Policy Title: **Planning the Budget** Policy #801.1

Prior to certification of the budget, the board will review the projected revenues and expenditures for the school district and make adjustments where necessary to carry out the education program within the revenues projected. The budget of the school district is the authority for the expenditures of the school district for the fiscal year for which the budget was adopted and certified. It is the responsibility of the superintendent to operate the school district within the budget.

A budget for the school district shall be prepared annually for the board's review. The budget shall include the following:

- the amount of revenues to be raised by taxation;
- the amount of revenues from sources other than taxation;
- an itemization of the amount to be spent in each fund; and,
- a comparison of the amount spent and revenue received in each fund for like purposes in the two prior fiscal years.

It shall be the responsibility of the superintendent and the board secretary and/or treasurer to prepare the budget for review by the board prior to the April 30 deadline each year. The District will provide all of the information necessary for the Proposed Property Tax Statement to the Department of Management by March 5.

Mailing of Proposed Property Tax Hearing Statements is completed by the county auditor by March 20. A first public hearing notice for the Proposed Property Taxes shall be published not less than 10 days and not more than 20 days prior to the date of hearing. The hearing notice is published in a newspaper designated for official publication in the school district. The hearing notice must also be posted on the district website and district social media accounts on the same day it is published in the newspaper. The hearing on the Proposed Property Tax must be a unique and separate meeting and be the only item on the agenda.

Prior to the adoption of the proposed budget by the board, the public is apprised of the proposed budget for the school district. Prior to the adoption of the proposed budget by the board, members of the school district community will have an opportunity to review and comment on the proposed budget. A second public hearing for the proposed budget of the board is held each year in sufficient time to file the adopted budget no later than April 30.

The proposed budget filed by the board with the board secretary and the time and place for the second public hearing on the proposed budget is published in a newspaper designated for official publication in the school district. It is the responsibility of the board secretary to publish the proposed budget and public hearing information at least 10 but no more than 20 days prior to the public hearing.

The board will adopt and certify a budget for the operation of the school district to the county auditor by April 30. It is the responsibility of the board secretary to file the adopted and certified budget with the county auditor and the Iowa Department of Management.

The board may amend the budget for the fiscal year in the event of unforeseen circumstances. The amendment procedures will follow the procedures for public review and adoption of the original budget by the board outlined in these policies.

It is the responsibility of the superintendent and the board secretary to bring any budget amendments necessary to the attention of the board to allow sufficient time to file the amendment with the county auditor no later than May 31 of each year.

**Solvency Ratio and Unspent Authorized Budget Ratio**
The Monticello Community School District is committed to equalizing educational opportunities and providing the best education for all children in the school district. In addition, the school district is committed to making good financial decisions for all stakeholders to maintain financial stability and transparency. Two significant indicators of a school districts financial health are a Solvency Ratio between 5%-15% and an Unspent Authorized Budget Ratio between 5%-15%. The Monticello Community School District will strive to maintain a Solvency Ratio in the 5%-15% range each year and an Unspent Authorized Budget Ratio in the 5%-15% range each year. Per state law the Unspent Authorized Budget Ratio will not exceed 35% in the Monticello Community School District. Our goal each school year is to decrease the percentage of school costs paid from property taxes and provide property tax relief for our community.

Date of Adoption: 1967

Reviewed and Amended: 9/28/92; 9/95; 1/24/2000; 12/22/08; 2/24/14; 10/22/18; 5/20/24; 5/18/26; 11/23/26