

POLICY FOR ANNUAL SCHOOL BUDGET FUNDS

(Revised 09-14-2023)

1. School Budgets will be based on the prior academic year's February 1 student count.
2. No salaries will be paid from school budgets without approval of the Superintendent.
3. Requests for additional labor or services must be approved in writing by the Superintendent prior to contracting the service or work. All requests must include the type of service, justification for the service, the rate of pay, and the approximate number of hours and/or days necessary to complete the project.
4. Out-of-state travel must be approved by the Board or Superintendent prior to the trip. See Policy DJD for details.
5. Any amounts remaining at the end of the budget year WILL NOT be carried over into the next year.
6. All expenditures must be made in accordance with the Board's purchasing policies and procedures. (requisitions, purchase orders, etc as required)
7. All properly reviewed and approved invoices should be submitted to the Central Office at least monthly.
8. All staff members must be involved in the preparation of the budget. A register of attendance of School Budget meetings must be attached to budgets as documentation of this involvement.
9. A copy of the most recent monthly school budget report must be posted in each school's faculty lounge.
10. School budgets are determined based on the following rates:
 - (a) **General Allocation:** \$28 per student for total school enrollment except NSU Elementary Lab and NSU Middle Lab. General allocations for Lab schools is \$32 per student. General allocation funds are to be spent for instructional supplies and other student needs such as PBIS, student supplies, athletic supplies, travel, etc.
 - (b) **Interest and Opportunity:** \$7 per student for total school enrollment. These funds may be used for Art, Music, Stem, Foreign Language, P.E., and extra-curricular activities.
 - (c) **Band:** \$ 20.00 per participating student
Business Department: 8.00 per participating student
Home Economics/Culinary Arts: 10.00 per participating student
Industrial Arts: 10.00 per participating student
Agriculture: 50.00 per participating student
Health Occupation: 10.00 per participating student
Orchestra: 20.00 per participating student
 - (d) **Teacher Supplies (\$100 per teacher)** 100.00 per teacher

Reimbursement for the Teacher Supplies allotment will be made ONCE A YEAR. A listing of each teacher and the amount expensed must be submitted to the Central Office by October 31st. Receipts should be maintained by the school for audit purposes.