File: DBD

**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. be in a summary format understandable by a lay person
2. itemize BOCES expenditures by fund
3. include information regarding program expenditures
4. adequately describe proposed expenditures
5. show the amount budgeted for the current fiscal year and the amount budgeted for the ensuing fiscal year
6. contain enough information to enable credible projection of revenue and

 expenses

1. disclose budget planning assumptions
2. not excessively rely on nonrecurring revenues
3. not provide for expenditures, interfund transfers or reserves in excess of

 available revenues and beginning fund balances

1. not include the use of beginning fund balance unless the Board has adopted a

 resolution as described in state law specifically authorizing such use

1. 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

1. 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

1. reflect anticipated changes in employee compensation including inflationary

 adjustments, step increases, performance increases and benefits

1. comply with state and federal law
2. provide sufficient resources to address the BOCES’s facility needs.

Adopted: January 20, 2016

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)