



I. PURPOSE

This policy outlines the characteristics of and method of preparation, adoption, review, and amendment of the budget of Athlos Academy of Jefferson Parish.

II. POLICY

A. Annual Operating Budget

1. The governing board shall approve an annual budget for the general fund and each special revenue fund for the fiscal year July 1 to June 30, no later than June fifteenth of each year.
2. The revenues shall be those normally expected from constitutional, statutory, and regular sources and shall not include probable revenues that may arise from doubtful or contingent sources.
3. The revenues and expenditures in the budget shall be listed and classified in such manner and substance as shall be prescribed by the State Superintendent of Education, and shall detail as nearly as possible the several items of expected revenues and expenditures.
4. No budget shall be approved where expenditures exceed the expected means of financing.
5. No budget shall be approved that results in a minimum unassigned fund balance below the thresholds outlined in *Policy 7107 – Fund Balance*.
6. If over course of the fiscal year it becomes evident that revenues or expenditures will vary substantially from those budgeted, then the School Board shall prepare and adopt an amended budget as outlined in Subsection E.

B. Budget Preparation

1. Budgets shall be prepared on the same basis of accounting as that used in the financial statements.
2. The accounts of the Board shall be organized on the basis of funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for with separate sets of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues and expenditures.
3. The presentation of the budget shall include fund balances, revenues, expenditures and other financing sources/uses. Revenues shall be budgeted by source and expenditure by function as defined by the Louisiana Board of Elementary and Secondary Education (BESE). The format shall also

include the presentation of actual data from the prior fiscal year, budget data for the current fiscal year and budget data for the proposed budget year.

4. A budget message shall be prepared and signed by the Governing Board Chair that articulates priorities and issues for the budget for the new year. The message should describe significant changes in priorities from the current year and explain the factors that led to those changes.

C. Budget Adoption

1. The Governing Board shall cause to be published a notice in the official journal stating that the proposed budget is available for public inspection no later than fifteen (15) days prior to the date for budget adoption.
 - a. The proposed budget shall be made available to the public at the school's main office during regular office hours Monday through Friday, excluding holidays.
2. The notice shall also state that a public hearing on the proposed budget shall be held specifying the date, time and place of the hearing.
3. The proposed budget shall not be considered for adoption or otherwise finalized until at least one public hearing has been conducted on the proposal.
4. The notice shall be published at least ten (10) days prior to the date of the first public hearing and may be published in the same advertisement as the notice of availability of the proposed budget and the public hearing.
5. The Board shall certify completion of all action required by publishing a notice in the same manner as provided above.
6. The Governing Board shall submit a copy of its adopted budget to the State Superintendent no later than September thirtieth of each year, as well as a general summary of the adopted budget. The summary shall include:
 - a. projected revenues
 - b. expenditures, and
 - c. beginning and ending fund and cash balances.
7. A budget proposed for consideration by the School Board shall be accompanied by a proposed budget adoption instrument which shall be necessary to adopt and implement the budget document. As outlined in LA. R.S. 39:1305.

8. All budgets will be sent to the finance committee for development and review prior to being presented to the full board.
9. All action necessary to adopt the budget shall be taken in open meeting with a simple majority of the Board voting in favor of the proposed resolution and/or revisions.

D. Budget Review

1. The budget shall be reviewed at monthly board meetings and such financial reports as the Board directs shall be prepared and presented to the Board by the Director of School Finance.

E. Budget Changes

1. The Governing Board authorizes the School Leader, with the guidance of the Director of School Finance, to reconcile and/or to recommend changes in the budget during the fiscal year, provided the schools are operated for the minimum term according to the rules and regulations of the Louisiana Board of Elementary and Secondary Education (BESE).
2. The School Leader is authorized by the Governing Board, in his/her sole discretion, to reallocate funds within budgetary categories so long as the reallocation does not affect five percent or more of the projected expenditure in that category.
3. Reallocations of funds exceeding five percent of the projected expenditure in that category must be approved by the Governing Board at a duly noticed and convened meeting.
4. If receipts from any unexpected sources are realized or receipts exceed five percent of the expected revenues, an amended budget must be approved by the Governing Board at a duly noticed and convened meeting prior to the expenditure of those funds.
5. The School Leader shall advise the School Board in writing when:
 - a. Revenue collections plus projected revenue collections for the remainder of the year, within a fund, are failing to meet estimated annual budgeted revenues by five percent (5%) or more;
 - b. Actual expenditures plus projected expenditures for the remainder of the year, within a fund, are exceeding the estimated budgeted expenditures by five percent (5%) or more; or
 - c. The actual beginning fund balance, within a fund, fails to meet the estimated beginning fund balance by five percent (5%) or more, and the fund balance is being used to fund current year expenditures.

6. Upon receipt of such notification, the finance committee shall recommend for adoption an amended budget at the next regular board meeting following a meeting of the finance committee.
7. All action necessary to revise the budget shall be taken in open meeting with a simple majority of the Board voting in favor of the proposed resolution and/or revisions.
8. In no event shall a budget amendment be adopted proposing expenditures which exceed the total estimated funds available for the fiscal year.
9. No officer of the board shall utilize any loan or line of credit beyond the amount authorized by the adopted budget

Legal References:

[LA. R.S. 17:88](#) (*Budget of expected revenues and expenditures; boards' duty to adopt; submission to state superintendent of education with a copy to the legislative auditor*)

[LA. R.S. 17:89](#) (*Financial operation of boards on fiscal year basis; restrictions on expenditures; penalty for excessive borrowing*)

[LA. R.S. 39:1301 et. seq.](#) (*Louisiana Local Government Budget Act*)