

# ADMINISTRATIVE POLICIES OF THE MILWAUKEE PUBLIC SCHOOLS

## ADMINISTRATIVE POLICY 3.01 ANNUAL OPERATING BUDGET

### (1) GENERAL

(a) The superintendent of schools shall prepare an annual operating budget for the Milwaukee Public Schools consistent with state statutes, Department of Public Instruction regulations, and district policies and goals.

(b) The purpose of the annual operating budget is to identify adequate financial resources for the educational programs and to provide a basis for accountability in fiscal management.

(c) A budget shall be required for every fund that the school system utilizes in its yearly operation. The funds available for the various school programs are as follows:

- School Operations Fund
- Construction Fund
- Extension Fund
- Categorical Programs

(d) The fiscal year shall be July 1 through June 30.

(e) The Committee on Strategic Planning and Budget shall consider and make recommendations to the Board on all matters pertaining to budget development and control.

(f) Except under exigent circumstances, no amendments to the Superintendent's proposed budget may be submitted directly to the Board, without first having gone through committee for public hearing and recommendation by the committee, for consideration at the meeting at which the budget is to be approved.

### (2) BUDGET DEADLINES AND SCHEDULES

(a) The following deadlines have been established by law:

1. Annually before adopting its budget for the next fiscal year and at least five days before transmitting its completed budget, the Board shall hold a public hearing on the proposed budget.
2. At least one week before the public hearing, the Board shall publish a notice of the public hearing.
3. The Board shall transmit its completed budget to the Common Council on or before the first Monday in August of each year on forms furnished by the auditing officer of the City of Milwaukee.

(b) Copies of the proposed budgets shall be furnished to each Board member before the public hearing on the proposed budget is held.

(c) The Administration shall consider budget preparation a year-round process and shall establish a budget calendar which shall present a plan of action for estimating and completing preparation of the annual budget in a fixed period. The calendar shall also be used as a guide for coordinating the budgetary activities, collecting budget data, and making budget decisions.

(d) When developing the budget calendar, the Administration is to schedule an additional meeting of the Board's Committee on Strategic Planning and Budget, which is to be held at least 48 hours before the meeting at which the Board is to adopt the budget, to give public hearing and to formulate recommendations on any final amendments to the proposed budget that members of the Board may have.

**History:** Codified 1976; revised 1984, 1-25-95

**Previous Coding:** Admin. Policy DB, DBB, DBC, DEA, prior to May 1995; Admin. Policy 4.01, May 1995-August 1996

**Legal Ref.:** W.S. 119.16(8), 119.46, 119.47, 119.48, 121.01-121.23, 62.12, 65.07, 115.01, 119.04

**Contract Ref.:** MTEA Contract (Teachers)

**Cross Ref.:** Bd. Gov. Policy BG 4.05 Budgeting/Forecasting

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