

**Spearfish School District 40-2**  
**3000 Business and Non-instructional Operations**

Board Policy

Code: 3101

**BUDGET**

The district is required to adopt an annual budget setting forth revenues and expenditures. The annual operating budget for the schools will be prepared and presented in line with state policy and will be developed and refined in accordance with these same requirements. The school district budget will be prepared by the Superintendent and the Business Manager (see Code: 2120), and presented to the Board for the Board's consideration, review, and adoption subject to any modifications approved by the Board. The Board will establish a time line for the preparation of the budget.

**A. BUDGET PLANNING:**

Budget planning for the district will be an integral part of program planning so that the annual operating budget may effectively express and implement all programs and activities of the school system. The School Board, Superintendent, and Business Manager, will have overall responsibility for budget preparation, including the construction of, and adherence to, a budget calendar.

**B. BUDGET ADOPTION:**

Adoption of the budget is solely the responsibility of the Board. The Board will adopt the budget following the public hearing for the proposed budget. The proposed budget will be published in the official newspaper at the time notice of the budget hearing is given. If, as a result of the public hearing, it should be determined that certain changes in the budget are necessary, these changes will be made before the budget is adopted. Following the adoption of the budget by the Board, the school district shall report the amount budgeted to the county auditor before October first on forms prescribed by the county auditor.

**C. BUDGET DEADLINES AND SCHEDULES:**

The following schedule is set as target dates leading toward the adoption of the budget. To be presented to the Board of Education on regular or special meeting dates:

January through March.....Budget Estimates  
May.....Preliminary Budget  
July.....Final Budget

Adopted	<u>June 16, 1975</u>
Revised	<u>February 9, 1987</u>
Reviewed	<u>March 23, 1998</u>
Reviewed	<u>December 11, 2006</u>
Reviewed	<u>February 14, 2011</u>
Revised	<u>January 11, 2021</u>