

Determination of Budget Priorities

Budget planning shall be based upon the directions and policies adopted by the Board.

The executive director or designee shall cause to be prepared compilations of budget requests, shall convert BOCES requirements for staffing and other allocations to actual dollar costs, and shall include an estimate of financial resources available.

The Board shall retain continuing discretion regarding appropriate expenditures of BOCES moneys.

Contributions from members of the BOCES shall be on the basis of a proportionality agreed upon by the participating members and such agreement shall be formalized by appropriate documentation in the budget.

To fulfill its obligation regarding BOCES resources, the Board must know how resources are currently allocated, whether such allocation is effective and what changes should be made to achieve the greatest returns. The executive director shall develop a comprehensive and ongoing system to collect and analyze resource allocation information. The analysis of this information shall form the basis for the budget prepared by the executive director for presentation to the Board. The system shall:

1. determine how resources are currently allocated by program
2. identify ways to better use resources to achieve the BOCES's objectives

Accordingly, the budget prepared and presented by the executive director shall:

1. include contingency plans in the event budget assumptions prove erroneous
2. be in a summary format understandable by a lay person
3. itemize BOCES expenditures by fund
4. include information regarding program expenditures
5. adequately describe proposed expenditures
6. show the amount budgeted for the current fiscal year and the amount budgeted for the ensuing fiscal year
7. contain enough information to enable credible projection of revenue and expenses
9. disclose budget planning assumptions
10. not excessively rely on nonrecurring revenues
11. not provide for expenditures, interfund transfers or reserves in excess of available revenues and beginning fund balances
12. not include the use of beginning fund balance unless the Board has adopted a resolution as described in state law specifically authorizing such use
13. provide adequate and reasonable budget support for Board development and other governance priorities, including the costs of fiscal audits, Board and committee meetings, Board memberships and BOCES legal fees
14. take into consideration fiscal soundness in future years and plans for the building of organizational capabilities sufficient to achieve the Board's goals in future years

15. reflect anticipated changes in employee compensation including inflationary adjustments, step increases, performance increases and benefits
16. comply with state and federal law
17. provide sufficient resources to address the BOCES's facility needs.

**EAST CENTRAL BOCES
BOARD POLICY**

Adopted: November 19, 2014

LEGAL REFS.: C.R.S. 22-5-106 (*financing, budget and accounting*)
[C.R.S. 22-11-302 (1)(a) (*BOCES accountability committee budget recommendations*)]
C.R.S. 22-44-105 (1.5) (*budget parameters regarding expenses not exceeding revenue and use of beginning fund balance*)