

BIG HORN COUNTY SCHOOL DISTRICT NUMBER ONE
Box 688
Cowley, Wyoming 82420
POLICIES AND REGULATIONS
File: DB

ANNUAL BUDGET

The Wyoming Municipal Budget Act provides the framework for preparation, passage, and implementation of the district's annual budget. A budget is required for every fund that the school system uses in its yearly operation.

The budget, when adopted, is the legal basis upon which tax rates are set. It is the legal document which restricts and limits the purposes and amounts of expenditures by the district.

The budget officer shall be the superintendent. In preparing budget recommendations for the Board, the superintendent shall seek suggestions from principals and other staff members. He shall ensure that budget preparations follow guidelines set forth in state law and regulation, including the use of a budgeting system and forms prescribed by the state. He shall also be responsible for budget administration after the budget is approved. The budget calendar is as follows:

1. By May, all departments are required to have their individual budget requests submitted to the school district budget officer.
2. On or before May 15, the budget officer must prepare a tentative budget for each fund, and file the budget with the local Board. Such budget must be accompanied by a budget message in explanation of the budget.
3. At least one week before the hearing date (which is the third Wednesday in July), a summary of the proposed budget must be entered into the minutes, and the local Board must publish such summary in a newspaper having general circulation in the area in which the district is located (or, if there is no such newspaper, by posting the notice in three conspicuous places within the district).
4. The public hearing must be held on the third Wednesday in July. The Board of Trustees must arrange for and provide accommodations for interested persons. Copies of publications of hearings (complete with budget summaries) must be furnished to the State Examiner and the State Department of Education. The School District must provide SDE with a copy no later than July 30 of each year.
5. On, or the day following the public hearing, the Board must make the necessary appropriations and adopt the budget which, subject to future amendments, shall be in effect for the fiscal year following. A certified copy of the adopted budget shall be furnished to the county commissioners, and certified copies shall also be on file in the district office. A copy of the budget summarized on the forms herein provided will fulfill the requirements that SDE be furnished a copy.

Current practice codified 1977
Adopted: Date of manual adoption
Revised: 12/6/84
Revised 1/16/07

LEGAL REF.: Wyoming Education Policies Reference Manual, codes DB, DBA, DBB, DBD, DBH
W.S. 21-3-1 10,21-3-125,21-13-504; W.S. 16-4-1 01 through 124