

MONROE CAREER AND TECHNICAL INSTITUTE

SECTION: FINANCES

TITLE: BUDGET PREPARATION

ADOPTED: JULY 11, 2011

FIRST READING: JUNE 6, 2011

603. BUDGET PREPARATION	
<p>1. Purpose SC 1850.1</p>	<p>The Joint Operating Committee considers preparation of an annual budget to be one of its most important responsibilities because the budget is the financial reflection of the school's educational plan. The budget shall be designed to carry out that plan in a thorough and efficient manner, to maintain the facilities, and to honor obligations.</p>
<p>2. Authority</p>	<p>The Joint Operating Committee recognizes its obligation to approve only those expenses reasonably required to provide an educational program suitable to the needs and goals of the school and its students.</p> <p>The current operating expenses included in the annual budget shall be borne by the participating school districts in accordance with the terms of the Articles of Agreement.</p>
<p>3. Delegation of Responsibility</p>	<p>In order to ensure adequate time for preparation and review of the proposed budget, the Joint Operating Committee requests that the Director or designee presents to the Joint Operating Committee all available information associated with the budget following the Articles of Agreement timelines and the needs of the sending districts.</p> <p>The budget should evolve primarily from the needs of the school and programs as expressed by the Director and administration and should be compatible with school goals and strategic plans.</p> <p>In preparing the budget, the responsible administrator shall set general priorities for expenditures for:</p> <ol style="list-style-type: none"> 1. Staff for maintenance of current programs. 2. Equipment and supplies for maintenance of current programs. 3. Maintenance of existing facilities and equipment. 4. New staff necessary for improvement or expansion of current programs.
<p>School Code 1850.1</p>	<ol style="list-style-type: none"> 5. New technology, equipment and supplies necessary for improvement or expansion of current programs.