

**OPERATIONAL SERVICES**

**Fiscal and Business Management**

The Superintendent shall be responsible for the District's fiscal and business management. This responsibility includes annually preparing and presenting to the Board of Education the District's statement of affairs and publishing it before December 1, as required by state law. The Superintendent shall ensure the efficient and cost-effective operation of the District's business management and to that end shall, as appropriate, use computers, computer software, data management, communication systems and electronic networks, including electronic mail, the Internet and security systems. Each person using the District's electronic network shall complete an *Acceptable Use Policy*.

**Budget Planning**

The District's fiscal year is from July 1 to June 30. The Superintendent shall present to the Board of Education, no later than the first regular meeting in August, a tentative budget with appropriate explanation. This budget shall represent the culmination of an ongoing process of planning for the fiscal support needed for the District's educational program. The District's budget shall be entered upon the Illinois State Board of Education's "District Budget Form".

**Preliminary Adoption Procedures**

After receiving the Superintendent's tentative budget, the board of Education will set:

1. The date, place and time for a public hearing on the tentative budget;
2. The date, place and time for the tentative budget to be available to the public for inspection.

The Secretary of the Board of Education shall arrange to publish a notice in a newspaper published in the district or when appropriate, by posting notices at the school of the tentative budget's availability for public inspection and of a public hearing.

The tentative budget shall be available for public inspection at least thirty (30) days before the time of the budget hearing. At the public hearing, the tentative budget shall be reviewed and the public shall be invited to comment, question or advise the Board of Education

**Final Adoption Procedures**

The Board of Education shall adopt a budget before the end of the first quarter of each fiscal year (September 30), or by such alternative procedure as State law may define. The adoption of the budget shall be by roll call vote. The resolution adopting the Budget shall be incorporated into the meeting's official minutes. Board of Education members' names voting "yea" and "nay" shall be recorded in the minutes.

The Superintendent or designee shall post the District's current annual budget, itemized by receipts and expenditures on the District's internet website and notify the parent(s)/guardian(s) that the budget is posted and provide the website's address.

A certified copy of the budget resolution and an estimate of revenues by source anticipated to be received in the following fiscal year (certified by the Superintendent) must be filed with the County Clerk within thirty (30) days of the adoption of the budget.

The Superintendent shall make all preparations necessary in order for the Board to timely file its Certificate of Tax Levy, including preparation to comply with the Truth in Taxation Law. On or before the last Tuesday in December, a Certificate of Tax Levy shall be filed with the county Clerk. The Certificate must reflect the amount of money necessary to be raised by special tax for transportation purposes, if any, and for educational and operations and maintenance purposes, if any, and for educational, operations and maintenance purposes for the next ensuing year. The Superintendent shall prepare all documents and notices necessary for the Board to timely file its Certificate of Tax Levy. Any amendments to the budget or certificate of tax levy shall be made as provided in The School Code and Truth in Taxation Law. The Secretary of the Board of Education or his or her designee shall make all filings.

**Budget Amendments**

The Board of Education may amend the budget by the same procedure as provided for in the original adoption.

**Implementation**

The Superintendent is responsible for implementing the District's budget and shall provide the Board of Education with a monthly financial report, which includes all deficit fund balances. The total amount budgeted as the expenditure in each fund is the maximum amount which may be expended for that category, except when a transfer of funds is authorized by the Board of Education.

The Board of Education shall act on:

- All expenditures;
- All inter-fund transfers, inter-fund loans and transfers within funds;
- All transfers from one program to another;
- All expenditures, which are to be charged to a contingency account, if such an account, exists.

LEGAL REF.: 105 ILCS 5/10-17, 5/17-1, 5/17-3.2 and 5/17-11.  
35 ILCS 200/18-50.

FIRST READING: October 19, 2005

ADOPTED: November 16, 2005