

Book	Policy Manual
Section	600 Finances
Title	Budget Preparation
Code	603
Status	Second Reading
Legal	1. 24 P.S. 1850.1
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Purpose

The **Joint** Operating Committee considers preparation of an annual budget to be one of its most important responsibilities because the budget is the financial reflection of the **school's** educational plan. The budget shall be designed to carry out the **educational** plan in a **comprehensive** and efficient manner, to maintain the facilities, and **to** honor the obligations of the school.

Authority

The **Joint** Operating Committee recognizes its obligation to the **participating school districts and to** taxpayers to approve only those expenses reasonably required to provide an educational program suitable to the needs and **goals** of the school **and its students**.

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Delegation of Responsibility

In order to ensure adequate time for preparation and review of the proposed budget, the **Joint** Operating Committee requests that the Director presents to the **Joint** Operating Committee all available information associated with the budget at least ninety (90) days prior to the end of the fiscal year.

In preparing the budget, the responsible administrator shall set general priorities for expenditures for:

1. Staff for maintenance of current programs.
2. Equipment and supplies for maintenance of current programs.
3. Maintenance of existing facilities and equipment.
4. New staff necessary for improvement or expansion of current programs.
5. New **technology**, equipment and supplies **necessary** for improvement or expansion of current programs.

When presented for **Joint** Operating Committee review, the **proposed** budget shall contain the **estimated** revenue and expenditure in each financial category for the ensuing year, and an estimate of **revenue and expenditure in each financial category for the previous school year, student population and program enrollment** for the coming school year, **amount of surplus anticipated at the end of the current school year and explanation of each item of expense proposed, upon request.**

Last Modified by Terri Birchard on February 6, 2019