

Series 2000 - Finance and Facility Management

Section 2100 - Budget

Policy 2102 - Excess Levy Budget Planning - Staff Involvement

The purpose of this policy is to establish procedures for schools to request allocations for instructional supplies, equipment, transportation, and other items from the excess levy. The following procedures shall be followed concerning requests for allocations from excess levy funds.

- 2102.1 The elementary principal, with representatives from both the primary and intermediate divisions of the staff, shall develop a proposed budget for the expenditure of their allocation.
- 2102.2 The secondary principal, with the department chairs or representatives from each departmental area, shall develop a proposed budget for the expenditure of their allocation.
- 2102.3 A copy of proposed budgets and expenditures from the excess levy will be available for review at each school to all teachers, service personnel and the public.
- 2102.4 Excess Levy expenditures must be reflected in the Unified School Improvement plan or Title I Building-wide plan.
- 2102.5 The final budget from each of the schools shall be signed by the principal and those included in the budget development process and submitted to the Chief School Business Official. The division of curriculum and instruction may review such budget proposals.

Approved by Harrison County Board of Education

Effective Date: May 21, 2002

