

**Budget Implementation and Execution**

Once adopted by the Board, the Clerk shall administer the operating budget. All actions of the Clerk in executing the programs and/or activities delineated in that budget are authorized according to these provisions:

1. Expenditure of funds for the employment and assignment of staff shall meet the legal requirements of the state of Montana and adopted Board policies.
2. Funds held for contingencies may not be expended without approval from the Board.
3. A listing of warrants describing goods and/or services for which payment has been made must be presented for Board ratification each month. (NOTE: Only recommended for Districts with specific definition of contingency in their budget.)
4. Purchases shall be made according to the legal requirements of the state of Montana and adopted Board policy.

Legal Reference:           §20-9-213, MCA           Duties of Trustees  
                                  §20-3-332, MCA           Personal Immunity and Liability of Trustees

Policy History:  
Adopted on: 2008-09  
Revised on: