

**PROCEDURES FOR DEVELOPING ANNUAL
HOMINY VALLEY SUPPLEMENTAL SCHOOL TAX BUDGETS
(ENKA CONSOLIDATED SPECIAL TAX DISTRICT SUPPLEMENTAL SCHOOL TAX)**

I. Introduction

In March of 1957, the citizens of Enka School District petitioned the Buncombe County Board of Education to approve a request for a special election to ascertain the will of the voters regarding the levy and collection of a special tax. The purposes of the additional funds are to supplement funds from state, county, and federal allotments and operate schools with enhanced opportunities for student success.

In May of 1994, the citizens of the Enka School District voted to repeal the tax. The following procedures relate to budgeting and spending the residual funds from the tax.

II. General Provisions

A. School Finance Officer Responsibilities

1. Upon completion of the annual audit, the School Finance Officer shall notify each school of the total amount of residual fund balance available to that school for appropriations.
2. The School Finance Officer will invest all unexpended monies in the investment pool and will credit the earnings therefrom to the Enka Consolidated Special Tax District Fund. Furthermore, within that fund, the School Finance Officer shall distribute all interest earned among the schools in proportion to the amount of each school's residual balance.
3. The School Finance Officer will deposit any delinquent tax collections to the fund and credit the revenue among the schools in the district according to the following percentages: Candler 17%, Pisgah 8%, Sand Hill/Venable 20%, Enka High 33%, Enka Middle 22%.
4. The School Finance Officer shall provide periodic financial reports to each school that share the amount of revenue received, the amount of prior year fund balance available for appropriation, and the current totals for expenditures and encumbrances.
5. The School Finance Officer will process appropriation transfer requests and budget amendment requests according to standard operating procedures.

B. Principal Responsibilities

1. The principal will develop a preliminary budget each March for presentation to the school Advisory Council and for eventual inclusion into the uniform budget presented by the Buncombe County Board of Education to the Commissioners of the County of Buncombe. The individual school's budget will show all unexpended monies projected to be available to the school during the next fiscal year.
2. Upon receipt of the information referenced in II. A. 1. above, the principal will develop a revised budget to reflect the actual amount of residual fund balance available for appropriation, if this amount differs from that included in the preliminary budget. The revision must be submitted to the school Advisory Council prior to being forwarded to the School Finance Officer.
3. During the fiscal year, the principal will monitor the status of the budget for the school, as revealed in the financial reports referenced in II. A. \$. above. The principal will prepare appropriation transfer requests between line items as necessary and submit them to the School Finance Officer for processing. If the transfer is for \$1,500 or less, the principal only needs to notify the chairman of the school Advisory Council. If the transfer is for more than \$1,500, the principal needs to convene a meeting of the school Advisory Council to inform them of the proposed amendment.
4. During the fiscal year, if additional current revenue is available, the principal may file a request for a budget amendment with the School Finance Officer for presentation to the Board of Education. All such budget amendments must be presented to a meeting of the school Advisory Council before being submitted to the School Finance Officer.
5. The principal shall assure that no funds are used for the purchase of athletic equipment, uniforms, or supplies that support interscholastic sports programs.

C. School Advisory Council Responsibilities

1. Each council shall meet when called by the principal to review the following items:
 - a. Preliminary school budget for the next fiscal year (March).
 - b. Appropriation transfer requests originated by the school exceeding \$1,500 (throughout the year).
 - c. Budget amendment requests originated by the school (throughout the year).

2. The school Advisory Council may either endorse the principal’s recommendation in these meetings or may comment on the proposed amendment on the form provided.

D. Superintendent Responsibilities

1. The Superintendent will review comments from the individual school Advisory Councils about proposed budgets or budget changes.
2. The Superintendent may call a meeting of the joint advisory council if necessary to help resolve questions about the allocation of current revenues or other matters.
3. The Superintendent will forward budgets and policy changes to the Board of Education for their action.

This policy supersedes all previous actions, verbal or written, dealing with HVSST funds.

Each HVSST Budget/Amendment should contain the following statement:

This Budget/Amendment has been reviewed by the _____
Advisory Council, with the following comment:

Chairman

Adopted: June 6, 2013

Replaces Board Policy 525