

GREATER JOHNSTOWN CAREER & TECHNOLOGY CENTER

SECTION: FINANCES

TITLE: BUDGET PREPARATION

ADOPTED: February 26, 2008

REVISED:

| 603. BUDGET PREPARATION | |
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| 1. Purpose SC 1850.1 | 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. |
| 2. Authority | 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 the center and its students. |
| 3. Delegation of Responsibility | <p>The Administrative Director shall prepare a preliminary budget for the succeeding year to be reviewed by the Chief School Administrator and the Joint Operating Committee no later than the month of November.</p> <p>Upon the recommendation of the Budget and Finance Sub-Committee, the budget shall be presented to the Joint Operating Committee for review and approval.</p> <p>The Administrative Director shall present the recommended budget along with necessary details to the Joint Board by mail ballot.</p> <p>If requested to do so, the Administrative Director shall present and review the proposed budget to the Professional Advisory Committee and to participating Boards of School Directors.</p> |
| 4. Guidelines | <p>The descriptive analysis of the budget may contain:</p> <ol style="list-style-type: none"> 1. A summary of the proposed expenditures in the standard accounting classifications established by the Department of Education. 2. A summary of proposed expenditures by major budget categories and a summary of receipts. |

3. A summary of the budget by major services or functions. It shall indicate the approximate proportion of the budget allotted to various services or functions.
4. Information about the current status and the trends related to school operations, such as student enrollment, assessed valuation, and such other matters as relate to an understanding of the budget.
5. Information which may be used in comparing budget provisions in this school with those in comparable school operations.
6. A letter of transmittal from the Administrative Director to the Joint Operating Committee commenting upon the recommended budget.
7. An attractive arrangement of textual, comparative, and/or illustrative material.
8. Explanation of the current and proposed educational plan.

References:

School Code – 24 P.S. Sec. 1850.1