

DC Annual Operating Budget

DC

The service center budget shall be prepared by the executive director in cooperation with selected service center employees and shall reflect the service center's educational goals.

The executive director shall follow the adopted budget.

The service center shall fund the operating budget according to approved fiscal and budgetary procedures required by the State of Kansas.

Budget Forms

Budget forms used shall be those prepared and recommended by the Kansas State Department of Education. Budget summary documents shall be prepared on forms provided by the Kansas State Department of Education.

Priorities

The board will establish priorities for the service center on a short-term, intermediate and long-range basis.

Deadlines and Schedules

Deadlines and time schedules shall be established by the board.

Encumbrances

An encumbrance shall be made when a purchase is made or when an approved purchase order is processed. All encumbrances shall be charged to a specific fund. All necessary encumbrances shall be made by the executive director.

Recommendations

Recommendations of the executive director and professional staff concerning the service center's budget allocations will be presented to the board prior to submission of the tentative draft budget. All executive directors and staff recommendations will be presented to the board no later than the regular board meeting in September.

Preliminary Adoption Procedures

The executive director will be responsible for developing the budget cover letter. It is recommended that the letter include a restatement of the goals and objectives of the service center and a list of budget priorities. An explanation of line item expenditures will be included in the letter. Fund expenditures and line categories will also be explained in terms of how the budget meets the goals and objectives of the service center and enhances completion of priority programs. A preliminary draft of the service center's budget will be submitted by the executive director to the board on or before September 15 each year.

Approved: SCKESC Board of Directors 11/05/2008, 9/2014, 4/2015, 02/2016,
09/05/2018