

BUDGET PLANNING

The District Superintendent, with the assistance of the Assistant District Superintendent for Business Services, shall be responsible for preparation of the budget. This shall include developing a budget calendar in accordance with regulation 6110-R. The budget calendar shall be approved by the BOCES Board in advance of the preparation of the BOCES' annual budget.

In order to ensure that the budget development process includes sufficient time for comprehensive involvement and thoughtful consideration at all levels, the BOCES Board shall adopt the budget calendar by November.

In January or February, the BOCES Board shall review the tentative Administration, Program and Capital budgets.

The budget shall be designed to reflect the BOCES Board's objectives for the BOCES, the component districts, and the education of its children.

Each divisional budget will be reviewed and approved by a vote of the BOCES Board for presentation to the component school boards. Approved budgets will be provided to the Superintendent and Board President of each component district at least 10 days prior to the BOCES Annual Meeting and reviewed at the Annual Meeting. The BOCES Board will vote to adopt all budgets by May 15th of each year. Adopted budgets will be submitted to the State Education Department on or before June 15th and will reflect the vote of the component school districts on the Administrative budget.

Cross-ref: 2260, Citizens Advisory Committees

Ref: Education Law §§1608(2)-(4); 1716(2)-(4); 1804(4); 1906(1); 1950; 2002(1); 2003(1); 2004(1); 2022(2); 2601-a
Fiscal Management (NYSSBA, 1997)

Adoption date: March 26, 1975

Ratified: April 21, 1975

Amended: May 20, 1996

Amended: February 12, 2004

Amended: December 17, 2007

BUDGET PLANNING REGULATION

The budget calendar prepared by the Assistant District Superintendent for Business Services shall include:

- a schedule which sets forth all important meetings and dates, including deadlines for budget proposals from within the BOCES;
- commencement dates and deadlines for certain budgetary tasks such as the estimation of all revenues and income expected to be received by the BOCES;
- events such as the preliminary dates for the BOCES' consideration of the tentative budget.

As part of the budget planning process, the District Superintendent or Assistant District Superintendent for Business Services will evaluate:

- the educational philosophy, goals and objectives of the BOCES and their modification where required;
- the needs of the component districts as ascertained by annual survey;
- the BOCES education program and support systems such as transportation and business affairs;
- census and enrollment projections;
- the condition of the physical plant for operation and maintenance needs and new construction;
- BOCES facilities lease schedules; and
- estimated revenue from sources other than the property tax, such as state and federal aid.

Adoption date: December 17, 2007