

## **ANNUAL OPERATING BUDGET**

Under law the Board is required to adopt an annual budget by September 15<sup>th</sup> of each year and submit it to the State Department of Education for approval. The budget must be presented in the form required by the state superintendent. No item of expense may be incurred through the year except as provided for in the approved budget, unless a revision is adopted and approved by the Board.

It shall be the responsibility of the Assistant Superintendent of Finance working with the Finance Department to prepare the annual operating budget for submission to the Board.

Current practice codified 1975

Adopted: date of manual adoption

Revised: 3/18/98

LEGAL REF.: LSA-R.S. 17:88