

Board of Education High Point Regional

FINANCES

BUDGET PLANNING

Budget planning is a continuous process. Members of the staff responsible for preparing estimates for any section of the budget are expected to keep continuous records of expenditures and needs for a complete and accurate presentation of cost estimates when such are required.

While careful programming of the development of the annual budget will set a definite time for the submission of estimates, personnel from whom budget assistance is expected should be prepared for requests for assistance in projecting long-term budget estimates at any time. This necessitates accurate and complete records of expenditures and inventories kept as up-to-date as possible. This is a requirement of all those who assist in budget preparation.

Except in emergencies or for reasons of economy, the purchase of major pieces of equipment shall be scheduled so that annual budgetary appropriations for capital purposes either will be of similar size or will show a continuous trend without severe fluctuations.

N.J.A.C. 6:8-4.3(a)1, (a)10

Date Adopted: 8/30/65
Date Revised: 1/19/76, 3/18/91