

# SUN AREA TECHNICAL INSTITUTE

SECTION: FINANCES

TITLE: BUDGET PLANNING

ADOPTED: August 15, 2002

REVISED:

	<b>602. BUDGET PLANNING</b>
1. Authority SC 1850.1	The budget shall be designed to reflect the Joint Operating Committee's goals and objectives concerning the education of vocational technical students. Therefore, the budget shall be organized and planned to ensure adequate understanding of the financial needs associated with program support and development. The financial requirements of school programs shall be reviewed on a continual basis.
2. Delegation of Responsibility	<p>To meet the objectives of this policy, the Joint Operating Committee directs the Administrative Director to:</p> <ol style="list-style-type: none"> <li>1. Include in all ongoing studies of the educational program an estimated annual cost of implementation.</li> <li>2. Prepare a long range plan for annual maintenance and replacement of facilities.</li> <li>3. Maintain an inventory and replacement schedule of all equipment.</li> <li>4. Establish a projected budget of expenditures and income for the current year and ensuing year.</li> <li>5. Prepare an annual estimate of anticipated school and program enrollments.</li> <li>6. Maintain a plan of anticipated revenues based on changes in state and federal legislation.</li> <li>7. Report to the Joint Operating Committee any serious financial implications arising from the budget plan.</li> </ol>
School Code 687, 1850.1	