

Policy Information

Series 4000 - Non-Instructional/Business Operation

Administration of Budget

Policy # 4130, 1.3

POLICY

2009 4130
Non-Instructional/Business
Operations

SUBJECT: ADMINISTRATION OF BUDGET

The District Superintendent is responsible to the Genesee Valley Board of Cooperative Educational Services for the administration of the budget.

- a. The District Superintendent/designee shall acquaint BOCES employees with the final provisions of the program budget and guide them in planning to operate efficiently and economically within these provisions. Service and object appropriations for line items shall be determined by July 1 of the fiscal year based on the May 15 previously adopted budget. All changes and transfers shall be properly recorded in the interim between May 15 and July 1.
- b. Under the District Superintendent's direction, the Chief Financial Officer shall maintain such records of accounting control as are required by the New York State Uniform System of Accounts (for BOCES), the Board of Cooperative Educational Services, and such other procedures as are deemed necessary, and shall keep the various administrative units informed as to the status of their individual budgets, on a service and object basis. The Business Office shall bring to the attention of the administrative units and the District Superintendent any deviations from original requests.
- c. Program Managers are responsible to the District Superintendent for the operation of their units within budgetary limits.
- d. The District Superintendent shall require the Chief Financial Officer to render a summary report by program, at least quarterly, within the Regulations of the Commissioner of Education.

Budget Transfers

The District Superintendent, in compliance with the Commissioner's Regulations, shall be authorized to approve the transfer of funds between/within budget unit appropriations (i.e. service codes) and internal fund transfers in the amount established by the Board.

Budget Adjustments

The District Superintendent is authorized to receive and appropriate unanticipated and unbudgeted revenue to the appropriate budget function, to create codes, if necessary, and to adjust the budget if anticipated revenue is unrealized, reporting such adjustments, in summary, to the Board at its subsequent regular meeting.

8 New York Code of Rules and Regulations (NYCRR) Section 170.2

Board Approved
9/16/09

Adoption Date: 9/16/2009
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