

# CHAVEZ HUIERTA

## K-12 PREPARATORY ACADEMY

<b>Book</b>	CHPA Administrative Procedure Manual
<b>Section</b>	Chapter 4 Business and Fiscal Affairs
<b>Title</b>	AP 4010 Budget Preparation
<b>Number</b>	AP 4010
<b>Status</b>	<b>Active</b>
<b>Legal</b>	CHPA Board Policy 4010 Chavez/Huerta K-12 Preparatory Academy Charter School Contract
<b>Adopted</b>	April 16, 2024
<b>Last Reviewed</b>	April 11, 2024

Each year, the Executive Director shall present to the CHPA Board a budget, indicating anticipated expenditures and estimated revenues for the next fiscal year, prepared in accordance with the Colorado School Finance Act of 2013. The schedule for presentation and review of budget proposals shall comply with state law and regulations and Chavez/Huerta K-12 Preparatory Academy (CHPA) Charter School Contract and provide adequate time for FAC study. Budget development shall meet the following criteria:

Beginning in February, the Business Office will work with each budgetary designee by department to develop their budget for the following school year.

A budget form will be completed to include the needs and wants for each department. The form will be due to the Business Office in March. This form will detail:

- Account number
- Account Description of expense: i.e. Curriculum – Grade level, description of the materials requested, cost, etc.
- Department
- Time Frame desired

Once all forms have been received, the Business Office will compile all materials and present them to the CHPA Finance Committee (FAC) during the March meeting.

FAC will review all materials received for budget requests by department and work with Business Office to refine budget per required Colorado Department of Education requirements.

The Proposed Budget shall be presented to the CHPA Board of Directors during the May Board meeting.

**Budget Revisions**

Once the October count has been recorded, a budget revision will be submitted to the FAC for review of changes needed with updated budget needs during the November meeting.

The Executive Director shall present to the CHPA Board a revised budget, indicating anticipated expenditures and estimated revenues for the remaining school year during the December board meeting.

If needed, in March a supplemental budget will be proposed to FAC based off actual expenditures and revenues for the remaining school year.

In May, the Executive Director shall present to the CHPA Board a supplemental budget based off actual expenditures and revenues for the remaining school year.

**Last Revised**      April 16, 2024