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MICHELLE HUTCHINS
Superintendent of Schools

INTEGRITY CUSTOMER SERVICE ACCOUNTABILITY TEAMWORK INNOVATION PASSION

Business SP 3100

BUDGET

Budget Development

It is the responsibility of the County Superintendent to develop an annual budget based on the priorities and needs of programs offered and clients served. Responsibility for overseeing the budget development process is assigned to the Assistant Superintendent of Business Services, who shall work directly with each department director in drafting the County Office annual budget as required by law. The County Board adopts the budget after giving consideration to the program and service recommendation proposals of the County Superintendent and such administrative and financial review as may be necessary.

Following budget adoption, the County Superintendent shall exercise supervision over the finances of the County Office in keeping with established budgetary procedures. Twice a year the County Superintendent will submit a budget update to the County Board for their review.

Budget Management

The County Superintendent desires to maximize efficiency in the management of program revenues and expenditures and assign responsibility for monitoring program budgets to program directors. The County Superintendent directs that Business Services provide financial reports, program reports and other pertinent data to ensure maximum effectiveness of program operation.

Budget Increases

The County Superintendent recognizes that additional funds may become necessary during the course of a year to cover unanticipated expenditures brought about by a change in legislation, demand for services, increase in prices, etc. Increases to approved budgets require Cabinet Administrator approval and must have sufficient documentation to support the request.

Legal References:

Education Code, 1240, 1280, 1600-1630

Policy Approved: March 1,
2003 Revised: