



Financial Management - Series 7000

Budget Preparation - 7120

By July 10 of each year, unless the Superintendent of Public Instruction delays the date because the State's operating budget was not finally approved until after June 1st, a budget shall be prepared for the ensuing fiscal year. The budget shall set forth the complete financial plan of the district for the ensuing school year.

Notice and Conduct of Budget Hearings

Upon completion of the proposed district budget for the ensuing school year, notices shall be published in a local paper of general circulation in two successive weeks announcing the date, time and place of the budget hearing as required by law. The notice shall also state that any person may appear and be heard for or against any part of such budget. The last notice shall be published no less than seven days prior to the hearing. Copies of the proposed budget shall be made available at the district office by July 20, or at least 7 days prior to the budget hearing, whichever is earlier, unless the Superintendent of Public Instruction delays the date because the State's operating budget was not finally approved until after June 1st.

The district shall submit one (1) copy of its budget to its educational service district for review and comment by July 10, unless the Superintendent of Public Instruction delays the date because the State's operating budget was not finally approved until after June 1st.

Budget Adoption and Filing

The budget shall be presented in a public hearing no later than the 2nd regular board meeting in August. Following this formal presentation, the president shall invite any written or oral testimony for or against the budget. After sufficient opportunity to react, the budget shall be adopted by the Board. Such action shall be recorded in the official minutes of the Board. Copies of the budget as adopted shall be filed with the Educational Service District no later than September 3. Copies of the budget will be filed with the State Superintendent of Public Instruction.

Legal References:

RCW 28A.505 School District Budgets

RCW 28A.505.040 Budget--Notice of completion--Copies--Review by educational service districts

RCW 28A.505.060 Budget--Hearing and adoption--Copies filed with ESD's

RCW 28A.505.080 Budget--Disposition of copies

WAC 392-123-054 Time Schedule for Budget

Adopted: 03-1999
Revised: 04-26-2001