San Bernardino County Superintendent of Schools
Policy 3100

Budget Process

The County Schools Service Fund budget shall be prepared annually using the best information and estimates available.

The County Superintendent of Schools or designee shall determine the manner in which the budget is prepared and shall schedule the budget adoption process in accordance with legal time requirements. Appropriate consultation shall occur as the budget progresses through the various levels of review. Budget proposals shall be compatible with County Superintendent of Schools' policy and long-range organizational goals.

The Office of the San Bernardino County Superintendent of Schools will participate in the single budget adoption process upon proper notification to state authorities as necessary. The Board of Education shall hold a public hearing in accordance with law and shall adopt the budget by July 1 of each fiscal year.

The County Superintendent of Schools shall annually approve an adopted budget development calendar. Following adoption of the budget, all personnel shall use the budget in a responsible manner as prescribed by this policy.

Budget Control

The responsibility for exercising budgetary control rests primarily with the Chief Business Officer, and secondarily with the other Assistant Superintendents and program managers who are responsible for specific portions of the budgets.

Program managers and other management personnel are responsible for funds other than centrally controlled accounts and may exercise discretion to the extent authorized by the Chief Business Officer.

Expenditure Control

The County Superintendent of Schools does not recognize obligations incurred contrary to the County Superintendent of Schools policy and administrative procedures.

Employees may not purchase or obligate the Office of the County Superintendent of Schools for any supplies, equipment, or contractual services without prior authorization from the County Superintendent of Schools, Chief Business Officer, or an Assistant Superintendent.

Approved: August 24, 1993
Revised: January 15, 2002
Revised: December 17, 2024

Date Approved _____

Ted Alejandre
County Superintendent of Schools
San Bernardino County, California

By _____