

Policy Information

Series 4000 - Non-Instructional/Business Operation

Budget Development and Adoption

Policy # 4120, 1.2

POLICY

2009

4120

Non-Instructional/Business
Operations

SUBJECT: BUDGET DEVELOPMENT AND ADOPTION

Planning for the annual budget shall enable the BOCES to effectively inform component districts of their costs and meet any deadlines by the State Education Department, as well as any set forth by law or regulation.

Authorization of the budgetary commitment of a component school district to participate in programs and services provided by Genesee Valley BOCES rests with the component school board and is executed by the superintendent of the school district.

District participation in BOCES services will be determined annually by May 1, in accordance with Section 1950 of Education Law: The Board will adopt a preliminary budget document prior to June 1 annually. After this date, requests for changes in the district's level of participation, either increases or decreases, shall be made in writing by the component school superintendent to the District Superintendent or his designee.

The Genesee Valley Board of Cooperative Educational Services shall prepare separate tentative budgets for its administrative, capital and program costs as delineated in accordance with law and/or regulation. All three tentative budgets will be formally presented to the component districts at the Annual Meeting held each year in April.

The BOCES administrative budget shall include, but is not limited to, office and central administrative expenses; traveling expenses; salaries and benefits of supervisors and administrative personnel necessary to carry out the central administrative duties of the Supervisory District; all expenditures associated with the Board, and the office of the District Superintendent. The BOCES program budget shall include program expenses. The capital budget shall include facility construction or acquisition, capital projects and rental expenses. The administrative budget also includes expenditures resulting from court judgments and orders from administrative bodies or officers, supplemental retirement payments, health insurance benefits for retirees, other retirement benefits, employee benefit accrued liability reserves, any other authorized reserves and compensated absences for administrative and supervisory employees; provided that where such a benefit is being funded currently for active employees whose salaries are charged to a program budget, the cost shall be charged to such program budget.

The Board must attach to the administrative budget a detailed statement of the total compensation to be paid to the District Superintendent, delineating the salary, annualized cost of benefits and any in-kind or other form of remuneration to be paid. In addition, the Board must attach to the proposed administrative budget a BOCES report card as enumerated in law and regulation.

The tentative budgets for administrative, capital and program costs and attachments shall be provided to

each component school board at least 10 days prior to the Annual Meeting. The board of each component school district shall adopt a public resolution approving or disapproving such tentative administrative budget at a regular or special meeting held on the same date designated for election of members of the Genesee Valley Board of Cooperative Educational Services. Each component board is entitled to one vote on the proposed administrative budget. Approval of the tentative administrative budget requires the approval of a majority of the total number of component school boards. If a majority of the components turns down the administrative budget or if there is a tie vote, the Cooperative Board will adopt and prepare a contingency administrative budget which may not exceed the previous year's administrative budget except for increases to supplemental retirement allowances. If the majority of component districts approve the tentative administrative budget, the Cooperative Board may adopt the administrative budget without modification.

In certain circumstances, changes in the way service program costs are assessed may be enacted upon the consent of three-quarters or more of component school superintendents.

While the BOCES capital and program budgets are presented to the component districts for their review, the adoption of those budgets is the sole responsibility of the Genesee Valley Board of Cooperative Educational Services. The law requires that the Board adopt its final administrative, capital and program budgets by May 15th.

After this date, requests for changes in the district's level of participation, either increases or decreases, shall be made in writing by the component school superintendent to the District Superintendent or his/her designee.

Requests from component school districts for services not available from Genesee Valley BOCES must be made in writing to the District Superintendent or his/her designee who may authorize the issuance of a cross contract with another BOCES.

Education Law Sections 1950(2-a) and (4)(b)
8 New York Code of Rules and Regulations
(NYCRR) Section 170.3

Board Approved
9/16/09

NOTE: Refer also to Policy #4110 -- Budget Planning and Preparation

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