# Steps Necessary for Adoption and Implementation of a Local School Board Budget

**1)** Each school board shall initiate preparation of a comprehensive budget presenting a complete financial plan for each fiscal year for the general fund and for each special revenue fund. **R.S. 39:1301 - 1315**

- The superintendent of the local school board shall prepare the proposed budget; **R.S. 39:1305(B)**
- The budget shall itemize revenues and expenditures in accordance with guidance provided by the State Department of Education; **R.S. 39:1305(C)(2)(b), R.S. 17:88(B)**
- A budget message signed by the superintendent of education shall include a summary description of the proposed financial plan, policies and objectives, assumptions, budgetary basis, and a discussion of the most important features. **R.S. 39:1305(C)(1)**

**2)** The budget document shall include a statement for the general fund and each special revenue fund showing:

- Estimated fund balances at beginning of year;
- Estimate of all receipts and revenues to be received;
- The revenue itemized by source;
- The recommended expenditures itemized by department, function and character*;
- The other funding sources and uses;
- The estimated fund balance at the end of the fiscal year.
  **R.S. 39:1305(C)(2)(a)**

*** The proposed/amended expenditures must cover the entire fiscal year.**

**AG Op. No. 12-0244**

**3)** The budget statement shall also include:

- Clearly presented side-by-side detailed comparison of information for the current year, including fund balances at the beginning of the year, year-to-date actual receipts and revenues received and estimates of all receipts and revenues to be received the remainder of the year;

- Estimated and actual revenues itemized by source;

- Year-to-date actual expenditures and estimates of all expenditures to be made during the remainder of the year itemized by agency, department, function, and character;

- Other financing sources and uses by source and use, both year-to-date actual and estimates for the remainder of the year; and

- The percentage change for each item of information.
  **R.S. 39:1305(C)(2)(a)***

***School boards must comply with the requirements of both La. R.S. 39:1305(C)(2)(a) and (b). AG Op. No. 12-0048**

**4)** The school board proposed budget shall be completed and submitted to the school board and made available for public inspection no later than 15 days prior to the date for budget adoption by the school board. **R.S. 39:1306(A)(1) and R.S. 17:88(A)**

**5)** **The proposed budget and the accompanying budget adoption instrument may be amended by the school board at any point prior to final adoption, unless otherwise provided in school board's adopted policies and rules. R.S. 39:1305(F)**

**6)** The school board shall adopt a budget no later than September 15th of each year. **R.S.17:88(A)**

**7)** If the proposed budget includes expenditures of $500,000 or more from the general fund and any special revenue funds for the fiscal year, the school board shall initiate publication of an official journal notice stating that a proposed budget is available for public inspection at the school district office. The notice shall state that the public hearing on the budget shall be held and shall specify a date, time, and place of hearing. The notice shall be published

at least 10 days prior to the public hearing. **R.S. 39:1307(A), 39:1307(B) R.S. 39:1308(2)**

**8)** If the proposed budget includes expenditures of $500,000 or more from the general fund and any special revenue funds for the fiscal year, at least one public hearing must be conducted on the budget proposal prior to adoption. **R.S. 39:1307(C)**

**9)** If the proposed budget includes expenditures of $500,000 or more from the general fund and any special revenue funds for the fiscal year, the school board shall certify completion of public participation by publishing a notice in the official journal. **R.S. 39:1307(D).** See **Q.31** of the LGBA FAQ for sample language for this notice.)

**10)** Prior to September 15th of the fiscal year, the school board shall adopt and otherwise implement the proposed budget, including the adoption of any amendments to the proposed budget, in an open meeting. The adopted budget shall be balanced with approved expenditures not exceeding the total of estimated funds available. If the school board fails to adopt a budget by September 15, the school board's budget for the new fiscal year will be limited to 50% appropriation for all items appropriated in the previous year's budget.
**R.S. 39:1309(A)(1), R.S. 39:1309(B), R.S. 39:1312**

**11)** The adopted budget shall contain the same information as the proposed budget, plus any amendments adopted prior to final adoption by the governing authority. **R.S. 39:1309(C)**

**12)** Upon adoption, certified copies of the budget shall be maintained by the school superintendent. The superintendent shall also maintain a certified copy of the adoption resolution, as well as copies of supporting schedules and correspondence related to the budget. All of these copies shall be maintained at the main office of the school district. **R.S. 39:1309(D) and R.S. 39:1313**

**13)** No later than September 30, the school board shall submit to the State Superintendent a copy of its adopted budget. **R.S. 17:88(C)**

**14)** The school board shall adopt a budget amendment in an open meeting to reflect the change if any of the following conditions occurs:

- When total revenues fail to meet total budgeted revenue by 5% or more
- When total actual expenditures exceed total budgeted expenditures by 5% or more

- Actual beginning fund balance, within a fund, fails to meet estimated beginning fund balance by 5% or more and fund balance is being used to fund current year expenditures
- There has been a change in operation upon which the original adopted budget was developed

In no event shall a budget amendment be adopted proposing expenditures that exceed the total of estimated funds available for the fiscal year. **R.S. 39:1311 and R.S. 39:1310**

**The provisions of R.S. 39:1310 do not apply to amendments of the proposed budget prior to final adoption.**