

Business and Noninstructional Operations

Budget - Planning, Development, Adoption, and Responsibility

The District budget shall be developed in accordance with standards and criteria for fiscal accountability adopted by the State Board of Education.

The budget shall include an itemized plan of all proposed expenditures and all estimated revenues for the ensuing fiscal year, together with a comparison of revenues and expenditures for the current fiscal year. The budget shall also include an estimate of the above figures, unaudited, for the current fiscal year and the appropriations limit and total annual appropriations subject to limitation as determined pursuant to Government Code requirements.

The agenda for the public hearing on the district budget shall be posted at least 72 hours before the hearing and shall indicate the location where the budget may be inspected. The proposed budget shall be available for public inspection at least three working days before this hearing. (Education Code 42103, 42127, 52062).

The Superintendent or designee shall notify the County Superintendent of Schools of the location and dates at which the proposed budget may be inspected, as well as the location, date, and time of the public hearing, in sufficient time for the County Superintendent to publish such information in a newspaper of general circulation at least 10 days but not more than 45 days before the hearing, as required by Education Code 42103.

Before adopting the budget, the Governing Board shall hold a public hearing for the purpose of permitting any District resident or employee to appear and speak to the proposed budget or any item in the budget. The proposed budget shall be available for public inspection in accordance with legal requirements.

Whenever the proposed district budget includes a combined assigned and unassigned ending fund balance that exceeds the minimum recommended reserve for economic uncertainties adopted by the State Board of Education, the district shall provide, for each fiscal year included in the budget, the following information for public review and discussion at the public hearing: (Education Code 42127; 5 CCR 15450)

1. The minimum recommended reserve for economic uncertainties
2. The combined assigned and unassigned ending fund balances that are in excess of the minimum recommended reserve
3. A statement of reasons substantiating the need for the combined assigned and unassigned ending balances that are in excess of the minimum recommended reserve

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The Superintendent or designee shall file the adopted budget with the County Superintendent no later than five days after adoption or by July 1, whichever occurs first. The budget and supporting data shall be maintained and made available for public review.

Not later than 45 days after the Governor signs the annual Budget Act, the Superintendent or designee shall make available for public review and presentation to the Board of Education any recommended revisions in budgeted revenues and expenditures. (Education Code 42127)

The Superintendent or designee shall submit two fiscal interim financial reports to the Board: the first report covering the financial and budgetary status of the District for the period ending October 31, and the second report covering the period ending January 31.

Within 45 days after the close of the period reported, the Superintendent or designee shall send copies of these reports, as approved by the Board, to the Los Angeles County Office of Education.

Qualified or negative certifications shall also be sent to the Superintendent of Public Instruction and to the State Controller together with a copy of the fiscal report and a completed transmittal form provided by the Superintendent of Public Instruction.

Report of Appropriations Limit

The Board shall adopt a resolution by September 15 of each year to identify the estimated appropriations limit for the District for the current fiscal year and the actual appropriations limit of the District during the preceding year. Documentation used to identify these limits shall be made available for public review before the meeting at which the resolution is adopted.

Annual Financial Report

On a form prescribed by the Superintendent of Public Instruction, the Superintendent or designee shall prepare a statement of all receipts and expenditures of the district for the preceding fiscal year. On or before September 15, the Board shall approve this statement and file it with the Los Angeles County Office of Education.

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Legal References: Education Code 35035, 42103; 42127, 42130, 42131, 42132; 52062
Government Code 7900-7913

Rules Approved: 02/02/1993

Rules Revised: 07/19/1994; 02/04/2003; 06/02/2015; 05/10/2019

Formerly AR 3110, 3220