



Small is Mighty

Policy #:701

Name of Policy: ESTABLISHMENT AND ADOPTION OF CHARTER SCHOOL BUDGET

Adoption Date: 12-18-25

Updated:

I. Purpose

This policy defines the authority and procedures for establishing Marine Village School's annual revenue and expenditure budgets.

II. Policy Statement

Marine Village School shall develop its annual budget in accordance with applicable laws.

Budget planning is integral to program planning and serves as a vehicle for implementing school board goals and institutional priorities.

III. Budget Requirements

A. Preliminary Budget Preparation

Each fiscal year, the Executive Director—or a designee appointed by the Executive Director or the school board—shall prepare preliminary revenue and expenditure budgets. The board will review projected revenues and expenditures and make necessary adjustments to align the education program with available resources. If projected expenditures exceed revenues, the board may consider using available fund balances.

B. Statutory Compliance

All expenditures shall be reported in accordance with Minnesota Statutes §123B.76.

C. Budget Adoption Timeline

By July 1 of each year, the school board shall formally approve and adopt the revenue and expenditure budgets for the upcoming school year. The adopted expenditure budget serves as the board's authorization for spending. No funds may be expended prior to budget adoption or amendment authorizing such expenditures.

D. Public Disclosure and Publication

Marine Village School shall publish the following within one week of final audit acceptance or by November 30, whichever is earlier:

- Adopted revenue and expenditure budgets for the current year
- Actual revenues, expenditures, and fund balances from the prior year
- Projected fund balances for the current year

This information must be published in the format prescribed by the Minnesota Commissioner of Education. A statement must accompany the publication indicating that the full budget is available for public inspection upon request to the Executive Director. A summary and the school's website address must also be published in a newspaper of general circulation within

the school's geographic region. Concurrently, the school shall publish all other information required under Minnesota Statutes §123B.10.

E. Website Posting Requirements

The materials outlined in Section III.D shall also be posted on Marine Village School's official website. This includes a link to the school's report card on the Minnesota Department of Education website. A summary and the website address must be published in a qualified local newspaper.

IV. Implementation

A. Budget Administration

The Executive Director is responsible for administering the adopted budget and may delegate related duties to other officials. Ultimate responsibility remains with the Executive Director.

B. Accounting Structure

Marine Village School shall maintain a program-oriented budgeting system supported by a fund-based accounting structure, in accordance with the Uniform Financial Accounting and Reporting Standards (UFARS) for Minnesota school districts.

C. Payment Authorization

The Executive Director or designee may authorize payments for claims or salaries aligned with the adopted or amended budget prior to formal board approval.

D. Pre-Adoption Expenditures

Supplies and capital equipment may only be ordered before budget adoption with explicit board approval. Hiring of personnel included in the proposed budget may not occur until the budget is adopted, unless otherwise authorized. No funds for the following school year may be encumbered prior to budget adoption without specific board approval.

E. State Reporting

Marine Village School shall submit all required reports to the Minnesota Commissioner of Education regarding initial revenue allocations, reallocations, and expenditures.

Legal Reference: Minnesota Statutes §123B.76; Minnesota Statutes §123B.10Legal: