

**VENTURA COUNTY OFFICE OF EDUCATION**

**SUPERINTENDENT POLICY NO. 3140**

**ADOPTED: 02/14/96**

**CLASSIFICATION: General Administrative Policies**

**REVISED: 05/05/08**

**SUBJECT: Budget Procedure**

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

Department heads budget requests shall be filed with the Deputy Superintendent, Fiscal and Administrative Services or designee, according to the annual budget calendar.

Departmental 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 departmental requests, with appropriate adjustments, will be submitted to the County Superintendent of Schools appropriate designee for review and authorization to present to the County Board of Education for approval.

The proposed budget shall be submitted to members of the County Board of Education according to the annual budget calendar.

The County Board of Education shall review and approve the County School Service Fund budget before its submission to the State Superintendent of Public Instruction for final approval.