

# A. W. BEATTIE CAREER CENTER

SECTION: OPERATIONS  
TITLE: ADMINISTRATIVE  
REPORTS  
ADOPTED: June 24, 1999  
REVISED & September 23, 2021  
APPROVED:

<p>1. Delegation of Responsibility</p>	<p style="text-align: center;">809. ADMINISTRATIVE REPORTS</p> <p>The Executive Director is responsible for the preparation of various administrative reports required of the Career Center, presenting them for approval by the Joint Operating Committee as appropriate and submitting them to the State Education Department and other agencies, as required.</p> <p>Additional reports of programs and services will be developed by the Executive Director for member districts. These will be in the format most appropriate for transmitting detailed and useful information.</p> <p>The Business Manager shall prepare and present to the Executive Director for presentation to the Joint Operating Committee, a monthly financial statement of the fiscal operations of the Career Center, along with the annual budget for approval.</p>
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