

THE SCHOOL DISTRICT OF PHILADELPHIA

SECTION: 600
TITLE: Budget Preparation
ADOPTED: April 27, 1981
REVISED: August 17, 2017

603 BUDGET PREPARATION

Purpose

The School Reform Commission considers preparation of an annual budget to be one of its most important responsibilities because the budget is the financial reflection of the district's educational plan. The budget shall be designed to support the educational plan in a comprehensive and efficient manner, to maintain district facilities, and to honor district obligations.

Authority

The SRC recognizes its obligation to the taxpayers to approve only those expenses reasonably required to provide an educational program suitable to the needs and goals of this district and its students.

The budget should be studied by each Commissioner during its preparation, and once adopted it deserves the support of all Commissioners regardless of their position when adoption was voted.

At least sixty (60) days prior to adoption of the annual operating budget, the SRC shall adopt and submit to the Mayor and City Council a lump sum statement of anticipated operating receipts and expenditures for the next fiscal year and a request for authority to levy taxes to balance its budget for the year; provided, however, that if City Council shall no longer have the power to authorize taxes for school district purposes, the statement need not be submitted to the Mayor and City Council.[\[1\]](#)

Guidelines

In order to ensure adequate time for preparation and review of the proposed budget, the SRC directs the Superintendent and Chief Financial Officer to present to the SRC all available information associated with the budget at least sixty (60) days prior to the end of the current fiscal year.[\[2\]](#)

Delegation of Responsibility

In preparing the budget, the district shall set general priorities for expenditures for:

1. Staff, technology, equipment, facilities and supplies necessary to maintain current programs and operations.

2. Additional staff necessary to improve or expand current programs or operations.
3. New technology, equipment, facilities and supplies necessary to improve or expand current programs or operations.

When presented for SRC review, the proposed budget shall contain:

1. Estimated revenue and expenditures in each financial category for the previous fiscal year.
2. Estimated revenue and expenditures in each financial category for the upcoming fiscal year.
3. Student enrollment for the upcoming school year.
4. Amount of surplus anticipated at the end of the current fiscal year.
5. Explanation of each item of expense proposed, upon request.

Capital Program and Capital Budget

No later than the date of the adoption of the annual budget, the SRC shall, by a majority vote of all its members, adopt a capital program and capital budget for the district. The capital budget shall at all times conform to the capital program and shall show in detail the capital expenditures to be made or incurred in the next fiscal year that are to be financed by the SRC. [\[3\]](#)[\[4\]](#)

The capital program shall embrace all physical public improvements and any preliminary studies and surveys relative to the program, the acquisition of property of a permanent nature, and the purchase of equipment for any improvement when first erected or acquired, that are to be financed in whole or in part from funds subject to control or appropriation by the SRC. It shall show the capital expenditures which are planned for each of the six (6) ensuing fiscal years. For each separate purpose, project, facility or other property there shall be shown the amount, if any, and the source of the money that has been spent, encumbered, or is intended to be spent or encumbered prior to the beginning of the ensuing fiscal year, and also the amounts and sources

of the funds that are to be spent during each of the ensuing six (6) years.

The capital program shall not be adopted nor shall it be amended until the SRC has requested the recommendations of the City Planning Commission. The SRC shall not be bound by such recommendations and may act without them if they are not received within thirty (30) days from the date they were requested. Immediately upon adoption of the capital program, the SRC shall forward a copy to the City Planning Commission for publication as part of the capital program document which the City Planning Commission publishes annually.

The SRC shall, at least thirty (30) days prior to the time any capital program or amendment to the program is adopted, conduct at least one (1) public hearing. At least thirty (30) days' notice of such public hearing shall be published by advertisement at least once in two (2) newspapers of general circulation printed in the City. The SRC shall make available to the public a reasonable number of copies of such program, and the notice of public hearing shall state where copies may be obtained or inspected.[2]

Legal References:

[1. Philadelphia Home Rule Charter - 12-403](#)

[24 P.S. 601](#)

[24 P.S. 696](#)

[24 P.S. 2128](#)

[24 P.S. 2129](#)

[Philadelphia Home Rule Charter - 12-303](#)

[Philadelphia Home Rule Charter - 12-306](#)

Pol. 603 - Budget Preparation

Pol. 604 - Budget Adoption

Pol. 612 - Purchases Not Budgeted

Pol. 811 - Bonding

Related Information: