

SYLVAN HEIGHTS SCIENCE CHARTER SCHOOL  
LOCAL BOARD PROCEDURES

Book: Policy Manual  
Section: 600 Finances  
Title: Budget Planning  
Number: 601  
Status:  
Legal:  
Adopted: April 18, 2016

**Section 1. Authority**

The budget shall be designed to reflect the Board's goals and objectives concerning the education of Sylvan Heights Science Charter School students. Therefore, the budget shall be organized and planned to ensure adequate understanding of the financial needs associated with program support and development. The financial requirements of school programs shall be reviewed on a continual basis.

SC 433, 601, 664, 687, 1716-A

**Section 2. Delegation of Authority**

To meet the objectives of this policy, the Board directs the Principal and his/her administrative staff, to:

1. Include an estimated annual cost for implementation of the school's educational program.
2. Prepare a long range plan for annual maintenance and replacement of the facility or facilities.
3. Prepare a plan for current and future technology needs.
4. Maintain an inventory of school equipment.
5. Establish a projected budget of expenditures and income for the ensuing year.
6. Prepare an annual estimate of anticipated school enrollments.
7. Maintain a plan of anticipated revenues based on changes in state and federal legislation.
8. Report to the Board any serious financial implication arising from the budget plan.

**Section 3. Guidelines**

To help ensure careful budget considerations, all major program changes and their associated costs should be presented to the Board prior to the tentative approval of the budget. Tentative budget time lines will be established in accordance with State and Federal guidelines.