



Budget Amendments

WHAT IS A BUDGET AMENDMENT and why would I need one?

- It is an amendment to the adopted budget of a district as per 20-9-161, MCA for the following reasons:
 - An increase in the enrollment – Significant Enrollment Increase (**NEW**)
 - Destruction or Impairment of school property
 - Court judgment for damages against the district
 - Enactment of legislation after the adoption of the current budget
 - Deferred projects to be funded from receipt of prior year protested taxes, tax audit or delinquent taxes
 - Unforeseen need of the district that cannot be postponed until the next school year without dire consequences affecting the safety of the students and employees or the educational functions of the district

Possible funding sources FOR a budget amendment

1. Reserves
2. Transfers
3. Cash on hand
4. State Payments (SEI)



Significant enrollment increase (SEI) budget amendments ****NEW****

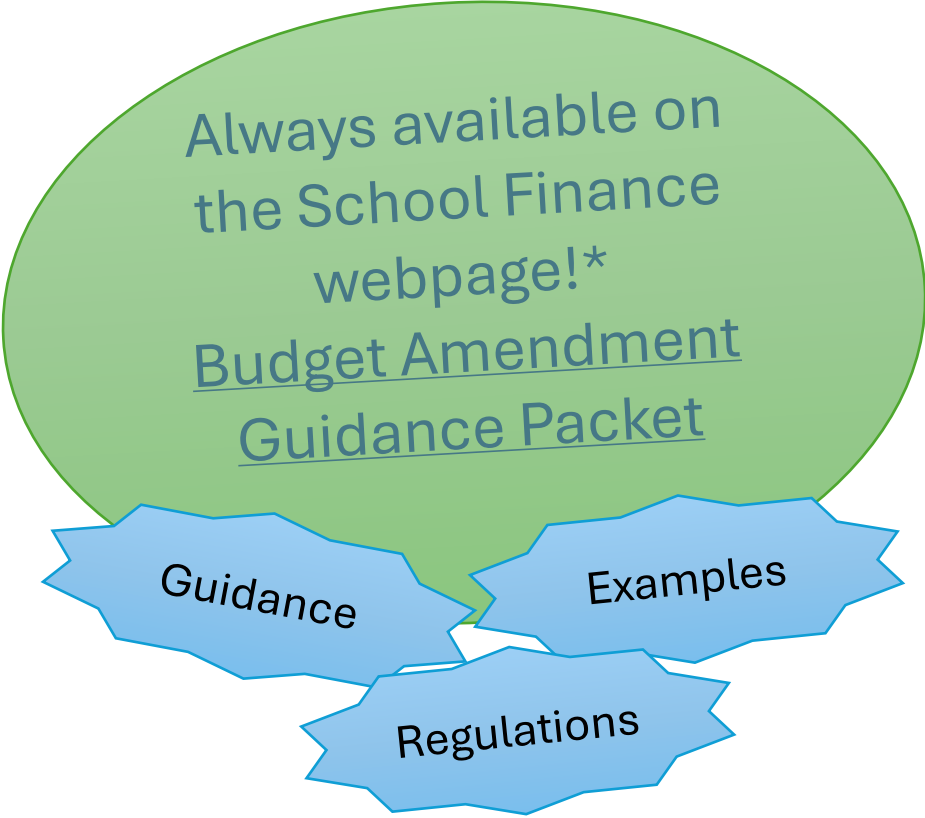
- By December 1st following the October enrollment count, the OPI determines the school districts that qualify for a SEI payment.
- By December 15th of each year, the OPI must notify schools of their eligibility for an SEI payment.
- No later than March 1st, the trustees of an SEI payment qualifying district are to notice OPI of acceptance of all or partial amount of the allowable SEI payment and have a budget amendment adopted. Sending the adopted budget amendment to OPI will serve as your notice of acceptance.
- Once received the OPI will assign a project reporter code number and notify the district.



Other budget amendments

- May be adopted anytime before June 30th.
 - 1st the Trustees will proclaim the need. The Proclamation must be sent to the county superintendent and the county commissioners.
 - 2nd Public Notice must happen not less than one week before the adoption of the budget amendment. Notice to be published one time in the newspaper, posted at each school of the district and delivered to the county superintendent and county clerk.
 - 3rd Trustees adopt the budget amendment by majority vote. Adopted budget Amendment must be sent to the OPI within 30 days after adoption.
 - Once received the OPI will assign a project reporter code number and notify the district in writing.

Budget Amendment Guidance and resources



Always available on
the School Finance
webpage!*

Budget Amendment
Guidance Packet

Guidance

Examples

Regulations

Contact Us!

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Audit findings

- Over the last four years:
 - Inadequate segregation of duties
 - Activity fund procedures and internal controls
 - Cash related findings – overdrafts, deposits, reconciliations