

SUBJECT: BUDGET DEVELOPMENT AND ADOPTION

Authorization of the budgetary commitment of a component school district to participate in programs and services provided by St. Lawrence-Lewis BOCES rests with the component school board and is executed by the superintendent of the school district. A preliminary service request is due not later than March 1st of each year, with the final request due on or before May 1st, in accordance with Section 1950 of Education Law.

The St. Lawrence-Lewis Board of Cooperative Educational Services shall prepare separate tentative budgets for its administrative, capital and program costs as delineated in accordance with law and/or regulation. All three tentative budgets will be formally presented to the component districts at the Annual Meeting held on or before April 15th.

The BOCES administrative budget shall include, but is not limited to, office and central administrative expenses; traveling expenses; salaries and benefits of supervisors and administrative personnel necessary to carry out the central administrative duties of the Supervisory District; all expenditures associated with the Board, and the office of the District Superintendent. The BOCES program budget shall include program expenses. The capital budget shall include facility construction or acquisition, capital projects and rental expenses. The administrative budget also includes expenditures resulting from court judgments and orders from administrative bodies or officers, and certain costs relating to employee retirement.

The Board must attach to the administrative budget a detailed statement of the total compensation to be paid to the District Superintendent, delineating the salary, annualized cost of benefits and any in-kind or other form of remuneration to be paid. In addition, the Board must attach to the proposed administrative budget a BOCES report card as enumerated in law and regulation.

The three tentative budgets (Administrative, Program, and Capital) and attachments shall be provided to each component school board at least 10 days prior to the Annual Meeting. The board of each component school district shall adopt a public resolution approving or disapproving such tentative administrative budget at a regular or special meeting held on the same date designated for election of members of the St. Lawrence-Lewis Board of Cooperative Educational Services. Each component board is entitled to one vote on the proposed administrative budget. Approval of the tentative administrative budget requires the approval of a majority of the total number of component school boards. If a majority of the components turns down the administrative budget or if there is a tie vote, the Cooperative Board will adopt and prepare a contingency administrative budget which may not exceed the previous year's administrative budget except for increases to supplemental retirement allowances. If the majority of component districts approve the tentative administrative budget, the Cooperative Board may adopt the administrative budget without modification.

(Continued)

SUBJECT: BUDGET DEVELOPMENT AND ADOPTION (Cont'd.)

While the BOCES capital and program budgets are presented to the component districts for their review, the adoption of those budgets is the sole responsibility of the St. Lawrence-Lewis Board of Cooperative Educational Services. The law requires that the Board adopt its final administrative, capital and program budgets by May 15th.

After this date, requests for changes in the district's level of participation, either increases or decreases, shall be made in writing by the component school superintendent to the District Superintendent or his/her designee.

Requests from component school districts for services not available from St. Lawrence-Lewis BOCES must be made in writing to the District Superintendent or his/her designee who may authorize the issuance of a cross contract with another BOCES.

Education Law Section 1950(2-a), and (4)(b)
8 New York Code of Rules and Regulations
(NYCRR) Section 170.3

NOTE: Refer also to Policy #[4110 -- Budget Planning and Preparation](#).

Adopted: 7/10/02