

The Board of Education places the responsibility for administering the operating budget, once adopted with the superintendent and Director of Business Services. In order to allow the superintendent and Director of Business Services to administer and control the budget in an effective and efficient manner, the following principles shall be followed:

- 1) The superintendent and duly delegated employees of the District are authorized to execute the programs and/or activities as set forth in the adopted operating budget subject to continuous review by the Board, and limited to the following express provisions:
 - a. All expenditures so authorized are contained and are fully funded within the line item of the operating unit as adopted by the Board.
 - b. Appropriate financial reports are given to the Board monthly for Board control purposes.

- 2) The Board, recognizing that prompt payment of bills improves efficiency and lowers cost of operation, and to take advantage of time discounts, at the time it authorizes or ratifies a purchase, authorizes the superintendent, or his/her designated representative, to make payment provided the expenditure is made in accordance with principles set forth above.

Legal Ref.: Section 65.90 Wisconsin Statutes

Cross Ref.: 622.1 Line Item Transfer Authority
673, Payment Procedures

Adoption Date: March 1994
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