



**MODIFICATION OF SCHOOL DISTRICT  
ADOPTED BUDGET**

POLICY:	701.1
ADOPTED:	12/02/02
REVISED:	11/20/23

**I. Purpose**

The purpose of this policy is to establish procedures for the modification of the school district's adopted revenue and expenditure budgets.

**II. General Statement of Policy**

The policy of this school district is to modify its revenue and expenditure budgets in accordance with the applicable provisions of law.

**III. Requirement**

- A. The school district's adopted expenditure budget shall be considered the school board's expenditure authorization for that school year.
- B. If revisions or modifications in the adopted expenditure budget are determined to be advisable by the Finance Committee or administration, the superintendent or Director of Business Services shall recommend the proposed changes to the school board. The proposed changes shall be accompanied by sufficient and appropriate background information on the revenue and policy issues involved to allow the school board to make an informed decision.
- C. If sufficient funds are not included in the approved expenditure budget for a particular fund to allow the proposed expenditure, the school board shall authorize an amended budget that includes the sum of expenditure for that school year. An amended expenditure shall not exceed the projected revenues and fund balance.
- D. The school district's revenue budget shall be amended from time to time during a fiscal year to reflect updated or revised revenue estimates. The superintendent and Director of Business Services shall make recommendations to the school board for appropriate revisions. If necessary, the school board shall also make necessary revisions in the expenditure budget if it appears that expenditures would otherwise exceed revenues and fund balances in a fund.

**Legal References:** Minn. Stat. § 123B.77 - Accounting, Budgeting and Reporting Requirements

**Cross References:** Policy 701 - Establishment and Adoption of School District Budget