



Book Policy Manual  
 Section READY FOR 2-11-2025  
 Title Copy of BUDGET IMPLEMENTATION  
 Code po6231  
 Status  
 Adopted December 8, 2015  
 Last Revised February 11, 2025  
 Prior Revised Dates 6/8/2021

**6231 - BUDGET IMPLEMENTATION**

The Board places the responsibility of administering the budget, once adopted, with the District Administrator.

The District Administrator is authorized to proceed with making financial commitments, purchases, and other expenditures within limits provided in the **Board-approved** budget, limitations stated in Board policies, and within legal authority expressed in State statutes.

~~Listings of expenditures, appropriate financial reports, and budget comparison reports shall be submitted monthly to the Board to keep members informed as to the status of the budget and overall financial condition of the District. Once each month, the Board minutes shall include a statement of the receipts and expenditures in the aggregate.~~ **Listings of expenditures shall be submitted monthly to the Board. The Board minutes shall include documentation of approval of the receipts and expenditures in the aggregate. Appropriate financial reports and budget comparison reports shall be submitted quarterly to keep members of the Board informed as to the status of the budget and the overall financial condition of the District.**

If, during the fiscal year, it appears to the District Administrator that actual revenues are less than estimated revenues, including the available equity upon which the appropriations from the fund were based, the District Administrator shall present to the Board recommended amendments to the budget that will prevent **unplanned expenditures from exceeding revenues** ~~Fund Balance reserves.~~ **S/He** ~~The District Administrator shall ensure that such~~ **make** recommendations ~~shall be~~ in accordance with requirements of the law and provisions of negotiated agreements. Such budget amendments must be approved by a two-thirds (2/3's) affirmative vote of the entire membership of the Board.

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Legal 66.0607(7), 120.11(4) Wis. Stats.

**Last Modified by Coleen Frisch on January 27, 2025**