

## Section 3000 – Fiscal Management

3100-R Annual Operating Budget

3100-R

### Budget Adoption Procedures

Information to be considered in developing the proposed budget for all funds shall include fund balances for the most recently concluded fiscal year, anticipated expenditure and revenue data for the current fiscal year, and the projected expenditures and revenues for the fiscal year for which the budget is being prepared.<sup>1</sup>

The Business Services Department shall develop detailed procedures for gathering appropriate information and preparing the budget, including, but not limited to, communicating with the Board and staff, developing student enrollment projections, and monitoring legal and legislative changes.

As part of the budget process, the Business Services staff will develop a revenue, expenditure, and fund balance projection covering a minimum of three years.

### Recommendations

All recommendations of the Superintendent and staff shall be presented to the Board no later than the last Board meeting in June.

### Hearings and Reviews

Copies of the draft budget shall be available to the general public after being made available to the Board. The date, time, and location of the annual budget hearing shall be set by the Board. Public notice of said budget hearing shall be published as required by law.<sup>2</sup>

### Adoption

The Board shall approve the budget according to current law.

Rules Accepted: June 29, 2009

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<sup>1</sup> MCL211.209 ("Each local unit as defined in this act shall prepare each year a budget containing an itemized statement of its proposed expenditures and estimated revenues, covering all its departments and activities.")

<sup>2</sup> MCL131412 ("A local unit shall hold a public hearing on its proposed budget. The local unit shall give notice of the hearing by publication in a newspaper of general circulation within the local unit at least 6 days before the hearing. The notice shall include the time and place of the hearing and shall state the place where a copy of the budget is available for public inspection. The notice shall also include the following statement printed in 11-point boldfaced type: "The property tax millage rate proposed to be levied to support the proposed budget will be a subject of this hearing.").