

Annual Budget

The annual operating budget is the financial plan for the operation of the BOCES. It provides the framework for both expenditures and revenues for the year and translates into financial terms the educational programs and priorities of the BOCES.

Budget Process

In accordance with state law, the budget shall be presented in a summary format that is understandable by any layperson. The budget format shall itemize expenditures of the BOCES by fund. It shall describe the expenditure and show the amount budgeted for the current fiscal year and the amount budgeted for the ensuing fiscal year.

When budgeting for any enterprise funds, the BOCES shall use the full accrual basis of accounting. Otherwise the BOCES shall use the modified accruals basis of accounting in budget preparation.

The budget shall include a uniform summary sheet for each fund administered by the BOCES that details the beginning fund balance and anticipated ending fund balance for the budget year; the anticipated fund revenues for the budget year; the anticipated transfers and allocations that will occur to and from the fund during the budget year; the anticipated expenditures that will be made from the fund during the budget year; and the amount of reserves in the fund.

The Board assigns to the executive director overall responsibility for budget preparation, budget presentation, and budget administration, but he or she shall have the authority to delegate portions of this responsibility to the finance director.

The budget prepared and presented by the executive director shall be consistent with the Board's budget priorities established in policy DBD.

Operating Reserve

Maintaining a fiscal year-end fund balance as an operating reserve in the general fund is a beneficial and sound financial management practice. The Board assigns to the executive director the responsibility of accumulating and maintaining a general fund balance amounting to 2 months of the BOCES' current fiscal year expenditures for all funds, excluding flow-through and grants with a limited time frame, per the adopted budget, as an operating reserve. This does not include fund balance assigned for vehicle replacement or other purposes than working capital.

The operating reserve is intended to serve as a “rainy day” fund and will be used only for an unexpected loss of revenue or extraordinary expenditure. Expenditures from this reserve shall be reported to the Board.

If any part of the operating reserve defined above is used in any fiscal year to cover an unexpected loss of revenue or an extraordinary expenditure, funds will be reallocated to restore the year-end fund balance in the operating reserve before any other budget allocations in the subsequent fiscal year, unless the Board approves otherwise.

The Board appropriates this reserve to meet cash flow requirements.

Adopted: May 10, 1984

Revised: June 29, 2010
May 10, 2012
January 14, 2016

LEGAL REFS.: C.R.S. 22-5-106 (*financing, budgeting and accounting, BOCES follow school district budget laws, as applicable*)
C.R.S. 22-5-107 (*duties of board*)
C.R.S. 22-5-108 (*powers of board*)
C.R.S. 22-32-109 (1)(b) (*board duty to adopt policies for the efficient administration of the BOCES*)
C.R.S. 22-44-101 through 112 (1), (2) (*school district budget law, Board shall cause a proposed budget to be prepared and shall adopt a budget for each fiscal year*)
C.R.S. 22-44-113 through 22-44-115 (1), (3) (*school district budget law, borrowing and expenditures*)
C.R.S. 22-44-115.5 through 119 (*school district budget law, fiscal emergency and reserves*)
C.R.S. 22-44-301 *et seq.* (*Public School Financial Transparency Act*)
C.R.S. 29-1-103 (3) (*budget to reflect lease-purchase payment obligations*)

CROSS REFS.: DAB*, Financial Administration
DB subcodes, (all relate to the budget)