

SUMMERS COUNTY BOARD OF EDUCATION POLICY

Adopted: 5/12/83 Revised: 5/25/05

Reference: WV Code 18-5-4, 18-9B-6, 18-9B-6A,
18-8-13, 11-8-12

Code: VIII-C-2

Page: 1 of 1

Budget Preparation and Adoption Procedures

The responsibility for preparing the annual operating budget rests with the Superintendent of Schools. In actual practice, the budget is prepared by the Business Manager with the involvement of staff members and department heads working under the direction of the Superintendent. Principals, teachers, other board employees, and the general public also are afforded an opportunity through the proper channels to become involved in the preparation of the budget.

Each County Board of Education is statutorily required to hold a budget hearing concerning the proposed budget for the ensuing fiscal year not less than ten days after the budget has been made available for public inspection. (1). Notice of the hearing must be published as a Class I legal advertisement ten days prior to the budget hearing. (2). The proposed budget must be published as a Class-II-O legal advertisement. After the hearing the Board must formally ADOPT its proposed budget for the subsequent year. The Board must submit its proposed budget electronically to the State Board for approval on the date set by the Department of Education.