

SUBJECT: ADMINISTRATION OF BUDGET

The District Superintendent is responsible to the Board for the administration of the budget.

- a. The District Superintendent/designee shall acquaint BOCES employees with the final provisions of the program budget and guide them in planning to operate efficiently and economically within these provisions. Function and object appropriations for line items shall be determined by July 1.
- b. Under the District Superintendent's direction, the Assistant Superintendent for Administrative Services shall maintain such records of accounting control as are required by the New York State Uniform System of Accounts (for BOCES), the Board, and such other procedures as are deemed necessary and shall keep the various administrative units informed as to the status of their individual budgets, on a function and object basis. The business office shall bring to the attention of the administrative units and the District Superintendent any deviations from original requests.
- c. Administrators are responsible to the District Superintendent for operation of their units within budgetary limits.
- d. The District Superintendent shall require the Assistant Superintendent for Administrative Services to render a summary report by program or major function, at least monthly, within Regulations of the Commissioner of Education.

Adopted: February 13, 2002