The Administrator shall be responsible for informing the Board of Control of all fiscal matters and shall use professional judgment in maintaining a sound fiscal policy in the operation of all Cooperative Educational Service Agency activities.

Fiscal Year shall be July 1 through June 30.

Budgeting System: Budgets will be based on project objectives defined by project directors with input from districts through advisory councils.

Budget Deadlines and Schedules will be set by the Agency Administrator, as appropriate, for the best working plan to meet school district needs.

Budget Planning will be a cooperative effort of the project director, LEA representative, the Fiscal Administrator and the Agency Administrator.

Budget Priorities will be determined by the Agency Administrator and Board of Control.

Dissemination of Budget Recommendations: Budget recommendations will be forwarded to the Agency Administrator; consolidated; and forwarded to the Board of Control.

Grant Budgets will be developed in accordance to the Granting Authority guidelines with budget changes submitted to the appropriate funding authority on a timely basis to ensure CESA #9 receives the revenue from the granting agency.

Budget Adoption shall be approved by the Board of Control and shall be sufficiently detailed to provide meaningful comparison with actual expenditures. The Agency shall generate a budget for all appropriate funds and subfunds consistent with project expectations.

Budget Implementation: Anticipated interfund transfers will be budgeted. Amendments or revisions to the budget will be authorized and documented by the Agency Administrator and when local district share exceeds 10%, change shall be reported to the impacted local school district.

Line Item Transfer Authority: Transfers of monies within funds will be authorized by the Administrator and reported to the Board of Control.

Tentative Approval: February 3, 1988

FINAL APPROVAL: July 6, 1988

Revised and Approved: May 7, 1997

Revised and Approved: April 2, 2003