

DE SOTO AREA SCHOOL DISTRICT

621

BUDGET PREPARATION

The preparation of the formal budget document shall be the responsibility of the District Administrator.

A preliminary budget projection of the financial needs of the De Soto Area School District shall be presented to the Board of Education during the month of August. A complete budget shall be presented to the Board in September for Board adoption. The adopted budget shall be presented to the District's annual meeting.

The budget document presented at the annual meeting shall list all existing indebtedness and the anticipated revenue from all sources during the ensuing year and shall likewise list all proposed appropriations for each department, activity and reserve account during the ensuing year.

The budget shall also show actual revenues and expenditures for the preceding year, actual revenues and expenditures for not less than the first six months of the current year and estimated revenues and expenditures for the balance of the current year. Such budget shall also show for informational purposes by fund all anticipated unexpended or unappropriated balances and surpluses.

A summary of the budget and notice where such budget in detail is available for public inspection and notice of the time and place for holding the public hearing shall be published as a class I notice at least 10 days prior to the time of such public hearing.

LEGAL REF.: Sections 65.90 Wisconsin Statutes
985.07

CROSS REF.: 620, Annual Operating Budget
622, Budget Hearing

APPROVED: April 14, 2008
