



Administrative Regulation 3120

Preparation of Tentative Budget

Responsible Office: Office of Business & Financial Services

REGULATION

1. The budget document shall be classified in a manner and on forms prescribed by the Department of Taxation. The budget document shall be submitted for approval by the Board of Trustees on or before April 15.
2. Revenues
 - a. All revenues shall be carefully estimated and recorded.
 - b. To provide a safeguard against variances in enrollment projections, estimates of per pupil revenue may be based upon a percentage of anticipated enrollment.
3. Expenditures
 - a. All expenditures shall be carefully estimated, recorded and fully substantiated.
 - b. Initial budget allocations for staffing (teachers, counselors, librarians, nurses, deans, principals, school secretaries and clerks, aides, assistants, custodians, and bus drivers) and per pupil amounts for schools will be based upon enrollment projections and new school openings.
 - c. All known fixed costs anticipated for the year will be included in the budget.
 - d. Cost of living and inflationary increases will be included in the budget based upon Board direction.
 - e. Special budget requests shall be presented to the Board and will be included in the budget upon Board approval.
4. Contingency Account
 - a. A contingency account of a minimum .25% of total appropriations (including transfers out) will be established each fiscal year in the General Fund to provide for unanticipated needs. The contingency account shall not exceed 3% of the total appropriations (excluding transfers out) in the General Fund in accordance with NRS 354.608.

5. Budgeted General Fund Ending Fund Balance

- a. An unreserved/undesignated ending fund balance of not less than 2% (with a goal of reaching 4%) of total expenditures (including transfers out), less capital outlay shall be included in the General Fund budget each fiscal year. An inability to meet this requirement must be approved by the Board of Trustees.
- b. An unreserved fund balance will be established in the General Fund of not more than 8.3% of total budgeted expenditures (including transfers out), less capital outlay to comply with NAC 354.660 regarding balances not being subject to negotiations.

6. Use of One-Time Revenues

- a. The District will not use one-time revenues to fund ongoing expenditures. Funding ongoing expenditures with one-time revenues might result in a gap created in the next budget year when the one-time revenues expire and lead to service cuts.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

1. This regulation reflects the goals of the District's Strategic Plan, Envision WCSD 2015 – Investing in Our Future.
2. This regulation complies with Board Policy 3120, Preparation of Tentative Budget.
3. This regulation complies with Nevada Revised Statutes (NRS) Chapter 354, Local Financial Administration, and specifically:
 - a. NRS 354.596, Tentative Budget: Preparation and Filing; Notice and Public Hearing; Duties of Department of Taxation
 - b. NRS 354.598, Final Budget: Adoption; Budget By Default; Certification; Appropriations; Limitations
 - c. NRS 354.600, Contents of Budget
 - d. NRS 354.608, Contingency Account: Establishment; Limit on Appropriations Expenditures

- e. NRS 354.621, Limitation on Use of Ending Balance of General or Special Revenue Fund.

REGULATION HISTORY

Date	Revision	Modification
8-22-1967	1.0	Adopted
5-25-1968	2.0	Revisions
6-15-1984		
5-12-1992		
11-11-1997		
11-08-2006		
2-06-2007		