**DB Budget Planning DB**

 A planned, systematically prepared budget is essential in the management of the district. The board delegates to the superintendent the authority to develop a budget for the board's consideration.

Approved: July 1, 2001

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 The district budget shall be prepared by the superintendent in cooperation with selected district employees and shall reflect the district’s educational goals.

 The superintendent shall follow the adopted budget.

 The district shall fund the operating budget according to approved fiscal and budgetary procedures required by the State of Kansas.

 Budget Forms

 Budget forms used shall be those prepared and recommended by the Kansas State Department of Education. Budget summary documents shall be prepared on forms provided by the Kansas State Department of Education.

 Priorities

 The board will establish priorities for the district on a short-term, intermediate and long-range basis.

 Deadlines and Schedules

 Deadlines and time schedules shall be established by the board.

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 Encumbrances

 An encumbrance shall be made when a purchase is made or when an approved purchase order is processed. All encumbrances shall be charged to a specific fund. All necessary encumbrances shall be made by the superintendent.

 Recommendations

 Recommendations of the superintendent and professional staff concerning the district’s educational program and related budget figures will be presented to the board prior to submission of the tentative draft budget. All superintendent and staff recommendations will be presented to the board no later than the regular board meeting in August.

 Preliminary Adoption Procedures

 The superintendent will be responsible for developing the budget cover letter. It is recommended that the letter include a restatement of the goals and objectives of the district and a list of budget priorities. An explanation of line item expenditures will be included in the letter. Fund expenditures and line categories will also be explained in terms of how the budget meets the goals and objectives of the district and enhances completion of priority programs. A preliminary draft of the district’s budget will be submitted by the superintendent to the board on or before August 1st each year.

 Hearings and Reviews

 The board shall conduct budget hearings according to state law.

 Budget Transparency

 The district shall comply with the requirements of the Kansas Uniform Financial Accounting and Reporting Act and rules and regulations promulgated by the Kansas State Board of Education thereunder in maintaining, reporting,

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publishing on the district’s website, and making available to the public specified budgetary records, forms, and information.

 Management of District Assets/Accounts

 The superintendent shall establish and maintain accurate, efficient financial management systems to meet the district’s fiscal obligations, produce

useful information for financial reports, and safeguard district resources. The superintendent shall ensure the district’s accounting system provides ongoing internal controls. The superintendent shall review the accounting system with the board.

 Fraud Prevention and Investigation

 All employees, board members, consultants, vendors, contractors and other parties maintaining a business relationship with the district shall act with due diligence in duties involving the district’s fiscal resources. The superintendent shall develop internal controls that aid in the prevention and detection of fraud, financial impropriety or irregularity.

 Reporting Fraud

 An employee who suspects fraud, impropriety or irregularity shall promptly report those suspicions to the immediate supervisor and/or the superintendent. The superintendent shall have primary responsibility for any investigations, in coordination with legal counsel and other internal or external departments and agencies as appropriate.

 Whistleblowers

 The district encourages complaints, reports or inquiries about illegal practices or violations of district policies, including illegal or improper conduct

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by the district, its leadership or by others on its behalf. Reports could include, but not be limited to, financial improprieties, accounting or audit

matters, ethical violations or other similar illegal or improper practices or policies. The district prohibits retaliation by or on behalf of the district against staff members who make good faith complaining, reports or inquiries under this policy or for participations in a review or investigation under this policy. This protection extends to those whose allegations are made in good faith but prove to be mistaken. The district reserves the right to discipline persons who make bad faith, knowingly false, or vexatious complaints, reports or inquiries or who otherwise abuse this policy.

 Complaints, reports or inquiries may be made under this policy on a confidential or anonymous basis. They should describe in detail the specific facts demonstrating the bases for the complaints, reports or inquiries. They should be directed to the superintendent. If the superintendent is implicated in the complaint, report or inquiry, it should be directed to the board at education. The district will conduct a prompt review or investigation. The district may be unable to fully evaluate a vague or general complaint, report or inquiry that is made anonymously.

Approved: July 1, 2001; 12/04; 10/07; 10/09; December 14, 2014