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| Book          | Policy Manual                    |
| Section       | (G) FINANCES                     |
| Title         | Policy G104 - Budget Preparation |
| Code          | G104                             |
| Status        | Active                           |
| Adopted       | March 10, 1982                   |
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| Last Reviewed | September 11, 2013               |

Policy Number: G104  
Title: Budget Preparation  
Section: Finances

#### I. Purpose

The Joint Committee considers the preparation of an annual budget to be one of its most important responsibilities because the budget is the financial reflection of the educational plan for the EASTERN. The budget shall be designed to support the educational plan in a comprehensive, effective and efficient manner, to maintain EASTERN facilities, and to honor the obligations of EASTERN in a timely manner. The Joint Committee recognizes its responsibility to the taxpayers of the participating school districts to approve only those expenses reasonably required to provide an educational program suitable to meet the needs and goals of EASTERN and its students.

#### II. Authority

The Joint Committee has the authority and responsibility to prepare the budget, approve each expenditure of EASTERN and present the budget for approval to the boards of the participating school districts. Each member of the Joint Committee shall study the budget during its preparation. Once adopted, the budget deserves the support of and shall be supported by all members of the Joint Committee regardless of their position when adoption was voted upon.

#### III. Delegation of Responsibility

In preparing the budget, the Director and the Business Manager shall set general priorities for expenditures, for new equipment and for supplies for the improvement or expansion of current programs.

To meet the objectives of this policy, the Joint Committee directs the Business Manager to:

Establish a projected budget of expenditures and income in each financial category for the current year and ensuing year; and  
Prepare an annual estimate of anticipated school and program enrollments.

When presented to the Joint Committee for review, the budget shall contain expenditures in each financial category for the ensuing school year, and an explanation or history, if needed, of each item of expense proposed.

#### IV. Guidelines

The budget should evolve primarily from EASTERN's educational program as expressed by the Superintendent of Record and central administration and should be compatible with EASTERN's goals and long-range plans.

Adopted: 3/10/82  
Revised: 9/11/13