

## BUSINESS AND NONINSTRUCTIONAL OPERATIONS

### POLICY – BUDGET ADOPTION AND REVISION

BP 3100

On an annual basis the County Superintendent will establish a time schedule, known as the budget calendar, for the preparation of two interim reports for the current fiscal year and the budget of the County Education Office for the next fiscal year.

The County Superintendent will submit two interim reports during the fiscal year, which shall cover the financial and budgetary status of the County Education Office. The first report shall cover the period ending October 31. The second report shall cover the period ending January 31. The Board Budget Committee shall review the reports prior to their submission to the County Board of Education for approval. Following Board approval, the interim reports will be filed with the California Department of Education, consistent with requirements of the California Education Code.

The County Superintendent, prior to July 1, will present the proposed budget of the County Education Office to the Board of Education for adoption. The Board will hold a public hearing prior to the adoption of the budget. Following Board adoption, the budget will be filed consistent with requirements of the California Education Code.

The interim reports and budget approved by the County Board of Education shall be subject to California Department of Education review and approval.

ADOPTED BY COUNTY BOARD:	July 3, 1975
REVISED:	February 3, 1994
	April 7, 1994
	June 5, 2003