

Lewis Center for Educational Research

BP 3100: Budget

Adopted: September 12, 2011

Revised:

The Board of Directors accepts responsibility for adopting a sound budget for each fiscal year which is aligned with the organization's vision, goals, and priorities. The organization budget shall guide administrative decisions and actions throughout the year and shall serve as a tool for monitoring the fiscal health of the organization.

The organization budget shall show a complete plan and itemized statement of all proposed expenditures and all estimated revenues for the following fiscal year, together with a comparison of revenues and expenditures for the current fiscal year. The budget shall also include the appropriations limit and the total annual appropriations. (Education Code [42122](#))

Single Budget Adoption Process

The President or designee shall establish an annual budget development process and calendar in accordance with the single budget adoption process described in Education Code [42127](#).

The President shall oversee the preparation of a proposed organization budget for approval by the Board and shall involve appropriate staff at all levels in the development of budget projections.

The Board encourages public input in the budget development process and shall hold public hearings and meetings in accordance with law.

The President or designee may appoint a budget advisory committee composed of members of the community and staff. The committee shall provide recommendations to the President during the budget development process. Duties of the committee shall be clearly defined and communicated to all members.

In order to provide guidance in the development of the budget, the Board shall annually establish budget priorities based on identified organization needs and goals and on realistic projections of available funds. The Board also shall establish budget assumptions or parameters which may take into consideration the stability of funding sources, enrollment trends, legal requirements and constraints, anticipated increases and/or decreases in the cost of services and supplies, use of one-time resources, categorical program requirements, scheduled salary increases, and any other factors necessary to ensure that the budget is a realistic plan for organization revenues and expenditures.

The Board shall establish and maintain a general fund reserve for economic uncertainty that meets or exceeds the requirements of 5 CCR [15443](#).

Prior to adopting the budget, the Board shall conduct a first-tier review, through the Budget Committee, and if necessary a second-tier review, to ensure that the budget meets standards and criteria adopted by the State Board of Education. (Education Code [33127](#), [33128](#), [33129](#); 5 CCR [15440-15452](#))

The President or designee shall ensure that the organization budget is clearly presented and effectively communicated to the Board, staff, and public. He/she may adapt or supplement the state-required budget format as necessary for these purposes.

Whenever revenues and expenditures change significantly throughout the year, the President or designee may recommend budget amendments to ensure accurate projections of the organization's net ending balance. When final figures for the prior-year budget are available, this information shall be used as soon as possible to update the current-year budget's beginning balance and projected revenues and expenditures. In addition, budget amendments may be submitted for Board approval when the state budget is adopted, organization income declines, increased revenues or unanticipated savings are made available to the organization, program proposals are significantly different from those approved during budget adoption, and/or other significant changes occur that impact budget projections.