

Business

1. Budget Planning

The annual budget is a financial plan to achieve the educational purposes of the District. Consequently, the budget will reflect plans, initiatives and priorities, and operational needs of the District. The annual budget will be derived from a multi-year educational, operational and fiscal plan.

2. Annual Budget Document

- a. The annual budget document will be prepared in compliance with Wisconsin State Statutes, Wisconsin Department of Public Instruction requirements and sound business practices for governmental bodies.
- b. The annual budget will be prepared prior to the determination of the sum to be financed by a general property tax, funds on hand, or estimated revenues from any source.
- c. The following information will be provided by individual fund as well as a single combined statement of revenues, expenditures and changes in fund balance:
 1. Identifies expected or actual revenues, expenditures and fund balances for each budget category for the budgeted year in addition to the two fiscal years preceding the budgeted fiscal year.
 2. Discloses budget-planning assumptions.
 3. The status of the general fund balance exceeding 15% of general fund and special education fund budgeted expenditures.
- d. The following supplemental information will be included in the published budget:
 1. Proposed appropriations for each department or functional area during the ensuing year.
 2. Enrollment and membership history and projections.
 3. A description of the property tax levy and history.
 4. Identification of issues and concerns facing the District and how they impacted budget development.
 5. A list of all existing indebtedness.
 6. Reports the planned impact on staffing patterns due to budgetary decisions.
 7. Alignment to strategic priorities of the District.
 8. A description of budget policies adoption by the Board of Education.
 9. Wisconsin Department of Public Instruction budget adoption and publication formats, revenue limits and certifications.
 10. An itemization of proposed increases or decreases to the current fiscal year's budget due to new or discontinued activities or functions.
 11. An evaluation of energy performance indicators related to the District's active energy exemption resolutions.

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3. Payment on Leases, Bonds and Long-Term Notes

The District will provide in its general operating budget the necessary appropriation to pay the principal and interest on leases, bonds and long-term notes. The District shall follow the statutory procedures for payment on bonds and notes as set forth under applicable Wisconsin Statutes.

Legal Reference: Wisconsin Statutes § 65.90(1), (2), (3)

Administrative Regulation adopted:	February 14, 1977
Administrative Regulation revised:	August 21, 1995; April 7, 1997; May 20, 2013; October 21, 2019
Administrative Regulation reviewed:	October 20, 1997