



Book Policy Manual  
 Section Vol. 19, No. 1  
 Title REVISED POLICY - VOL. 19, NO. 1 - DISTRICT BUDGET  
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**REVISED POLICY - VOL. 19, NO. 1**

**6233 - DISTRICT BUDGET**

**A. Preparation**

The budget shall be prepared and administered in accordance with Florida statutes and in accordance with Policy 6220.

**B. Implementation of Budget**

Implementation of the official District budget shall give appropriations and reserves therein the force and effect of fixed appropriations and reserves, and the same shall not be altered, amended, or exceeded except as authorized.

Expenditures may exceed the amount budgeted by function or object provided the School Board approves the expenditures and amends the budget no later than the annual due date established by the State Department of Education for submitting the District's annual financial report.

Pursuant to State law, if the Board finds and declares in a resolution adopted at a regular meeting of the Board that the funds received for any of the following categorical appropriations are urgently needed to maintain Board specified academic classroom instruction or improve school safety, the Board may consider and approve an amendment to the School District operating budget transferring the identified amount of the categorical funds to the appropriate account for expenditure:

1. funds for student transportation;
2. ~~funds for safe schools;~~
3. ~~funds for supplemental academic instruction;~~
4. funds for research-based reading instruction;
5. funds for instructional materials.

Such a transfer can only be recommended by the Superintendent and approved by the Board if all instructional materials necessary to provide update materials aligned to Next Generation Sunshine State Standards and benchmarks and that meet statutory requirements of content and learning have been purchased for that fiscal year, and such a transfer is recommended by the Superintendent and approved by the Board no sooner than March 1st of the fiscal year. Pursuant to State law, funds for instructional materials available after March 1st may be used to purchase hardware for student instruction.

The Board shall monitor the budget on a monthly basis.

**C. General Fund Ending Fund Balance**

The Constitution of the State of Florida requires that the District operate under a balanced budget. The Board understands that there may be unforeseen circumstances that can result in increases or decreases in revenue and/or expenditures. These circumstances would thereby impact the financial stability of the District.

As required by Florida statute, the Board shall maintain a General Fund ending fund balance not classified as restricted, committed, or nonspendable in the District's approved operating budget that is sufficient to address normal contingencies.

1. Any time the portion of the General Fund's ending fund balance not classified as restricted, committed, or nonspendable in the District's approved operating budget is projected to fall below five percent (5%) of projected General Fund revenues during the current fiscal year, the Superintendent shall develop and submit to the Board for approval a plan to restore the ending fund balance to five percent (5%) of projected General Fund revenues.

**NOTE: A comprehensive policy should include one of the following two options. Please select one.**

**[OPTION #1]**

- 2.  The Superintendent shall provide written notification to the Board and to the Commissioner of Education if at any time the portion of the general fund's ending fund balance not classified as restricted, committed, or nonspendable in the District's operating budget is projected to fall below projected revenues as prescribed by law.

**[OPTION #2]**

- 2.  The Superintendent shall provide written notification to the Board and the Commission or Education any time the portion of the General Fund's ending fund balance not classified as restricted, committed, or nonspendable in the District's approved operating budget is projected to fall below three percent (3%) of projected General Fund revenues during the current fiscal year.

The Superintendent shall submit to the Board for approval a plan to avoid a financial emergency as determined pursuant to F.S. 218.503.

The Superintendent shall provide written notification to the Board and the Commission of Education any time the portion of the General Fund's ending fund balance not classified as restricted, committed, or nonspendable in the District's approved operating budget is projected to fall below two percent (2%) of projected General Fund revenues during the current fiscal year.

The Superintendent shall also submit to the Commissioner of Education the Board-approved plan to avoid a financial emergency as determined pursuant to F.S. 218.503.

**[END OF OPTIONS]**

**D. ( ) Loans to Schools**

The Board may authorize loans from the General Fund to schools subject to the following provisions:

- 1. The purpose for which loans are made shall be for valid public education purposes.
- 2. Such loans shall be for the direct benefit of students.
- 3. All requests for loans must be made by the \_\_\_\_\_ and approved by the \_\_\_\_\_ and \_\_\_\_\_.
- 4. The \_\_\_\_\_ shall be directly responsible for the expenditure and repayment of such loans. If a payment is missed, the principal shall be given a period of one (1) calendar year from the date the payment is due to make said payment plus six percent (6%) interest on the amount due. No more than one (1) such annual payment may be allowed to be in arrears at one time.
- 5. The expenditure of loan proceeds shall be in accordance with all applicable laws, rules, regulations, and procedures.

- F.S. 1001.42
- F.S. 1001.43
- F.S. 1011.01
- [F.S. 1011.035](#)
- F.S. 1011.051
- F.S. 1011.62
- F.A.C. 6A-1.002
- F.A.C. 6A-1.006

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- Legal
  - [F.S. 1001.42](#)
  - [F.S. 1001.43](#)
  - [F.S. 1011.01](#)
  - [F.S. 1011.035](#)
  - [F.S. 1011.051](#)
  - [F.S. 1011.62](#)
  - [F.A.C. 6A-1.002](#)
  - [F.A.C. 6A-1.006](#)

Cross References [po6220 - BUDGET PREPARATION](#)

Last Modified by Sam Stalnaker on December 10, 2018