

ADMINISTRATIVE POLICIES OF THE MILWAUKEE PUBLIC SCHOOLS

ADMINISTRATIVE POLICY 3.02 BUDGET CONTROL

(1) Each fiscal year, the superintendent, or his/her designee, shall prepare a quarterly report in November, then monthly thereafter, and periodic forecasts for the appropriate committee and the Board relative to the status of the budget.

(2) Annual expenditures shall be controlled on the basis of the total funds allocated for each school, program, department, office, or other special account.

(3) It is expected that district-wide expenditures will not exceed the amount of funds allocated. In the event that a deficit occurs, efforts shall be made to expedite a fund transfer to fully offset the deficit. Year-end deficits that are not offset shall be carried over to the next fiscal year.

(4) The superintendent, or his/her designee, shall be authorized to implement expenditure controls for the purpose of ensuring that expenditures do not exceed projected revenues. The revised budget revenue estimates and the expenditure controls implemented shall be reported to the appropriate committee and the Board no later than 60 days following effectuation of the expenditure controls.

(5) The authorization of positions shall conform to Administrative Policy 6.19.

History: Adopted 11-08-78; revised 1982, 1984, 01-25-95, 05-17-95, 06-18-97, 08-25-16; 06-30-22

Previous Coding: Admin. Policy DBJ, prior to May 1995; Admin. Policy 4.02, May 1995-August 1996

Cross Ref.:	Bd. Gov. Policy	BG 4.06	Financial Condition
		BG 4.07	Asset Protection
	Admin. Policy	2.03	Administrative Organization Plan
		6.19	Positions: Staff
	Admin. Proc.	3.02	Budget Control

— ◇ —