

NORTHERN WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: FINANCES

TITLE: BUDGET PREPARATION

ADOPTED: October 20, 2011

REVISED:

603. BUDGET PREPARATION	
<p>1. Purpose SC 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 the center and its students.</p>
<p>3. Delegation of Responsibility</p>	<p>The Administrative Director shall prepare a preliminary budget for the succeeding year, to be reviewed by the Chief School Administrator, no later than the month of March.</p> <p>Upon the recommendation of the Chief School Administrator, the proposed budget shall be presented to the Joint Operating Committee for review.</p> <p>In preparing the budget, the responsible administrator shall set general priorities for expenditures for:</p> <ol style="list-style-type: none"> 1. Staff for maintenance of current programs. 2. Equipment and supplies for maintenance of current programs. 3. Maintenance of existing facilities and equipment. 4. New staff necessary for improvement or expansion of current programs. 5. New technology, equipment and supplies necessary for improvement or expansion of current programs.

