SECTION TWO:

BUDGETS

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A school district's budget is its education plan expressed in dollars and cents. It is the mechanism for carrying out the district's strategic goals and objectives.

Budget related Board Policies

DC Annual Operating Budget
DCB Fiscal Year
DCC Annual Operating Budget Preparation Procedures
DCCA Budget Deadlines and Schedules
DCE Final Adoption Procedures
DCH Periodic Budget Reconciliation
DCI Line Item Authority

FY 2015-2016 Budget Calendar

To be added as an attachment in January 2015

FY 2014-2015 Fund 1120 Budget Allocations

Each school receives an allocation per function and the Principal, in conjunction with the school's staff, allocates those functions among the expenditure objects. The school will communicate their school's strategic and fiscal plan by completing a Spending plan.

Functions	Allocation Base	Amount per Base
Instructional 1105-1140	Average Daily Attendance	\$55
Gifted 1210	Average Daily Attendance	\$30
Athletics 1910	Average Daily Attendance	\$15, plus AD travel
Student Activities 1920	Average Daily Attendance	\$15
Counseling 2120	Average Daily Attendance	\$3
Nursing 2134	Average Daily Attendance	\$2.50
Staff Training 2213	Staff Count	\$55
Library 2220	Average Daily Attendance	\$22
Principal 2410	Average Daily Attendance	\$8, plus \$3,000 in travel
Maintenance 2610	Square Footage	\$1, plus percentage
		increase based on age of
		main building

The following budget allocations are mutually managed by the Principal and Central Office Administrator.

Expenditure	Administrator
Centralized Maintenance- Function 2620	Gregory Wheat- Maintenance Director
Technology- Function 2842	Jeanise Andrews- Technology Supervisor
Textbook- School's Instructional Function,	Dr. Robin Ballard- Asst. Superintendent
Object 651	Curriculum and Instruction
PBIS- Function 1920, Program 180	Dr. Robin Ballard- Asst. Superintendent
	Curriculum and Instruction
Advance Placement- Function 1140,	Dr. Robin Ballard- Asst. Superintendent
Program 595	Curriculum and Instruction
Pre-K- Function 1105, Program 011	Dr. Robin Ballard- Asst. Superintendent
	Curriculum and Instruction

Budget Revisions

- Budget Revisions are needed when the budget manager wants to move money from one object to another object within the same fund and same function.
- A Budget Revision form must be completed in its entirety listing the codes to be affected, explanation for the changes and signed by budget manger.
- The current budget is pulled from the expenditure budget report in the accounting software.
- A negative number should be placed in the "decrease" column.
- The total increases and decreases must equal.
- The current budget must equal the revised budget.
- Be sure to complete the explanation section stating the reason for the revision.
- Once the Budget Revision form is completed and signed by budget manager, it is
 to be submitted to the Business Office emailed to
 purchasing@lowndes.k12.ms.us or for federal funds, emailed to
 generalledger@lowndes.k12.ms.us for verification. Verification process can be
 shortened if the expenditure report of affected codes are attached.
- Once the Business Office has verified and approved the revision, it will then be forwarded to the Superintendent for final approval.
- When the Superintendent approves, the revision will be returned to the Business Office for processing.
- Once the revision is processed, the budget manager will be notified via email.
- Should you have any questions on completing the form, please contact the Chief Accounting Clerk in the Business Office.
- The periodic Budget Revisions do not go before the Board of Trustees for approval. They all will be approved at the end of the fiscal year.

Budget Amendments

- Budget Amendments are needed when the total budget of a function and/or fund is being requested to be changed, whether increased or decreased.
- A Budget Amendment form must be completed in its entirety listing ALL the codes within that function and/or fund, explanation for the changes, and signed by the budget manager.
- The current budget is pulled from the expenditure budget report in the accounting software.
- A negative number should be placed in the "decrease" column.
- The total increases and decreases will not equal.
- The current budget will not equal the revised budget.
- Be sure to complete the explanation section stating the reason for the amendment.
- If the amendment is increasing the overall fund's budget, the explanation section must state the revenue source that is funding the expenditure increase.
- Once the Budget Amendment form is completed and signed by budget manager, it is to be submitted to the Business Office for verification.
- Once the Business Office has verified and approved the amendment, it will then be forwarded to the Superintendent for approval.
- When the Superintendent approves, the amendment will be returned to the Business Office for preparation to submit to the Board of Trustees.
- Budget Amendments do need official approval from the Board of Trustees at the time of request. Therefore Budget Amendments are only processed once a month.
- See the Business Office calendar for due dates for items to be put on the Board Agenda.
- When the Board approves the amendment, it will then be process by the Business Office.
- Once the amendment is processed, the budget manager will be notified via email.
- Should you have any questions completing the form, please contact the Chief Accounting Clerk in the Business Office.