

SECTION VI--PREPARATION OF BUDGET

BUDGET ADOPTION

All of the data necessary to complete the proposed budget should now be available. The format in which the proposed budget should be shown is presented at Illustration 12. The expenditures are shown by fund, function, subfunction and service area. The revenues are shown by fund, major source and type.

If the school district has formalized a building program by a duly adopted resolution placed in the minutes of the school board then the amount needed to be levied in order to carry out the building program should be shown on the line "Assigned for Building Program/Board Resolution No. ____" on Illustration 12. This line appears before the beginning of the "Means of Finance" section.

The Bond Redemption Fund must be included in the budget for informational purposes.

After the proposed budget along with supporting schedules have been reviewed, adjusted and approved, the final budget should be prepared in a format similar to the proposed budget and adopted.

The "Notice of Hearing" shown as Illustration 13 is a sample format that can be used by the LEAs when publishing their proposed budget.

The resolution shown as Illustration 14 is a sample format that can be used by the LEAs when they adopt their annual budget. The resolution shown as Illustration 15 is a sample format that can be used when adopting a supplemental budget.

In preparing the annual estimate of expenses, the business manager may include in the budget a line item for contingencies. The line item shall be included in the annual budget adopted pursuant to SDCL 13-11-2 and shall not exceed five percent of the total school district budget. No expenditures shall be charged to this item but such appropriated amount may be transferred, by resolution of the school board, to any other budget category except capital outlay in which insufficient amounts were provided or for items for which no appropriation was provided. (SDCL 13-11-2.1)