

# SUN AREA TECHNICAL INSTITUTE

SECTION: FINANCES

TITLE: BUDGET PREPARATION

ADOPTED: August 15, 2002

REVISED:

603. BUDGET PREPARATION	
<p>1. Purpose SC 687, 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 center'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 the participating school districts and to taxpayers to approve only those expenses reasonably required to provide an educational program suitable to the needs and goals of this center and its students.</p> <p>The budget should be studied by each Joint Operating Committee member during its preparation; but once adopted it deserves the support of all members of the Joint Operating Committee.</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 Administrative Director presents to the Joint Operating Committee and Professional Advisory Committee all available information associated with the budget at least 120 days prior to the end of the fiscal year, and to the participating districts sixty (60) days prior to the end of the fiscal year.</p> <p>In preparing the budget, the responsible administrator shall set general priorities for expenditures for:</p> <ol style="list-style-type: none"> <li>1. Staff for maintenance of current programs.</li> <li>2. Equipment and supplies for maintenance of current programs.</li> <li>3. Maintenance of existing facilities and equipment.</li> </ol>

<p>School Code 433, 601, 687</p>	<p>4. New staff necessary for improvement or expansion of current programs.</p> <p>5. New equipment and supplies necessary for improvement or expansion of current programs.</p> <p>When presented for Joint Operating Committee review, the proposed budget shall contain the estimated revenue and expenditure in each financial category for the ensuing year, and an estimate of revenue and expenditure in each financial category for the previous school year; student population and program enrollment for the coming school year; and an explanation of each item of expense proposed, upon request.</p>
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