



A Minnesota Service  
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Adopted: MSBA/MASA Model Policy 701.1

Revised: 2022 (Originated 1996)

## **701.1 Modification of BrightWorks Budget**

***[Note: The provisions of this policy substantially reflect the requirements of Minnesota Statutes.]***

### **I. PURPOSE**

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

### **II. GENERAL STATEMENT OF POLICY**

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

### **III. REQUIREMENT**

- A. BrightWorks's adopted expenditure budget shall be considered the BrightWorks Board expenditure authorization for that school year.
- B. If revisions or modifications in the adopted expenditure budget are determined to be advisable by the administration, the executive director shall recommend the proposed changes to the executed. The proposed changes shall be accompanied by sufficient and appropriate background information on the revenue and policy issues involved to allow the BrightWorks Board to make an informed decision. An BrightWorks Board member may also propose modifications, however, the BrightWorks Board member is encouraged to review the proposed modifications with the executive director prior to their being proposed so that the administration may prepare necessary background materials for the BrightWorks Board prior to its consideration of those proposed modifications.
- C. If sufficient funds are not included in the expenditure budget in a particular fund to allow the proposed expenditure, funds for this purpose may not be expended from that fund prior to the adoption of an expenditure budget amendment by the BrightWorks Board to authorize that expenditure for that school year. An amended expenditure shall not exceed the projected revenues available for that purpose in that fund.



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- D. BrightWorks’s revenue budget shall be amended from time to time during a fiscal year to reflect updated or revised revenue estimates. The executive director shall make recommendations to the BrightWorks Board for appropriate revisions. If necessary, the BrightWorks 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 Requirement)

**Cross References:** MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)