



**Section:** FINANCES  
**Title:** BUDGET PREPARATION  
**Adopted:** August 19, 2003  
**Revised:**

	<b>603. BUDGET PREPARATION</b>	
<p>1. Purpose</p> <p>2. Authority</p> <p>3. Responsibility</p>	<p>The Joint Operating Committee considers the preparation of an annual budget to be one of the most important responsibilities because the budget is the financial reflection of the educational plan for the School. The budget shall be designed to carry out that plan in a thorough and efficient manner and to maintain the facilities and honor the obligations of the School.</p> <p>The budget should be studied by each member of the Joint Operating Committee during its preparation; but once adopted, it deserves the support of all members of the Joint Operating Committee, regardless of their position when adoption was voted.</p> <p>In order to ensure adequate time for the preparation and review of the proposed budget, the Joint Operating Committee requests that the Administrative Director present all available information associated with the budget to the Superintendents by their March meeting and by their April meeting to the Joint Operating Committee.</p> <p>The budget should evolve primarily from the needs of the individual shops and programs as expressed by the administration and be compatible with the School’s mission statement, goals and strategic plan.</p> <p>In preparing the budget, the responsible administrators shall set general priorities for expenditures for:</p> <ul style="list-style-type: none"> <li>▪ Staff for the maintenance of current programs,</li> <li>▪ Equipment and supplies for the maintenance of current programs,</li> <li>▪ Maintenance of existing facilities and equipment,</li> <li>▪ New staff for the improvement or expansion of current programs, and</li> <li>▪ New equipment and supplies for the improvement or expansion of current programs.</li> </ul> <p>When presented to the Joint Operating Committee for review, the budget shall contain the proposed revenue and expenditure in each financial category for the ensuing school year, and any additional available information as required by the Joint Operating Committee to explain the proposed budget.</p>	<p>§433, 601, 687, 690</p>

