

SECTION VI--PREPARATION OF BUDGET

BUDGET EXECUTION

After the budget has been prepared and adopted, and as the new fiscal year begins, the execution phase of the budgetary process comes into being. Budgetary accounts are set up to record the estimated revenues and budgeted expenditures in the fund accounts.

The appropriations included in the annual budget constitute maximum authorizations to spend during the fiscal year (SDCL 13-11-2), and cannot be exceeded except by subsequent amendment of the budget by the governing body pursuant to SDCL 13-11-3.2 or by contingency transfers allowed by SDCL 13-11-2.1.

Appropriations which are unspent at the end of a fiscal year lapse unless encumbered by resolution of the governing body. The business manager is required to keep a detailed listing by payee and amount supporting all such encumbrances shown in the resolution. (SDCL 13-11-8)

Summary and Time Table:

Scheduled times for completion of the steps in the budgeting process should be approximately as follows:

Regular board meeting in May	The school board prepares a proposed budget for consideration in not later than this date.
From May to July	Changes may be made to the proposed budget prior to publishing. These changes do not need to be listed in the minutes. Board action should recognize the final version to be published in July.
Prior to July 15	Publish the proposed budget together with a notice of hearing. (SDCL 13-11-2)
Prior to August 1	Hold public hearing on proposed budget. (SDCL 13-11-2)
Prior to October 1	Adopt final budget and report levy to county auditor. (SDCL 13-11-2) For the General Fund, Special Education Fund, Capital Outlay Fund, and Pension Fund the levy may be reported to the county in dollars or dollars per thousand dollars of taxable valuation. (SDCL 13-11-3)
Within 30 days after adoption of the final budget	Publish in the minutes any changes made in the proposed budget published prior to July 15. (SDCL 13-11-2)
Throughout the school year	Any school budget may be supplemented upon passage of a resolution by the board. (SDCL 13-11-3.2)