

BUDGETING

Originated with Finance Committee
Proposed to Executive Committee: 11/14/02
Approved at Full Board First Reading: 5/1/03
Adopted at Full Board Second Reading: 6/26/03

Policy

The budget is a policy document that reflects the goals of Thetford Academy. It is the policy of the Academy to develop school budget(s) that reflect the Academy's goals in improving student achievement as outlined in its strategic plans and annual action plans and to ensure responsiveness to community needs. The budget will also be structured to demonstrate fiscal responsibility in the operations of the Academy. Current expenses must be balanced with revenues and adequate reserves must be budgeted to provide for future financial obligations and repair and replacement of facilities.

Administrative Responsibility

1. The Head of School will develop an annual calendar for budget development. The calendar will provide sufficient time for:
 - o establishing budget priorities based on ongoing consultations with school employees, parents, students and other citizens;
 - o preparing budget requests by administrators and staff;
 - o budget proposal reviews by the Finance Committee;
 - o budget review by the Executive Committee prior to formal adoption of a budget proposal and related tuition rate by the Board of Trustees
2. The Head of School will prepare a draft budget based on the Academy's strategic and annual action plans and the input of school, community and Board members.

Approval

The Board of Trustees will adopt a budget and a related tuition rate before the last day in January for the following fiscal year beginning July 1. The Head of School will be responsible for explanation and support of the budget with Academy partner towns.

Presentation

The Board will adopt a budget presentation format which:

1. presents planned revenues and expenditures for each department in comparison with prior year financial activity; showing the dollar and percentage increase or decrease for each department

2. shows clearly the expenditures and reserves planned for major capital items in an accompanying capital budget
3. shows the estimated billing to each town that sends students to Thetford Academy
4. clearly shows the computation of a tuition rate for all classes of students

A narrative explaining the major factors, which shaped the current year's document, should accompany the budget.

*Legal Reference(s): 16 V.S.A. §563 (Powers of boards)
16 V.S.A. §165 (a)(1) (Action plans)*

*Cross Reference: Fiscal Management and Financial Accountability (E1)
Financial Reports and Statements (E3)*