

ARTICLE II: PLANNING

TABLE OF CONTENTS

3-2.1 ANNUAL OPERATING BUDGET

3-2.2 CAPITAL IMPROVEMENT PLAN

POLICY 3-2.1 ANNUAL OPERATING BUDGET

The Hanover County School Board annual budget is the financial outline of the Hanover County Public Schools’ education and support programs. It presents a proposed plan of expenditures and the expected means of financing those expenditures. After adoption, it provides the primary means of managing expenditures.

The fiscal year is defined as beginning on the first day of July and ending on the thirtieth day of the following June.

The division superintendent is responsible for seeing that the annual school budget is prepared and presented to the School Board for adoption. The annual budget will reflect estimated revenues, sources of these revenues, estimated expenditures, and the planned amounts which may be spent under each account code.

The division superintendent or his designee shall prepare a budget calendar identifying all deadlines for the annual budget making process. The calendar shall include a work session for reviewing the budget and at least one public hearing on the budget. Notice of the time and place for the public hearing must be published at least ten days in advance, in a newspaper having general circulation within the school division.

LEGAL REFERENCE: Code of Virginia, 1950, as amended, §§ 15.2-2500 through 15.2-2513, 22.1-90 through 22.1-95, 22.1-97 through 22.1-98; Virginia Board of Education Regulations Governing Classification of Expenditures, 8 VAC 20-210-10, and Governing Reduction of State Aid When Length of School Term Below One Hundred Eighty School Days, 8 VAC 20-520-10.

Recodified: August 2000

ACCOMPANYING REGULATION

REGULATION 3-2.1 PREPARATION AND APPROVAL

Preparation

On or before March first of each year the division superintendent shall present to the Hanover County School Board an operating budget which contains a complete financial plan for the operation of the public schools for the ensuing fiscal year. The budget shall be organized in accordance with state law and guidelines set forth by the Virginia Board of Education and shall contain both a line-item and program expenditure format.

Public Hearings

Opportunity shall be provided for the public to be heard regarding its educational priorities both before and after the formulation of the division superintendent's budget.

Board Approval

On or before April 1 the School Board shall act to approve (with or without revision) the division superintendent's budget and shall forward it to the Hanover County Board of Supervisors, together with a request for approval of the budget and the required appropriation. Included with the budget shall be a message from the division superintendent containing a description of the important features of the budget plan, an explanation of all salient changes in estimated receipts and recommended expenditures as

compared with the current and preceding fiscal years and a summary of the proposed budget showing these comparisons.

Final Board Action

Following action by the Hanover County Board of Supervisors on the total budget, the School Board shall give final approval to the budget within the framework of the funds available.

POLICY 3-2.2 CAPITAL IMPROVEMENT PLAN

The Hanover County School Board, in cooperation with the division superintendent, shall draft a capital improvement plan which will project school division capital needs over a ten-year period, and as is further described in School Board Policy 4-3.2. Individual capital projects shall be assigned priorities. The plan shall be reviewed and updated annually. Copies shall be submitted to the Hanover County Board of Supervisors.

LEGAL REFERENCE: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-79 (3), 22.1-253.13:6 (A).

Recodified: August 2000