



BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: May 14, 2002

TO: BOARD OF EDUCATION

FROM: Dr. Joe A Hairston, Superintendent

SUBJECT: Non-Instructional Services: Fiscal Service Policy Revisions

ORIGINATOR: J. Robert Haines, Deputy Superintendent, Business Services

**RESOURCE
PERSON(S):** Barbara Burnopp, Executive Director, Fiscal Services

INFORMATION

Policy 3111 – Budget: Planning and Preparation, Policy 3112 – Budget: Operating Budget, and Policy 3113 – Budget: Transfers and Supplements were updated as part of the initiative of the Division of Business Services to update outdated Board Policies. The policies were adopted in 1968 and revised in 1980 (with the exception of 3113). Changes have been reviewed twice by the Board Policy Review Committee.

Attachment I – Board Policy 3111
Attachment II – Board Policy 3112
Attachment III – Board Policy 3113

NON-INSTRUCTIONAL SERVICES: Fiscal Services

Budget: Planning and Preparation

The Superintendent of Schools shall prepare the annual operating [budget] and capital budgetS to be submitted to the Board of Education in accordance with THE ANNOTATED CODE OF MARYLAND, rules and regulations of the MARYLAND State Board of Education, and the policies established by the Board of Education of Baltimore County. IF SIGNIFICANT CHANGE IN POLICY IS NECESSARY, THE NEW POLICY SHALL BE SUBMITTED TO THE BOARD OF EDUCATION FOR APPROVAL.

In planning the funds to be included in the budget requests, the Superintendent of Schools shall [consider the recommendation of members of the staff and shall arrange for public hearings to consider recommendations of the community] IDENTIFY THE SYSTEM GOALS BY CONSIDERING INPUT FROM THE COMMUNITY, THE AREA EDUCATIONAL ADVISORY COUNCILS, STAFF, AND OTHER STAKEHOLDER GROUPS. [If these recommendations involve a significant change in policy, the new policy shall be submitted to the Board of Education for approval prior to the inclusion of funds in the budget.]

Legal Reference: *Annotated Code of Maryland*, Education Article.

§4-205(k)	Powers and duties of county superintendent, annual budget; securing funds from local authorities
§5-101	Annual school budget

Policy

Adopted: 9/18/68

Revised: 6/19/80

Revised: _____

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Board of Education
Of Baltimore County

NON-INSTRUCTIONAL SERVICES: Fiscal Services

Budget: Operating Budget:

1. Proposed Budget

The budget document as recommended by the Superintendent of Schools shall be submitted to the Board of Education in January. [In February,] IN THEIR BUDGET DELIBERATIONS, THE BOARD SHALL CONSIDER INPUT FROM THE COMMUNITY AND OTHER STAKEHOLDER GROUPS THROUGH PUBLIC HEARINGS AND/OR OTHER MEANS. The Board of Education shall approve an operating budget for submission to the County Executive of Baltimore County NOT LESS THAN 45 DAYS BEFORE THE DATE FOR LEVYING LOCAL TAXES OR ON AN EARLIER DATE ON OR AFTER MARCH 1, as required by State Law.

2. Adopted Budget

Following action by the Baltimore County Council, the Board of Education shall adopt an operating budget for the fiscal year AND FORWARD A COPY TO THE STATE SUPERINTENDENT AS REQUIRED BY LAW.

Legal Reference: *Annotated Code of Maryland*, Education Article

§4-205(k)	Powers and duties of county superintendent, annual budget; securing funds from local authorities
§5-101	Annual school budget
§5-102	Submission of AND REDUCTIONS to budget
§5-103	Budget amount

Policy

Adopted: 9/18/68

Revised: 6/19/80, _____

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Board of Education
Of Baltimore County

NON-INSTRUCTIONAL SERVICES: Fiscal Services

Budget: Transfers and Supplements

The Superintendent of Schools shall administer expenditures in accordance with the [approved budgets.] LIMITS ADOPTED BY THE BOARD OF EDUCATION THROUGH THE BUDGETING PROCESS.

[Any] Transfer of funds between categories [of] IN the operating budget, TRANSFER OF FUNDS BETWEEN projects in the capital budget, AND REQUESTS FOR SUPPLEMENTAL FUNDS FOR THE OPERATING OR CAPITAL BUDGET shall be approved by the Board of Education prior to [any other processing required by law.] SUBMISSION TO THE BALTIMORE COUNTY COUNCIL OR THE COUNTY EXECUTIVE AS APPROPRIATE.

Legal References: *Annotated Code of Maryland*, Education Article

- §5-101 Annual school budget
- §5-105 Expenditure of revenues; transfers within and between major categories
- §5-305 Separate accounts for construction funds

Policy
Adopted: 9/18/68
Revised: _____

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