

**A. W. BEATTIE
CAREER CENTER**

SECTION: FINANCES

TITLE: BUDGET PREPARATION

ADOPTED: June 15, 2000

REVISED: April 26, 2012

APPROVED: May 12, 2012

REVISED: February 28, 2013

APPROVED: March 21, 2013

603. BUDGET PREPARATION	
1. Purpose	The Joint Operating Committee (JOC) considers preparation of an annual budget to be one of its most important responsibilities because the budget is the financial reflection of the Career Center's educational plan. The budget shall be designed to carry out that plan in a through and efficient manner, to maintain the facilities, and to honor Career Center obligations.
2. Authority	<p>The Joint Operating Committee recognizes its obligation to the taxpayers of the participating districts to approve only those expenses reasonable required to provide an educational program suitable to the needs and goals of this Career Center and its students.</p> <p>The budget should be reviewed by each Joint Operating Committee member during its preparation; but once adopted it deserves the support of all members of the Joint Operating Committee.</p>
3. Guidelines SC 687, 1850.1	<p>The Executive Director, Director of Finance and administrative staff shall prepare the annual Capital and Operating budget for A. W. Beattie Career Center along with the Asian Studies Program budget.</p> <p>Explanations of the significant changes in the proposed budget from the budget for the preceding school year shall be reviewed by the Finance Committee and the Joint Operating Committee.</p>

The Executive Director and the Director of Finance shall prepare a preliminary budget for the succeeding year to be reviewed in the following manner as established in the Joint Articles of Agreement.

- November - Review of Preliminary Budget with Superintendents at their meeting to meet the requirements of Act 1.
- November - Review of the Preliminary Budget with the Joint Operating Committee.
- April - Joint Operating Committee Members recommendation to present budget to the Full Board (81 members) for approval.
- May - Full Board Approval - **As per the Articles of Agreement:** "The budget shall be adopted, by joint meeting or mail ballot, by two-thirds of the Member School Districts and by the affirmative vote of a majority of all the members of the Full Board during the month of May. Said budget shall be subject to final approval by the Pennsylvania Department of Education."

The A. W. Beattie Career Center budget must be adopted by two thirds, 6 of the 9 Districts and must receive one more than 50% affirmative votes of the 81 board members (41).

The Asian Studies budget requires a majority vote of the Joint Operating Committee each February.

If requested to do so, the Executive Director shall present and review the proposed budget, if necessary, to the participating Boards of School Directors.

It shall be the policy of the Joint Operating Committee to respond to inquiries from the public on the annual budget prior to the meetings at which they will be formally recommended for adoption.

SC 687

The budgets shall be made available for public review to any citizen of the participating districts at such time or place as the JOC may designate in accordance with the School Laws of Pennsylvania.

School Code
433, 601
687, 690