

Business and Non-Instructional Operations

Budget

Budget Preparation and Adoption

The annual budget of the Watertown Unified School District shall support the instructional program of the schools, reflecting the operation and strategic plan of the District.

Preparation of the budget shall be administered to the Director of Business Services and the Business Office under the direction of the Superintendent. The Director of Business Services shall involve members of the school and District staff in a cooperative effort to determine the needs.

The development of an annual budget is a continuous process that will include consideration of the following factors:

1. Current and anticipated fixed and variable expenditures reviewed.
2. New program initiatives evaluated based on their relationship to and enhancement of the District's adopted mission statement, strategic plan, learner goals/targets, program assessment procedures, facility, usage and cost/revenues.
3. Periodic review of existing programs according to set criteria.
4. Federal, state and local government mandates reviewed for cost impact.

The Director of Business Services shall present the budgets to the Board or designated committee along with all available information associated with each budget in sufficient time to allow for proper analysis and discussion prior to the hearing. Such information includes, but is not limited to:

- The proposed expenditure and revenue in each fund for the ensuing year.
- The actual results and approved budget and the revenue in each fund from the previous year.
- The estimated expenditures and revenue in each fund for the current year.
- The anticipated unexpended or unappropriated balances or surpluses in the current year for each fund.
- The amount of fund equity anticipated at the end of the current year.
- The number and category of staff members for the current and the ensuing year.
- The student enrollment state equalization aid, and revenue limit assumptions for the ensuing year.

The proposed budget document, after preliminary approval of the Board, shall be published through local news media in accordance with state law. In order to provide budget information to the citizens of the district and to hear citizen views concerning the proposed budget, the Board shall set a date for a public review.

After the budget statement has been prepared in accordance with legal requirements and has been presented at a hearing for public review, the budget shall be submitted to the Board for revision and final adoption by resolution.

A proposed budget requires the critical analysis of every member of the Board prior to approval; once adopted, the budget deserves the support of all members of the Board regardless of their position before its adoption.

Legal Reference: **Wisconsin Statute 65.90**
 Wisconsin Statute 115.28(13)
 Wisconsin Statute 120.12(3)

Policy Approved: **August 21, 1985**
 August 24, 2015