-friendly" plain language budget summary format in accordance with the provisions of N.J.A.C. 6A:23A-8.1(c).

All budgetary and accounting systems used in the school district must be in accordance with double entry bookkeeping and Generally Accepted Accounting Principles as required in N.J.A.C. 6A:23A-16.1 et seq.

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N.J.S.A. 18A:7F et seq.; 18A:22-7 et seq.

N.J.A.C. 6A:23A-8.1 et seq.; 6A:23A-16.1 et seq.

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~~The budget shall be in accord with statutory and regulatory mandates of the federal government, State legislature, State Board of Education and the South Orange-Maplewood Board of Education. The budget shall provide sufficient resources for curriculum and instruction that shall be designed and delivered in such a way that all students will have the opportunity to achieve the knowledge and skills as defined by the Core Curriculum Content Standards.~~

~~The Board shall prepare and maintain a budget in which budgeted anticipated revenues and fund balances equal budgeted appropriations. Those expenses reasonably required to provide a thorough and efficient educational program shall be approved for the budget.~~

~~The Board will submit its proposed budget to the County Superintendent, in the authorized budget format, as required by law. At a minimum, the budget shall be prepared on a fund basis and shall conform to the outline as contained in Appendix A of the Uniform Minimum Chart of Accounts (Handbook 2R2) for New Jersey Public Schools. The Board may approve an expanded coding structure to provide additional information and allow more efficient management of district resources. Unreserved fund balance/surplus remaining from the previous school year may be appropriated when developing the next year's budget to reduce the amount of local taxes required to support the budget. Unreserved fund balance/surplus may also be appropriated during the school year for unforeseen and/or emergency expenditures. Said appropriations will be in accordance with state statutes and Department of Education regulations.~~

~~In order to allow adequate time for the preparation and review of the proposed budget, the Board directs the certified School Business Administrator to present to the Board all available information associated with the budget. The budget should evolve primarily from the needs of the individual schools as expressed by the building principals and the district educational program as expressed by the central administrative staff and be compatible with approved district plans and with providing the resources needed to deliver the approved district curriculum. Budgetary curriculum priorities will be based on data regarding student achievement. Budget proposals will be considered based upon priorities to be accomplished for subsequent years and on the needs identified through the district's planning process.~~

~~The budget shall be prepared in accordance with the annual budget statement and supporting documentation as prescribed by the Commissioner of Education. The budget revenue and appropriations shall be itemized as required in the budget statement and shall be readily understandable. The budget statement shall contain the following information:~~

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- 1.—~~The total expenditure for each item for the preceding school year, the amount appropriated for the current school year adjusted for transfers as of the date specified by the New Jersey Department of Education of the current school year, and the amount estimated to be necessary to be appropriated for the ensuing school year, indicated separately for each item as determined by the Commissioner;~~
- 2.—~~The amount of the surplus account available at the beginning of the preceding school year, at the beginning of the current school year and the amount anticipated to be available for the ensuing school year;~~
- 3.—~~The amount of revenue available for budget purposes for the preceding school year, the amount available for the current school year as of the date specified by the New Jersey Department of Education of the current school year, and the amount anticipated to be available for the ensuing school year in the categories designated by the New Jersey Department of Education and such other categories as determined by the Board.~~
- 4.—~~Transfers between current expense and capital outlay for the preceding school year, the current school year as of the date specified by the New Jersey Department of Education of that year and transfers anticipated for the ensuing school year.~~
- 5.—~~All budgetary and accounting systems used in the school district must be in accordance with double entry bookkeeping and Generally Accepted Accounting Principles as required in N.J.A.C.~~

~~N.J.S.A. 18A:22-7 et seq.  
N.J.A.C. 6:20-2A.1 et seq.~~

~~Initial Adoption:~~October 20, 2008

~~First Reading:~~September 15, 2008March 19, 2018  
~~Second Reading:~~October 20, 2008~~—~~March 26, 2018  
~~Adopted:~~October 20, 2008