

## VENTURA COUNTY BOARD OF EDUCATION

**BOARD POLICY NO. 3102**

**ADOPTED: 2/24/97**

**CLASSIFICATION: Business and Noninstructional Operations**

**REVISED:**

**SUBJECT: Budget Procedure**

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The following procedure for budget preparation will apply to the County School Service Fund budget:

1. Department heads' budget requests shall be filed with the Superintendent or his/her designee, according to the annual budget calendar.
2. Department budget requests shall be compiled by the Business Office, reviewed with department heads and adjusted as necessary to assure a fiscally sound budget proposal. The department requests, with appropriate adjustments, will be submitted to the Superintendent for review.
3. The proposed budget shall be submitted to members of the Board according to the annual budget calendar.
4. Review will include a series of budget workshops in which the business, program and personnel implications of each component of the budget will be explained. The Board will have an opportunity to question and make recommendations as to any expenditure(s) based upon what the expenditures are to be used for. The Board may decline to approve the budget if its recommendations are not implemented. However, the Board may not do so if its recommendations interfere with the performance of any existing legal obligations of the Superintendent or the Board, including contractual obligations. The Board and Superintendent will work cooperatively to arrive at a mutually acceptable budget.
5. The Board shall review and approve the County School Service Fund budget before its submission to the State Superintendent of Public Instruction for final approval.

Legal Reference:

EDUCATION CODE

1040 et seq. County board review revenue  
1940 County school service fund