

Book	Policy Manual
Section	600 Finances
Title	Budget Planning
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Authority

The budget shall be designed to reflect the **Joint** Operating Committee's **goals and objectives concerning** the education of students. Therefore, **the budget shall** be organized and planned to ensure adequate understanding of the financial needs associated with program support and development. The financial requirements of **the** school's programs **shall be** reviewed **on** a continual basis.[\[1\]](#)

Delegation of Responsibility

To meet the objectives of this policy, the **Joint** Operating Committee directs the Director to:

1. Include in all ongoing studies of the educational program an estimated annual cost of implementation.[\[1\]](#)
2. Establish a projected budget of expenditures and income **for the current year and ensuing year.**
3. Prepare an annual estimate of anticipated school **and program** enrollments.
4. Maintain a plan of anticipated revenues based on changes in **local, state and federal funding sources.**
5. Prepare a **long-range** plan for annual maintenance and replacement of facilities.
6. **Prepare a plan for current and future technology needs.**
7. **Maintain an inventory of and replacement schedule for all** equipment.
8. Report to the **Joint** Operating Committee any serious financial implications arising from the budget plan.

Instructors ~~Teachers~~ shall be required to participate in the development of budgetary provisions for their respective departments in accordance with requests of the school administration.

Last Modified by Terri Birchard on February 6, 2019